



CITY OF DAHLONEGA WORK SESSION MINUTES

Date:	May 16, 2019
Time:	4:23 p.m. (followed the 3:30 p.m. BZA meeting)
Place:	Dahlonega City Hall – Mayor McCullough Council Chamber
Council Present:	Mayor Sam Norton, Council Members Roman Gaddis, Mitchell Ridley, Helen Hardman, and Bruce Hoffman
City Staff Present:	Finance Director Melody Marlowe, Community Director Kevin Herrit, Water Plant Supervisor John Jarrard, City Marshal Jeff Branyon, Assistant Finance Manager Kim Stafford and City Clerk Mary Csukas
Other Attendees:	City Attorney Doug Parks and Downtown Development Executive Director Jan Harris.

Action Items from this Work Session			
<u>Action Item</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Ordinance 2019-13 Document Retention	Mary Csukas	Open	June 3, 2019
Ordinance 2019-14 Dangerous Structures to Public Health	Doug Parks	Open	July 1, 2019
Ordinance 2019-15 Cemetery Hours	Mark Buchanan	Open	June 3, 2019
Owens Farms Lift Station Upgrade	John Jarrard	Open	June 3, 2019
GDOT Procurement Policy	Mark Buchanan	Open	June 3, 2019

Agenda Item / City Marshal Department Report -Marshal Branyon

Discussion: No updated information

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

Discussion:

- Chairman Steve Ratzel, Historic Preservation Commission, spoke with the Council concerning the expectations of this Commission in relation to the Historic District located in the City of Dahlonge. Mr. Ratzel is requesting support from the Council as the Commission upholds their responsibility in accordance with the Ordinance that outlines the Historic Preservation Commission's responsibility with the upkeep of properties in the Historic District.
- The Council, Mayor and Mr. Ratzel spoke at length on the options available to the Commission and Council to ensure that the Historic District property owners fulfill their responsibilities as owners of historic properties and structures in the City of Dahlonge. The Council also discussed the proposed Ordinance 2019-14 Dangerous Structures to Public Health which assist the Marshal's Office with enforcement of structurally unsound properties in the City of Dahlonge.

Agenda Item / Finance Department Report - Director Marlowe

Discussion: The Finance Department is at work to determine the best Financial Software Package for the City of Dahlonge and our target date for completion is the July Council Meeting:

- The Finance Software Committee met with three vendors last week to view a demo of their platforms. Some staff members plan to visit four sister cities to watch two of these software platforms in action.
- Our Financial Software Committee includes two Council Members, JoAnne Taylor and Roman Gaddis.

Director Marlowe stated the budget process is ongoing. We met with the Directors last week and are on schedule to begin talks with Council in the next 30 days. Director Marlowe will resend the budget schedule to Council for their review.

Council Member Ridley asked that funds be available to purchase plaques that recognize designated Historic Districts in the City of Dahlonge. Director Marlowe stated that this topic had been addressed with another Council Member and the funds have been secured for this plan.

Agenda Item / Public Works Department Reports - Director Buchanan

Discussion: No comments

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

Discussion:

- Ms. McDuffie created three design labels for the proposed City of Dahlonge water bottle, and we are asking Council to review the labels and make a choice on the design.
- Council and Staff reviewed the three designs and a choice was made with a slight alteration to the fonts that Ms. Csukas will convey to Ms. McDuffie.
- Mayor Norton asked that we include a possible reference to the gold mine on the label.

Agenda Item / Cemetery Committee Report – Ann

- Discussion:
- The Cemetery Committee is requesting changes to the cemetery hours at Mt. Hope and Memorial Park Cemeteries. The proposed hours are April 1 thru September 30 - 7:00 a.m. to 8:00 p.m. and October 1 thru March 31 – 7:00 a.m. to 6:00 p.m.
 - The Council is requesting that the Cemetery committee bring applicant recommendations to the Council for review as the Cemetery Committee is down one member.
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Agenda Item / Dahlonega Downtown Development Authority Report - Downtown Director Harris

- Discussion:
- The Arts and Wine Festival will take place this weekend along with the Saturday’s Farmers Market.
 - The Grand Opening of the Hancock Playground will be on June 1, 2019 at 5:00 p.m.
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Agenda Item / Ordinance 2019-13 Document Retention

- Discussion:
- The Georgia State Archives has approved separation of the Judicial Branch Retention Schedule and the Local Government Record Retention Schedule as of November 2018. Ms. Csukas proposes that City of Dahlonega follow these new state guidelines. Ms. Csukas asked that the municipal local government documents and the municipal court documents reside at the City of Dahlonega Record Facility but in separate secured areas.
 - Mr. Parks agreed with the implementation of the new retention schedules as the municipal court records are often held longer than the state agencies guidelines and this separation will allow a clear path of record retention at City Hall.
 - Mayor Norton stated that in order to keep the chain of custody on documents, he agrees that all documents be held in the City of Dahlonega Record Facility, but all municipal court documents be held in a separate enclosed area from the local municipal local government documents.

Conclusion: Ordinance 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	Mary Csukas	Open	June 3, 2019

Agenda item/ Ordinance 2019-14 Structures Dangerous to the Public

- Discussion:
- Mr. Parks informed Mayor and Council this Ordinance 2019-14 is a framework to identify owners of blighted properties in the City of Dahlonega that have ignored notices from the Marshal’s Office and now will require action in Municipal or Superior Court to resolve the issues. A potential court order could require the owner to repair or improve the property or allow demolition or sale of the property. Mr. Parks stated that Department of Revenue and Lumpkin County Tax Commissioner Rachel Pruitt have been given this document to assist the City with creating a process if the property is placed for sale.
 - City Marshal Branyon stated that his Office has taken the process as far has possible and is requesting this Ordinance to assist with the next stage in the process of a blighted property in the City of Dahlonega.
 - Mayor and Council understand the need for this Ordinance but ask that caution be applied when a demolition or sale is attached to the property and use this tool as the last resort in the process.
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Conclusion: This Ordinance will be reviewed and updated by Mr. Parks for a vote at the July 1st Council Meeting.

<u>Action Item:</u>	<u>Person Responsible:</u>	<u>Status:</u>	<u>Due Date</u>
Council Vote on Resolution	Doug Parks	Open	July 1, 2019

Agenda item / Ordinance 2019-15 Cemetery Hours

Discussion: The cemetery hours are to be changed with Ordinance 2019-15.

Conclusion: Ordinance 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	Mark Buchanan	Open	June 3, 2019

Agenda item / Owens Farm Lift Station Upgrades

Discussion: This is a Resolution to allow assignment of the Owens Farm Lift Station upgrade to a contractor and to identify the fund assignment for the upgrade.

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	John Jarrard	Open	June 3, 2019

Agenda item / GDOT Procurement Policy

Discussion: Mayor Norton informed Council that the Federal Government requires all local and state governments to adopt a procurement policy before Federal funds are released to assist with payment for the projects. A Resolution has been created to allow for adoption of the GDOT Procurement Policy.

Conclusion: A vote of approval of the GDOT Procurement Policy 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	Mark Buchanan	Open	June 3, 2019

Agenda item / Head House and Choice Street Parking Lot

Discussion:

- Mayor Norton believes the Downtown Development Authority should take ownership of the Head House property and the Choice Street Parking Lot. The Head House was purchased to be the future home of the Downtown Development Authority and a possible revenue source. Also, under their leadership plans should be created for the improvements to the property. The Choice Street Parking lot would be a test to see if the Downtown Development Authority could assume management of all parking in City as an

additional source of revenue. To assist with funding these projects the City has a few ideas: City Manager Schmid has an idea that involves a formula, or we could simply just increase the Downtown Development Authority budget by \$25,000 a year until this Authority could secure a loan to pay off the funds.

- Council Member Ridley asked for clarification of the term “ownership” and Mayor Norton stated the City would retain the title of the Head House, but the Downtown Development Authority would take the keys to the property as Tenants/Managers.
- Council Member Gaddis agrees with the idea of Downtown Development Authority having management responsibilities of these properties.
- Council Member Hardman agrees with this idea of giving the Downtown Development Authority the Head House property to manage. Council Member Hardman see the move of the operations of this Authority to a Downtown property in the middle of the City as positive.
- Mayor Norton stated that this move would allow this Authority to evolve from being event oriented to a traditional real estate oriented Downtown Development Authority.
- Council Member Gaddis stated that this line item and the Kindergarten property had been the topics for discussion at our Special Called Meeting to take place today and Mayor Norton stated that he did not convene the Special Called Meeting since we did not have a full Council to discuss such important topics.

Conclusion: These items will be discussed again at the next Regular Council Meeting on June 3rd.

Adjournment: Mayor Norton adjourned the meeting at 5:44 p.m.
