



**CITY OF DAHLONEGA  
WORK SESSION  
SEPTEMBER 15, 2016, 4:00 PM  
MINUTES OF MEETING**

**Call to Order**

The Dahlonega City Council met Thursday, September 15, 2016, in the Council Room for a Work Session Meeting.

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

Mayor McCullough called the meeting to order at 5:08 p.m.

**Proclamation for Constitution Week September 17 – 23, 2016**

Approved and presented at Special Called meeting earlier this date.

**Intergovernmental Service Agreement City of Dahlonega Downtown Development Authority**

Mayor McCullough directed City Clerk Smith to place on the consent agenda for October 3, 2016.

**Re-appointment of Dahlonega Downtown Authority Members**

Mayor McCullough asked if the members, Tony Owens, Hal Williams and Donna Logan, were agreeable to being re-appointed. DDA Director Shirley replied that all have said they will accept re-appointment. Mayor McCullough directed the re-appointments be on the agenda of October 3, 2016 for approval.

**Parking Committee**

There was discussion regarding powers Mayor and Council want given to the Parking Committee and what will remain with Mayor and Council. Suggestions were made to verify how other cities handle the powers of parking committees; parking violation fine revenue stream designation; possibility of the DDA managing Parking Committee with final decisions going to Mayor and Council for approval; and allowing the DDA to authorize decisions suggested by Parking Committee.

**Discussion of Escalated Parking Fees**

Discussion ensued regarding changing parking violation fees to higher amounts with escalation for repeat offences. There was discussion regarding not issuing warnings prior to citations and amounts of the escalating fees as they compare to UNG parking fees.

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**Discussion of Paid Parking**

City Manager Schmid told Mayor and Council this item is for assignment to the Parking Committee for further exploration if the Mayor and Council want the research. There were mixed responses from Council regarding implementation of paid parking. Direction was to explore options for presentation to Mayor and Council.

**Local Maintenance Improvement Grant Recommendations**

Public Works Director Buchanan reported the following streets planned for this grant:

Torrington Road 0.80lm \$47,872; Derrick Street 0.18lm \$10,580; Memorial Drive 0.33lm \$19,550; Alma Street 0.10lm \$6,035; Choice Street 0.28lm \$16,660; and Jones Circle 0.24lm \$14,361.

Public Works Director Buchanan said the offer from Georgia Department of Transportation is \$65,980.91, the required City match for that amount is \$19,794, with the actual City match being \$49,078 bringing the project total to \$115,058.91.

Mayor McCullough directed approval of the Local Maintenance Improvement Grant Recommendations be placed on the consent agenda at the Regular Meeting of October 3, 2016 for approval.

**Reservoir Management Plan**

City Manager Schmid recommended the Reservoir Management Plan as detailed in his memo be a part of the comprehensive plan for both the City of Dahlonega and Lumpkin County.

City Manager Schmid recommended retaining the services of David Ashley, a former manager of the Water Resources Program of EPD, now with W.K. Dickson to assist in shoreline management for Lake Zwerner, proposed sharing Mr. Ashley's proposal with County Manager Stan Kelley and asking the County to share in the costs associated with the effort.

**Development Agreement for Highland Trace**

No discussion necessary, agreement previously approved at Special Called Meeting earlier this same date.

**Proposed Demolition for Temporary Parking**

Following brief discussion Mayor McCullough asked that approval of advertisement for proposals for demolition of the building known as the Old Kindergarten Building be on the agenda of the Regular meeting October 3, 2016. No support was expressed for taking proposals to remediate asbestos to repurpose the building.

**Plan Review Process Refinements**

City Manager Schmid referred to a memo in the Work Session packet regarding refinement to the plan review process that shows the following recommendations:

Require applicants meet for an informal pre-submittal meeting to go over City requirements, fees, schedules, forms, required attachments or exhibits, etc. If a field meeting is warranted, then the meeting should be held at the site rather than at City Hall.

Include representatives from affected agencies including LCSO and Fire as needed.

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Assist applicants in understanding their best route to success and discuss limitations in departing from norms. Matters likely to be raised by Council or in public hearings based on past staff

experience, which would likely require applicant action or clarification, will be identified and suggested to applicants, so they can be addressed up-front or during the process.

Document the meeting with follow-up notes.

Within five business days raise questions and identify missing items following a submittal an applicant otherwise believes to be complete. When none remain the application will be considered complete for processing purposes and scheduled for action calendars.

Have a standing day and time of week for applicants to meet with City staff as part of a Development Review Team process.

Seek timely responses from applicants for questions raised by Council or in public hearings which require applicant action or clarification.

**Japan America Grassroots Summit Tree Planting**

City Manager Schmid told Mayor and Council that in October Dahlonega will be one of fifteen Georgia communities hosting families from Japan who are participating in the 26th annual Japan America Grassroots Summit cultural exchange program. This is the first time the exchange has been in the Metro Atlanta area or Georgia. Because of the generosity of twelve local host families Dahlonega will be one of the largest sponsoring host communities. In honor of the visit and as an on-going commemorative City Manager Schmid proposes the City purchase and install a suitable dwarf Japanese Maple for planting on the South Square.

**Executive Session for Personnel**

Mayor McCullough called for a motion to go into Executive Session for discussion of personnel. Motion made by Council Member Gaddis, seconded by Council Member Larson. Mayor McCullough called for a vote of those in approval signifying so by saying aye, like sign for those opposed. The motion carried.

Executive Session began at 6:00 p.m. Council Members Michael Clemons, Bruce Hoffman, Roman Gaddis, Ron Larson, Sam Norton, Mitchell Ridley, Mayor Gary McCullough, City Manager Bill Schmid, City Attorney Doug Parks, and City Clerk Kimberly Smith remained in the Executive Session.

Council Member Gaddis made a motion to close Executive Session and return to regular meeting, seconded by Council Member Ridley. The motion carried with a unanimous vote in favor.

Executive Session ended at 6:11 p.m. There was no action taken in Executive Session, or after the Executive Session.

The Work Session Meeting adjourned at 6:12 p.m.

Respectfully Submitted,

Kimberly A. Smith, City Clerk