



## CITY OF DAHLONEGA WORK SESSION MINUTES

<b>Date:</b>	February 21, 2019
<b>Time:</b>	4:03 p.m.
<b>Place:</b>	Dahlongega City Hall – Mayor McCullough Council Chamber
<b>Council Present:</b>	Mayor Sam Norton, Council Members Ron Larson, Roman Gaddis, Mitchell Ridley, Helen Hardman and Bruce Hoffman
<b>City Staff Present:</b>	City Manager Bill Schmid, Finance Director Melody Marlowe, Community Director Kevin Herrit, Public Works Director Mark Buchanan, City Marshal Jeff Branyon, and City Clerk Mary Csukas
<b>Other Attendees:</b>	City Attorney Doug Parks, Downtown Development Executive Director Jan Harris and Downtown Development Program Assistant Carolyn McDuffie

Action Items from this Work Session			
<u>Action Item</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Theta Epsilon Chapter of Sigma Chi Fraternity	Jan Harris	Open	March 4, 2019
Arts & Wine Festival Permit Change	Jan Harris	Open	March 4, 2019
Carousel Organ Association of America / March 9 <sup>th</sup>	Jan Harris	Open	March 4, 2019
Race Event Application Fee	Jan Harris	Open	March 4, 2019
FY2018 Budget re-appropriations Resolution	Melody Marlowe	Open	March 4, 2019
Smith House DD RLF Resolution	Jan Harris	Open	March 4, 2019

Agenda Item / City Marshal Department Report -Marshal Branyon

Discussion: Council Member Larson inquired about parking software

Conclusion: Marshal Branyon informed Council, through the municipal court system we have a software program that will allow for an upgrade from our manual ticketing system to a digital system

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Agenda Item / Community Development and Historic Preservation Commission Report - Director Herrit

Discussion: Director Herrit informed Council of a joint project with Chestatee Preservation that may be possible to help o stop soil erosion at construction sites.

Conclusion: Director Herrit will keep Council informed of his progress with Justin Ellis and the University of North Georgia

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Agenda Item / Finance Department Report - Director Marlowe

Discussion: Bond Rating has moved from A- to A

Conclusion: No further action required

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Agenda Item / Public Works Department Reports - Director Buchanan

Discussion:

- Stormwater issues due to excessive rain in our area.
- Bids are ongoing for the Stormwater Program.
- LAP certification is ongoing, it will be the first in Lumpkin County. This certification is mandatory for completion of the Grant application for the Reservoir project.
- Ron Larson asked if the City would communicate with the State on the status of the repairs needed on Hwy 60 due to an accident near the Shell Station. Director Buchanan will continue to follow up with GDOT on this issue.

Conclusion: No Council action required

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Agenda Item / Water and Waste Water Plants Department – Supervisor Jarrard

Discussion: City Manager Schmid informed Council that due to the excessive rain, and its effect on the soil, less chemicals were needed at the Water Treatment Plant. Also, the waste water plant has handled the weather very well.

Conclusion: No Council action required

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Agenda Item / Cemetery Committee Report – Chris Worick

Discussion: Director Buchanan informed Council that the Cemetery Committee was doing a great job with volunteer at the maintenance of the cemetery. Proposals to pave Mt. Hope is in the works.

Conclusion: No Council action required

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Agenda Item / Dahlonga Downtown Development Authority Report - Downtown Director Harris

Discussion: The Downtown Shuttle Project is now being handled by the private sector.

- Jacqueline Wiesenmeyer has two, six passenger shuttles with storage capabilities in service.
- This service will be tip based with coupons available from local business.
- Advertising of Local Business will be on the shuttles.
- The shuttle service is expected to begin on the 15<sup>th</sup> of March.
- The two shuttles will run simultaneously allowing for optimum service to Dahlonga.
- Mayor Norton asked if the service could be used by employees to alleviate their need to park in the square. Jacqueline Wiesenmeyer responded it was a definite idea that would be pursued with other local business owners.

Conclusion: No Council action required

Agenda item/ Theta Epsilon Chapter of Sigma Chi Fraternity – Downtown Director Harris

Discussion: Director Harris informed Council that a Chapter of the Sigma Chi Fraternity will be hosting an event in Hancock Park with recommendation and approval from Staff. The event will be using a local approved caterer to handle the alcohol service of the event.

Conclusion: Director Harris will present this event before Council for a vote of approval at the March Regular Council Meeting on March 4, 2019.

<u>Action Item</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Approval of New Event with Alcohol	Jan Harris	Vote Regular Council Meeting	March 4, 2019

Agenda Item / Arts & Wine Festival Permit Changes- Downtown Director Harris

Discussion: The Arts & Wine Festival, a previously approved local event in Hancock Park, is requesting a modification to their permit for this year that will allow more vendors and artists to be involved with the festival.

- The request is to include the use of the small parking area located across from Hancock Park and adjacent to the Parrish Hall of the St. Luke Catholic Church. The space will be for vendors and artists if needed.
- An additional request is to allow the broadcasting of Radio Station 106.01 in Dahlonga at this event from 10 am – 12 pm to allow for more exposure.

Conclusion: Director Harris will present this event before Council for a vote of approval at the March 4<sup>th</sup> Regular Council Meeting.

<u>Action Item:</u>	<u>Person Responsible:</u>	<u>Status:</u>	<u>Due Date</u>
Approval of Event Permit Changes	Jan Harris	Vote Regular Council Meeting	March 4, 2019

Agenda item/ Carousel Organ Association of America- Downtown Director Harris

Discussion: This Association is requesting to have the \$300 application fee waived for their event. The event coordinator equates his rally to local musicians that play in the City Square and use no City services.

- The group will be staying at a local hotel and having a group dinner at the Smith House
- These are mostly small hand cranked organs that will be played outside of businesses around the Square. One large Organ will be in one parking space (asking to waive \$20.00 fee)
- The group will park personal vehicles in areas on the outskirts of town
- This group is nonprofit and does not expect payment for music played

The Council discussed that the Rally would be a value to Dahlonga, but all groups are required to pay the fee and especially one that is two days. The Council believes that some services will be needed in the form of garbage and possible crowd control, as this is a rally. Mayor Norton asked that staff review guidelines for this

type of event. Council Member Gaddis believed that the fee should be charged but Council Members Ridley, Hoffman and Hardman felt the fee should be waived.

Conclusion: Director Harris will present this event before Council for a vote of approval at the March 4<sup>th</sup> Regular Council Meeting.

<u>Action Item:</u>	<u>Person Responsible:</u>	<u>Status:</u>	<u>Due Date</u>
Approval of New Event	Jan Harris	Vote of Approval	March 4, 2019

Agenda item / Race Event Application -Downtown Director Harris

Discussion: Recently the DDA Council made a recommendation to raise the fees associated with a race event or parade application

- \$150 application fee
- \$300 cleaning deposit (some refund possible)
- \$100 late fee (this was applied in the past)

The only fee associated with a race event was the late fee. The idea was to alleviate some of the cost associated with the road closures and service associated with these events.

The Council discussed this idea of a fee associated with these two types of events and agreed that race events would be a possibility but not parades.

Conclusion: Director Harris will present the application fee increase before Council for a vote of approval at the March 4<sup>th</sup> Regular Council Meeting.

<u>Action Item:</u>	<u>Person Responsible:</u>	<u>Status:</u>	<u>Due Date</u>
Race Event Fee Increase	Jan Harris	Vote of Approval	March 4, 2019

Agenda item / FY2019 Budget Re-Appropriation Resolution

Discussion: Finance Director Marlowe informed Council that at the end of Fiscal, Year September 30, 2018, some budgeted items were not used for product and purchases, This Resolution will allow for these funds to be re-appropriated to 2019 Budget.

Conclusion: Director Marlow will present this Resolution for a vote at the March 4<sup>th</sup> Regular Council Meeting

<u>Action Item:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Re-appropriated Funds	Director Marlowe	Vote at Regular Council Meeting	March 4, 2019

Agenda Item / Smith House DD RLF Resolution- Downtown Director Harris

Discussion: Director Harris informed Council that the City of Dahlonega has been approved for a DD RLF loan in the amount of \$250,000 to assist the Smith House with the expansion of their lodging located at 84 South Chestatee.

- Council and the Downtown Development Board must each pass a Resolution in support of the construction project and the DD RLF Loan prior to the loan closing.
- The DCA will not release the funds until the project is complete.
- The Smith House Representative is responsible for the Loan.
- The DDA Staff is requesting that Council approve this Resolution.

Conclusion: Director Harris will present this Resolution to the Council for a vote of approval at the March 4, 2019 Regular Council Meeting.

<u>Action Item:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Resolution for DD RLF Loan	Director Harris	Vote at Regular Council Meeting	March 4, 2019

Agenda Item / CVB Progress – Mayor Norton

Discussion: Mayor Norton informed Council that a search committee will be formed to assist with the search for Tourism Director.

Conclusion:

Agenda Item / Hawkins Street

Discussion: Director Buchanan informed Council that the Hawkins street 3 parking space request is not viable.

Conclusion: No further Council action

Agenda Item / Romance Lights

Discussion: Director Harris informed Council that the cost for the romance lights for a four-day weekend would cost roughly \$170. Council discussed feedback from the public and the consensus was the lighting should only be during the holiday season.

Conclusion: No further Council action

Agenda Item / Installation of Speakers throughout the Square

Discussion: Director Harris informed Council that the DDA Board believed that speakers were necessary during parades, announcements and emergencies but music should not be played. Music in the Downtown area should be reserved for musicians.

Mayor Norton stated that this idea should be discussed at the Joint City/County Meeting on May 8<sup>th</sup> in Blairsville. The topic should be about speakers on the Chamber Building and possibly throughout the square for parades, announcements and emergencies. We do have problem that could be resolved with some type of speaker system. Council Member Gaddis reminded Council that the Historic Preservation Committee must approve the addition of speakers in the Square.

Council Member Larson stated that we should respect the efforts of the DDA Board and discuss this topic further. Council Member Gaddis will assist Council will selecting a type of system suited for the Square once a decision was made about this topic

Council Member Taylor stated that the 3% TPC funds are a possible source to assist with the purchase of a system since it would enhance our tourism.

Conclusion:

<u>Action Item:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Joint Meeting	Council and Mayor	Open	May 8, 2019

Agenda Item / RFI – Request for Information on Kindergarten Property

Discussion: Should the RFI be released this week as planned or should the City wait until Council makes decision regarding zoning change from CBD to PUD for the property at 147 Park Street.

Conclusion: The consensus was to move forward with the issuance of the RFI to include a statement that City Council is considering the zoning change.

<u>Action Item:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Issue RFI	Bill Schmid	Open	

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Adjournment: Mayor Norton adjourned the meeting at 5:25 p.m.