



Agenda
City of Clarkesville
Regular Meeting
6:00 PM May 1, 2023

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

April 3, 2023 Work Session
April 3, 2023 Executive Session
April 3, 2023 Council Meeting
April 14, 2023 Called Meeting
April 14, 2023 Executive Session
4. *Committee Reports*
 - 4a. *Finance, Main Street, Fire, ESG, Planning and Zoning*
5. *Unfinished Business*
 - 5a. *Discuss Community House*
 - 5b. *Discuss Short Term Rentals*
6. *New Business*
7. *Public Comment*
8. *Consider Going Into Executive Session*
9. *Adjournment*

OFFICIAL MINUTES
COUNCIL WORK SESSION

April 3, 2023
Minutes
City of Clarkesville
Council Work Session

The Council Work Session was held on Monday, April 3, 2023, at 5:00 PM at City Hall. Those present were Council Member Rick Wood, Council Member Brad Coppedge, Council Member Terry Gladden, Council Member Franklin Brown, Mayor Barrie Aycock. Council Member Angelia Kiker was absent.

Agenda Item #1: Call to Order

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

Agenda Amended to Swear in Rick Wood as Council Member
Rick Wood was sworn in.

Agenda Item #2: Unfinished Business

Sub-Item #2a.: Discuss Completion of Moratorium Sewer Study
City Manager Keith Dickerson discussed the sewer study, which is not complete but making good progress. The City will be acquiring mission systems that will detail pump station run times. Many smaller issues have been documented and will be corrected in time. The Moratorium will continue at this point.
Mr. Dickerson also discussed the planned roundabout. Falcon Design has been contracted to help with the plan to move the water and sewer lines for this project. The roundabout project is now projected to begin in 2024.

Agenda Item #3: New Business

Sub-Item #3a.: Discuss and Vote on 2022 Year End Budget Amendments
Council Member Terry Gladden made a motion to approve the budget amendments as presented.
Seconded: Council Member Franklin Brown **Passed (4 - 0)**

Sub-Item #3b.: Discuss Short Term Rentals
There was a general discussion on how to track short term residential rentals. Council Member Brad Coppedge recommended a potential ban on future short term rentals. Legalities of this would need to be discussed with the City Attorney. Another option could be requiring owners to apply for a business license. City Manager Keith Dickerson and Mr. Coppedge are going to look into other City's ordinances regarding short term rentals.

Agenda Item #4: Public Comment

Discuss Partnership Work With Soque River Watershed Association
Council Member Brad Coppedge requests a vote for work to begin prior to contract

completion. City Manager Keith Dickerson recommends the Council allow work to begin on public property.

Council Member Franklin Brown made a motion to approve the Soque River Watershed Association to begin work on the storm drain project on public property prior to contract completion.

Seconded: Council Member Terry Gladden

Passed (3 - 0)

Agenda Item #5: Consider Going Into Executive Session

Council Member Terry Gladden made a motion to 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).

Seconded: Council Member Franklin Brown

Passed (4 - 0)

Agenda Item #6: Adjournment

Council Member Terry Gladden made a motion to adjourn the Work Session.

Seconded: Council Member Brad Coppedge

Passed (4 - 0)

Respectfully submitted,

Julie Poole, City Clerk

OFFICIAL MINUTES
REGULAR MEETING

April 3, 2023
Minutes
City of Clarkesville
Regular Meeting

The Regular Meeting was held on Monday, April 3, 2023, at 6:00 PM at City Hall. Those present were Council Member Rick Wood, Council Member Brad Coppedge, Council Member Terry Gladden, Mayor Pro - Tempore Franklin Brown, Mayor Barrie Aycock. Council Member Angelia Kiker was absent.

Agenda Item #1: *Call to Order*

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

Sub-Item #1b.: *Mayor Barrie Aycock will Swear in New Council Member Rick Wood*
Rick Wood was sworn in.

Agenda Item #2: *Invocation and Pledge*

Sub-Item #2a.: *Reverend Anderson With Clarkesville Latter Rains Congregational Holiness Church Will Lead the Meeting in Prayer*

Rev. Anderson led the meeting in prayer.

Agenda Item #3: *Consent Agenda*

Sub-Item #3a.: *Consider Approval for the March 6, 2023 Work Session, Executive Session and Council Meeting Minutes*

Council Member Terry Gladden made a motion to approve the minutes as presented.

Seconded: Mayor Pro - Tempore Franklin Brown

Passed (4 - 0)

Agenda Item #4: *Committee Reports*

Sub-Item #4a.: *Finance, Main Street, Fire, ESG, Planning and Zoning Will Present Monthly Reports*

City Manager Keith Dickerson, Colby Moore, Chief Poole and Joe Deputy presented monthly reports.

Agenda Item #5: *Unfinished Business*

There was no unfinished business.

Agenda Item #6: *New Business*

Sub-Item #6a.: *Discuss Possible House Street Closure Due to Dumping*

**Mayor Pro - Tempore Franklin Brown made a motion to approve the closure of House Street.
Seconded: Council Member Terry Gladden** **Passed (4 - 0)**

Sub-Item #6b.: *Discuss Mary Street Community House Rental Policies*

Mayor Aycock would like to do some research rental agreements for comparable properties. Other discussion included offering half days or full days only, parking, and offering discounted rates for City residents. Final agreement will be presented at the May 1st council meeting.

Sub-Item #6c.: *Approve the Reappointment of Jeff Spivey and John Lunsford as Northeast Georgia Housing Authority Commissioners for a Five Year Term*

**Mayor Pro - Tempore Franklin Brown made a motion to approve the reappointment of Mr. Spivey and Mr. Lunsford.
Seconded: Council Member Terry Gladden** **Passed (4 - 0)**

Sub-Item #6d.: *2023 Arbor Day Proclamation*

Mayor Aycock proclaimed April 28, 2023 to be Arbor Day for the City of Clarkesville.

Agenda Item #7: *Public Comment*

There were no public comments.

Agenda Item #8: *Consider Going Into Executive Session*

There was no Executive Session.

Agenda Item #9: *Adjournment*

**Mayor Pro - Tempore Franklin Brown made a motion to adjourn the Meeting.
Seconded: Council Member Terry Gladden**

Passed (4 - 0)

Respectfully submitted,

Julie Poole, City Clerk

OFFICIAL MINUTES
COUNCIL CALLED MEETING

April 14, 2023
Minutes
City of Clarkesville
Council Called Meeting

The Council Called Meeting was held on Friday, April 14, 2023, at 1:30 PM at . Those present were Council Member Rick Wood, Mayor Pro - Tempore Franklin Brown, Council Member Terry Gladden, Mayor Barrie Aycock, Council Member Angelia Kiker. Council Member Brad Coppedge was absent.

Agenda Item #1: *Call to Order*

Mayor Aycock called the meeting to order.

Agenda Item #2: *Unfinished Business*

There was no unfinished business.

Agenda Item #3: *New Business*

There was no new business.

Agenda Item #4: *Consider Entering Into Executive Session*

Council Member Rick Wood made a motion to enter executive session .

Seconded: Council Member Terry Gladden

Passed (4 - 0)

Agenda Item #5: *Public Comment*

There was no public comment.

Agenda Item #6: *Adjournment*

Council Member Terry Gladden made a motion to adjourn the meeting.

Seconded: Council Member Angelia Kiker

Passed (3 - 0)

Respectfully submitted,

Julie Poole, City Clerk

City of Clarkesville
(UNAUDITED)

Financial Report - As of February 28 2023					2022
	Budget	Actual	Difference	%Budget	Actual
General Fund					
Administrative Revenue	2,267,409	1,649,842	(617,567)	73%	1,264,316
Main Street	18,500	11,355	(7,145)	61%	10,152
Fire Revenue	24,000	3,200	(20,800)	13%	5,920
Planning Revenue	28,000	1,845	(26,155)	7%	5,711
Police Revenue	77,000	17,864	(59,136)	23%	19,240
Streets Revenue	29,226	28,046	(1,180)	96%	600
Hotel/Motel	3,500	662	(2,838)	19%	873
ARPA	0	0	0	#DIV/0!	0
Total General Fund Revenues	2,447,635	1,712,814	(734,821)	70%	1,306,812
Expenses					
Administration	950,871	329,904	(620,967)	35%	133,399
Main Street	171,916	28,006	(143,910)	16%	20,094
Fire	423,104	52,433	(370,671)	12%	65,620
Parks	10,300	869	(9,431)	8%	1,283
Planning & Zoning	86,971	11,965	(75,006)	14%	12,465
Police	810,841	137,802	(673,039)	17%	118,000
Streets	156,131	23,072	(133,059)	15%	23,085
Total General Fund Expenses	2,610,134	584,051	(2,026,083)	22%	373,946
General Fund Revenues over Expenses	0	1,128,763	(2,760,904)		932,866
Water/Sewer Fund					
Water Revenues	1,403,292	232,415	(1,170,877)	17%	210,017
Sewer Revenues	552,500	94,195	(458,305)	17%	89,617
Sanitation Revenues	197,044	33,078	(163,966)	17%	32,445
Total Water/Sanitation/Sewer Revenues	2,152,836	359,688	(1,793,148)		332,079
Administration Expense	1,456,992	218,524	1,238,468	15%	228,644
Water Plant Expense	351,200	51,934	299,266	15%	49,718
Water Distribution Expense	31,200	696	30,504	2%	1,536
Waste Water Plant Expense	79,800	4,321	75,479	5%	30,229
Waste Water Collection	36,600	9,771	26,829	27%	3,994
Sanitation	197,044	29,911	167,133	15%	30,534
Total Water/Sanitation/Sewer Expenses	2,152,836	315,157	1,837,679	15%	344,655
W/S/S Revenues over Expenses	0	44,531	44,531		(12,576)
Total City Fund Revenues over Expenses	0	1,173,294	(2,716,373)		920,290

Main Street Report April 2023

New businesses

- Dubose Law & Hulsey Law – 3
- Latter Rains Congregational Holiness Church - 1

Pending

- Man's Best Friend Café
- Scoops Ice Cream
- Top Flight Brew Pub

Bicentennial Celebration

- Mobile History Center trailer wrap is complete work is progressing on inside
- Music through the Ages Street Dance to follow the Mountain Laurel Festival
- The next meeting is May 17 at 4 pm at City Hall

Meetings

- Main Street Board
- Main Street Events Committee
- Mountain Laurel Festival Committee
- Habersham Economic Development Council
- Main Street Public Arts Committee

Events

- Music on Main

Upcoming events

- Mountain Laurel Festival and street dance – May 20
- Movies on Main – June 16
- Kids on Wheels – June 17

Fire Department Council Report May 2023

April 2023 Responses

Total- 56

Fire- 0

EMS- 38

MVA- 5

Service- 4

Cancelled/False- 9

Inside City Limits- 36

Outside City- 20

Statistics are as of April 25, 2023 @ 0800

ESG Operations Inc.

City Hall Mtg. Agenda for April 2023

- Road Maintenance
- Bicentennial Trailer
- Old Cemetery Restoration

Departmental Activity Report for the Month of April

The following permits were issued for the month of April:

3 Permanent Signs

0 Temporary Sign

0 Plan Review

2 Building

1 Plumbing

2 Electrical

1 Mechanical

0 Gas

0 Tree Removal

0 Land Disturbance

9 Construction inspections

2 Code Enforcement Actions

COs Issued: 1 Residential Remodel and 1 New Residential CO.

Planning Activities:

IT activities for the month included Security and maintenance updates on the city servers and firewalls. Maintenance on the workstations at the wastewater plant. Replaced the battery backup on the domain server here at city hall.

Per the Mayor's request, I am sharing below my initial recommendations on moving forward with the opening of the new Mary Street Community Building and its new facility management policies:

- Possible new community center name: Clarkesville Community & Event Center (i.e. there may be more people within our community, especially new residents and visitors that don't relate or know of the Mary Street building, therefore moving forward lets have a faculty that is named after our city of Clarkesville.
- Proposed maximum venue fire code capacity: 165 people (i.e. was this capacity number confirmed by our local fire department?)
- Note: I recommend that the city does not provide tables and chairs for any event. The city should not move forward with supplying furniture (i.e. tables and chairs) for the new event center, because each event will be different. Why absorb the cost for the city in maintaining furniture or labor in moving the furniture for each community center event? All renters should be responsible for securing their own tables and chairs for each event, which is standard for most event centers around the state.
- Rental Fee options: eliminate half day rentals, because most events would require more than four hours to set-up, conduct, and complete a clean-up
- Note: the below pricing proposals are based on like market square footage venues
 - Non-resident daily rental: \$250.00 per 8 hour day (weekdays only)
 - Non-resident daily rental: \$275.00 per 8 hour day (weekend-Saturday & Sunday)
 - Resident daily rental: \$200.00 per 8 hour day (weekdays only)
 - Resident daily rental: \$225.00 per 8 hour day (weekend-Saturday & Sunday)
 - **Total Damage (\$400.00) and Cleaning (\$100.00) Deposit: \$500.00.** Note: a very reasonable set of upfront charges based on today's market
 - \$500.00 regardless of whether resident or non-resident. (ie cash, money order, or credit card payment will be required to pay the total \$500.00 deposit).
 - Note: the \$100.00 cleaning deposit is non-refundable, which will be used to clean the floors, windows, bathrooms, prep-kitchen within post COVID protocol guidelines.
 - Each rental will require an initial walk-through session with a city official, and a renter sign-off on current facility conditions (ie use of a checklist)
 - The facility will be inspected by a city official for damages within one to two days after each rental, which includes review of all doors, walls, flooring, bathrooms, prep-kitchen, artwork, tv monitor, etc. All noted damages will be formally identified on an inspection sheet and shared with the renter, including repair costs, within or exceeding the original \$400.00 damage deposit.
 - If no damages to the event venue have been identified, the \$400.00 deposit will be fully refunded to the renting party within a two week period.
 - Recommend that we utilize the **Deas Chapel Checklist for Renters application form (see attached)** for assessing after event clean-up efforts and damages.
 - Recommend that we utilize the **Deas Chapel Checklist for Renters application form (see attached)** wording for damage deposit infractions, forfeiture of entire damage deposit and termination of rental agreement, and should after event damage or clean-up costs exceed the amount of total deposit, and renter will be billed by the city of Clarkesville for the additional costs
- Alcohol permitting: all renters are responsible for securing and paying for their own alcohol permits for all community events. A copy of the permit must be provided to City Management **three work days** prior to any scheduled event.

- I would recommend that all events with alcohol close the use of the outside patio by 9am on workdays and 10am on Saturday (ie I propose that no events will be allowed on Sunday with alcohol).
- I would recommend similar to the **Deas Chapel Rental application form (see attached)** that a police officer is required for all events with alcohol. The police officer can be scheduled through the Clarkesville Police Department with a confirmation to City Hall. Police officer service charges per hour will be set by the City of Clarkesville Police Department with a four hour minimum. The officer is required to be on the premises from the time the event begins until the last person leaves, and the event center is locked by the policeman on-site.
- Since the community center is in a residential area of town, alcohol possession or consumption should not be allowed outside the facility
- Alcohol consumption identified by the residing event police officer on site by a minor will terminate the rental agreement, and all deposits will be forfeited
- Events with an attendance of over 100 people should require a policeman to manage traffic control in and out of Mary Street and all street required parking.

Non-profits – Do we charge the same rate?

Does Alcohol consumption exclude the porch since it does not have steps off of it?

- Am or PM?
-
- I would recommend that all events with alcohol close the use of the outside patio by 9am on workdays and 10am on Saturday (ie I propose that no events will be allowed on Sunday with alcohol).

Tables and chairs 120 on site they must set up and take down.

160 ADAMS ST
Current owner
HISE TRICIA L LLC
PO BOX 965
CLARKESVILLE, GA 30523

Duplex 2 units

Tax Value - \$123,090

140 Laprade St
Current Owner
BROOKSHER DEANA
140 LAPRADE ST
CLARKESVILLE, GA 30523

Already a business location

Tax Value - \$113,580

745 WASHINGTON ST
Current Owner
JSH FIRE FLIES LLC
5255 CLEVELAND RD
DELRAY BEACH, FL 33484

Has a second small structure in the back

Tax Value - \$686,050

595 WASHINGTON ST
Current Owner
WELCH FRANCES TUFTS
103 BRASSTOWN LN
DEMOREST, GA 30535-5270

NOT AVAILABLE AT THIS TIME

Tax Value - \$91,150

115 DIXON PLACE DR
Current Owner
PHILLIPS ZACHARY C
115 DIXON PLACE DR
CLARKESVILLE, GA 30523

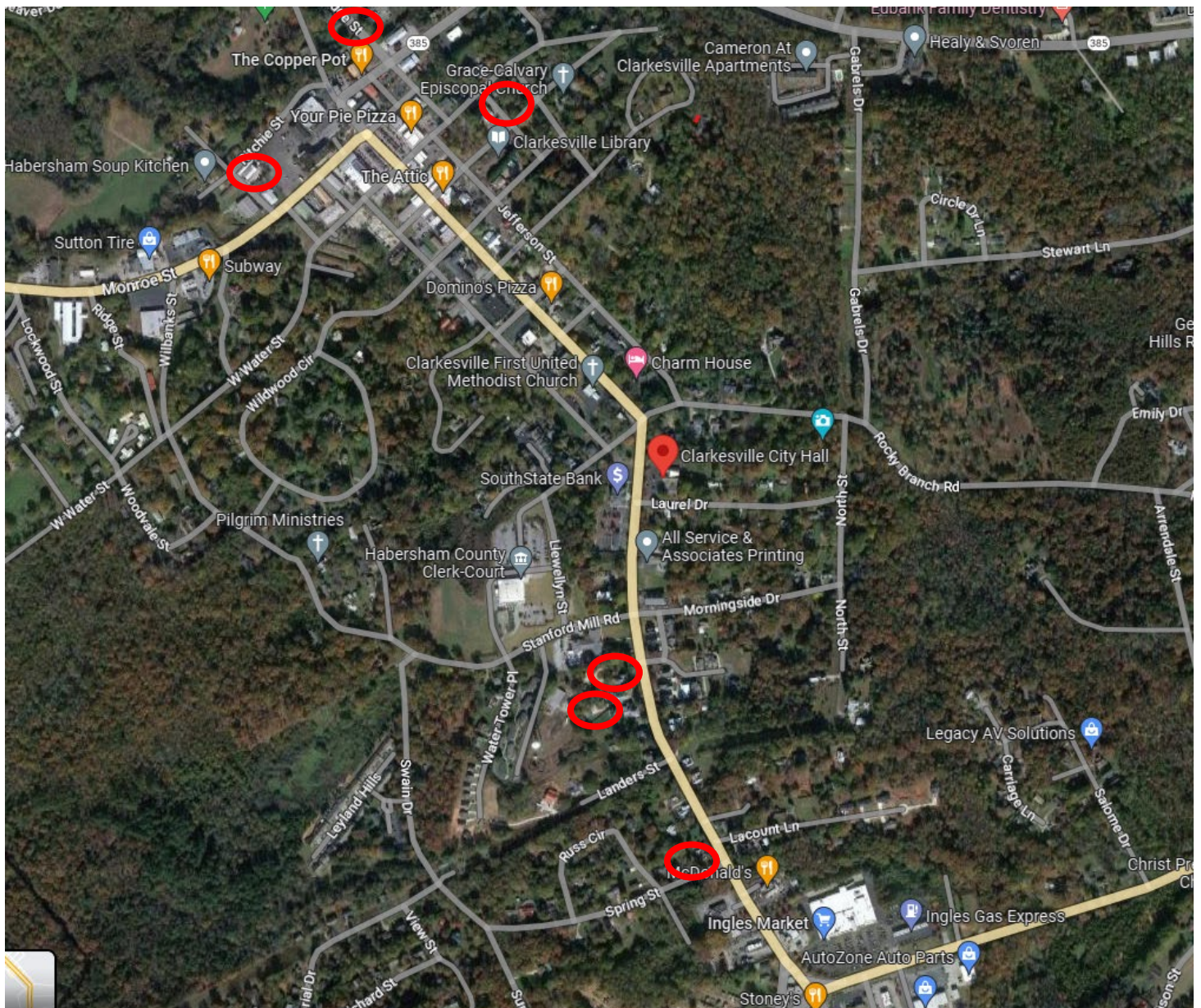
Guest House

Tax Value - \$303,660

701 WASHINGTON ST
Current Owner
EKLUND KATHERINE ELIZABETH
701 WASHINGTON ST
CLARKESVILLE, GA 30523

Tax Value - \$181,350

The City makes approximately \$3,500 annually on the short term rentals including the B&B not shown



Why are there regulations for short term rentals?

The growing shared economy of homeowners renting their residences has led to an abundance of available options in the short-term housing market. This rapid growth has also caused a flood of regulatory issues, neighbor complaints and safety concerns.

Communities like ours have developed common-sense regulations allowing property owners to continue to make ends meet by sharing their homes while addressing challenges and abuses through effective, fully funded enforcement.

Thankfully, citizens like you see the value in a coordinated effort where we can maintain our quality of life while also offering small businesses a chance to grow.

Take these 4 steps to operate a short-term rental property:

1. The first stop will be to visit the Business License Department to fill out the Short Term Rental Business License application. Application cost \$75.
2. Once the Business License Department finishes the paperwork then it will be handed to the Planning official for review.
3. If verified by Planning, you will receive a call to pick up your business license or ask for it to be mailed to you.
4. Complete the process with the Business License Department by obtaining your business license which will include registering your business with the IRS, obtaining a sales tax number and completing the license registration form.

How do I report a complaint?

To report a complaint, you can call City Hall 706-754-4216. If it is an emergency call 911. The office will document the complaint and contact the Local Contact Person to help resolve the concern. If the complaint is not resolved within one (1) week of being notified the short-term rental may be issued a violation.

If a unit receives more than 3 violations in a 12 month span the water will be cut off until the issues are resolved and charged a cutoff fee.

Habitual violators will not be issued a business license and will not be allowed water service.

If a person does not obtain a business license then per City of Clarkesville ordinances the water will be cutoff until the situation is resolved.