



## CITY OF DAHLONEGA WORK SESSION MINUTES

<b>Date:</b>	January 17, 2019
<b>Time:</b>	4:00 p.m.
<b>Place:</b>	Dahlonega City Hall – Mayor McCullough Council Chamber
<b>Council Present:</b>	Mayor Sam Norton, Council Members Ron Larson, Roman Gaddis, Mitchell Ridley, Helen Hardman and JoAnne Taylor
<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, Water Plant Supervisor John Jarrard, and City Clerk Mary Csukas
<b>Other Attendees:</b>	City Attorney Doug Parks and Downtown Development Executive Director Jan Harris and Carolyn McDuffie

<b>Action Items from this Work Session</b>			
<u>Action Item</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
E-scooter	Marshal Branyon	Open	February 21, 2019
Online Business License Renewal	Director Herrit	Open	February 21, 2019
Karin Guy – Nominee	Ms. Mary Csukas	Open	February 4, 2019
Proposed Meeting Dates	Ms. Mary Csukas	Open	February 4, 2019
CVB Bylaws	Mayor Norton	Open	February 21, 2019
Resolution 2019-__ Year End Budget	Director Marlowe	Open	February 4, 2019
Resolution 2019-__ Personnel Management Polices	Director Marlowe	Open	February 4, 2019
Hawkins Street Parking	Director Buchanan	Open	February 21, 2019
Sealed Bid	Director Buchanan	Open	February 4, 2019
Christmas Lights	DDA Director Harris	Open	Ongoing
Speakers in the Square	DDA Director Harris	Open	February 21, 2019

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Agenda Item / City Marshal Department Report -Marshal Branyon

Discussion: Council Member Ridley requested the status of E-scooter business license applications.

Conclusion: Marshal Branyon informed Council, with the assistance of Representatives from the State Office and UNG, we are creating a common definition and guideline for the use of e-scooters in the State of Georgia and specifically in Dahlonega.

<u>Action:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
E-Scooter	Marshal Branyon	Waiting Guidelines	February 21, 2019

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

Discussion: Mayor Norton requested information to convert business license renewal to an online process in the City of Dahlonega.

Conclusion: Director Herrit informed Council that his departments mailed 433 renewal applications to local business and an online system would be advantageous to the City and Local Merchants. The Finance Department has incorporated online license renewals in the newly proposed financial software.

<u>Action:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Online Renewal	Director Herrit	Research and Funding	February 21, 2019

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Agenda Item / Finance Department Report - Director Marlowe

Discussion: No Discussion

Conclusion:

<u>Action:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
No Action			

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Agenda Item / Public Works Department Reports - Director Buchanan

Discussion: No Discussion

Conclusion: .

<u>Action Item:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
No Action Item			

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

Discussion: No Discussion

Conclusion:

<u>Action Item:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
No Action Item			

Agenda Item / Cemetery Committee Report – Chris Worick

Discussion: No Discussion

Conclusion:

<u>Action Item:</u>	<u>Person Responsible:</u>	<u>Status:</u>	<u>Due Date</u>
No Action Item			

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

Discussion: No Discussion

Conclusion:

<u>Action Item:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
No Action Item			

Agenda item/ Karin Guy – City Board of Health

Discussion: Mayor Norton informed Council the City of Dahlonge is required to appoint a Nurse to the Board of Health in Dahlonge, GA and the proposed appointee is Karin Guy.

Conclusion: Mayor Norton requested that Ms. Csukas place nominee Karin Guy on the next Regular Council Meeting Agenda

<u>Action Item</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Regular Council Meeting Agenda	Ms. Mary Csukas	Vote Regular Council Meeting	February 4, 2018

Agenda Item / Proposed Meeting Dates

Discussion: Mayor Norton inquired if changes are required of the proposed Meeting Dates for 2019 Council Member Larson believes a conflict exists with the June Work Session and the coinciding June Council Conference.

Mayor Norton requested the date change of June 18<sup>th</sup> for the June Work Session as City Manager Schmid requested. and to place this item on the February 4<sup>th</sup> Regular Council Meeting. Agenda.

Conclusion: Ms. Csukas stated the updated Proposed Meeting Dates item will be placed on February Regular Council Meeting Agenda.

<u>Action Item:</u>	<u>Person Responsible:</u>	<u>Status:</u>	<u>Due Date</u>
Proposed Meeting Dates	Ms. Mary Csukas	Vote Regular Council Meeting	February 4, 2019

Agenda item / CVB Progress – Mayor Norton

- Discussion: Mayor Norton reiterated the Chamber is our advertising organization, but we are looking at options for an alternate advertising organization which presents the need for CVB bylaws. The City, County and Chamber, will be impacted as we search other options for advertising.
- Mayor Norton asked Council for comments and suggestions to the proposed CVB bylaws sent electronically to each Council Member. These bylaws once approved would be presented to the County for review as this is a joint City - County Project. The Mayor informed Council that these bylaws once established could be amended by the proposed CVB Board as needed.
  - Council Member Hardman initiated a change to the Purpose Section to ensure proactivity in marketing and promoting of Historic Dahlonega, Winery’s and Dahlonega Plateau as these areas are essential to both the City History and County’s Agri-Tourism. Her proposed change is “Promotes and Markets Historic Dahlonega and Lumpkin County “.
  - Mayor Norton stated that this change is more relevant in the Funding Contract portion of the bylaws.
  - Council Member Larson stated that this idea is more relevant in the Mission Statement not the Purpose Section.
  - Council Member Taylor stated the Purpose Section should be more nonspecific as “Market and Promote” so we are not limited in our scope. Council Member Hardman agreed to this idea.
  - Ms. Hardman requested a reference to “Cultural Arts” be included in Section 3b-Toursim and Hospitality, since these terms alone do not denote Cultural Arts.
  - City Manager Schmid advised Council of a planned half-day Council retreat whose agenda is to explore a CVB / Chamber relationship. The facilitator is Mr. Jay Mark Walter.
  - Mayor Norton stated a City - County Tourism Meeting will be held to discuss a slate of nominees for possible vetting to the proposed CVB Board. This meeting will be held within the next 60 days.

Conclusion: Mayor Norton will present the CVB bylaw changes to the County Commissioner. The Council needs to begin reviewing possible candidates for appointment to the CVB Board of Directors.

<u>Action Item:</u>	<u>Person Responsible:</u>	<u>Status:</u>	<u>Due Date</u>
CVB Bylaws	Mayor Norton	Open	February 21, 2019

Agenda item / 147 North Park Street

- Discussion: City Manager Schmid informed Council, the City owned property at 147 North Park is under review for determination of use in the future. This property was purchased in 2006 for \$608,000.
- Request for Interest (RFI) to procure broad range of opportunities for the property
  - The Letter of Intent for this property will be amended to coincide with PUD changes
  - The City is also accepting bids for demolition of the building on the site.

Conclusion:

<u>Action Item:</u>	<u>Person Responsible:</u>	<u>Status:</u>	<u>Due Date</u>
RFI	City Manager Schmid	Work Session Package	February 21, 2019

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Agenda item / Year End Budget Amendment FY 2018

Discussion: Finance Director Marlowe presented proposed Resolution 2019-01 Year End Budget Amendment Fiscal Year 2018.

- Attachment A - narrative recap of adjustments with descriptions.
- Attachment B - financial statement format with the original Budget and amended Budget

Mayor Norton informed Council that monthly Water Revenue could create fluctuation in the Budget.

Conclusion: Resolution 2019-01 will be presented to Council for vote.

<u>Action Item:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
YD Budget Amendment	Director Marlowe	Vote at Regular Council Meeting	February 4, 2019

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Agenda Item / Personnel Management System Policies Amendment

Discussion: Finance Director Marlowe informed Council of additions and changes that will impact the Personnel Management System Policy: Veterans Day Holiday, Personal Time Off (PTO) and Health Insurance.

- Council Member Taylor inquired into the PTO changes.
- Council Member Ridley asked if PTO hours can be gifted.

Conclusion: Finance Director Marlowe informed Council that PTO hours are capped at a maximum level and any overages must be used at the end of each calendar year and disability polices replace the need to gift hours.

<u>Action Item:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Personnel Management System Polices	Director Marlowe	Vote at Regular Council Meeting	February 4, 2019

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Agenda Item / Hitching Post

Discussion: Director Buchanan informed Council, hitching posts for Carriage business is possible in the open space in front of Woody's Barber Shop and 19° N Seafood & Grill.

- Council Member Larson noted that merchants needed to be informed of the usage change of the space.
- Council Member Taylor stated the carriage company might think to incorporate a pager service to alleviate waiting lines.

Conclusion: Director Buchanan stated the carriage space does not impede the handicap parking space in the vicinity and the turn radius for the returning carriage would be adequate.

<u>Action Item:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Contract	Director Buchanan		

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Agenda Item / Wade Ford Inc. – Sealed Bid

Discussion: Director Buchanan informed Council approval is required for a purchase over \$50,000. The City has an option on a truck purchase that is \$51,000.

- Council Member Larson asked if a used truck should be an option during the process of purchases.
- City Manager Schmid informed Council a clean service record of used vehicles is an issue.

Conclusion: Director Buchanan informed Council the sealed bid process allows for the best option in the process of purchasing the Truck.

<u>Action Item:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Sealed Bid	Director Buchanan	Vote Regular Council Meeting	February 4, 2019

Agenda Item / Hawkins Street

Discussion: Director Buchanan informed Council widening of Hawkins Street, to allow for additional parking, is not possible.

- Mayor Norton informed Mr. Causey the use of parking spaces belonging to the Baptist Church are available for his tenants.
- Mr. Causey stated, at his cost, removing steps within his property will allow for creation of 3 parking spaces at the end of Hawkins street and Waters street.
- Mayor Norton advised Director Buchanan to move forward with reviewing the possibility of the 3 parking public parking spaces.

Conclusion: Director Buchanan informed Council this space would be public parking and funding is the next step. He will meet Mr. Causey at the site to discuss options.

<u>Action Item:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Hawkins Street Parking Spaces	Director Buchanan	Open	February 21, 2019

Agenda Item / Anti-Litter Campaign – request of Council Member Taylor

Discussion: Council Member Taylor stated a clean downtown will increase tourism in Downtown Dahlonega. There is an abundance of cigarette butts throughout the grounds around the Square.

- Council Member Taylor followed with an idea to place an advertisement on City garbage trucks stating, “Keep the City Clean.”
- Mayor Norton reminded Council that code enforcement writes tickets for littering.
- Mayor Norton reminded Council that, in the past, there was joint City / County committee formed to address the issue of littering. Currently the County has a committee that advertises “Glitter not Litter”
- Council Member Gaddis agrees with the idea of advertising on our Garbage Trucks.

Conclusion: Council Member Taylor will research advertising ideas to curb littering.

<u>Action Item:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Advertising	Council Member Taylor	Open	Open

Agenda Item / Christmas Lights on Weekends

Discussion: Director Harris stated that Merchants agreed to keep the canopy Christmas lights on throughout the Square until January 31st. and remove the lights on February 9<sup>th</sup>.

- Mayor Norton believed lights wrapped around the trees are easier to maneuver than canopy lights.
- Council discussed the possibility of leaving canopy lights on during events, but the merchants need to agree to keep their stores open during the evening hours.

Conclusion: Director Harris will discuss with Georgia Power the cost pertaining to Christmas lights and extended hours.

<u>Action Item:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Christmas Lights	Director Harris	Reviewing for 2019 Christmas	February 21, 2019

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Agenda Item / Installation Speakers throughout the Square – request of Council Member Larson

Discussion: Council Member Larson felt Merchants would appreciate music in the Square year-round, on a specific schedule, that transmits over wireless speakers. The funding would be a joint effort between Downtown Development Authority, Lumpkin County Chamber and Lumpkin County. City Manager Schmid stated that the City currently pays royalties for music.

Conclusion: Director Harris will bring this item to the DDA Board for further review.

<u>Action Item:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Speakers in the Square	Director Harris	Funding and Purchasing	Ongoing

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Adjournment: Mayor Norton adjourned the meeting at 4:55 p.m.