

CITY OF DAHLONEGA

WORK SESSION MINUTES January 19, 2012

The Dahlonega City Council held a Work Session on Thursday, January 19, 2012. Members present were Sam Norton, Terry Peters, Bruce Hoffman, Johnny Ariemma, Gerald Lord and Ralph Prescott. Also present were City Manager Bill Lewis and City Attorney Doug Parks. Mayor Gary McCullough called the meeting to order at 4:00 p.m.

Councilman Lord asked before discussion of agenda items begun, he would like to request that each Council member's email address and phone number be placed on the City website. All members were in agreement with the request and Mayor McCullough informed City Clerk Lou Stewart to make these additions to the website. Also, Councilman Lord requested City Attorney Doug Parks to review the City Occupational Tax License Ordinance for allowing pain clinics.

At this time, Councilman Ariemma informed Council that he had been approached concerning the purchase of a parcel of land within the City limits. He requested that Council move into Executive Session to discuss the potential purchase of this property. Mayor McCullough asked Council if there were any objections to this request. All members were in agreement to hold an executive session.

City Manager Bill Lewis requested before moving into executive session he would like for Council to discuss agenda item #7 concerning water and sewer leak adjustments. He informed Council that Assistant City Clerk Marisa Pierce was in attendance and needed to leave due to other office matters. Mr. Lewis further informed Council that staff would like to explain the reasoning for not updating the policy to state "the leak must be repaired seven days after the second billing cycle". Ms. Pierce informed Council if that were the policy, the City would in effect be allowing the customer to have the leak for three months' before being repaired. She further informed if a leak was detected on November 30th, the next billing cycle would be for 12/10 to 1/10; the second billing cycle would be 1/10 to 2/10. Allowing seven days after the 1/10 to 2/10 billing, the leak would go into the third month billing cycle. After further discussion, Council was in agreement to update the wording of the policy to state, instead of "Adjustments for a single leak incident are limited to charges resulting from the leak for over no more than one month". It should read "Leak adjustments will be given for two months' billing cycle in which the charges resulted from one leak event. Also, adding the wording to state, "All leaks must be repaired within seven days of discovery." Mayor McCullough requested this policy update be on the February Council meeting agenda for approval.

Mayor McCullough entertained a motion to go into executive session. A motion was made by Councilman Lord and seconded by Councilman Prescott. At this time, the motion was rescinded by both members in order to amend the agenda. Mayor McCullough entertained a motion to amend the agenda to go into executive session to discuss land purchase. Councilman Lord made a motion, seconded by Councilman Prescott. Mayor McCullough asked for all in favor to raise their hands, motion carried unanimously.

MOUNT HOPE CEMETERY:

City Manager Bill Lewis informed Council the City had received a proposal from GMRDC for the mapping and inventory of the Mt. Hope Cemetery. He further informed Mr. Paul Schiemer had also given a demonstration using ground penetrating radar. Mr. Lewis stated that once a vacant gravesite is identified, the City still may have no record of ownership therefore; he recommended no additional gravesites should be sold. Councilman Peters stated during previous discussions on this matter, the City did not budget funds for this project. He informed Council that grants might be available and felt it would be a nice tourist attraction but, not a priority at this time. Mayor McCullough agreed that staff should talk to Paul Schiemer and Rebecca Shirley to research for grant opportunities for this type of project and considering adding this as a budget item for the next fiscal year. Councilman Norton informed the GMRDC proposal included a CD Rom, a plat, and graphs that can identify most graves. The City must maintain the cemetery and he would like to see more manageability. He further informed this is a small amount to pay to have a considerable amount of order and asked for consideration to move the cost of \$21,360.00 from the General Fund. Councilman Ariemma informed Council he felt the City should consider mausoleums for cremations. City Manager Bill Lewis informed that the City could consider having a company to build the mausoleums, which could be pre-sold and this would be a great addition to the cemetery revenue. Planning Director Chris Head also recommended the sale of smaller lots for cremation urns. Mayor McCullough requested that this item be placed on the February Council agenda for approval. City Manager Bill Lewis requested Council give him direction on the next step needed, before approval.

CALHOUN ROAD PAVING:

City Manager Bill Lewis requested this item be removed from the agenda for approval due to an irregularity in one of the submitted bids. He informed one of the bids was changed after the bid amounts had become public record. City Engineer Ricky Stewart informed Council he had received this bid with an error stating one inch (1") of asphalt instead of one and a half (1 1/2"). Mr. Stewart contacted the bidder and was told it was just an error and they would email him a corrected copy. Mr. Stewart further informed he was e-mailed another bid on Thursday morning with the explanation that the bid amount was not updated when the asphalt thickness was on the last bid submitted. Mr. Stewart informed Council there was an increase of approximately \$10,000.00 dollars. Councilman Hoffman questioned if bids were awarded strictly on cost and why no performance formulas were used. City Manager Bill Lewis informed that larger bids are done on performance however; this one was too small. After further discussion, Councilman Peters questioned City Attorney Doug Parks if this project should be rebid. Mr. Parks responded, yes. Mayor McCullough recommended Council go by Mr. Parks's suggestion. All members were in agreement to rebid the project.

ENTRANCE SIGNS:

City Manager Bill Lewis informed Council that City Engineer Ricky Stewart had received bids for signs and asked Mr. Stewart to give a presentation of the bids. Mr. Stewart informed Council the bids were for three (3) facility signs, which are City Hall, Water Treatment Plant and the Wastewater Treatment Plant. Bids also include four (4) gateway

signs entering into the City. He further informed the cost breakdown per sign and had samples of the type of composite the signs would be made from. Mr. Stewart informed Council that Lawson Signs does only wood signs. He stated the signs would have to be twelve inch (12") boards glued together. Mr. Stewart recommended the composite for durability. He informed the difference in the example signs will be the background which will be made to look like wood and they will be in the shape of our City logo. After further discussion, Mayor McCullough stated he was in favor if the funds were available. Council was in agreement. City Manager Bill Lewis informed Council, in speaking with Sabrina Cape there should be a budget amendment for funds that were not used for the Street Construction Crew in Fund Balance. Mr. Stewart also informed Council there should be funds from the Streetscape project for gateway signs, or an in-kind match. Mayor McCullough asked that this item be added to the February Council meeting agenda for approval.

WAL-MART INTERSECTION:

City Manager Bill Lewis informed Council the installation of curbs by the City at the Wal-Mart entrance does not give enough turning radius and DOT wants to remove the islands. However, the small island will remain and be filled in with concrete. He further informed the small island cannot be landscaped and recommended to fill with concrete for pedestrian crossing protection. Councilman Peters questioned if the design was approved by DOT. City Manager Bill Lewis informed that DOT marked where islands were suppose to be located and the City built them at the locations DOT specified. Mayor McCullough informed this was for information only because DOT was to correct the pedestrian walk and the City will remove the islands.

CITY BRIDGES:

City Manager Bill Lewis informed Council there were two city owned bridges that the City maintains. The bridges are located on Torrington and Wimpy Mill Road. He further informed that staff had been working with a former State bridge inspector to assist with modifications for bridges. City Engineer Ricky Stewart informed Council the most significant problems were with the Torrington Bridge because the piles are in the water instead of the bank, due to erosion. He further informed the piles need to be concreted in and patch painted. The State wanted to de-rate the bridge if not repaired including re-painting, removing the asphalt and resurfacing. Councilman Lord questioned the cost of this project. City Manager Bill Lewis informed Council the cost would be approximately \$15,000.00 for repairing both bridges and labor will be done by City staff. This is also a budgeted project. Mayor McCullough requested this item be added to the February Council meeting agenda for approval.

LIOCHANG RELATIONSHIP:

Mayor McCullough requested this item be moved to the next Work Session agenda because the NGCSU representative could not be present.

OLD WATER PLANT RFP:

City Manager Bill Lewis informed that a RFP was submitted in October concerning the old water plant property and only one proposal has been received. He further informed based on staff review, this proposal is not in the best interest of the City. Councilman Norton requested staff to define the documentation and their offer. City Engineer Ricky Stewart informed the proposer owns the triangle shaped piece of property facing the reservoir. The proposer is requesting the City give portions of the City lot to square up their property, in exchange for .128 acres. The proposer also is requesting the City give them the old water plant, a ¾" water and sewer connection, a 1" water and sewer connection and pay all closing cost and legal fees. Councilman Norton asked what the proposer intended for the use of the property. Mr. Stewart informed it would be for residential use on the hillside property and a possible restaurant or firing range for the building. After further discussion, Mr. Lewis stated he would like for this to be on the agenda for the Council retreat for discussion and a decision.

WARWICK STREET PARKING LOT:

City Manager Bill Lewis informed Council there was an error in the memo that was sent in the packets stating the one lane street flowing west should have been east. This project will connect both lots with landscaping and possible storm water work as well. The project is estimated to cost approximately \$40,000.00. This cost does not include storm water work. This project should gain approximately 21 more available parking spaces. At this time, City Engineer Ricky Stewart and City Manager Bill Lewis gave a presentation of the proposed changes. Mr. Stewart informed Council the sidewalk at the Catholic Church will be shifted over and the parallel spaces on North Park street will be removed and angled spaces will be added. With the rearranging there will be no spaces gained but none will be lost. All the existing islands and trees in the parking lots will be removed. These will be added back on Warwick Street but will give a thirteen (13) foot lane to accommodate delivery trucks. The delivery space that is now located on North Chestatee street at Warwick will be moved to Warwick at North Chestatee next to Conner Memorial Park. The new design will allow for two van accessible and three standard handicap parking spaces. Councilman Hoffman questioned if City staff would be notifying the Catholic Church and Shenanigans of the proposed changes since they both would be affected by the construction. Councilman Prescott requested that City Manager Bill Lewis send a letter to both parties. Councilman Peters expressed his concerns since the City is doing a Streetscape plan, this could change the proposed project and unnecessary funds will be spent. After further discussion, Councilman Norton stated this item should be on the Retreat agenda for further discussion. City Manager Bill Lewis informed this will be an item for discussion at the retreat and also discuss funding for this project.

City Manager Bill Lewis requested Council to send him discussion items for the Retreat agenda. He further requested to send them as soon as possible, in order for them to be included in the packet documentation.

Mayor McCullough adjourned the Work Session at 6:00 p.m.