



**CITY OF DAHLONEGA WORK SESSION
MARCH 16, 2017, 4:00 P.M.
MINUTES**

The Dahlonge City Council met Thursday, March 16, 2017 at 4:00 p.m. in the Council Room in City Hall.

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

Mayor Gary McCullough called the meeting to order at 4:00 p.m. and thanked everyone for attending.

Summary of Special Event Sponsors Meeting and Recommendations

Dahlonge DDA Director Shirley said included in the agenda packet is a summary of the meeting held with special event sponsors of Bear on the Square, Gold Rush, Trail Fest, First Night, Dahlonge Arts & Wine Festival, Chamber of Commerce and City of Dahlonge. The consensus of the event sponsors is that they are agreeable to the addition of a refundable \$500 deposit and application fee of \$150 for 2017 and increasing to \$300 in 2018. The event sponsors were not in agreement with the recommendation of a per booth fee for 2018.

Ms. Shirley detailed recommendations for processing of 2017 applications as: It is staff's recommendation applications be reviewed and approved at the staff level by the DDA Director under the City Manager's supervision. Special event producers would have the right to appeal DDA Director's decision to City Manager, followed by Council. DDA staff will use the 4 Types of event categories, maps and estimate of attendance previously created to evaluate the use of public space for any new event application submitted.

Ms. Shirley said city staff will gather information regarding city man hours and resources used for each event to determine the cost to the city of each event and then meet with event sponsors again in October of 2017 for a wrap up meeting. This meeting will include information of actual cost to the city for events and revisit fees including the per booth fee for 2018 festivals.

There was discussion regarding the Council all agreeing the festivals are beneficial to the City and the need to analyze more data prior to determining if fees will increase in future years. Discussion continued regarding earmarking per booth fees for certain uses such as downtown beautification, fees going into the Downtown Development Authority budget or in the General Fund.

Council Member Larson said the summary was great, but he feels there is not yet enough data to increase fees above \$300 per event plus a refundable \$500 deposit until 2019.

Council member Norton said he is not in agreement with earmarking any fees collected by the City for festivals and thinks all fees should be revisited annually so small incremental increases can be made when necessary.

CITY OF DAHLONEGA WORK SESSION
MARCH 16, 2017, 4:00 P.M.
MINUTES
PAGE 2

Council Member Clemons said the cost of trash needs to be addressed because the city cannot continue to cover the cost of employees coming in on weekends to handle trash needs of festivals.

Council Member Hoffman said he is not in agreement with per booth fees unless they are earmarked for specific purposes.

Letty Rayneri of Chestatee Artists, Inc. who promotes the Dahlonega Arts and Wine Festival asked to speak. Ms. Rayneri said that all money earned by the festival is used for advertising and additional fees take money away from advertising.

Council Member Larson said that Ms. Rayneri has voiced her opinion on fee increases very well in the past and many of the suggested fee increases have been deferred. The Council is just now beginning to discuss fees changes for 2018.

David Zunker of the Dahlonega-Lumpkin Chamber and Visitors' Bureau said implementing a booth fee on festivals is incrementally effective comparable to the price of the booth.

Discussion continued regarding the need for data from each of the festivals this year to determine a fee schedule for upcoming years including what portion of city staff salaries should be considered.

Committee on Festivals Report

Festival Committee Members present at this meeting all spoke under the previous agenda item.

City Attorney Memorandum Regarding MuniCode

City Attorney Parks referred the Council to the document in their packet that was referenced at their retreat in February. Codification is at the point that some corrective ordinances are necessary before the process can go forward. Those corrective ordinances will be offered at the next meeting. There may be one more corrective action after the final review prior to codification. Mr. Parks said he anticipated codification to be completed by summer.

Discussion of Additional Law Enforcement Services in the City of Dahlonega by L.C.S.O.

City Manager Schmid referred to the prior contract between Lumpkin County Sheriff's Department and the City of Dahlonega that was included in the agenda packet and a previously provided outline from Major Ramsey regarding volunteer law enforcement services provided by Lumpkin County. Mr. Schmid said if we continue using officers who volunteer for services while not on duty with Lumpkin County the City could potentially pay \$96,000 per year. The contract presented will be \$113,000 per year for two officers and 2 vehicles.

Council Member Hoffman said his understanding of the options are to continue using off duty officers and the cost could be a total of \$128,000 for two officers including the \$8,000 to the County per the Service Delivery Strategy. The second is the contract option which is a little less, requires the City to purchase police vehicles and would give the City more control of the officers on duty. Council Member Hoffman said his preference is to continue to use off duty officers.

Council Member Clemons asked if the \$8,000 negotiated in the Service Delivery strategy for law enforcement was not for equipment. Council Member Hoffman replied that those funds do not go to the Sheriff.

CITY OF DAHLONEGA WORK SESSION
MARCH 16, 2017, 4:00 P.M.
MINUTES
PAGE 3

Sheriff Jarrard said that the contract could be modified to show two officers and only one car, but it will take longer to fill the positions. Utilizing off-duty officers will provide the City more coverage and the City would have control of the officers in either scenario. Even if you have a contract for two officers, you will still need off-duty officers for court and other issues that could arise.

Council Member Larson asked why the average hours being worked for Dahlonega by off-duty officers in only 27 hours. Sheriff Jarrard replied, the available hours are posted at the Sheriff's office and the officers have a choice to work or not.

There was discussion regarding offering off-duty hours to Campus Police from the University of Georgia. City Manager Schmid said Chief Gaines specified that the City would need to provide vehicles, equipment and uniforms for off-duty campus police to work in Dahlonega.

City Attorney Parks said there is a new case pending that causes jurisdictional issue with use of Campus Police.

Sheriff Jarrard said there is always one Lumpkin County Deputy assigned to work in Dahlonega and the deputy assigned would only be pulled out of the City for threat of loss of life.

The consensus of Council was to have approval of use of off-duty officers as a consent agenda item at the April 3, 2017 Council Meeting.

Streetscape Update

Public Works Director Buchanan gave an update on the current Streetscape projects underway and recently completed. Water and sewer main replacements on Park Street are complete except for the remaining tie in of water service laterals. Repair of that area has begun. This includes replacement of brick sidewalks, construction of a new curbed island and installation of conduits for potential future use. Expect to see conduit installation and brick repair the week of 3/13.

Mr. Buchanan said the following week, construction of the replacement islands between the Fudge Factory and Visitors' Center is planned. Asphalt patching will occur soon thereafter, based on weather and the availability of a paving contractor.

Mr. Buchanan said plans for the portion of the project funded through a Transportation Enhancement (TE) Grant for South Chestatee from Choice Street to Church Street are nearly complete. Bid letting for the Transportation Enhancement portion is expected in July. Preliminary drawings for the remainder of South Chestatee and Main Street from North Grove to Sunset are beginning. Grant requirements for this area are far less stringent than those in the TE zone, resulting in a much shorter turn-around time for engineering drawings and bid documents.

Mr. Buchanan said discussions are underway for additional infrastructure improvements beneath the Streetscape zone such as conduit for wiring. These conduits could be used to facilitate installation of multiple types of items like speakers, lights, fiber optic cable, electricity and anything else that requires a wire. If this results in a feasible and desirable option, installation would need to occur either prior to or during Streetscape

CITY OF DAHLONEGA WORK SESSION
MARCH 16, 2017, 4:00 P.M.
MINUTES
PAGE 4

Council Member Norton asked if the fire hydrant would be replaced in front of the Fudge Factory and if as built drawings are being updated with the installation of water and sewer lines. Mr. Buchanan said the fire hydrant will be replaced and updates to infrastructure will be included on as built drawings.

Council Member Larson asked about the numerous temporary fix paving areas outside the Square regarding when they will be improved. Mr. Buchanan replied that there will be a machine in town next week that will correct some of those issues and then they will all be paved over in August.

Early Retirement Options Discussion

City Manager Bill Schmid reported that several options have been analyzed one being permanent changes to the plan; one is a temporary change to the plan for an early retirement incentive program or the city could offer a buyout option.

Mr. Schmid said the Rule of 75 affects seven employees and it would cost \$93,000 to offer a buyout of \$500 per year for years of service if all seven employees accepted the option for Rule of 75 with a buyout.

There was discussion regarding \$200,000 budgeted for early retirement options and if the Rule of 75 with a buyout option is the option that is most cost effective to the city. Further discussion ensued regarding changes to the defined benefit plan currently offered to a defined contribution plan with matching funds.

Mr. Schmid reported that Randy Logan of GMA who has presented to the City in the past is willing to make another presentation. The City is currently developing a Request for Proposals for a Benefits Consultant to evaluate all City benefits and suggest options that could be more advantageous to the employees as well as the City.

The consensus of the Council was to place an item on the agenda of the meeting April 3, 2017 regarding a buyout retirement offer of the Rule of 75 with a buyout of \$500 per year of service, with a 45 day window of opportunity, to employees that currently qualify.

Joint Fueling Station Update

City Manager Schmid said this is a joint venture with the County that would be cost effective for the City.

Mayor McCullough directed the City Clerk to place this on the agenda for April 3, 2017 for approval.

Hancock Park Entertainment Area District Discussion

Council Member Clemons said he would like to see Hancock Park as part of the area used for festivals and to allow consumption of alcohol in the park during festivals.

Council Member Gaddis asked how this could be enforced and if it would cause festivals that are not currently in the park to move to the park.

City Manager Schmid said it would require an ordinance change or incremental changes to the ordinances governing alcohol and special events.

City Attorney Parks said the consumption of alcohol in the park could be approved on a per event basis dependent on permit criteria.

CITY OF DAHLONEGA WORK SESSION

MARCH 16, 2017, 4:00 P.M.

MINUTES

PAGE 5

Council Member Norton said Dahlonega is a family oriented town and he does not know what will be achieved by allowing alcohol in the park. If this is allowed and it does not work, it could be very difficult to go back. We need to move cautiously.

Council Member Hoffman said he would only be in favor of allowing alcohol consumption in the park if the park were to be fenced with only one way in and out so the area could be controlled.

Council Member Norton suggested making the area where alcohol is currently permitted for special events larger and nicer.

Mayor McCullough suggested a committee to investigate. City Manager Schmid said he would work with DDA Director Shirley to come up with a recommendation.

City Hall Security Lights and Cameras Discussion

City Manager Schmid said there is a recommendation in the packet. Council has previously approved a budget amendment. Staff frequently works at City Hall or in the annex after dark and public meetings often end after dark, particularly in winter months.

In review of options staff proposes the use of outdoor instant-on motion detector lights and the use of a sixteen channel DVR with eight initial cameras to be used outside the building. Considering the controversy regarding the ALPR staff did not want to proceed without Council blessing. Feed from the DVR would be password protected for use only by the City Manager and the Lumpkin County Sheriff's office. Recorded images are proposed to be automatically overwritten at seven days and Cameras in Use signs would be posted.

Council Member Norton suggested getting proposals for this and moving forward.

Discussion of Lumpkin County Elections Office Holding City Election

City Clerk Kimberly Smith told Mayor and Council that the proposal is to use the same contract that was used in 2015 for the County to hold the election. The majority of the cost would be poll workers now that early voting lasts three weeks and there is a requirement to have three poll workers on duty during all early voting.

City Manager Schmid stated that Ms. Smith is in process of obtaining necessary training to be the Qualifying Officer and Superintendent of Elections for Dahlonega.

Council Member Hoffman asked if Ms. Smith would certify the election results and if votes would be cast on voting machines. City Clerk Smith replied she would certify the results and the election will be conducted electronically if held by the County.

Mayor McCullough directed City Clerk Smith to place approval of the County conducting the City election on the April 3, 2017 agenda.

Resolution 2017-06 a Resolution of the City of Dahlonega Supporting the Community Healthcare Partnership Grant

Mayor McCullough said this resolution needs to be signed now so Community Helping Place will have it in time to apply for the grant. The resolution will be ratified at the meeting April 3, 2017.

CITY OF DAHLONEGA WORK SESSION
MARCH 16, 2017, 4:00 P.M.
MINUTES
PAGE 6

City Attorney Parks said he hoped to have a draft contract for the Tax Commissioner for collection of City property taxes. Mr. Parks said he will send it out for Council review in a few days.

Mayor McCullough said there being no further items for discussion the Work Session would stand adjourned.

Respectfully Submitted,

Kimberly A. Smith
City Clerk