



Agenda
City of Clarkesville
Regular Meeting
6:00 PM March 11, 2024

1. *Call to Order*
2. *Invocation and Pledge*
 - 2a. *Pastor Grady Walden With Clarkesville Baptist Church Will Lead the Meeting in Prayer*
3. *Consent Agenda*
 - 3a. *Discuss and Consider Approval of the Following Minutes:*

February 5, 2024 Work Session
February 5, 2024 Council Meeting
February 14, 2024 Called Meeting
4. *Committee Reports*
 - 4a. *Monthly Reports Will Be Presented From Finance, Main Street, Fire, ESG, Planning and Zoning*
5. *Unfinished Business*
6. *New Business*
 - 6a. *Discuss and Approve Sale of Surplus Vehicles and Equipment*
 - 6b. *Discuss Open Positions on the Habersham County Library Board*
7. *Public Comment*
8. *Consider Going Into Executive Session*
 - 8a. *Mayor and Council Will Enter Executive Session "to discuss or vote to authorize negotiations to purchase, dispose of or lease property as provided in Georgia Code section 50-14-3(b)(1) (B)".*
9. *Adjournment*

OFFICIAL MINUTES
COUNCIL WORK SESSION

February 5, 2024
Minutes
City of Clarkesville
Council Work Session

The Council Work Session was held on Monday, February 5, 2024, at 5:00 PM at City Hall. Those present were Council Member Don Nix, Council Member Rick Wood, Council Member Brad Coppedge, Council Member Franklin Brown, Mayor Barrie Aycock. Council Member Angelia Kiker was absent.

Agenda Item #1: *Call to Order*

Sub-Item #1a.: *Mayor Aycock Will Call the Meeting to Order*
Mayor Aycock called the meeting to order.

Agenda Item #2: *Unfinished Business*

Sub-Item #2a.: *Short Term Rental Update on Zoning Requirements*

Mr. Dickerson recommends that instead of dividing the City into quadrants, there be a distance requirement in residential areas outside the corridors. Mr. Coppedge would also like to see a limit on how many short term rentals one company or individual may operate in the City limits.

Sub-Item #2b.: *Update on University of Georgia Archway Partnership*

A class at University of Georgia has chosen Clarkesville to study for a class project. The students will present to Mayor and Council at the end of their semester.

Agenda Item #3: *New Business*

Sub-Item #3a.: *Discuss HC3 Meeting*

Mr. Dickerson would like Mayor and Council to attend a meeting regarding LOST tax on February 21.

Agenda Item #4: *Public Comment*

Mr. Dickerson informed Mayor and Council that the Comprehensive Plan will be emailed out and there will be a called meeting next week to discuss and potentially vote to approve this.

Agenda Item #5: *Consider Going Into Executive Session*

There was no Executive Session.

Agenda Item #6: *Adjournment*

Council Member Rick Wood made a motion to adjourn the meeting.

Seconded: Council Member Don Nix

Passed (4 - 0)

Respectfully submitted,

Julie Poole, City Clerk

OFFICIAL MINUTES
REGULAR MEETING

February 5, 2024
Minutes
City of Clarkesville
Regular Meeting

The Regular Meeting was held on Monday, February 5, 2024, at 6:00 PM at City Hall. Those present were Council Member Don Nix, Council Member Rick Wood, Mayor Pro - Tempore Franklin Brown, Council Member Angelia Kiker, Council Member Brad Coppedge, Mayor Barrie Aycock.

Agenda Item #1: Call to Order

Sub-Item #1a.: Mayor Aycock Will Call the Meeting to Order
Mayor Aycock called the meeting to order.

Agenda Item #2: Invocation and Pledge

Sub-Item #2a.: Pastor Ross Wheeler with Clarkesville First Methodist Church Will Lead the Meeting in Prayer
Pastor Wheeler led the meeting in prayer.

Agenda Item #3: Consent Agenda

Sub-Item #3a.: Discuss and Vote to Approve Minutes for the Following:

January 8, 2024 Council Meeting
January 8, 2024 Executive Session
January 18, 2024 Called Meeting
January 18, 2024 Executive Session

Mayor Pro - Tempore Franklin Brown made a motion to approve the Consent Agenda.

Seconded: Council Member Brad Coppedge

Passed (5 - 0)

Agenda Item #4: Committee Reports

Sub-Item #4a.: Finance, Main Street, Fire, ESG, Planning and Zoning Will Present Monthly Reports
Department heads presented monthly reports.

Agenda Item #5: Unfinished Business

There was no unfinished business.

Agenda Item #6: New Business

Sub-Item #6a.: Recognition of Claudia Lyle for Her Service to the Main Street Board
Mayor Aycock recognized Claudia Lyle with a certificate.

Sub-Item #6b.: *Mayor Aycock Will Swear in New Main Street Board Members For 2024*
Colby Moore introduced new Main Street Board Members for 2024 Sarah Bianchi, Tutti Arrendale, Samantha Gore and Meg Luke, who were sworn in prior to the meeting.

Sub-Item #6c.: *2024 Arbor Day Proclamation*
Mayor Aycock proclaimed February 16, 2024 as Arbor Day.

Sub-Item #6d.: *Discuss and Vote to Reschedule the March Work Session and Council Meeting to March 11*
Mayor Pro - Tempore Franklin Brown made a motion to approve rescheduling the March Council Work Session and Regular Meeting to March 11.
Seconded: Council Member Brad Coppedge **Passed (5 - 0)**

Sub-Item #6e.: *Discuss and Consider Moving Forward With Condemnation of Map & Parcel 104-114; Old Ingles and Rite Aid Buildings Located on W. Louise Street*
Council Member Rick Wood made a motion to approve moving forward with the condemnation process for parcel 104-114.
Seconded: Council Member Angelia Kiker **Passed (5 - 0)**

Sub-Item #6f.: *Discuss and Consider Zoning Map Amendment for 1769 Historic Highway 441*
Mayor Pro - Tempore Franklin Brown made a motion to approve rezoning 1769 Historic Highway 441 from residential to highway business.
Seconded: Council Member Brad Coppedge **Passed (5 - 0)**

Sub-Item #6g.: *Proclamation of Commemoration of Georgia Day*
Mayor Aycock proclaimed February 12, 2024 as Georgia Day.

Sub-Item #6h.: *Discuss and Consider Approval of the Statewide Mutual Aid Agreement*
Council Member Don Nix made a motion to approve the Statewide Mutual Aid Agreement as presented.
Seconded: Mayor Pro - Tempore Franklin Brown **Passed (5 - 0)**

Agenda Item #7: Public Comment

Mona Painter of 190 North Street addressed Mayor and Council regarding multiple issues. She has continually had sewage backup on her property due to storm water infiltration. Mr. Dickerson responded that he is working with Falcon Design to develop a plan to resolve the issue. She also discussed Dea's Chapel, the old Courthouse, speed bumps and potholes throughout the City, litter control and a pothole at the Mauldin Gardens entrance. All issues were discussed and some addressed. Ms. Painter offered to help in any way she could.

Agenda Item #8: Consider Going Into Executive Session
There was no Executive Session.

Agenda Item #9: Adjournment
Council Member Rick Wood made a motion to adjourn the meeting.
Seconded: Mayor Pro - Tempore Franklin Brown **Passed (5 - 0)**

Respectfully submitted,

Julie Poole, City Clerk

OFFICIAL MINUTES
COUNCIL CALLED MEETING

February 14, 2024
Minutes
City of Clarkesville
Council Called Meeting

The Council Called Meeting was held on Wednesday, February 14, 2024, at 4:00 PM at Clarkesville City Hall 123 N. Laurel Dr.. Those present were Council Member Don Nix, Council Member Rick Wood, Council Member Brad Coppedge, Mayor Barrie Aycock, Council Member Angelia Kiker. Mayor Pro - Tempore Franklin Brown was absent.

Agenda Item #1: *Call to Order*

Mayor Aycock called the meeting to order.

Agenda Item #2: *Unfinished Business*

Agenda Item #3: *New Business*

Sub-Item #3a.: *Discuss and Vote to Approve the Comprehensive Plan Draft*

Mr. Dickerson presented the 2024 Comprehensive Plan and Zoning Map. This is completed every 5 years and there are no significant changes, outside of approved zoning changes. Caleb Gaines stated that the Planning Commission will be voting on their zoning ordinance and short term rental policy in March and this will be added once approved by Council in April.

Council Member Brad Coppedge made a motion to approve the Comprehensive Plan Draft.

Seconded: Council Member Don Nix

Passed (4 - 0)

Agenda Item #4: *Public Comment*

There were no public comments.

Agenda Item #5: *Consider Entering Executive Session*

There was no Executive Session.

Agenda Item #6: *Adjournment*

Council Member Rick Wood made a motion to adjourn the meeting.

Seconded: Council Member Brad Coppedge

Passed (4 - 0)

Respectfully submitted,

Julie Poole, City Clerk

City of Clarkesville
(UNAUDITED)

Financial Report - As of Jan 31 2024					2023
	Budget	Actual	Difference	%Budget	Actual
General Fund					
Administrative Revenue	2,726,726	1,700,696	(1,026,030)	62%	1,449,903
Main Street	18,500	6,225	(12,275)	34%	2,065
Fire Revenue	24,000	0	(24,000)	0%	0
Planning Revenue	28,000	799	(27,201)	3%	1,605
Police Revenue	94,000	2,440	(91,560)	3%	3,108
Streets Revenue	29,226	0	(29,226)	0%	28,046
Hotel/Motel	3,500	153	(3,347)	4%	239
ARPA	0	0	0	0%	0
Total General Fund Revenues	2,923,952	1,710,313	(1,213,639)	58%	1,484,966
Expenses					
Administration	1,118,034	50,088	(1,067,946)	4%	231,954
Main Street	185,922	15,103	(170,819)	8%	10,643
Fire	516,801	34,529	(482,272)	7%	26,129
Parks	10,300	267	(10,033)	3%	201
Planning & Zoning	91,901	7,244	(84,657)	8%	5,899
Police	828,184	74,898	(753,286)	9%	62,384
Streets	175,311	8,779	(166,532)	5%	11,624
Total General Fund Expenses	2,926,453	190,908	(2,735,545)	7%	348,834
General Fund Revenues over Expenses	0	1,519,405	(3,949,184)		1,136,132
Water/Sewer Fund					
Water Revenues	1,399,292	115,068	(1,284,224)	8%	112,461
Sewer Revenues	565,500	47,950	(517,550)	8%	44,443
Sanitation Revenues	206,000	17,291	(188,709)	8%	16,594
Total Water/Sanitation/Sewer Revenues	2,170,792	180,309	(1,990,483)	8%	173,498
Administration Expense	1,449,153	110,289	1,338,864	8%	110,100
Water Plant Expense	351,200	37	351,163	0%	22,775
Water Distribution Expense	34,839	231	34,608	1%	261
Waste Water Plant Expense	82,000	1,157	80,843	1%	281
Waste Water Collection	47,600	1,553	46,047	3%	8,700
Sanitation	206,000	13,347	192,653	6%	16,327
Total Water/Sanitation/Sewer Expenses	2,170,792	126,614	2,044,178	6%	158,444
W/S/S Revenues over Expenses	0	53,695	53,695		15,054
Total City Fund Revenues over Expenses	0	1,573,100	(3,895,489)		1,151,186

Main Street Report
February 2024

Pending

- Monroe Street Package Store

Events

- Mardi Gras
- Valentine's Day Pet Adoption with Man's Best Friend Café
- Ribbon Cutting at American Pacific Mortgage

Upcoming events

- Easter in the Garden- Mar. 23
- First Friday – April 5
- First Friday-May 3
- 62nd Mountain Laurel Festival – May 18

Fire Department Council Report March 2024

Total 63

Fires 2

EMS 44

MVA 2

Service 4

False/Canceled 11

Inside City 40

Outside 23

ESG Operations Inc.

City Hall Meeting for March 2024

- February was a busy month for us in all departments. The rainfall of course exposed some sanitary sewer as well as storm water issues which kept the C&D department busy. Public works has been catching back up with brush and debris from the weather events as well. And over at the water plant we drained both of the main sedimentation basins for their semi-annual cleaning and also we've submit the City's annual water loss audit to the state.
- Appreciate Colby and everyone who helped out with the Mardi Gras party. Everything went great and everyone I've spoken with had a great time.
- Lastly, we'll be working to complete our lead service line inventory that is required by the federal government to be completed by October 2024. We have sent flyers out in the mail to help eliminate the need to dig up every meter in town. The final guidelines for what is required after the declaration period is currently still being ironed out.

Departmental Activity Report for the Month of February

The following permits were issued for February:

2 Permanent Sign

0 Temporary Sign

5 Building

1 Plumbing

3 Electrical

1 Mechanical

0 Tree Removal

0 Land disturbing permit

1 Demolition permit

26 Construction inspections

0 Code Enforcement Actions

COs Issued:

Planning Activities: Mr. Dickerson and I met with the construction project manager of Ingles after the council approved the condemnation notice of the old building. Since then, Ingles has contracted with DH Griffin to demo the old building and they will be rehabbing the current empty storefronts on the strip mall side. DH Griffin has obtained the demolition permit and they are in the process of setting up a timeline to move utilities and begin the demo. They will also be making improvements to the parking lot and changing out the lighting to more energy-efficient ones.

The Planning Commission will be voting on the new Short-term rentals amendment at their March 12th meeting. The recommendation of the commission will be sent to the Mayor and Council at their April 1st meeting for consideration.

Julie Poole

From: Habersham Libraries <hclbtrustees@gmail.com>
Sent: Monday, January 22, 2024 8:56 PM
To: Keith Dickerson; Julie Poole
Cc: drprettig@aol.com
Subject: Library Board Positions

I am writing to let you know that the City of Clarkesville has two open positions on the Habersham County Library Board and one more position that will need to be filled as Margie Williamson will be rolling off the board as her second term expires 6/30/24. The City of Clarkesville has four board member positions. We would like for the city to have full representation on the board. Members serve a three year term with a maximum of 6 years if serving two terms.

Our next meeting will be April 22, 2024 @ 5:30 p.m. The location will be the Cornelia Branch. Please submit the representatives names by April 1, 2024 so that we may approve them for the new fiscal year beginning July 1, 2024. We look forward to welcoming the new board members to represent Clarkesville. Please email the new members' names to hclbtrustees@gmail.com.

Donna James
Secretary
Habersham County Library Board