

MINUTES
CITY COUNCIL REGULAR MEETING AND WORK SESSION
G.L. Gilleland Council Chambers on 2nd Floor
Monday, March 15, 2021
5:00 P.M.

1. **CALL TO ORDER:** Mayor Eason called the meeting to order at 5:00 pm.
2. **ROLL CALL:** Present were Councilmember John Walden, Councilmember Mark French, Councilmember Caleb Phillips, Councilmember Stephen Tolson, City Attorney Kevin Tallant, City Manager Bob Bolz, City Clerk Beverly Banister, Planning Director David Picklesimer, Public Works Director Trampas Hansard, Finance Administrator Robin Gazaway and Utilities Crew Chief Jacob Barr.
3. **INVOCATION AND PLEDGE:** Invocation and Pledge were led by Councilmember French.
4. **ANNOUNCEMENTS:** Mayor Eason announced election day to vote on SPLOST is tomorrow, March 16, 2021.
5. **APPROVAL OF THE AGENDA:** Motion to approve the agenda as presented made by S. Tolson; second by J. Walden. Vote carried unanimously in favor.
6. **PUBLIC INPUT:** None
7. **CONSENT AGENDA:** Motion to approve the consent agenda for the following items (a,b,c,d,e) made by S. Tolson; second by C. Phillips. Vote carried unanimously in favor.
 - a. Approve Minutes
 - Regular Meeting held March 1, 2021
 - b. Approve Financial Policy Amendment (**Exhibit "A"**)
 - c. Approve 2021 Farmer's Market Use Agreement
 - d. Approve 2021 Lease Agreement on Rental House
 - e. Approve Renewal of 2021 IT Service Contract
8. **EMPLOYEE RECOGNITION:** Bob Bolz introduced the new Public Works employee, Tony Seabolt. Mayor and Council recognized the 2020 Employee of the Year, Clay Moss, the February 2021 Employee of the Month, Beth Tuttle and a three-year service award was given to Cody Mason.

BUSINESS

9. **ZA-C2100100A:** Saara Mariah Qureshi has requested a zoning amendment for Tract B of TMP 092B 006 004 Located at LL 375 4th district consisting of 1.71 acres from R1 (Restricted Single-Family Residential District) to HB (Highway Business District). Public Hearing Dates: Planning Commission on February 8, 2021 and City Council on March 1, 2021. City Council for a decision on March 15, 2021.

Planning Director David Picklesimer read the zoning amendment request and reported the Planning Commission denied the request on February 8, 2021 and the applicant withdrew his request for the outdoor storage conditional use.

Councilmember Walden recused himself due to a potential conflict.

- Corey Guthrie, 3384 Elliott Family Parkway – He spoke on behalf of the applicant and proposed options to the design for a buffer, supplemental landscaping and painting the outlet control structure around the detention pond an earth tone color.
- Michael Mulberry, 586 Perimeter Road, – He commented on the plan stating his preferred stipulations; he would like it to look as nice as possible.
- Saara Mariah Qureshi, 622 Alder Circle – He clarified that not having an outdoor storage unit means no RVs, boats, etc. stored outside but there would be a climate controlled building and a non-climate controlled building with indoor storage for both.

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Motion to approve the rezoning request made by C. Phillips with the following stipulations:

- Install a four-board wooden fence along Tract C and 586 Perimeter Road property line.
- Install two staggered rows of Green Giant Arborvitae on 10ft center along Tract C and 586 Perimeter Road property line as presented on 03/15/2021 planting and landscaping plan.
- Paint the outlet control structure in the detention pond brown or green earth tone.
- Install supplemental landscaping in both areas on Tract C as presented on 03/15/2021 planting and landscaping plan.
- Preserve existing trees on Tract C outside of the construction limits to provide visual buffer between the proposed detention pond and 586 Perimeter Road

Second by S. Tolson. Vote carried three in favor (French, Tolson, Phillips) with one recused (Walden).

- 10. VA-C2100100A:** Saara Mariah Qureshi has requested the following variances for Tract B of TMP 092B 006 004 Located at LL 375 4th district. Request a reduction of the side setback from 40' feet to 20' feet and the buffer reduction from 30' feet to 10' feet adjoining tract C. Request waiver of 6" inch fire line connection fee of \$60,000. Public Hearing Dates: Planning Commission on February 8, 2021 and City Council on March 1, 2021. City Council for a decision on March 15, 2021.

Planning Director David Picklesimer read the variance amendment request. The Planning Commission denied the variance for the side setback and buffer reduction and approved the fire line fee waiver. He stated the applicant withdrew the request for the waiver of the fire line fee.

Councilmember Walden recused himself due to a potential conflict.

Motion to approve the variance request for the reduction of the side setback and the buffer reduction made by C. Phillips; second by S. Tolson. Vote carried three in favor (French, Tolson, Phillips) with one recused (Walden).

- 11. INTERGOVERNMENTAL AGREEMENT WITH DAWSON COUNTY – TRAIL TO LIBRARY:** City Manager Bolz reported on the request for the trail from Main Street Park to the Dawson County Library.

Motion to approve intergovernmental agreement made by S. Tolson; second by M. French. Vote carried unanimously in favor.

IQA will be sent to the Dawson County Board of Commissioners to request approval.

- 12. ARBITRATION TOLLING AGREEMENT:** Attorney Tallant provided a brief overview of the agreement stating the request is for ratification due to a timing concern. The Mayor previously signed the agreement.

Motion to approve the ratification of the arbitration tolling agreement made by S. Tolson; second by C. Phillips. Vote carried unanimously in favor.

WORK SESSION

- 13. EAGLE SCOUT CANDIDATE PROJECT – LENDING LIBRARY PRESENTATION BY IAN BLISS:** Ian Bliss presented his Eagle Scout candidate project to provide a lending library for young readers to be placed near the playground at Main Street Park.

Motion to approve the project as presented made by C. Phillips; second by S. Tolson. Vote carried unanimously in favor.

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14. FACILITY RENTAL FEE SCHEDULE: Motion made by M. French to approve rental fee schedule as follows:

- Small Pavilion and Shelter \$35 (County Residents) \$60 (Non-County Residents)
 - Farmer's Market* \$225 (County Residents) \$300 (Non-County Residents)
- *Rental includes tables; additional charge of \$100 to remove tables
- Non-Profits – Fifty Percent (50%) Discount

Second by J. Walden. Vote carried unanimously in favor.

15. MAIN STREET PARK UPGRADES

A. FITNESS TRAIL EQUIPMENT: Motion to approve the purchase of fitness trail equipment through the Georgia statewide contract in the amount of \$63,396.90 to be paid out of General Fund reserves to be reimbursed by SPLOST VI if funds available made by S. Tolson; second by M. French. Vote carried unanimously in favor.

B. SHELTER(S): Motion to approve the purchase of two (2) shelters from Precision Metal Buildings in the amount of \$8,500 each to be paid out of General Fund reserves to be reimbursed by SPLOST VI if funds available made by M. French; second by J. Walden. Vote carried unanimously in favor.

STAFF REPORTS

16. BOB BOLZ, CITY MANAGER: City Manager Bolz stated the City is seeking part-time seasonal help for the Public Works department.

17. ROBIN GAZAWAY, FINANCE ADMINISTRATOR: Financial reports representing fund balances and activity provided through February 28, 2021.

EXECUTIVE SESSION

At 5:56 p.m. a motion to close regular session and go into executive session for pending and/or potential litigation was made by J. Walden; second by C. Phillips. Vote carried unanimously in favor.

At 6:34 p.m. a motion to close executive session and resume regular session was made by M. French; second by S. Tolson. Vote carried unanimously in favor.

ADJOURNMENT:

At 6:36 p.m. a motion to adjourn the meeting was made by S. Tolson; second by J. Walden. Vote carried unanimously in favor.

Approved this 19th day of April 2021.

By: CITY OF DAWSONVILLE



Mike Eason, Mayor



Caleb Phillips, Councilmember Post 1

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Stephen Tolson, Councilmember Post 2

John Walden, Councilmember Post 3

Mark French, Councilmember Post 4

Attested:

Beverly A. Banister, City Clerk



STATE OF GEORGIA
COUNTY OF DAWSON

AFFIDAVIT OF THE CITY OF DAWSONVILLE MAYOR AND COUNCIL

Mayor Michael Eason, Councilmember John Walden, Councilmember Caleb Phillips, Councilmember Stephen Tolson, and Councilmember Mark French; being duly sworn, state under oath that the following is true and accurate to the best of their knowledge and belief:

1. The City of Dawsonville Council met in a duly advertised meeting on March 15, 2021.
2. During such meeting, the Board voted to go into closed session.
3. The executive session was called to order at 5:56 p.m.
4. The subject matter of the closed portion of the meeting was devoted to the following matter(s) within the exceptions provided in the open meetings law: (check all that apply)

Consultation with the City Attorney or other legal counsel to discuss pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the City or any officer or employee or in which the City or any officer or employee may be directly involved as provided in O.C.G.A. § 50-14-2(1);

Discussion of tax matters made confidential by state law as provided by O.C.G.A. § 50-14-2(2) and _____;

Discussion of future acquisition of real estate as provided by O.C.G.A. § 50-14-3(b)(1);

Discussion or deliberation on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a City officer or employee as provided in O.C.G.A. § 50-14-3(b)(2);

Other _____ as provided in: _____.

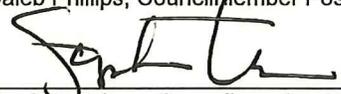
This 15th day of March 2021; By the City of Dawsonville, Mayor and Council:



Mike Eason, Mayor



Caleb Phillips, Councilmember Post #1



Stephen Tolson, Councilmember Post #2

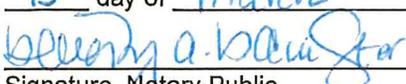


John Walden, Councilmember Post #3



Mark French, Councilmember Post #4

Sworn to and subscribed before me this
15 day of March, 2021.



Signature, Notary Public

My Commission expires: Feb 18, 2024



Under Section IX. Purchasing, add the following:

L. Inventory Control Policy

This document is an addendum to the financial policy. It is intended to establish processes and procedures regarding assets belonging to the City of Dawsonville. Items purchased using public funds are subject to inventory controls. Maintaining accurate records maximizes value, provides safeguards, and assists in proper financial reporting. Transparency is imperative to the preservation of integrity and trust to those we serve. In order to achieve this objective, the responsibilities and controls set forth in this document must be adhered to by all associates.

Definition

Purchased items are subject to guidelines set forth in the current purchasing policies. The City of Dawsonville requires an inventory of assets that are mobile, non-consumable and nonexpendable in nature. For the purposes of inventory, buildings, land, capital improvement and fixed assets are not included.

Assets include:

- Non-capital equipment.
- Vehicles.
- Purchased items with a value of \$100 or greater.
- Capital equipment of \$5000 or more.
- Equipment such as cabinets, chairs.
- Items with a motor (regardless of value), gas or electric. Examples include drills, weed eaters, blowers, etc.

Purchase

Items identified as necessary for entry into the inventory management system must be reported to the inventory controller within 15 days of purchase. Inventory controller will enter the asset into the system, including a description of the item, purchase information, manuals, warranty information, serial number, location of the asset and a photo. Inventory controller will assign the asset a barcode tag and place it on the asset. The asset tag should be affixed to a visible part of the equipment.

Change in location

Each asset is assigned to a location. Prior to moving/removing an asset from a location, employees must notify the inventory controller. This includes all items tagged into the inventory management system. Inventory controller will scan and reassign the item to the new location.

Inventory

Equipment/assets will remain in the property management database and identified as City owned as long as it remains in the possession or control of the City. In order to maintain an accurate list of equipment/assets an inventory needs to be conducted at least twice annually. A representative from IT, Public Works and Utilities shall be assigned to assist the inventory controller in identifying and locating assets. Assets which have been entered into the inventory control system shall be scanned as accounted for. Assets previously entered as inventory but have a missing or lost tag will be tagged again using the same inventory control number if possible. Purchased items not reported to the inventory controller shall be entered and tagged as per the policy.

Disposal

Employees must notify the inventory controller prior to disposal. Thefts, disappearances and/or losses of equipment should also be reported to the City Manager as soon as possible. Missing/lost items should be removed from inventory by the inventory controller. Items entered as assets in the inventory system that are broken and are no longer able to be used for the intended purpose should be reported to the inventory controller. Items should be removed from inventory and property tags shall be removed prior to disposal. Items designated for sale, trade-in, donation or recycling should be reported to the inventory controller and property tags removed prior to removal.

Assets may be disposed of in any one of six ways:

- Trade-in or sale (Gov. Deals)
- Abandonment/Retirement
- Lost or stolen
- Transfer
- Cannibalization (taking parts and employing them for like uses within the department, such as is often the practice in computer or vehicle maintenance.)
- Casualty loss