

**AGENDA**  
**CITY COUNCIL REGULAR MEETING AND WORK SESSION**  
**VIA TELECONFERENCE**  
**Monday, April 20, 2020**  
**5:00 P.M.**

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**Link to access meeting via teleconference or by phone from your computer tablet or smartphone:**  
<https://www.gotomeet.me/CityofDawsonville/city-council-regular-meeting-and-work-session>

**You can also dial in using your phone.**  
**United States: [+1 \(786\) 535-3211](tel:+17865353211)**

**Access Code: 929-146-557**

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1. Call to Order
2. Roll Call
3. Invocation and Pledge
4. Announcements
5. Approval of the Agenda
6. Public Input
7. Consent Agenda
  - a. Approve Minutes
    - Regular Meeting held March 16, 2020
    - Special Called Emergency Meeting held March 30, 2020
  - b. Approve Appointments
  - c. Approve Engineering Architectural Grant Services RFQ
  - d. Approve H.R. 6467 Support Letter

#### **PUBLIC HEARING**

8. An Ordinance To Amend Section 2-110 To Provide For Revised Utilities Fees For Water And Sewer Rates; And For Other Purposes. (First Reading: 03/16/2020; Public Hearing, Second Reading and Adoption: April 20,2020) - ***Mayor Recommendation to postpone this item and the Public Hearing to the June 1, 2020 City Council Meeting due to COVID-19 pandemic.***

#### **BUSINESS**

9. An Ordinance To Amend Subpart B, Chapter 109 Of The Code Of The City Of Dawsonville, Georgia, Related To Zoning Districts For Unpaved And/Or Gravel Roadways Within The City Limits; To Amend The Gravel Road Specifications Related To Paving, Stormwater And Related Matters; And For Other Purposes. (First Reading: March 16, 2020; Second Reading and Adoption: April 20, 2020)

#### **WORK SESSION**

10. City's Response to COVID-19 Pandemic
  - a. City Property Rental Fees
  - b. Utility Billing Procedures

#### **STAFF REPORTS**

11. Bob Bolz, City Manager
12. Hayden Wiggins, Finance Administrator

#### **MAYOR AND COUNCIL REPORTS**

**EXECUTIVE SESSION IF NEEDED:** Pending or Potential Litigation, Real Estate Acquisition and/or Personnel

#### **ADJOURNMENT**

*Those persons with disabilities who require reasonable accommodations in order to allow them to observe and/or participate in this meeting or who have questions regarding the accessibility of the meeting, should contact the Clerk at Dawsonville City Hall at 706-265-3256 at least two (2) business days prior to the meeting.*



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 7

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SUBJECT: CONSENT AGENDA

CITY COUNCIL MEETING DATE: 04/20/2020

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PURPOSE FOR REQUEST:

**CONSIDERATION AND APPROVAL OF ITEMS BELOW; SEE ATTACHED SUPPORTING DOCUMENTS**

- a. Approve Minutes
    - Regular Meeting held March 16, 2020
    - Special Called Emergency Meeting held March 30, 2020
  - b. Approve Appointments
  - c. Approve Engineering Architectural Grant Services RFQ
  - d. Approve H.R. 6467 Support Letter
-



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 7a

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SUBJECT: APPROVE MINUTES

CITY COUNCIL MEETING DATE: 04/20/2020

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BUDGET INFORMATION: GL ACCOUNT # NA

Funds Available from:      Annual Budget      Capital Budget Other     

Budget Amendment Request from Reserve:      Enterprise Fund      General Fund

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PURPOSE FOR REQUEST:

**TO APPROVE THE MINUTES FROM:**

- **REGULAR MEETING HELD MARCH 16, 2020**
  - **SPECIAL CALLED EMERGENCY MEETING HELD MARCH 30, 2020**
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HISTORY/ FACTS / ISSUES:

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OPTIONS:

**AMEND OR APPROVE AS PRESENTED**

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Beverly Banister, City Clerk

**MINUTES**  
**CITY COUNCIL REGULAR MEETING AND WORK SESSION**  
**G.L. Gilleland Council Chambers on 2<sup>nd</sup> Floor**  
**Monday, March 16, 2020**  
**5:00 P.M.**

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1. **CALL TO ORDER:** Mayor Mike Eason called the meeting to order at 5:00 pm.
2. **ROLL CALL:** Present were Councilmember John Walden, Councilmember Mark French, Councilmember Stephen Tolson, Councilmember Caleb Phillips, City Attorney Kevin Tallant, City Manager Bob Bolz, City Clerk Beverly Banister, Utilities Director Gary Barr, Public Works Operations Manager Trampas Hansard, Planning Director Robbie Irvin, Finance Administrator Hayden Wiggins and Human Resource Manager Donna Blanton.
3. **INVOCATION AND PLEDGE:** Invocation and Pledge were led by Councilmember Tolson.
4. **ANNOUNCEMENTS:** Mayor Eason reported the opening day of the Farmer's Market is on April 18<sup>th</sup>, Relay for Life is scheduled for April 17<sup>th</sup> and an Easter Egg Hunt is planned for April 11<sup>th</sup> at Main Street Park. The Bowen Arts Center will have an Earth Day celebration on April 25<sup>th</sup>. He also stated he is hopeful these events will take place depending on the status of the coronavirus. Councilmember Tolson reported the City is encouraging citizens to utilize the online services for utilities and the permitting office has temporarily moved downstairs to alleviate traffic into City Hall. He also encouraged the public to watch the City Council meetings via Facebook Live.
5. **APPROVAL OF THE AGENDA:** Motion to amend the agenda to add an Emergency Teleconferencing Resolution as item number 15a. made by S. Tolson; second by C. Phillips. Vote carried unanimously in favor.  
  
Motion to amend the agenda to remove item number 14. Appointment(s) made by C. Phillips; second by S. Tolson. Vote carried unanimously in favor.  
  
Motion to approve the agenda as amended made by S. Tolson; second by J. Walden. Vote carried unanimously in favor.
6. **PUBLIC INPUT:** No comments from the public.
7. **CONSENT AGENDA:** Motion to approve the consent agenda for the following items (a, b,) made by S. Tolson; second by C. Phillips. Vote carried unanimously in favor.
  - a. Approve Minutes
    - Regular Meeting held March 2, 2020
    - Executive Session held March 2, 2020
  - b. Approve Planning Commission Training for Susan Theisen
8. **GEORGIA STATE PATROL POST #37 DONATION PRESENTATION:** Mayor and Council presented the items purchased to donate to the Georgia State Patrol Post #37 as outlined in the resolution passed on March 2, 2020.
9. **EMPLOYEE RECOGNITION:** Mayor and Council presented David Picklesimer with the February Employee of the Month Award and a two-year service award to Cody Mason.
10. An Ordinance To Eliminate Any Term Limits For Service By Members Of The City Of Dawsonville Historic Preservation Commission, To Clarify The Certificate Of Appropriateness Procedure And Appeal Process, And For Other Purposes. (First Reading: March 2, 2020; Second Reading and Adoption: March 16, 2020)  
  
Attorney Tallant read the second reading of the ordinance. Motion to approve as presented made by S. Tolson; second by J. Walden. Vote carried unanimously in favor. (Exhibit "A")
11. An Ordinance To Define The Composition Of The Animal Control Board, To Provide A Method Of Appointment To The Same, To Provide For Staggered Terms Of Board Members; And For Other Purposes. (First Reading: March 2, 2020; Second Reading and Adoption: March 16, 2020)  
  
Attorney Tallant read the second reading of the ordinance. Motion to approve as presented made by C. Phillips; second by S. Tolson. Vote carried unanimously in favor. (Exhibit "B")

**MINUTES**  
**CITY COUNCIL REGULAR MEETING AND WORK SESSION**  
**G.L. Gilleland Council Chambers on 2<sup>nd</sup> Floor**  
**Monday, March 16, 2020**  
**5:00 P.M.**

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12. An Ordinance To Amend Subpart B, Chapter 109 Of The Code Of The City Of Dawsonville, Georgia, Related To Zoning Districts For Unpaved And/Or Gravel Roadways Within The City Limits; To Amend The Gravel Road Specifications Related To Paving, Stormwater And Related Matters; And For Other Purposes. (First Reading: March 16, 2020; Second Reading and Adoption: April 20, 2020)

Attorney Tallant read the first reading of the ordinance.

13. An Ordinance To Amend Section 2-110 To Provide For Revised Utilities Fees For Water And Sewer Rates; And For Other Purposes. (First Reading: 03/16/2020; Public Hearing, Second Reading and Adoption: April 20,2020)

Mayor Eason read the first reading of the ordinance.

14. Removed.

15. **PERSONNEL POLICY UPDATES:** Motion to approve personnel policy updates as presented made by J. Walden; second by S. Tolson. Vote carried unanimously in favor. (Exhibit "C")

- 15a. **EMERGENCY TELECONFERENCING RESOLUTION:** Motion to approve resolution as presented made by S. Tolson; second by C. Phillips. Vote carried unanimously in favor. (Exhibit "D")

16. **BOB BOLZ, CITY MANAGER:**

- Main Street Park Restroom – Slab has been poured and the concrete block will be laid soon. Sidewalk will be removed and replaced. Area will be fenced off to the public during construction so the park can be open.
- Farmer’s Market – Paving equipment has arrived to complete the topcoat and striping. The Wi-Fi has been installed and security cameras will be purchased.
- Modifications to Water Pollution Control Plant – Contract is signed; work should begin on May 4<sup>th</sup>.
- Modifications to Well #110 – Contract is signed; work should begin on April 1<sup>st</sup>.
- Angela Lane Paving Project – Paving will begin as soon as the weather improves.
- Perimeter Road Paving Project – Paving will begin on or around June 1<sup>st</sup> after the school year ends.
- City Fair – Meetings held to determine the possibility of a holding a fair; infrastructure issues must be worked out. A recommendation will be forthcoming.
- FY 2021 Budget process has been started.
- A total of \$713.25 for two leak adjustments have been credited.

17. **HAYDEN WIGGINS, FINANCE ADMINISTRATOR:** Financial reports representing fund balances and activity provided through February 29, 2020. No questions or comments from Council.

**ADJOURNMENT:**

At 6:23 p.m. a motion to adjourn the meeting was made by M. French; second by S. Tolson. Vote carried unanimously in favor.

By: CITY OF DAWSONVILLE

\_\_\_\_\_  
Mike Eason, Mayor

Attested: \_\_\_\_\_  
Beverly A. Banister, City Clerk

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF  
DAWSONVILLE, GEORGIA**

**ORDINANCE NUMBER            04-2020**

**AN ORDINANCE TO ELIMINATE ANY TERM LIMITS FOR SERVICE BY MEMBERS OF THE CITY OF DAWSONVILLE HISTORIC PRESERVATION COMMISSION, TO CLARIFY THE CERTIFICATE OF APPROPRIATENESS PROCEDURE AND APPEAL PROCESS, AND FOR OTHER PURPOSES.**

**WHEREAS**, members of the City of Dawsonville Historic Preservation Commission currently have a two consecutive term limit under the existing ordinance;

**WHEREAS**, members of the Historic Preservation Commission have significant background in the history, architecture, building, preservation, planning or related fields and receive at City expense additional training in the field of Historic Preservation in order to enable them to better achieve the goals of Historic Preservation in the City;

**WHEREAS**, the Mayor and Council desire to amend the existing ordinance to allow the continued service of these highly qualified and trained individuals beyond a two consecutive term limit and to eliminate any term limits for service by the members of the Historic Preservation Commission; and

**WHEREAS**, the Mayor and Council desire to clarify the existing provisions and timeframes related to the procedures for obtaining a Certificate of Appropriateness in the Historic District of Dawsonville and the appeal procedure related to the same.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF DAWSONVILLE HEREBY ORDAINS AS FOLLOWS:**

**SECTION 1.**

Subpart B, Chapter 104, Subsection 104-21 (c) of the Code of Ordinances for the City of Dawsonville is hereby amended by repealing existing Subsection 104-21(c) in its entirety and replacing it with a new Subsection 104-21(c) to read as follows:

**Sec. 104-21. - Creation of historic preservation commission.**

(c) *Commission members: Number, appointment, terms and compensation:* The commission shall consist of five members appointed by the mayor and ratified by the city council. All members shall be residents of City of Dawsonville and shall be persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources.

To the extent available in the city, at least three members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology or related professions.

Members shall serve three-year terms. In order to achieve staggered terms, initial appointments shall be: one member for one year; two members for two years; and two members for three years. Members shall not receive a salary, although they may be reimbursed for expenses.

## **SECTION 2.**

Subpart B, Chapter 104, Subsection 104-23 (h), Subsection 104-23 (k) and Subsection 104-23 (n) of the Code of Ordinances for the City of Dawsonville is hereby amended by repealing existing Subsection 104-21(h), Subsection 104-23 (k) and Subsection 104-23 (n) in their entirety and replacing them with a new Subsection 104-23 (h), Subsection 104-23 (k) and Subsection 104-23 (n) to read as follows:

### **Sec. 104-23. - Application to preservation commission for certificates of appropriateness.**

*(h) Deadline for approval or rejection of application for certificate of appropriateness:*

(1) Absent emergent circumstances or a continuance to the next meeting for more information with the consent of the applicant, the commission shall approve or reject an application for a certificate of appropriateness within 60 days after the publication date of notice required by Subsection 104-23 (e). Evidence of approval shall be by a certificate of appropriateness issued by the commission. Notice of the issuance or denial of a certificate of appropriateness shall be sent to the applicant and all other persons who have requested such notice in writing filed with the commission.

(2) Absent emergent circumstances or a continuance to the next meeting for more information with the consent of the applicant, failure of the commission to act within said 60 days shall constitute approval, and no other evidence of approval shall be needed.

*(k) Certificate of appropriateness void if construction not commenced and timely completed:* A certificate of appropriateness shall become void unless construction is commenced within 6 months of date of issuance and completed within 18 months of date of issuance. A certificate of appropriateness is renewable in the discretion of the Planning Director for a period of an additional 6 months upon application for renewal being timely filed before the expiration of the initial 18-month period.

*(n) Appeals:* Any person adversely affected by any determination made by the commission relative to the issuance or denial of a certificate of appropriateness may appeal such determination to the City of Dawsonville City Council. Any such appeal must be filed with the City Council within 15 days after the issuance of the determination pursuant to subsection [104-23\(h\)\(1\)](#) of this article or, in the case of a failure of the commission to act, within 15 days of the expiration of the 60-day period allowed for the commission action pursuant to subsection [104-23\(h\)\(2\)](#) of this article. The City Council will set an appeal hearing date and provide notice of the same to the appellant and the public. Absent exigent circumstances or a continuance agreed to by the appellant, the appeal hearing will be held within 30 days of the filing of the appeal. The hearing will comply with due process and such rules of procedure that may be adopted by the City Council. The City Council may approve, modify, or reject the determination made by the commission. Appeals from the decision of the City Council may be taken to the Superior Court of Dawson County by petition for writ of certiorari.

## **SECTION 3.**

All other Subsections of Section 104-21 and Section 104-23 not expressly modified hereinabove are reaffirmed and validated as they currently exist. If any section, provision or clause of any part of this

Ordinance shall be declared invalid or unconstitutional, or if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared as the intent that this Ordinance would have been adopted had such invalid portion not been included herein.

**SECTION 4.**

All Ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 5.**

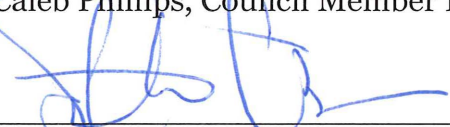
This ordinance shall become effective upon adoption, the public good demanding the same.

**SO ADOPTED AND ORDAINED** by the City Council of Dawsonville, Georgia, this 16 day of March, 2020.

**MAYOR AND DAWSONVILLE CITY COUNCIL**

By:   
Mike Eason, Mayor

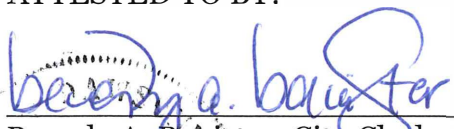
  
Caleb Phillips, Council Member Post 1

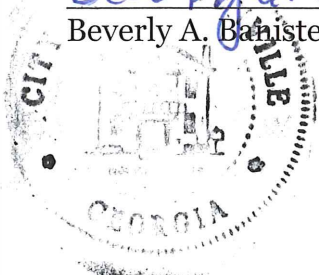
  
Stephen Tolson, Council Member Post 2

  
John Walden, Council Member Post 3

  
Mark French, Council Member Post 4

ATTESTED TO BY:

  
Beverly A. Bahister, City Clerk





**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF  
DAWSONVILLE, GEORGIA**

**ORDINANCE NUMBER            05-2020**

**AN ORDINANCE TO DEFINE THE COMPOSITION OF THE ANIMAL CONTROL BOARD,  
TO PROVIDE A METHOD OF APPOINTMENT TO THE SAME, TO PROVIDE FOR  
STAGGERED TERMS OF BOARD MEMBERS; AND FOR OTHER PURPOSES.**

WHEREAS, the Mayor and Council of the City of Dawsonville wish to clarify and define the composition of, and method of appointment to, the Animal Control Board;

WHEREAS, the revision will streamline and make more effective the operation of the Animal Control services provided by the City of Dawsonville; and

WHEREAS, the Mayor and Council desire to adopt the following Animal Control Board amendment.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF DAWSONVILLE HEREBY  
ORDAINS AS FOLLOWS:**

**SECTION 1.**

The definition of "Animal Control Board," as set forth in Subpart A, Chapter 4, Section 1 of the Code of the City of Dawsonville, Georgia, is hereby amended by repealing the existing definition of "Animal Control Board" and replacing it with a new definition of "Animal Control Board" as follows:

**Sec. 4-1. – Definitions.**

*Animal Control Board* means those individuals appointed to render opinions on classification of dangerous and vicious dogs pursuant to the state Responsible Dog Ownership Law as codified, and hereafter amended, at O.C.G.A. § 4-8-20 *et seq.* and as further set forth below:

- (1) The Animal Control Board shall consist of three members, all of which shall be Dawson County residents; provided that at least two of the three members are residents of the City of Dawsonville.
- (2) The members of the Animal Control Board shall be nominated by the Mayor and confirmed and approved by the City Council.
- (3) At least two of the three members shall have some knowledge or background relevant to the execution of their duties. For example, members should have some experience with owning and caring for animals. Notwithstanding the previous provision, nothing in this subsection shall be interpreted to mean that any member of the Animal Control Board must be a veterinarian.
- (4) Members of the Animal Control Board shall serve three-year terms. In order to achieve staggered terms, initial appointments shall be: one member for one year; one member for two years; and one member for three years. Members shall not receive a salary, although they may be reimbursed for expenses.

**SECTION 2.**

All other portions of Section 4-1 not expressly modified hereinabove are reaffirmed and validated as they currently exist. If any section, provision or clause of any part of this Ordinance shall be declared invalid or unconstitutional, or if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared as the intent that this Ordinance would have been adopted had such invalid portion not been included herein.

**SECTION 3.**


All Ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 4.**

This ordinance shall become effective upon adoption, the public good demanding the same.

**SO ADOPTED AND ORDAINED** by the City Council of Dawsonville, Georgia, this 16 day of March, 2020.

**MAYOR AND DAWSONVILLE CITY COUNCIL**

By:   
Mike Eason, Mayor

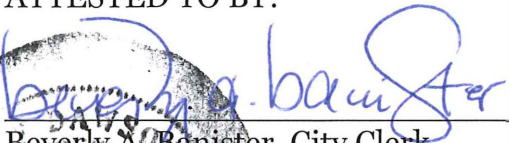
  
Caleb Phillips, Council Member Post 1

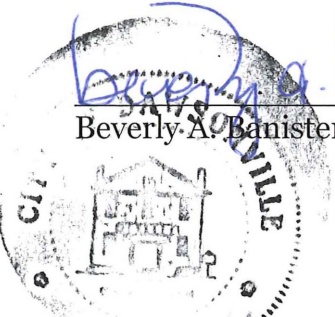
  
Stephen Tolson, Council Member Post 2

  
John Walden, Council Member Post 3

  
Mark French, Council Member Post 4

ATTESTED TO BY:

  
Beverly A. Banister, City Clerk



**MINUTES**  
**DAWSONVILLE CITY COUNCIL SPECIAL CALLED EMERGENCY MEETING**  
**HELD VIA TELECONFERENCE**  
**Monday, March 30, 2020**  
**4:00 P.M.**

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1. **CALL TO ORDER:** Mayor Mike Eason called the meeting to order at 4:03 pm.
2. **ROLL CALL:** Present were Councilmember John Walden, Councilmember Mark French, Councilmember Stephen Tolson, Councilmember Caleb Phillips, City Clerk Beverly Banister and City Attorney Dana Miles.
3. **INVOCATION AND PLEDGE:** Invocation and Pledge were led by Councilmember Tolson.
4. **ANNOUNCEMENTS:** Mayor Eason reported we are livestreaming this meeting via Facebook and the video will be available on YouTube. He also stated we are adhering to the State and Federal COVID-19 guidelines. Information is on our website to report any noted violations to the State Health Department. He asked for citizens to send a chat request to Beverly Banister during the meeting if they would like to speak during the public input section of the meeting.
5. **APPROVAL OF THE AGENDA:** Motion to approve the agenda as presented made by S. Tolson; second by M. French. Vote carried unanimously in favor.  
  
Motion to approve the agenda as amended made by S. Tolson; second by J. Walden. Vote carried unanimously in favor.
6. **PUBLIC INPUT:** No comments from the public.

**BUSINESS**

7. **RATIFICATION AND PROPOSED CONTINUATION OF EXECUTIVE ORDER #2020-01:** Attorney Miles provided a short summary of the executive order.  
  
Motion to approve ratification of Executive Order 2020-01 signed by Mayor Eason on March 27, 2020 and to approve the continuation of the order until the end of Governor Kemp's Declaration of Emergency made by S. Tolson; second by C. Phillips. Vote carried unanimously in favor. (Exhibit "A")

**ADJOURNMENT:**

At 4:14 p.m. a motion to adjourn the meeting was made by S. Tolson; second by M. French. Vote carried unanimously in favor.

By: CITY OF DAWSONVILLE

\_\_\_\_\_  
Mike Eason, Mayor

Attested: \_\_\_\_\_  
Beverly A. Banister, City Clerk

**EXECUTIVE ORDER #2020-01**

**ORDER OF THE CITY OF DAWSONVILLE MAYOR IMPLEMENTING LOCAL EMERGENCY MEASURES AUTHORIZING "TAKE OUT" OR "TO-GO" SALES OF ALCOHOLIC BEVERAGES**

**WHEREAS**, on March 13, 2020, Governor Brian Kemp, following President Donald Trump's national emergency declaration, declared a public health emergency in Georgia effective on March 14, 2020, to deploy all available resources for the mitigation and treatment of the novel coronavirus disease 2019 ("COVID-19"); and

**WHEREAS**, due to this worldwide epidemic, the City of Dawsonville, Georgia has experienced an event of critical significance locally as a result of COVID-19 and has issued a Declaration of Emergency Conditions as signed by Mayor Mike Eason on March 18, 2020; and

**WHEREAS**, pursuant to the City of Dawsonville Code of Ordinances ("Code"), Chapter 9, Section 9-1(Civil Emergencies) following a declaration of emergency and during the continuance of such state of emergency, the Mayor is empowered to do any and all acts necessary and incidental to the preservation of the lives, health, and property of the citizenry of the city.; and

**WHEREAS**, there exist emergency circumstances throughout the City requiring extraordinary and immediate corrective actions for the protection of the health, safety property and welfare of the citizens of the City and Dawson County; and

**WHEREAS**, recognizing the COVID-19 pandemic has had and will continue to have a profound impact on the restaurant and hospitality industry, particularly restaurants that emphasize table service and related on-premises consumption of alcohol; and

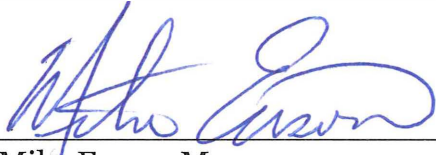
**WHEREAS**, reasonable emergency measures may be instituted to mitigate such impact and to allow table service restaurants to engage in a "take out" or "to-go" model of food and beverage services (including alcoholic beverages).

**NOW, THEREFORE**, pursuant to the authority vested in me by local and state law, the following emergency measures are hereby **ORDERED**, as follows:

1. Under normal circumstances, in those instances where both on-premise consumption of alcoholic beverages and package alcohol sales are allowed, two separate permits are required.
2. Table service restaurants with existing and valid on-premise consumption permit (e.g., alcohol by the drink permit), and which do not already have a separate permit permitting package sales, are hereby authorized and permitted to engage in "take out" or "to go" package sales of wine and/or malt beverages.

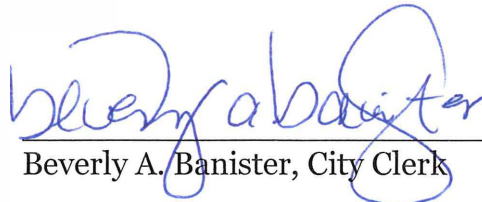
3. Any wine or malt beverage container that is sold as a "take out" or "to go" package sale shall be unopened. Growler fills shall be allowed and sealed as required by state law.
4. Each order of alcohol sold as a "take out" or "to go" package sale shall be limited to six (6) malt beverages and two (2) bottles of wine and may only be sold in conjunction with a food order of equal or greater value than the alcohol order (i.e., no alcohol-only sales).
5. Local laws, Code provisions or regulations prescribing procedures for conduct of City business, including applicable provisions of the City Code on Alcoholic Beverages, are hereby suspended and waived to the extent that such laws, Code provisions or regulations require applications to be filed or fees to be paid for the authorizations and permits granted hereunder.
6. All applicable State laws, rules and regulations will continue to apply including but not limited to time and day restrictions, age restrictions, and distance restrictions related to the sale of alcoholic beverages.
7. This Order shall remain in effect for so long as the statewide or City declaration of emergency conditions remains in effect or until this Order is terminated by action of the Mayor and Council whichever shall occur first.

SO ORDERED, this the 27<sup>th</sup> day of March, 2020.



Mike Eason, Mayor

Attest:



Beverly A. Banister, City Clerk





DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 7b

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SUBJECT: APPROVE APPOINTMENTS

CITY COUNCIL MEETING DATE: 04/20/2020

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BUDGET INFORMATION: GL ACCOUNT # 100-7400-523700\_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other\_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

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PURPOSE FOR REQUEST:

**TO APPROVE THE FOLLOWING APPOINTMENTS TO HPC:**

**HEATHER ALLEN – 3 YEAR TERMS THROUGH 12/01/2022**

**CARRIE FALLSTROM – 3 YEAR TERM THROUGH 12/01/2022**

**TO APPROVE THE FOLLOWING APPOINTMENTS TO PC:**

**CLINT HARPER, POST 2 – TO FILL THE UNEXPIRED TERM OF ALEXA SERRANO THROUGH 12/31/2021**

**RANDY DAVIS, POST 1 – TO FILL THE UNEXPIRED TERM OF TROY LINDSEY THROUGH 12/31/2021**

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HISTORY/ FACTS / ISSUES:

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

**RECOMMEND TO APPROVE APPOINTMENTS**

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REQUESTED BY: Donna Blanton, Human Resource Manager



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 7c

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SUBJECT: APPROVE ENGINEERING ARCHITECTURAL GRANT SERVICES RFQ

CITY COUNCIL MEETING DATE: 04/20/2020

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BUDGET INFORMATION: GL ACCOUNT # 100-7400-523700\_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other\_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

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PURPOSE FOR REQUEST:

**TO APPROVE JERICO DESIGN GROUP FOR THE ENGINEERING ARCHITECTURAL GRANT SERVICES RFQ IN THE AMOUNT OF \$3,800.00 OUT OF THE FY20 GENERAL FUND TO PROVIDE COST ESTIMATE INFORMATION FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PRE-APPLICATION FOR THE CONFERENCE CENTER AT THE GEORGIA RACING HALL OF FAME**

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HISTORY/ FACTS / ISSUES:

**RFQ DEADLINE WAS APRIL 2, 2020 AT 5:00 PM; THREE PROPOSALS RECEIVED:**

- 1. ARMENTROUT MATHENY THURMOND (AMT) - \$7,500 PLUS REIMBURSABLE EXPENSES**
- 2. JERICO DESIGN GROUP - \$3800**
- 3. WRIGHT MITCHELL & ASSOCIATES INC. - \$1000**

**COUNCILMEMBER TOLSON, HAYDEN WIGGINS AND BOB BOLZ MET TO DISCUSS OPTIONS; RECOMMENDATION TO APPROVE JERICO DESIGN GROUP**

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

**RECOMMEND TO APPROVE**

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REQUESTED BY: Bob Bolz, City Manager



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 7d

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SUBJECT: APPROVE H.R.6467 SUPPORT LETTER

CITY COUNCIL MEETING DATE: 04/20/2020

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BUDGET INFORMATION: GL ACCOUNT # 100-7400-523700\_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other\_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

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PURPOSE FOR REQUEST:

**TO APPROVE THE LETTER WRITTEN TO CONGRESSMAN COLLINS TO CO-SPONSOR THE H.R. 6467 CORONAVIRUS COMMUNITY RELIEF ACT**

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HISTORY/ FACTS / ISSUES:

**H.R. 6467, IF PASSED, WILL PROVIDE DIRECT FEDERAL AID TO LOCAL GOVERNMENTS WITH A POPULATION OF 500,000 OR LESS**

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

**RECOMMEND TO APPROVE**

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REQUESTED BY: Mike Eason, Mayor



415 Highway 53 E. Suite 100  
Dawsonville, Georgia 30534



(706) 265-3256  
Fax (706) 265-4214  
[www.dawsonville-ga.gov](http://www.dawsonville-ga.gov)

April 20, 2020

The Honorable Congressman Doug Collins  
1504 Longworth House Office Building  
Washington, DC 20515

Dear Congressman Collins,

I am writing you as the Mayor of the City of Dawsonville and a constituent on behalf of the city to express our support for H.R. 6467, the *Coronavirus Community Relief Act*, and to urge you to cosponsor this bill. This bill would create a coronavirus relief fund for units of local government with a population of 500,000 or less.

Cities are on the front lines of responding to the COVID-19 public health crisis and desperately need direct financial support from the federal government. Cities are anticipating loss of revenue, resulting in cuts to critical public services. The federal government must ensure every city, town and village has direct access to emergency funding.

The virus is also taking a toll on first responders, utility workers, and sanitation workers who are out in the community every day putting their own lives at risk to protect the public's health and safety. Without federal support, the cities working so hard to provide these critical services, particularly small cities, will struggle to survive. So far, small cities have been left behind in federal legislation to address the coronavirus. Immediate action is needed to support these communities.

The City of Dawsonville does not levy any property taxes on its citizens and relies heavily on the Local Option Sales Tax revenues for operations, these are primarily generated from our outlet mall in the county. This revenue stream which supports our daily operations will be significantly lower for the upcoming months due to the economic impact of the COVID-19 virus. It is estimated that we will not see this return to our normal flow of revenue until later this year. Your support of this legislation will enhance our ability to provide the services without burdening our citizens with a property tax in order to provide our essential services.

On behalf of the elected officials of the City Of Dawsonville and of the residents, families and businesses in Dawsonville, I urge you to support and cosponsor H.R. 6467 to provide direct federal aid for local governments with a population of 500,000 or less to help us face mounting challenges related to COVID-19.

Congressman Collins  
Page 2  
April 20, 2020

If you have any questions about H.R. 6467 or you would like to cosponsor, please contact Bo Morris with the office of Congressman Joe Neguse at [bo.morris@mail.house.gov](mailto:bo.morris@mail.house.gov) or 202-225-2161.

Thank you for your service to our country and we appreciate your consideration of this legislation or any other legislation that would help small communities such as ours deal with the budget impact on them from this pandemic.

Sincerely,

Mike Eason  
Mayor



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 8

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SUBJECT: UTILITIES FEE SCHEDULE ORDINANCE AMENDMENT

CITY COUNCIL MEETING DATE: 04/20/2020

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BUDGET INFORMATION: GL ACCOUNT # NA

Funds Available from:      Annual Budget      Capital Budget      Other     

Budget Amendment Request from Reserve:      Enterprise Fund      General Fund

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PURPOSE FOR REQUEST:

**MAYOR RECOMMENDATION TO POSTPONE THE PUBLIC HEARING, SECOND READING AND CONSIDERATION OF ADOPTION UNTIL JUNE 1, 2020**

**AN ORDINANCE TO AMEND SECTION 2-110 TO PROVIDE FOR REVISED UTILITIES FEES FOR WATER AND SEWER RATES; AND FOR OTHER PURPOSES**

**FIRST READING: MARCH 16, 2020; PUBLIC HEARING, SECOND READING AND ADOPTION: APRIL 20, 2020**

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HISTORY/ FACTS / ISSUES:

**COUNCIL APPROVED WATER AND SEWER RATE INCREASE ON 03/02/2020**

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Gary Barr, Utilities Director

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF  
DAWSONVILLE, GEORGIA**

**ORDINANCE NUMBER           #07-2020**

**AN ORDINANCE TO AMEND SECTION 2-110 TO PROVIDE FOR REVISED UTILITIES FEES FOR WATER AND SEWER RATES; AND FOR OTHER PURPOSES.**

WHEREAS, the City Engineer has presented to the Mayor and Council a rate study setting forth the necessity for revision to water and sewer rates; and

WHEREAS, the Mayor and City Council desire to amend the City water and sewer rates consistent with the schedule and recommendations of the City Engineer based upon the rate study;

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF DAWSONVILLE HEREBY ORDAINS AS FOLLOWS:**

**SECTION 1.**

Section 2-110 of Chapter 2, Article IV of the Code of the City of Dawsonville, Georgia, is hereby amended by repealing existing subsection 2-110(7)(a) Utilities and replacing it in its entirety with a new subsection 2-110(7)(a)Utilities as follows:

*(7) Utilities (chapter [14](#)):*

a. Water/sewer fees. "+" indicates that the cost is the amount listed plus the actual cost of material and labor expended by the city, if installed by the city.

<a href="#">14-22</a> (a). Residential water service rates — within corporate limits:	
0—1,500 gallons, minimum (base charge)	\$21.00
1,501—5,000, per 1,000 gallons	5.00
5,001—10,000, per 1,000 gallons	5.25
>10,000, per 1,000 gallons	5.50

<a href="#">14-22</a> (a). Commercial/industrial water service rates — within corporate limits:	
0—1,500 gallon users (flat fee)	27.00
>1,500 gallon users, minimum (base charge)	31.00
1,501—5,000, per 1,000 gallons	7.00
5,001—10,000, per 1,000 gallons	7.50
>10,000, per 1,000 gallons	8.00
<a href="#">14-22</a> (a). Residential water service rates — outside corporate limits:	
0—1,500 gallons, minimum (base charge)	31.00
1,501—5,000, per 1,000 gallons	7.00
5,001—10,000, per 1,000 gallons	7.50
>10,000, per 1,000 gallons	8.00
<a href="#">14-22</a> (a). Commercial/industrial water service rates — outside corporate limits:	
0—1,500 gallon users (flat fee)	32.00

>1,500 gallon users, minimum (base charge)	42.00
1,501—5,000, per 1,000 gallons	7.00
5,001—10,000, per 1,000 gallons	7.50
>10,000, per 1,000 gallons	8.00
<a href="#">14-22</a> (b).Residential sewer service rates — within corporate limits:	
0—1,500 gallons, minimum (base charge)	25.00
1,501—5,000, per 1,000 gallons	7.00
5,001—10,000, per 1,000 gallons	8.00
>10,000, per 1,000 gallons	9.00
<a href="#">14-22</a> (b).Commercial/industrial sewer service rates — within corporate limits:	
0—1,500 gallon users (flat fee)	42.00
>1,500 gallon users, minimum (base charge)	60.00
1,501—5,000, per 1,000 gallons	8.50

5,001—10,000, per 1,000 gallons	9.50
>10,000, per 1,000 gallons	10.50
<a href="#">14-22</a> (b).Residential sewer service rates — outside corporate limits:	
0—1,500 gallons, minimum (base charge)	37.50
1,501—5,000, per 1,000 gallons	8.50
5,001—10,000, per 1,000 gallons	9.50
>10,000, per 1,000 gallons	10.50
<a href="#">14-22</a> (b).Commercial/industrial sewer service rates — outside corporate limits:	
0—1,500 gallon users (flat fee)	65.00
>1,500 gallon users, minimum (base charge)	75.00
1,501—5,000, per 1,000 gallons	10.00
5,001—10,000, per 1,000 gallons	11.00
>10,000, per 1,000 gallons	12.00

<a href="#">14-22</a> (c). Bulk water purchase from city water plant by truck or portable device	
Per every 1,000 gallons, or any portion thereof	10.00
<a href="#">14-23</a> (a). Water service connection fees (times the number of connections desired):	
¾ inch (irrigation only)	2,000.00
¾-inch, (only be available for residential purposes appropriate to the anticipated usage)	3,500.00
1 inch (irrigation only)	4,000.00
1 inch	5,000.00
1½ inches	8,000.00 +
2 inches	12,500.00 +
3 inches	25,000.00 +
4 inches	40,000.00 +
6 inches	60,000.00 +



8 inches	90,000.00
<a href="#">14-23</a> (b). Sewer service connection fees (times the number of connections desired):	
¾-inch, (only be available for residential purposes appropriate to the anticipated usage)	4,750.00
1 inch	6,750.00
1½ inches	9,500.00
2 inches	17,500.00
3 inches	30,000.00
4 inches	50,000.00
6 inches	75,000.00
8 inches	105,000.00
<a href="#">14-23</a> (c). First time reconnect within a 24-month period, in addition to any outstanding bills, late fees, and/or interest charges	50.00
<a href="#">14-23</a> (c). Second time reconnect within a 24-month period, in addition to any outstanding bills, late fees, and/or interest charges	100.00
<a href="#">14-23</a> (c). Third time reconnect within a 24-month period, in addition to any outstanding bills, late fees, and/or interest charges	200.00

<a href="#">14-23(c)</a> . Fourth and subsequent violation within a 24-month period, in addition to any outstanding bills, late fees, and/or interest charges, per violation, + \$100.00 per each additional violation above third violation	200.00
<a href="#">14-23.1(a)</a> . Residential security deposit for applicant owning/renting the property to be serviced	150.00
<a href="#">14-23.1(b)</a> . Commercial security deposit for applicant with a meter size ¾" and 1" meter (amount doubles if business has <a href="#">10</a> or more employees)	150.00
<a href="#">14-23.1(b)</a> . Commercial security deposit for applicant with a meter size 1½", 2" and 3" meter (amount doubles if business has <a href="#">10</a> or more employees)	300.00
<a href="#">14-23.1(b)</a> . Commercial security deposit for applicant with a meter size 4" and above (amount doubles if business has <a href="#">10</a> or more employees)	500.00
<a href="#">14-23.1(c)</a> . Administrative start-up fee	15.00
<a href="#">14-25(a)(1)</a> . Late fee for non-payment of water, sewer, and/or garbage bill within 20 days of bill date	10.00

**SECTION 2.**

Existing subsection 2-110(7)(b) Garbage Fees shall remain valid as currently stated and is reaffirmed by this Ordinance. If any section, provision or clause of any part of this Ordinance shall be declared invalid or unconstitutional, or if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared as the intent that this Ordinance would have been adopted had such invalid portion not been included herein.

**SECTION 3.**

All Ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 4.**

This ordinance shall become effective for all utility bills issued on or after May 1, 2020 and is otherwise effective upon passage hereof, the public good demanding it.

**SO ADOPTED AND ORDAINED** by the City Council of Dawsonville, Georgia, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**MAYOR AND DAWSONVILLE CITY  
COUNCIL**

By: \_\_\_\_\_  
Mike Eason, Mayor

\_\_\_\_\_  
Caleb Phillips, Council Member Post 1

\_\_\_\_\_  
Stephen Tolson, Council Member Post 2

\_\_\_\_\_  
John Walden, Council Member Post 3

\_\_\_\_\_  
Mark French, Council Member Post 4

ATTESTED TO BY:

\_\_\_\_\_  
Beverly A. Banister, City Clerk



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 9

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SUBJECT: **GRAVEL ROADS - DEVELOPMENT REGULATIONS ORDINANCE AMENDMENT**

CITY COUNCIL MEETING DATE: 04/20/2020

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BUDGET INFORMATION: GL ACCOUNT # NA

Funds Available from:      Annual Budget      Capital Budget      Other     

Budget Amendment Request from Reserve:      Enterprise Fund      General Fund

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PURPOSE FOR REQUEST: **SECOND READING AND CONSIDERATION OF ADOPTION**

**AN ORDINANCE TO AMEND SUBPART B, CHAPTER 109 OF THE CODE OF THE CITY OF DAWSONVILLE, GEORGIA, RELATED TO ZONING DISTRICTS FOR UNPAVED AND/OR GRAVEL ROADWAYS WITHIN THE CITY LIMITS; TO AMEND THE GRAVEL ROAD SPECIFICATIONS RELATED TO PAVING, STORMWATER AND RELATED MATTERS; AND FOR OTHER PURPOSES.**

**FIRST READING: MARCH 16, 2020; SECOND READING AND ADOPTION: APRIL 20, 2020**

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HISTORY/ FACTS / ISSUES:

**UPDATE TO RECENTLY PASSED ORDINANCE**

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Dana Miles, City Attorney

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF  
DAWSONVILLE, GEORGIA**

**ORDINANCE NUMBER           #06-2020**

**AN ORDINANCE TO AMEND SUBPART B, CHAPTER 109 OF THE CODE OF THE CITY OF DAWSONVILLE, GEORGIA, RELATED TO ZONING DISTRICTS FOR UNPAVED AND/OR GRAVEL ROADWAYS WITHIN THE CITY LIMITS; TO AMEND THE GRAVEL ROAD SPECIFICATIONS RELATED TO PAVING, STORMWATER AND RELATED MATTERS; AND FOR OTHER PURPOSES.**

WHEREAS, Subpart B, Chapter 109 Section 58 sets forth the zoning districts in the City where unpaved and/or gravel roadways will be allowed subject to construction standards and regulations as further provided in Chapter 109;

WHEREAS, the Mayor and City Council desire to amend and clarify Chapter 109 Section 58 on the allowed zoning districts based upon existing land use patterns within the City, sound planning and the environmental goal of less imperious surfaces; and

WHEREAS, the Mayor and City Council desire to amend and clarify Chapter 109 Section 59 on gravel road specifications related to paving, stormwater and related matters.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF DAWSONVILLE HEREBY ORDAINS AS FOLLOWS:**

**SECTION 1.**

Subpart B, Chapter 109 of the Code of the City of Dawsonville, Georgia, is hereby amended by repealing the existing Section 109-58 and replacing it with a new Section 109-58 as follows:

**Sec. 109-58. – Where Gravel Roads Allowed.**

Gravel roads are only allowed in RA or R-1 zoned properties where the development contains only residential properties with five (5) or more acres per lot, where the total number of lots served by gravel roads does not exceed 20 and no other zoning category adjoins the gravel road other than at an intersection with a paved road. All gravel roads must meet the specifications of this Article VIII. Other than as set forth in this Article VIII, all roads must be paved to specifications as set forth in these development regulations including but not limited to the requirements of Article VI.

## **SECTION 2.**

Subpart B, Chapter 109 of the Code of the City of Dawsonville, Georgia, is hereby amended by repealing the existing Section 109-59 and replacing it with a new Section 109-59 as follows:

### **Sec. 109-59. – Gravel Roadway Specifications.**

All developments constructing gravel roads shall comply with the minimum specifications for such roads provided for herein, as well as other applicable industry standards. Gravel roads shall be constructed to the following specifications as a precondition to dedication and acceptance into the City system of streets and roads:

(a) Gravel roads shall have a minimum fifty (50) foot right of way which shall be cleared, properly sloped and stabilized with only road signage, entry driveways and mailboxes within the right of way. Dead-end roads shall have a cul-de-sac with a minimum one hundred (100) foot diameter right of way. Cul-de-sac shall have a minimum eighty (80) foot diameter of travel lane.

(b) Roadbeds shall have a minimum driving surface width of twenty (20) feet with a six (6) inch or more layer of compacted graded aggregate base stone. The base layer shall be compacted according to industry standards and coated with calcium chloride at a rate of .30 gallons per square yard, or greater as per accepted industry standards.

(c) Gravel roads shall be ditched, crowned, and properly drained. Shoulders width shall be a minimum of five (5) feet and all disturbed rights-of-way shall be grassed and constructed in compliance with an approved soil erosion, stormwater and sediment control plan and/or best management practices.

(d) All driveways accessing upon gravel roads shall have properly installed culverts in the roadway ditch, which conform to the following specifications:

(1) The driveway culvert shall be a minimum of eighteen (18) inches in diameter and twenty-five (25) feet in length.

(2) Driveway culvert pipe sizes must be approved by the City Manager or his designee, and shall be made of concrete, HDPE or galvanized steel.

(3) The City does not provide pipe or place pipe for driveways. The property/development owner shall be responsible for purchasing and installing such pipe.

(4) A permit shall be obtained for each driveway, which may be obtained by applying with the planning and zoning department.

(e) Gravel road grades shall not exceed twelve (12) percent and cul-de-sac's grades shall not exceed six (6) percent; provided further, that roadway grades at intersections with other roadways (paved or gravel) shall not exceed five (5) percent for a distance of a minimum of fifty (50) feet from the intersected road right-of-way.

(f) Curb, gutter, and curb cuts shall not be required. However, gravel road cross-drains shall be designed for a fifty (50) year frequency flood event. The cross-drain material shall be reinforced concrete pipe with end treatments and outlet rip rap apron.

(g) All gravel roads and paved gravel roads shall comply with Chapter 107 Stormwater Management and the owner/developer shall present to the City a plan indicating compliance prior to being accepted for dedication purposes by the City.

(h) The owner/developer may at the owner/developer's expense place a layer of asphalt pavement on a properly constructed gravel road in accordance with the following specifications: 6 inches of graded aggregate base (GAB), 2+ inches of B Binder/19mm asphalt base and 1.5 inches of F topping/9.5mm type 2 asphalt surface course.

(i) The owner/developer shall at the owner/developer's expense erect galvanized steel sign post(s) with City approved aluminum sign(s) thereupon, giving the name of the road and shall bear the cost of erecting all traffic control signs at appropriate locations along the roadway as required by the City Manager and/or his designee.

### **SECTION 3.**

If any section, provision or clause of any part of this Ordinance shall be declared invalid or unconstitutional, or if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared as the intent that this Ordinance would have been adopted had such invalid portion not been included herein.

### **SECTION 4.**

All Ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

### **SECTION 5.**

This ordinance shall become effective upon adoption, the public good demanding the same.

**SO ADOPTED AND ORDAINED** by the City Council of Dawsonville, Georgia, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

### **MAYOR AND DAWSONVILLE CITY COUNCIL**

By: \_\_\_\_\_  
Mike Eason, Mayor

ATTESTED TO BY:

\_\_\_\_\_  
Beverly A. Banister, City Clerk



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 10

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SUBJECT: CITY'S RESPONSE TO COVID-19 PANDEMIC

CITY COUNCIL MEETING DATE: 04/20/2020

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BUDGET INFORMATION: GL ACCOUNT # \_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other \_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

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PURPOSE FOR REQUEST:

TO CONSIDER AND DISCUSS ISSUES SURROUNDING THE FOLLOWING ITEMS:

- A. CITY PROPERTY RENTAL FEES
  - B. UTILITY BILLING PROCEDURES
- 

HISTORY/ FACTS / ISSUES:

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Bob Bolz, City Manager





DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 10a

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SUBJECT: CITY PROPERTY RENTAL FEES

CITY COUNCIL MEETING DATE: 04/20/2020

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BUDGET INFORMATION: GL ACCOUNT # \_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other \_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

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PURPOSE FOR REQUEST:

**CONSIDERATION OF RENTAL FEE REDUCTION FOR CITY PROPERTIES**

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HISTORY/ FACTS / ISSUES:

DAWSONVILLE MOONSHINE DISTILLERY	\$3,000.00 PER MONTH
GEORGIA RACING HALL OF FAME	\$100.00 PER MONTH
224 FLAT CREEK DRIVE (RESIDENTIAL)	\$750.00 PER MONTH

**REQUEST RECEIVED FROM DAWSONVILLE MOONSHINE DISTILLERY AND GEORGIA RACING HALL OF FAME TO WAIVE/LOWER RENTAL FEE DURING THE PANDEMIC**

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

**STAFF RECOMMENDATION TO CONSIDER 50% REDUCTION FOR ALL RENTAL RATES  
(PLEASE SPECIFY WHICH MONTHS, IF ANY)**

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REQUESTED BY: Bob Bolz City Manager



**DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 10b**

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SUBJECT: **UTILITY BILLING PROCEDURES**

CITY COUNCIL MEETING DATE: 04/20/2020

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BUDGET INFORMATION: GL ACCOUNT # \_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other \_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

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PURPOSE FOR REQUEST:

**CONSIDERATION OF DELAYING UTILITY SERVICE DISCONNECTION DUE TO NON-PAYMENT, WAIVING LATE FEES FOR NON-PAYMENT OF SERVICES AND WAIVING CREDIT CARD AND E-CHECK CONVENIENCE FEES**

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HISTORY/ FACTS / ISSUES:

**UTILITY SERVICE DISCONNECTION OCCURS ON THE FIRST OF THE MONTH DUE TO NON-PAYMENT. TO DATE, THE APRIL 1<sup>ST</sup> DISCONNECTION FOR NON-PAYMENT OF FEBRUARY BILLS HAS NOT BEEN EXECUTED: 45 TOTAL RESIDENTS. THIS WILL BE COMPOUNDED BY NON-PAYMENT OF MARCH'S BILLS WHICH WOULD BE SLIGHTED FOR DISCONNECTION ON MAY 1<sup>ST</sup>.**

(2) Nonpayment within 30 days of the date on the bill will result in water and/or sewer service being disconnected and/or garbage service being discontinued.

**LATE FEE OF \$10 IS ACCESSED ON THE 16<sup>TH</sup> OF THE MONTH ON EACH ACCOUNT DUE TO NON-PAYMENT; TO DATE, NO LATE FEES FOR APRIL HAVE BEEN ACCESSED. (MONTHLY AVERAGE OF FEES IS APPROXIMATELY \$2,360)**

14-25(a)(1). Late fee for non-payment of water, sewer, and/or garbage bill within 20 days of bill date

**CREDIT CARD AND E-CHECK SERVICES CHARGE A CONVENIENCE FEE TO OUR CUSTOMERS AT A RATE OF 2.95% OF THE CHARGE FOR CREDIT/DEBIT CARD USE AND E-CHECK TRANSACTIONS ARE \$1.99 EACH. THIS CHARGE IS PAID DIRECTLY TO THE CREDIT CARD PROCESSING VENDOR AND ON AVERAGE THE FEES AMOUNT TO \$1,500 PER MONTH. STAFF TIME SHOULD ALSO BE CONSIDERED; THESE ITEMS WOULD HAVE TO BE CREDITED BACK INDIVIDUALLY TO EACH PERSONS ACCOUNT AND WOULD BE A CUMBERSOME PROCESS SINCE THE FEE ISN'T ACCESSED AT THE CITY LEVEL.**

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RECOMMENDED SAMPLE MOTION:

**STAFF RECOMMENDATION TO DELAY UTILITY SERVICE DISCONNECTION AND WAIVE LATE FEES THROUGH THE GOVERNOR'S PUBLIC HEALTH STATE OF EMERGENCY THROUGH MAY 13, 2020.**

**STAFF DOES NOT RECOMMEND WAIVING CREDIT CARD AND E-CHECK FEES**

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REQUESTED BY: Bob Bolz, City Manager



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 11

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SUBJECT: \_\_\_\_\_ **STAFF REPORT: CITY MANAGER** \_\_\_\_\_

CITY COUNCIL MEETING DATE: 04/20/2020

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BUDGET INFORMATION: GL ACCOUNT # \_\_\_\_\_ NA \_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other \_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

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PURPOSE FOR REQUEST:

**TO PROVIDE PROJECT UPDATES**

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HISTORY/ FACTS / ISSUES:

**SEE ATTACHED OUTLINE**

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Bob Bolz, City Manager

## CITY MANAGER'S REPORT

APRIL 20, 2020

1. **Covid-19 Update:** City Hall remains closed with skeleton crew handling phone, payments, emails, etc. Identified staff working from home. Almost all city business can now be conducted online. Public responding well to use of online services. Utility and Public Works Departments are each working staggered schedules to reduce contamination possibilities. No personnel have reported any COVID-19 contamination thus far. Playgrounds closed for contamination issues per Health Department at Wallace Park and Main Street Park. Active presence being maintained on website and through various social media platforms. Staff are to be commended for their professional commitment and adaptability during these hard times. Cross training efforts have paid off and we continue to do more cross training.
2. **Update – Main Street Park:** Staff have been doing a tremendous amount of work since most contractors have completed their jobs, such as, adding amenities (benches, picnic tables, signage, trash cans, etc.), seal coating trails, etc. Park was opened March 21<sup>st</sup> for use of trails/walkways and green space. Civitan Club donated Inclusive Wheelchair Swing what has been installed. Women's Club donated eight benches that have been installed. Women's Club has planted pollinator gardens and interpretive sign should be installed soon. Arched sign to be installed April 17<sup>th</sup> with mason to start soon after. Decorative gate installation underway. Tri-Scapes contract has been closed out.
3. **Everlast Construction & Rest Room:** Staff working with legal to determine best procedure for dealing with contractor-related, unacceptable work.
4. **Update – Farmer's Market:** Project is 100% complete with warranty work, an additional sidewalk and security camera installation were both completed recently.
5. **Relay for Life postponed until September due to coronavirus concerns.**
6. **Amicalola Regional Farmer's Market:** Scheduled to open Saturday, April 18<sup>th</sup>, AFRM decided to postpone opening for at least two weeks. Due to record breaking wet weather, very little produce is available for sale. Shipping issues exist as well for produce from other areas. These facts coupled with COVID-19 concerns resulted in their decision. A representative of the BOE may reach out to the CC/M regarding using the parking lot of the Dawson County Junior High School for parking. However, there are 30+ parking places and we don't anticipate parking to be an issue for the Saturday Farmer's Markets.
7. **Update – Sidewalk Perimeter Road from Shoal Creek to Rain Hill subdivision entrance:** Concrete plants are working with shorter schedules due to COVID-19 issues. Work should start within the next week or so with a 90-120-day construction window depending on weather and availability of materials.
8. **Update – Bar Screen Improvement & Sewage Pond Stabilization:** Scheduled to start about May 4<sup>th</sup>, completion date scheduled to be July 28<sup>th</sup>.
9. **Update – Well #110 Filter Upgrade:** Awaiting completion of filter manufacture then project will start, scheduled to be completed 12-14 weeks later.

- 10. Paving Update – Hwy 53 & Howser Mill Intersection:** GDOT Contractor, CW Matthews has started patch work. Paving to start on or about May 1<sup>st</sup>. We have rushed widening of Howser Mill intersection that included utility relocation, demolition and grading, and 38 yards of concrete to be poured. Work should be completed by April 21<sup>st</sup>. CWM will pave as they come through paving Hwy 53.
- 11. Paving Update – Angela Lane:** Weather dependent. Since this project involves full depth reclamation, they need at least a solid week of dry weather.
- 12. Paving Update – Perimeter Road Milling/Paving LMIG (Local Maintenance Improvement Grant) Joint Project with the County to be completed in June 2020**
- 13. Fair:** We have reached out to the Church of God Prophecy about a campground needed for carnival personnel and campers. We are awaiting a decision. We have also reached out to the BOE reference using the field behind the Headstart/PreK School. It is to be discuss with their Board. Without a campground, we cannot move forward. If a campground can be worked out, then we will make recommendations based on financials, especially with COVID-19 concerns.
- 14. FY21 Budget & SPLOST VII:** Projections, lists and other, budget building is underway. We will know more when we get LOST checks covering the COVID-19 period.
- 15. Leak Adjustment Policy Update:** Leak adjustments since 03/16/2020 were made to four (4) accounts totaling \$1,022.71.
- Water adjusted - \$454.56
  - Sewer adjusted - \$568.15
- 16. Personnel Notes:** To be celebrated at future meetings.
- Bev Banister has completed a multi-year, 101-hour clerk training offered by the UGA, Carl Vinson Institute and is a Georgia Certified Clerk – quite an accomplishment we are proud of.
  - Clay Moss has been recertified as a Playground Inspector with the National Park Service.
  - Trampas Hansard has attained Master Code Enforcement Certification.
  - Tracy Smith celebrated three years of service with the City
  - Blake Croft celebrated four years of service with the City.
  - Trampas Hansard celebrated 12 years of service with the City.
  - We celebrate Administrative Professional Day on April 22<sup>nd</sup>.
  - We celebrate Municipal City Clerks Week May 3-8.
  - We celebrate Water Professional Day on May 4<sup>th</sup>.
  - Our March Employee of the Month is Tracy Smith.



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 12

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SUBJECT: STAFF REPORT: FINANCE ADMINISTRATOR

CITY COUNCIL MEETING DATE: 04/20/2020

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BUDGET INFORMATION: GL ACCOUNT # NA

Funds Available from:      Annual Budget      Capital Budget Other     

Budget Amendment Request from Reserve:      Enterprise Fund      General Fund

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PURPOSE FOR REQUEST:

**TO PRESENT FUND BALANCE AND ACTIVITY THROUGH MARCH 31, 2020**

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HISTORY/ FACTS / ISSUES:

**SEE ATTACHED FINANCIAL REPORTS**

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Hayden Wiggins, Finance Administrator

CITY OF DAWSONVILLE, GEORGIA  
GENERAL FUND  
July 1, 2019 - March 31, 2020

	<u>Budget</u>	<u>Actual</u>	<u>Percentage</u>
<b>REVENUES</b>			
Taxes	\$ 1,585,569	\$ 1,230,066	77.58%
Licenses and permits	144,875	130,026	89.75%
Intergovernmental revenues	75,940	82,212	108.26%
Fees	266,000	275,634	103.62%
Other	<u>102,100</u>	<u>83,803</u>	<u>82.08%</u>
 Total revenues	 <u>2,174,484</u>	 <u>1,801,741</u>	 <u>82.86%</u>
<b>EXPENDITURES</b>			
Department:			
Council	107,625	62,544	58.11%
Mayor	42,020	11,921	28.37%
Elections	14,000	7,397	52.84%
Administration	802,271	600,889	74.90%
City Hall building	154,000	101,052	65.62%
Animal control	2,000	985	49.25%
Roads	506,484	393,371	77.67%
Parks	108,940	516,723	474.32%
Planning and zoning	382,644	310,934	81.26%
Economic development	<u>54,500</u>	<u>9,000</u>	<u>16.51%</u>
 Total expenditures	 <u>2,174,484</u>	 <u>2,014,816</u>	 <u>92.66%</u>
 TOTAL REVENUES OVER EXPENDITURES		 (213,075)	
 Transfer in From Reserves		 <u>213,075</u>	
 NET CHANGE IN FUND BALANCE		 <u><u>-</u></u>	

CITY OF DAWSONVILLE, GEORGIA  
WATER, SEWER, AND GARBAGE FUND  
July 1, 2019 - March 31, 2020

	<u>Budget</u>	<u>Actual</u>	<u>Percentage</u>
<b>REVENUES</b>			
Water fees	\$ 680,000	\$ 532,105	78.25%
Sewer fees	794,000	615,978	77.58%
Garbage fees	171,000	142,335	83.24%
Miscellaneous	194,994	89,268	45.78%
	<u>1,839,994</u>	<u>1,379,686</u>	<u>74.98%</u>
<b>EXPENDITURES</b>			
Depreciation	430,000	309,762	72.04%
Garbage service	152,950	136,498	89.24%
Group insurance	89,450	70,588	78.91%
Insurance	35,000	12,253	35.01%
Interest	111,000	82,215	74.07%
Payroll taxes	24,306	18,812	77.40%
Professional	135,000	61,665	45.68%
Miscellaneous	85,600	34,354	40.13%
Repairs/supplies	231,500	126,995	54.86%
Retirement	16,500	13,722	83.16%
Salaries	317,738	248,302	78.15%
Technical services	66,000	42,751	64.77%
Utilities	144,950	103,500	71.40%
	<u>1,839,994</u>	<u>1,261,417</u>	<u>68.56%</u>
<b>INCOME (LOSS)</b>		<u><u>118,269</u></u>	



## CITY OF DAWSONVILLE, GEORGIA

## SPLOST

July 1, 2019 - March 31, 2020

**SPLOST VI**

	<u>Budget</u>	<u>Actual</u>	<u>Percentage</u>
REVENUES			
Taxes	1,417,000	1,075,390	75.89%
Interest	8,000	1,771	22.14%
Other	<u>387,912</u>	<u>-</u>	<u>0.00%</u>
Total revenues	<u>1,812,912</u>	<u>1,077,161</u>	<u>59.42%</u>
EXPENDITURES (Capital Outlays)			
City hall acquisition	468,912	421,702	89.93%
Roads and sidewalks	384,000	25,573	6.66%
Public works equipment - roads	45,000	41,225	91.61%
Sewer projects	27,500	20,340	73.96%
Public works equipment - sewer	-	-	0.00%
Water projects	87,500	65,103	74.40%
Public works equipment - water	-	-	0.00%
Farmers market	800,000	854,618	106.83%
Parks and recreation	<u>-</u>	<u>548,052</u>	<u>0.00%</u>
Total expenditures	<u>1,812,912</u>	<u>1,976,613</u>	<u>109.03%</u>
TOTAL REVENUES OVER EXPENDITURES		(899,452)	
Transfer in From Reserves		<u>899,452</u>	
NET CHANGE IN FUND BALANCE		<u><u>-</u></u>	

City of Dawsonville  
 SPLOST VI Completion Schedule  
 Inception through March 31, 2020

Project	Original Budget	Current Project Budget	Prior Year Project to Date	Current Year	Total	Percent of Budget Used	Project Percent Complete	Project Description
Roads, Streets, Bridges and Sidewalks	1,250,000	1,250,000	288,716	25,573	314,289	25.14%	25.00%	Paving Angela Lane not started, sidewalk to Rain Hill about to start
Water and Sewer Projects	2,750,000	750,000	316,313	85,443	401,756	53.57%	54.00%	GEFA loan payments for water and sewer projects(well #108, well #111, water meter project)
Park and Recreation Facilities	2,250,000	2,250,000	1,824,031	548,052	2,372,083	105.43%	115.00%	MSP Great deal more accomplished than original Phase 1 Plans, Rest Room construction dragging along
Farmers Market Facility	1,000,000	1,000,000	154,085	854,618	1,008,703	100.87%	100.00%	Farmer's Market complete, WIFI in, security cameras to be installed week of 4/13
Public Works Facility and Equipment	400,000	400,000	243,334	41,225	284,559	71.14%	100.00%	Money saved to go toward paving and/or sidewalks
City Hall Acquisition	2,000,000	2,000,000	885,671	421,702	1,307,373	65.37%	65.00%	We have paid more down as funding allowed
<b>Total</b>	<b>\$ 9,650,000</b>	<b>\$ 7,650,000</b>	<b>\$ 3,712,150</b>	<b>\$ 1,976,613</b>	<b>\$ 5,688,763</b>	<b>74.36%</b>		

**MSP Recap**

Total Through 3/31/20	2,372,083
Street Lighting for MSP	119,275
MSP Amphitheater Design	8,000
MSP Fencing	119,932
MSP Restroom	352,925
MSP Landscaping	168,137
<b>Total MSP Expenditures</b>	<b>\$ 3,140,352</b>