



**CITY OF DAHLONEGA
MAY 19, 2016
4:00 P.M.
WORK SESSION
MINUTES**

The Dahlonega City Council met Tuesday, May 19, 2016 at 4:00 p.m. for a Work Session at City Hall. Mayor Gary McCullough called the meeting to order at 4:03 p.m. The following Council Members were present: Michael Clemons, Roman Gaddis, Mitchell Ridley and Mayor Gary McCullough. Council Members Bruce Hoffman, Ron Larson and Sam Norton were absent.

City Manager Bill Schmid, City Attorney Doug Parks, Downtown Development Authority Director Joel Cordle, Planning Director Chris Head, Project Coordinator Rebecca Shirley, Public Works Director Mark Buchanan, Municipal Court Clerk Taylor Ewing and City Clerk Kimberly Smith were present.

Audit Engagement Letter from Rushton & Company

City Manager Schmid informed Mayor and Council that the audit engagement letter was included in their agenda packet. One typographical error in the letter concerning when the date reports will be issued was mentioned for correction.

Mayor McCullough directed City Clerk Kimberly Smith to place this item on the agenda for June 6, 2016 for approval as a consent item.

City Manager Schmid told everyone that Melody Marlowe is beginning employment with the City of Dahlonega as Finance Director June 20, 2016.

Ordinance 2016-1 Amendment 1, Film Industry Permitting Ordinance

Project Coordinator Rebecca Shirley reported that changes proposed in Amendment One of Ordinance 2016-1 are detailed in a memo that was included in the agenda packet and offered to answer questions.

Mayor McCullough directed City Clerk Kimberly Smith to place Ordinance 2016-1 Amendment 1 on the June 6, 2016 agenda as a consent item for approval.

Council Member Sam Norton arrived at 4:09 p.m.

Dahlonega-Lumpkin Chamber and Visitors Bureau Quarterly Report to Mayor and Council

President Amy Booker and Tourism Director David Zunker gave the quarterly report to Mayor and Council for the first quarter of 2016. The report included strategic goals of driving membership, growing the economy and camera-ready community; breakdown of bed tax received from the City of Dahlonega and Lumpkin County; statistics on public relations, marketing, advertising and visitor services; developing leaders in our community, running a dynamic chamber and an overview of upcoming events.

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Municipal Code Corporation Purchase Approval

City Manager Schmid said that this item has been before Mayor and Council previously but never carried forward to an agenda for formal approval.

City Clerk Kimberly Smith explained the process of verifying that all ordinances are in the ordinance books, which are being scanned to send to Municipal Code and when all are sent the process of codification will take twelve to eighteen months.

Council Member Norton asked the cost. City Clerk Smith replied that it was negotiated to \$15,000.00 with inclusion of the first year's annual services that are provided by Municipal Code. City Manager Schmid stated that we negotiated more services for a lower price.

Council Member Ridley asked if all ordinances are in the codification. City Clerk Smith replied that all ordinances, other than zoning changes and budget ordinances are typically included. City Clerk Smith said if the alcohol ordinance rewrite is complete prior to codification, it will also be included.

City Manager Schmid stated there will be a zoning amendment ordinance ready for adoption in the next month or so that will include a compilation of all zoning changes made since 1991. City Manager Schmid said that concurrent with the zoning ordinance update, will be adoption of an updated zoning map, which is standard procedure.

Mayor McCullough directed City Clerk Smith to place approval of the purchase of codification services for \$15,000.00 on the agenda as a consent item for June 6, 2016.

Amendment One to W. K. Dickson Contract for Renovations to Dahlonega Waste Water Treatment Facility

City Manager Schmid told the Mayor and Council that this amendment is a compilation of total costs and contingencies for the renovations to the Waste Water Treatment Facility. This is the recommendation of Public Works Director Mark Buchanan, Water Treatment Superintendent John Jarrard, Waste Water Plant Supervisor Buck McCallister and himself and asked that this be treated as the full budget for the project. The project will be paid with \$600,000 of 2008 bond proceeds that have been held in reserve and invested and approximately three million dollars in S.P.L.O.S.T. proceeds.

Council Member Norton asked if the project would remain in budget. City Manager Schmid replied, "Yes".

Mayor McCullough directed the City Clerk to place this on the June 6, 2016, agenda for approval as a consent item.

Staff approval of tents in Hancock Park for non-alcohol events when: timeframe of event is one day or less; tent size does not exceed-10x10; no more than ten tents and event is associated with nonprofit.

Planning Director Chris Head explained that situations like this that have come before the Mayor and Council many times in the past have always been approved. The suggestion is being made that staff be allowed to approve events at Hancock Park when they are less than one day long, have no more than ten 10 foot by 10 foot tents, no alcohol is being served, and the event is associated with a non-profit entity.

Mayor McCullough asked how to proceed. City Manager Schmid replied that the item will come back before council for approval in policy form at the regular meeting June 6, 2016.

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Purchase of Trench Roller from Flint Equipment Company \$32,841.00

Public Works Director Mark Buchanan told the Mayor and Council that this was an item in the budget approved in September 2015 and he is now ready to purchase. There was brief discussion regarding the use of the equipment and process to obtain quotes.

Mayor McCullough directed the City Clerk to place the purchase approval on the June 6, 2016 agenda as a consent item.

Purchase of Dump Truck with 16 foot bed From Jacky Jones Ford \$75,190.12

Public Works Director Buchanan stated the truck is a budgeted capital item that is ready for purchase and is available from a sole source vendor.

Mayor McCullough directed the City Clerk to place the purchase approval on the June 6, 2016 agenda as a consent item.

City Manager Bill Schmid told Mayor and Council these two items raise a question regarding thresholds for purchasing. We will be bringing a new Finance Director on board so soon we will be bringing a purchasing policy to you for approval. City Manager Schmid said there is no recommendation today, but he feels the city manager should have some discretion regarding purchase of items that are budgeted."

Council Member Sam Norton said the only question he has is if proper procedure was followed in accordance with the city's policy for bids.

Public Works Director explained how quotes were obtained for the trench roller and that the dump truck is being purchased under state contract.

Council Member Norton said he just wants to make sure that compliance was met with the competitive process.

City Manager Schmid said he was comfortable that we were as rigorous in the process as we could be.

Mayor McCullough asked if there was any further discussion.

Mayor Gary McCullough thanked all in attendance and said there being no further items for discussion the meeting will stand adjourned.

The meeting adjourned at 4:35 p.m.

Respectfully Submitted,

Kimberly A. Smith