



**CITY OF DAHLONEGA WORK SESSION
APRIL 20, 2017, 4:00 P.M.
MINUTES OF MEETING**

The Dahlonega City Council met Thursday, April 20, 2017 for a Work Session.

Council Members Michael Clemons, Roman Gaddis, Bruce Hoffman, Ron Larson, Sam Norton and Mayor Gary McCullough were present. Council member Mitchell Ridley was absent. City Manager Bill Schmid, City Attorney Doug Parks, Director of Planning and Zoning Chris Head, Finance Director Melody Marlowe, Public Works Director Mark Buchanan and City Clerk Kimberly Smith were present. Downtown Development Authority Director Rebecca Shirley was present.

The Work Session began at 4:00 p.m.

Chamber Agreement for Tourism Services

City Manager Schmid told the Mayor and Council that a copy of the agreement is in their packet and asked if there were any questions. There were no questions

Justin Ellis of UNG Non-Point Source Runoff 319 Grant

Public Works Director Buchanan explained the 319 Non-Point Source Runoff 319 Grant and introduced Mr. Ellis.

Mr. Ellis said he had written grants for several similar projects in Habersham County and the only requirement from the City would be some in-kind labor. The main reason for the projects is to stream restoration to stop erosion on river stream banks. Mulch can be used on the streambeds to reduce erosion. This is a two year project that will include sites across from the University of North Georgia on Calhoun Road and where the recycling bins are located. Some sites will include plantings.

Morrison Moore Traffic Signal

City Manager Schmid said that Public Works Director Buchanan will comment on the next several items on the agenda.

Public Works Director Buchanan reported that UNG will be installing a traffic signal at the intersection of Alumni Drive, Calhoun Road and Morrison Moore. Plans are available if you'd like to see details. The agreement allowing the signal will be between DOT and the City, not UNG. The city may be responsible for monthly utility service to the signal.

Update on Wastewater Treatment Plant Upgrades

Mr. Buchanan said the 5th pay request was processed today which brings payment of the project to 90%; the construction is almost completed and will be completed on schedule by April 30th.

Mayor McCullough asked how much this will increase the capacity of the plant. Mr. Buchanan replied it will increase from 1 million per day to 1.4 million per day

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Old Water Treatment Plant Lift Station Project

Mr. Buchanan reported that the low bidder is Willow Construction, Inc. It is the recommendation of Engineer G. Ben Turnipseed to award the bid to Willow Construction, Inc. for \$267,680.

City Manager Schmid said the request will be to award the bid with an anticipated change order for a T assembly and emergency pump instead of a generator for this site. We will ask for the Mayor to be able to authorize up to \$400,000 for an all-inclusive project.

West Main Sanitary Sewer Repairs

Mr. Buchanan said that staff would like to make repairs to a portion of the sewer main on West Main Street. This is on the Capital Improvements Plan for FY18. However, it will fall under the new asphalt of streetscapes. The portion of the job our crews would like to tackle now would fall in the \$150,000 neighborhood if contracted out. Our crews can do it for around \$75,000. Staff will be asking for approval of this, along with more relaxed purchasing requirements similar to the Park Street project crossing the square.

Barlow Road Sidewalk

UNG will soon complete the sidewalk along Barlow Road. The new sidewalk will connect the parking area at the old bus barn with the parking area and existing sidewalk that services the ball fields. All new areas of sidewalk will also receive curb and gutter on their respective side of the road. Plans are available for viewing.

GDOT Off-System Safety Improvement Grant Application

Mr. Buchanan said grant applications are due to DOT 5/1. Our current application calls for sidewalk installation along Wimpy Mill Road from North Grove to Golden Hills Apartments, a distance of 0.63 miles. Estimated cost is \$95,000-\$100,000 of which DOT will most likely provide close to \$69,000. The city will need to provide the remaining amount. Staff has recommended approval of \$35,000 for our portion.

DDA Wayfinding Signage

DDA Director Shirley said a report is not ready for this topic. She is still continuing to work with the Georgia Conservancy. Wayfinding has many different meanings.

Ms. Shirley said she hopes to have a report ready in May.

Review of Purchasing Policy Recommendation

City Manager Schmid said this item was reviewed at the Retreat and the Council was in agreement then. If there are no questions, the item will be on the May 1, 2017 meeting for approval.

Revenue Enhancement Audits

Finance Director Marlowe said this opportunity was presented from Lumpkin County who asked if the City wanted to partner with them. Ms. Marlow said the areas she would recommend for auditing are occupational tax by Revenue Compliance with the fee paid from collections of tax. Two types of lodging audits, one for discovery of non-reporting entities and one for compliance. The compliance audit will be conducted thru Georgia Municipal Association. The other area of compliance for audit will be alcohol beverage tax.

There was discussion regarding how the audits will be paid and how the auditors perform the audits.

Council Member Norton said he would like to take this time to clarify that lodging tax does not apply to student housing. Finance Director Marlowe stated lodging tax only applies to rentals that are less than 30 days.

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City Manager Schmid said he is currently compiling information on short-term rentals in residential areas.

City Attorney Parks said the city is participating in a class action against online short-term agencies such as Travelocity and Air B & B regarding lodging tax.

Planning Director Head said any short-term lodging in improper zoning need to be notified.

2nd Quarter Budget Amendment

Mayor McCullough asked if there were any questions regarding the second quarter budget amendment. There were no questions.

FY18 Budget Calendar

City Manager Schmid said the recommended budget calendar is in the packet and approval is recommended.

Retirement Incentive Options

City Manager Schmid said this has been discussed for several years and the last discussion included four options with one of them being the rule of 75. That option would cost the city over \$85,000 the first year, in excess of \$135,000 for all subsequent years and require a plan change.

Mr. Schmid said that a one-time offer with a cash incentive of \$500.00 per year of service was also discussed. The one time Early Retirement Incentive Option to be recommended at the May 1, 2017 meeting is for anyone eligible to retire by December 31, 2017 to be offered incentive to retire of \$1,000 per year of service, capped at \$30,000 per employee. The maximum exposure being \$143,000 and is budgeted.

Council Member Gaddis asked if health insurance would be included. City Manager Schmid replied no.

Council Member Norton asked the upside of this offer to the city. City Manager Schmid replied younger employees with a better technical skill set, reset of pay scale and potential saving in insurance costs. Mr. Schmid said the actuarial anticipation is that less than 50% will participate.

Discussion of Request from Lumpkin County Library

Nan Peters of the Friends of the Lumpkin County Library was present to discuss the Lumpkin County Library's 100th anniversary. Mrs. Peters said the Lumpkin County Library was one of the first 10 libraries in Georgia that was free for users.

Mrs. Peters said they are requesting the City to waive the parade permit fee and insurance requirement for special events.

Mrs. Peters said the celebration will span ten weeks with each week representing one decade. Each civic group or governmental agency will sponsor one week. The events will end November 4, 2017 with a birthday party that the Mayor will speak at located on the hill in front of the County building that the library is located behind; a joint proclamation with the County; a parade down the hill and around the square and stores will be asked to decorate their storefronts and windows as book covers.

Planning Director Head said the City waives permit fees for other governmental agencies for special events and parades, but could not waive the insurance requirements.

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Ms. Peters said decoration of the store fronts can be done jointly with coordinators of Old Fashioned Christmas and would be painted by art students.

Hancock Park Alcohol Service Area

City Manager Schmid said this is hold over from previous meetings. The discussion when it began was in relation to special events only. Does the City want to consider points such as a designated area or not allow.

Mayor McCullough said the idea Council Member Norton of the City purchasing removable fence to be put up and taken down by the City in the northwest corner that will be rented to special events was a good idea.

Council Member Bruce Hoffman said that area is off stage and people there would not be able to see the stage.

Council Member Norton said it could enhance the venue and move the alcohol tent for special events to a softer, greener and larger area. Council Member Norton offered to do a conceptual presentation with the area delineated.

Letty Rayneri of Chestatee Artists spoke and said the event they sponsor would not want the alcohol tent in the park due to drainage issues during rain.

Agenda Packets Discussion

City Manager Schmid said there is a memo in the packet regarding this issue.

City Clerk Smith said she polled 15 cities of similar size, three of those put their entire agenda packet on their website, four have no website and the remaining eight only put their agenda on their site.

There was brief discussion regarding MuniCode offering a service that puts a link on city websites for agenda packets, space that will be available on the City's site when the ordinances are replaced with a link to the code and waiting until a new website is launched.

Mayor McCullough called for a motion to adjourn. Motion by Council Member Clemons, seconded by Council Member Larson. Mayor McCullough called for a vote of those in favor saying aye, like sign for those opposed. The motion carried with Council Member Clemons, Council Member Gaddis, Council Member Hoffman, Council Member Larson and Council Member Norton all voting in favor. No Council Member voted against the motion.

The meeting adjourned at 5:21 p.m.

Respectfully Submitted,

Kimberly Smith