



CITY OF DAHLONEGA WORK SESSION MINUTES

Date:	June 18, 2019
Time:	4:00 p.m.
Place:	Dahlonega City Hall – Mayor McCullough Council Chamber
Council Present:	Mayor Sam Norton, Council Members Roman Gaddis, Mitchell Ridley, Helen Hardman, JoAnne Taylor, Ron Larson and Bruce Hoffman
City Staff Present:	City Manager Bill Schmid, Finance Director Melody Marlowe, Community Development 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 Authority Project Coordinator Carolyn McDuffie.

Action Items from this Work Session			
<u>Action Item</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Occupational Tax Recommendation	Melody Marlowe	Open	Ongoing
Financial Software Recommendation	Melody Marlowe	Open	June 18, 2019
Letter of Recommendation for Achasta Lift Station	John Jarrard	Open	July 1, 2019
Meaders to LMIG Budget Reallocation	Mark Buchanan	Open	June 18, 2019
Temporary Alcoholic Beverage License – 2019 Dahlonega Gold Criterium Special Event	Mary Csukas	Open	July 1, 2019
Downtown Parking Issues	Bill Schmid	Open	Ongoing
Varsity Bike Dock	Bill Schmid	Open	Ongoing

Agenda Item / City Marshal Department Report - Marshal Branyon

Discussion: The tag readers are installed in the department vehicles and achieving the goal of this purchase.

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

- Discussion:
- The Tree Committee has three members and we expect to fill the five-member requirement.
 - The Historic Preservation Committee has completed another walk around and the first educational letter has been sent to the local property owners.
 - The downtown hotel is setting footers into place and working on the retaining wall.
 - Mark ups were sent back to the construction company working on the Waffle House project for review.
 - The new eating establishment, Your Pie, is on target to open at the end of August 2019.
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Agenda Item / Finance Department Report - Director Marlowe

Discussion: The Finance Department has no other items outside of our report.

Agenda Item / Public Works Department Reports - Director Buchanan

- Discussion:
- Sidewalk work on Hawkins street this week will be handled by our crew.
 - LMIG will be discussed at this meeting and today's Special Called Meeting.
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Agenda Item / Water and Waste Water Plants Department – Supervisor Jarrard

- Discussion:
- We expect a visit from the EPD at the waste water plant to review our water program; this an honor for our department
 - Ms. McDuffie is working on the design labels for the proposed City of Dahlonge water bottle and we are waiting on an insurance update from our bottler and paperwork from the hauling company.
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Agenda Item / Cemetery Committee Report – Chris Worick

Discussion: No new information above the report.

Agenda Item / Dahlonge Downtown Development Authority Report – Project Coordinator McDuffie

- Discussion:
- Applications are on track for the 4th of July Parade with 12 entries at this point and we will have festivities in Hancock Park throughout the 4th of July celebration.
 - Sunrise Rotary will be handing out over 1000 small hand held flags during the 4th of July parade.
 - The Cleaning company has been chosen and the bathrooms at Hancock Park will be cleaned twice a week going forward.
 - Mayor Norton reminded everyone that we expect big festivities for the 4th of July and the agenda will be posted in the newspaper next week.
 - The fireworks handled by the Chamber will be 5 mins longer than last year and the new location is on the top deck of the parking complex behind Johnny B's.
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Agenda Item / Occupational Tax Recommendation

- Discussion:
- Last year an analytical review was conducted to ensure that the occupational tax method and table in use was an appropriate method for the City of Dahlonega. At that time, the results of the survey allowed for a proposed tax table increase. Council agreed to phase in the tax table in increments which began in 2018 with a 50 % tax table increase in 2018. The Finance department is asking to increase the tax table by the final 50% in the year 2020.
 - Council Member Larson stated that he did agree with the increase proposed. Mayor Norton stated that he agreed with the incremental increase in the tax table.
 - Director Marlowe stated that an increase would require a Public Hearing and an amendment to the Ordinance. We will let the legal department handle that process.
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Agenda item/ Financial Software Recommendation

- Discussion:
- Director Marlowe is requesting a recommendation to contract with BS & A for the City’s financial software. This financial software would be beneficial to the citizens of Dahlonega and the staff at City Hall.
 - The RFP process garnered 6 responses and we choose three companies for a demo of their product to the staff at City Hall. We next choose three cities to highlight the use of each of the software programs and then allow staff to fill out recommendations on each product. The result showed that BS&A scored the highest of the three products.
 - This contract cost will be \$197, 000 and we have \$70,000 in the current budget. My recommendation to the Council is approval of the Resolution for this contract with a funding request of \$217,000 which also includes a contingency for the project. The additional funds will come from capital projects.
 - Council Member Larson asked if any projects will need to be shifted to accommodate this additional cost over the budgeted funds of \$70,000. Director Marlowe stated that during the budget hearing some items may need to be shifted.
 - Council Member Gaddis asked when the conversion will take place and Director Marlowe stated the time line is over a 12-month time period.
 - Council Member Taylor agreed with this time frame but stated that it is conservative and expects the migration to take additional time.
 - Mayor Norton asked that Holden Jackson, be introduced to the Council as the new intern for the Financial Department.

Conclusion: The recommendation for financial software will be voted on at the Special Called Meeting this afternoon.

<u>Action Item:</u>	<u>Person Responsible:</u>	<u>Status:</u>	<u>Due Date</u>
Council Vote on Resolution	Melody Marlowe	Open	June 18, 2019

Agenda item / Letter of Recommendation for Achasta Lift Station

- Discussion:
- This is the second step in the rehab of the Achasta lift station.
 - Growth in the area has shown the need for the work this lift station and the new station at Owens Farm.
 - The goal is to have common pumps throughout the City.
 - Escrow for the Owens Farm Lift Station was dispensed today.

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	John Jarrard	Open	July 1, 2019

Agenda item / Meaders to LMIG Budget Reallocation

Discussion: The request is to reallocate \$60,000 in funds from the Meaders project to the LMIG program to now include Misty Way, Hawkins Street and West Circle. The Meaders project funds will be allocated in next fiscal year's budget. This reallocation will not affect the new hotel project or any of the project still open on Meaders Street.

Conclusion: The vote for this Reallocation approval will be at the Special Called Meeting this afternoon.

<u>Action Item:</u>	<u>Person Responsible:</u>	<u>Status:</u>	<u>Due Date</u>
Council Vote on Reallocation	Mark Buchanan	Open	June 18, 2019

Agenda item / Temporary Alcoholic Beverage License – 2019 Dahlenega Gold Criterium Special Event

- Discussion:
- The request for this temporary alcoholic beverage license is for an outside event in the south parking lot of the downtown area. This is a reoccurring event that is requesting alcohol at the event in an outside tent area of the south parking lot of downtown area this September 2019.
 - This request will be voted on at the next Regular Council Meeting.

<u>Action Item:</u>	<u>Person Responsible</u>	<u>Status</u>	<u>Due Date</u>
Council Vote on License	Mary Csukas	Open	July 1, 2019

Agenda item / Downtown Parking Issues

Discussion: Mayor Norton stated that this a parking meter pilot program recommended by City Manager Schmid. The City plans to install parking meters at specific locations to gage their effectiveness. This is informational only at this time.

- City Manager Schmid stated that the use of parking meters will be on Maple Street and West Main Street. The cost would be \$1.00 per hour or \$5.00 per day with no charge on Sunday. These meters could do suggestive pricing and assist with pricing ideas throughout the day.
- This program is a state/ federal contract, so an RFP is not required.
- Council Member Hoffman asked to review having the first 15 mins free. City Manager Schmid stated that once we are close to the install date policies and procedures will be finalized.
- City Manager Schmid will bring the results of the pilot program to the Council and review the parking study and decide on the long-term plan for parking meters. There is expected issues will arise with the use of meters such as pricing, times, coin usage etc.
- Marshal Branyon agrees one hundred percent with the use of parking meters as these devices give tourist and citizens a clear idea of the parking requirements of that space.

Agenda item / Bike Docks

Discussion: City Manager Schmid informed Council that the cycling community needs bike docks throughout the City and possibly the County. We plan to install bike docks in the Square, Hancock Park, Wimpy Mill Picnic Area and the Reservoir. City Manager Schmid stated this product is high quality and something the community will enjoy. This item is for information only.

Adjournment: Mayor Norton adjourned the meeting at 5:19 p.m.
