



CITY OF DAHLONEGA WORK SESSION MINUTES

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| Date: | March 21, 2019 |
| Time: | 4:23 p.m. |
| Place: | Dahlonega City Hall – Mayor McCullough Council Chamber |
| Council Present: | Mayor Sam Norton, Council Members Ron Larson, Roman Gaddis, Mitchell Ridley, Helen Hardman, JoAnne Taylor and Bruce Hoffman |
| City Staff Present: | City Manager Bill Schmid, Finance Director Melody Marlowe, Community Director Kevin Herrit, Public Works Director Mark Buchanan, Water Plant Supervisor John Jarrard, City Marshal Jeff Branyon, Accounts Payable Clerk Angi McDonald and City Clerk Mary Csukas |
| Other Attendees: | City Attorney Doug Parks, Downtown Development Executive Director Jan Harris and Downtown Development Program Assistant Carolyn McDuffie |

| Action Items from this Work Session | | | |
|---|---------------------------|---------------|-----------------|
| <u>Action Item</u> | <u>Person Responsible</u> | <u>Status</u> | <u>Due Date</u> |
| City of Dahlonega Defined Benefit Retirement Plan Restatement | Melody Marlowe | Open | April 1, 2019 |
| FY2019 1 st Quarter Budget Amendment | Melody Marlowe | Open | April 1, 2019 |
| Consideration of Right of Way for Cherokee Lane | Mark Buchanan | Open | City Attorney |
| FY LMIG Contract | Mark Buchanan | Open | April 1, 2019 |
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Agenda Item / City Marshal Department Report -Marshal Branyon

- Discussion:
- The new City department vehicle is ready to be received next week.
 - Bike patrols have begun with a recent patrol of Mt. Hope Cemetery.
 - Lumpkin County Police Chief Gaines will have 2-night patrols of Mt Hope Cemetery each week.
 - The Tag Reader has been delayed by two weeks due to an upgrade of the software.
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Agenda Item / Community Development and Historic Preservation Commission Report - Director Herrit

- Discussion:
- Kevin will host a Walk School program with the local elementary and middle school.
 - The Historic Preservation Commission had a productive meeting at the Head House with Council and local citizens.
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Agenda Item / Finance Department Report - Director Marlowe

- Discussion:
- We are excited about the launch of the new City of Dahlonega Web Site.
 - The RFP selection for the financial software has been released and we are expecting responses in April 2019.
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Agenda Item / Public Works Department Reports - Director Buchanan

Discussion: No comments

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

- Discussion:
- Owens Farm Lift Station rehabilitation bid opening will start on May 2nd for work at the station.
 - Highland Trace has shown no signs of water pressure issues since opening day.
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Agenda Item / Cemetery Committee Report – Chris Worick

Discussion: No comments

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

- Discussion:
- Upcoming Events – Opening Day Parade Parks Department, Relay for Life, Sig Fest and The Torch.
 - Head House – Downtown Development Authority is working with Public Works Director Buchanan on plans for the re-development of the Head House.
 - DDA welcomes Council to meet and discuss future projects of Downtown property opportunities.
 - Council Member Taylor asked DDA to discuss restroom hours of operation at the Hancock Pavilion due to the opening of the new Hancock Playground.
 - Council Member Hoffman asked if the fees for the parade application had changed, and DDA Director Harris stated the fees have not changed for parades.

Conclusion: DDA will discuss the operating hours of the Hancock Park bathroom with the DDA Board and give recommendations to the Council.

Agenda item/ FY2018 Audit Presentation (Chris Hollifield, Rushton & Company (CPAs)

- Discussion:
- Chris Hollifield, Rushton & Company (CPAs) presented Council with an Audit Presentation that found in their unmodified opinion, the financial statements present fairly, in all material respects, the financial position of the City of Dahlonega, Georgia, as of September 30,2018, and the respective changes in financial position and, where applicable, cash flows for the year ended.

Agenda Item / City of Dahlonega Defined Benefits Retirement Plan Restatement

- Discussion:
- The IRS has issued a favorable advisory letter for the restated Georgia Municipal Employees Benefit System Volume Submitter Defined Benefit Retirement Plan.
 - The IRS requires that each Adopting Employer sign an updated Defined Benefit Plan Adoption Agreement.

Conclusion: Ordinance and Agreement vote of approval at the next Regular Council Meeting.

| <u>Action Item:</u> | <u>Person Responsible:</u> | <u>Status:</u> | <u>Due Date</u> |
|---------------------------|----------------------------|----------------|-----------------|
| Council Vote on Ordinance | Melody Marlowe | Open | April 1, 2019 |

Agenda item/ FY2019 Quarter Budget Amendment

Discussion: Resolution to adopt the adjustments to the Fiscal Year 2019 as presented on “Attachments A” and “Adjustments B”.

Conclusion: Resolution vote of approval at the next Regular Council Meeting.

| <u>Action Item:</u> | <u>Person Responsible:</u> | <u>Status:</u> | <u>Due Date</u> |
|----------------------------|----------------------------|----------------|-----------------|
| Council Vote on Resolution | Melody Marlowe | Open | April 1, 2019 |

Agenda item / Consideration of Right of Way for Cherokee Trail

- Discussion:
- Due to destruction of permanent public records, the Jones Family is unable to secure documentation of the Right of Way for Cherokee Trail.
 - Apparently, the ownership of the alleged right-of-way for this street has been in question. In an effort to solidify ownership, staff has been working with the Jones family (who own the neighboring parcels) to come to a solution that we believe best represents the situation on the ground.
 - We will rely on the City Attorney and the Jones family licensed surveyor to create the required legal documents to bring about this result.

Conclusion: Deed of Dedication – “Approve the acceptance of dedication of Cherokee Trail generally in keeping with the highlighted orange portion on the attached sketch to be performed by the City Attorney.”

| <u>Action Item:</u> | <u>Person Responsible:</u> | <u>Status:</u> | <u>Due Date</u> |
|---------------------|----------------------------|----------------|-----------------|
| Jones Surveyor | Mark Buchanan | Open | Work by others |
| City Attorney | Mark Buchanan | Open | City Attorney |

Agenda item / LMIG Contract 2019

- Discussion:
- Staff recommends the award of the 2019 LMIG Paving Project to Colditz Trucking as they were the low bid.
 - A budget adjustment will be required in the sum of \$30,000 due to budget shortfalls.
 - The recommended funding source for the budget adjustment will be through the remainder of the Johnston Street budget.

Conclusion: Budget amendment vote of approval at the next Regular Council Meeting.

| <u>Action Item:</u> | <u>Person Responsible</u> | <u>Status</u> | <u>Due Date</u> |
|---------------------|---------------------------|---------------|-----------------|
| Council Vote | Mark Buchanan | Open | April 1, 2019 |

Agenda Item / Louis Smith, President of Acute and Post-Acute Operations for NGHS

- Discussion: Two Phases are planned for Hospital services in Dahlonega through NGHS.
- Phase 1- will allow emergency services with the required inpatient beds on the second floor at the Chestatee Faculty. A pharmacy and imaging center will be available to the hospital and outside patients. The expected opening is in July 2019 for approximately three years.
 - Phase 2 – a Board of Directors will be formed to develop plans for a new Hospital and medical buildings on property owned by the hospital on GA 400 and State Rd 60, just south of the Home Depot property. The expected opening date will be in 2022.

Staff questions/comments

- Transportation will be handled by NGHS at the Chestatee Emergency services.
- The new 400 Campus Hospital will include 20 beds, a medical office building and the ability to expand like the Braselton Facility.
- Staff levels at the Chestatee Facility will be near 75 employees, with the 400 Campus location to be near 125 employees.
- Drug screening will be offered at the facilities to local employers once the ER comes online in July.

Discussion: Laura Tumlin thanked Mayor Norton and Council for allowing this presentation and for the partnership that has formed with NGHS and the Dahlonega community. The team informed Council that Dr. Donna Whitfield has been appointed Chief of Staff for the Facility.
Council Member Ridley stated the City appreciated the support of NGHS with the City of Dahlonega.

Agenda Item / Ride / Run for the Rangers Benefit Event on April 28, 2019

- Discussion:
- The Ranger benefit ride will take place on Sunday at 8:00 am and start at the Lumpkin County Middle School.
 - This event will take place during the event weekend of Bear on the Square, but the ride will take place on the perimeter outside the Downtown area.
 - The Ride Event is to raise funds for the Army Ranger Scholarship Funds.

Conclusion: No Action needed- The Ride / Race event will be conducted in Lumpkin County for the 2019 Event.

Adjournment: Mayor Norton adjourned the meeting at 6:00 p.m.