



# CITY OF DAHLONEGA

## Work Session Minutes

### December 19, 2019, 4:00 PM

<p>PRESENT          Mayor Sam Norton          Council Member Roman Gaddis          Council Member Mitchell Ridley          Council Member Ron Larson          Council Member JoAnne Taylor          Council Member Helen Hardman          Council Member Bruce Hoffman- absent</p>	<p>PRESENT          City Manager Bill Schmid          Director Mark Buchanan          Director Melody Marlowe          Director Kevin Herrit          Superintendent John Jarrard          Supervisor Vince Hunsinger</p>	<p>PRESENT          City Attorney Doug Parks          Director Shannon Ferguson</p>
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#### OPEN MEETING

Mayor Norton called the Work Session to order at 4:02 pm

#### DEPARTMENT REPORTS:

1. City Marshal's Report November 2019
  - Marshal Branyon had submitted a written report; he is traveling this week.
2. Community Development – November 2019 Department Report
  - Director Herrit asked if there were any questions concerning his report.
  - Council Member Taylor inquired into the character area on the project map, and Director Herrit stated that he was working on this project as time allows.
  - Mayor Norton was informed that the Park Street Hotel was moving according to plans with an opening date of June 2020. Currently, there is no information on the franchise for this Hotel.
  - 2020 Occupational Tax forms were mailed, and payments are already being received at City Hall.
3. Financial Services Department Report – November 2019
  - Melody Marlowe informed the Council that the City of Dahlonega was presented with the CAFR award for the Fiscal Year 2018, and this is the tenth year the City of Dahlonega was presented with this award.
  - Mayor Norton and City Manager Schmid noted that for a City of our size, this was quite an achievement, especially ten years in a row.
4. Public Works November 2019
  - Mark Buchanan had no new information and asked the Council for any input.
  - Mayor Norton inquired of our readiness for the winter season for ice and snow. Director Buchanan stated that the public works department is ready for any inclement weather.
  - Council Member Taylor inquired on rail height for the new sidewalk, and Director Buchanan stated that the rail would conform to the required height allowed by code.
5. Water & Wastewater Treatment Department Report November 2019
  - Water Plant Supervisor Jarrard asked if Council had any questions for his department.
  - Mayor Norton inquired if any complaints of a water smell had been reported. No complaints have been logged, but at the request of City Manager Schmid, samples had been collected, and the results should be back in tonight.

## **BOARDS AND COMMITTEE'S:**

6. Downtown Development Authority and Main Street Report
  - Director Ferguson informed Council that her department had a completed Marketing Plan that will be presented to DDA Board for review.
  - Council and DDA Board completed a trip to Woodstock to review their mixed-use of properties.
  - The Head House cleaning is complete, and this property is ready to show to prospective tenants. We are looking into renovation ideas and expect to have some plans in January 2020.
7. Dahlonge Cemetery Committee November Report
  - The Cemetery Report was submitted with no questions from the Council.

## **ITEMS FOR DISCUSSION:**

8. Update on 2018 RTP Grant
  - Director Kevin Herrit and Director Mark Buchanan discussed the need for \$295,000 in TSPLOST dollars for a sidewalk and pedestrian bridge project to Wimpy Mill Park.
9. Ordinance 2019-29 – State Standards Adoption for Construction
  - Doug Parks presented Ordinance 2019-29 State Standards Adoption for Construction an ordinance to amend the Code of the City of Dahlonge regarding enforcement of the state minimum standard code for construction.
10. Achasta Lift Station Rehabilitation Bids & Recommendation
  - Director Jarrard informed Council that five bids were received for the rehabilitation of the Achasta Lift Station. Cedar Farms & Construction was the winning bid at \$424,659.70. This item has been budgeted under capital projects.
  - If approved, this project will take 12 weeks to complete, with minimum traffic interruption in the area.
11. Ford F-750 Dump Truck Bid Award #2020-07
  - Director Buchanan informed Council that four bids were received for the purchase of the Ford F-750 Dump Truck with a budget of \$90,000. Nextran Truck Centers was the winning bid at \$84,219.00. This vendor provides a higher quality truck bed that is preferred by Staff.
12. Solid Waste Permit/ Franchise Fee
  - Director Buchanan informed Council that Staff would be working with our legal counsel and finance department to develop a commercial franchise fee or permitting system for the Solid Waste Haulers within the City Limits. There is a need to offset the cost of the road damage from these large, heavy trucks on our city streets. Currently, this item is for informational purpose with more formal action in the coming months
13. Ford F-350 Cab & Chassis Bid Award #2020-004
  - Supervisor Hunsinger informed Council that three bids were received for the purchase of the Ford F-350 Cab & Chassis with a budget of \$60,000. Wade Ford was the winning bid at \$31,000. The remaining budgeted funds are needed to refurbish an existing tool bed that will be mounted on the new F-350.
14. Ford F-550 with Knapheide Forestry Body Bid Award - #2020-03
  - Supervisor Hunsinger informed Council that four bids were received for the purchase of the Ford F-550 with Knapheide Forestry Body with a budget of \$115,000. Wade Ford was the winning bid at \$69,452. The F-550 truck does not require a CDL driver and will replace the 1979 Chipper truck that is in use at this time.
15. 2020 Agreement for Tourism Development Services
  - City Manager Schmid presented the updated 2020 Agreement for Tourism Development Services.
  - Council and Mayor understand that this agreement is the same as 2019, outlining the funding of this service to the Chamber, whose umbrella that tourism services are administered.
16. Dahlonge-Lumpkin County Chamber Inc. By-law Changes
  - Mayor Norton and Council discussed the changes outlined in the proposed Lumpkin County Chamber Bylaws that were created between the City of Dahlonge, Lumpkin County, and the

Chamber.

- Council Member Gaddis asked why we would vote on these bylaws that belonged to an organization that we contract to do the service.
- Doug Parks stated that the tourism board is a separate entity, and approval is not required.
- Mayor Norton stated that approval is not the action needed for the bylaws, but an understanding or consent to the bylaws is appropriate.

17. Occupancy Agreement for City-County Building

- City Manager Bill Schmid informed Council that the Occupancy Agreement for the County Building had been sent to the County Manager for review. This agreement is a mechanism for monthly payments of fair market rent by the Chamber of Commerce for its use of the City portion of the joint City/County Building. No rent is charged for the Visitors portion of the building.
- Council Member Larson asked for clarification of the idea of rent or something else in place of rent from the Chamber.
- Council Member Taylor stated that the document says that the City would accept fair market rent or repairs.
- Council Member Gaddis stated that the agreement should be discussed with the County, and we should agree on rent or no rent together.
- Council Member Ridley asked Chamber President Nichols to comment. President Nichols wants clarification of repairs & upkeep requirements. The 2020 budget has been approved, so cash rent at this time would require budget amendments, but funds for repairs have been set aside.
- City Manager Schmid, County Manager Dockery, and Chamber President Nichols will continue discussing this agreement.

18. W/WW Treatment Plant Professional Services Agreement

- City Manager Schmid outlined the proposed professional agreement between the City of Dahlonega and Jarrard Water Services, LLC. The agreement outlines key services to be performed and the cost associated with the agreement that will also be a cost-saving of \$50,000 in payroll.
- Council Member Larson was informed that John Jarrard would end his employment with the City of Dahlonega on December 31, 2019
- Council Member Taylor asked why the timing was so tight for Council to review this agreement and requested that Staff inform Council in a timelier manner.
- City Manager Schmid informed Council that Morgan Caldwell would take on the role of Lead Supervisor at the Water Plant. Morgan has trained under John Jarrard.
- Plant Supervisor Jarrard informed Council that the plant staff had been trained to handle a transition as outlined in the agreement.

**COMMENTS –**

Clerk Comments – Not in attendance

City Manager Comments - Merry Christmas and Happy New Year.

City Attorney Comments - Merry Christmas and Happy New Year

City Council Comments - Merry Christmas and Happy New Year

Mayor Comments – Merry Christmas and Happy New Year

**ADJOURNMENT**

Mayor Norton adjourned the Work Session at 5:10 pm.