

**CITY OF DAHLONEGA
WORK SESSION
MINUTES
March 17, 2011**

The Dahlonega City Council met at City Hall on Thursday, March 17, 2011 at 4:00 p.m. Members present were Terry Peters, Ralph Prescott, Sam Norton, Johnny Ariemma and Michael Clemons. Gerald Lord was absent. Also present was City Manager Bill Lewis and City Attorney Doug Parks. Mayor Gary McCullough called the Work Session to order at 4:00 p.m.

PROPOSED MANAGEMENT CHANGES, STAFFING ADDITION AND POSITION UPGRADES:

City Manager Bill Lewis informed Council that Mr. C. L. Grizzle, a long term employee would be retiring on March 31, 2011. He stated this had opened up an opportunity to look at re-organization. He further stated he wished to have the Projects Manager/Engineer to move into a management position over the Street/Drainage, Water Distribution/Construction and Wastewater Departments. This would consolidate all departments except for the Water Treatment Plant and each of these departments would continue to have the same Supervisors. Mr. Lewis requested Council agreement to promote the Projects Manager/Engineer to this position with a title of Public Works Director/Engineer. He informed Council with this re-organization, he was requesting Council agreement also to hire a full time Engineering Tech. This individual could have surveying experience or other construction and technical skills to assist the Engineer with field information to be used by the Engineer in design work. He would also have dual responsibilities to help with Soil Erosion and Code Enforcement. City Council was in agreement for the re-organization of these departments.

Mr. Lewis informed Council that he was requesting to expand the DDA Project Coordinators position to full time. The position would work 20 hours per week for the DDA Department and the remaining 20 hours would be assisting the City Manager. These responsibilities would include conducting research for the LOST negotiations, updating and developing personnel and operating policy, assist planning staff in developing a five (5) year Capital Improvement Plan and assist in the update to the City's Comprehensive Plan. City Council agreed with Mr. Lewis's request to make the position full time with benefits.

CITY ATTORNEY REPORTS:

City Attorney Doug Parks informed Council the Law Enforcement Contract had been signed by all parties and had been delivered to City Clerk Lou Stewart. Ms. Stewart stated she had received the final signed copy and the contract had been filed.

Mr. Parks informed the Council that the acquisition of the right of way for the storm water project had federal guidelines that had to be satisfied in order to maintain the grant. He further informed the Council that a right of entry had been obtained by the property owner. The actual easement will be executed after full compliance with the federal grant and federal acquisition procedures. After further discussion, City Manager Bill Lewis stated the materials for the project are being ordered and the sidewalk in front of Corkscrew and Stringer Insurance will be closed approximately two (2) to three (3) weeks. He stated staff would try to possibly re-open the sidewalks in the evenings.

Mr. Parks stated he had mentioned previously to the Council the Conner Property acquisition cost and suggested that the cost seemed prohibitive. However, he advised the Council that in order to discuss this matter further an Executive Session would need be held.

Mr. Parks advised Council the logical time to establish a legal basis to restrict ground floor space to retail sales would be when the Comprehensive Plan is updated. Council requested that Mr. Parks survey other cities to see how they had implemented this in their regulations. Mr. Parks further advised the Downtown Master Plan needs to be integrated into the Comprehensive Plan in order to have a basis for regulation according to the Downtown Master Plan and any other new regulations sought by the Council. After further discussion, Council agreed that staff should start a RFP process to have the Comprehensive Plan updated.

Mr. Parks informed Council the City has a Sexually Oriented Business Ordinance however, it needs to be updated. He stated it needed to be more community specific and the methodology requires specificity. He further stated studies need to be adopted and the Ordinance needs to be drawn to be consistent with the specifics of our jurisdiction.

Mr. Parks requested Planning Director Chris Head to update Council on the Banner Section of the Sign Ordinance. Ms. Head informed Council people were using informational signs rather than banners. She explained informational signs allow more flexibility time and no permit or fee was needed. Ms. Head stated only a small number of banner permits were issued and did not feel an update to the Banner regulations was needed at this time. This would be discussed when the entire sign ordinance is reviewed. After further discussion, Council agreed to have a separate work session to discuss the sign ordinance only.

Mayor McCullough adjourned the Work Session at 5:10 p.m.