



Agenda
City of Clarkesville
Regular Meeting
6:00 PM July 10, 2023

1. *Call to Order*
2. *Invocation and Pledge*
 - 2a. *Prayer and Pledge of Allegiance*
3. *Consent Agenda*
 - 3a. *Consider Approval of the Following Minutes:*
 - June 5, 2023 Work Session*
 - June 5, 2023 Executive Session*
 - June 5, 2023 Council Meeting*
 - June 15, 2023 Called Meeting*
4. *Committee Reports*
 - 4a. *Finance, Main Street, Fire, ESG, and Planning and Zoning Will Present Monthly Reports*
5. *Unfinished Business*
 - 5a. *Discuss Clarkesville Community House Rental Information*
6. *New Business*
 - 6a. *Consider Approval of the Alcohol License for Rich & Savvy LLC*
Savannah Davis has applied for a Bar and Tavern License to sell Wine and Distilled Spirits for Consumption on Premises and Packaged Wine at 1442 Washington St.
 - 6b. *Discuss the Hotel Study Report*
7. *Public Comment*
8. *Consider Going Into Executive Session*
9. *Adjournment*

OFFICIAL MINUTES
COUNCIL WORK SESSION

June 5, 2023
Minutes
City of Clarkesville
Council Work Session

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

Agenda Item #1: *Call to Order*

Mayor Aycock called the meeting to order.

Agenda Item #2: *Unfinished Business*

Sub-Item #2a.: *City Manager Keith Dickerson Will Provide Update on Round-A-Bout Memorandum of Understanding with Georgia DOT*

Mr. Dickerson signed the memorandum of understanding for the Round-A-Bout. Right of way revisions and wall re-configurations are expected in the 2nd submissions which are estimated to be in September of this year. GDOT will include the City portion of the work in their contract. Falcon Design has been hired by the City to complete the drawings for the project. All expenses should be covered by ARPA funds.

Agenda Item #3: *New Business*

Sub-Item #3a.: *Discuss House Bill 374*
General discussion on HB374.

Sub-Item #3b.: *Discuss and Approve Georgia DOT List of Roads*

Council Member Franklin Brown made a motion to approve the list of roads as presented.

Seconded: Council Member Angelia Kiker

Passed (3 - 0)

Agenda Item #4: *Public Comment*

Mayor and Council discussed the possibility of appointing an interim Council Member to fill Post 3. More research and discussions would need to take place.

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

Council Member Angelia Kiker made a motion to enter executive session .

Seconded: Council Member Brad Coppedge

Passed (3 - 0)

Agenda Item #6: *Adjournment*

Council Member Franklin Brown made a motion to adjourn the meeting.

Seconded: Council Member Brad Coppedge

Passed (3 - 0)

Respectfully submitted,

Julie Poole, City Clerk

OFFICIAL MINUTES
REGULAR MEETING

June 5, 2023
Minutes
City of Clarkesville
Regular Meeting

The Regular Meeting was held on Monday, June 5, 2023, at 6:00 PM at City Hall. Those present were Council Member Angelia Kiker, Council Member Brad Coppedge, Mayor Pro - Tempore Franklin Brown, Mayor Barrie Aycock. Council Member Rick Wood, were absent.

Agenda Item #1: *Call to Order*

Mayor Aycock called the meeting to order.

Agenda Item #2: *Invocation and Pledge*

Sub-Item #2a.: *Pastor Hobie Wood With Christ Presbyterian Church Will Lead the Meeting in Prayer*

Pastor Wood led the meeting in prayer.

Agenda Item #3: *Consent Agenda*

Sub-Item #3a.: *Consider Approval of the May 1, 2023 Work Session and Council Meeting Minutes*

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

Seconded: Council Member Angelia Kiker

Passed (3 - 0)

Agenda Item #4: *Department Reports*

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

Department Heads presented their monthly reports.

Agenda Item #5: *Unfinished Business*

Sub-Item #5a.: *Discuss Wine Bar Ordinance*

Attorney Matt Skilling presented the initial draft of a Wine Bar Ordinance. The Council, along with Savannah Davis, owner of Rich and Savvy LLC, discussed the appropriate percentage of retail vs. consumption sales. It was decided that 75% consumption 25% retail would be sufficient. It was also decided that package sales would be considered retail sales, even if consumed on premises. A called meeting will take place once Mr. Skilling revises the ordinance.

Agenda Item #6: *New Business*

Sub-Item #6a.: *Discuss Business License Fee Schedule*

Mayor Pro - Tempore Franklin Brown made a motion to approve the updated Business License Fees as presented.

Seconded: Council Member Brad Coppedge

Passed (3 - 0)

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 Angelia Kiker

Passed (3 - 0)

Respectfully submitted,

Julie Poole, City Clerk

OFFICIAL MINUTES
COUNCIL CALLED MEETING

June 15, 2023
Minutes
City of Clarkesville
Council Called Meeting

The Council Called Meeting was held on Thursday, June 15, 2023, at 5:30 PM at . Those present were Council Member Rick Wood, Council Member Brad Coppedge, Mayor Pro - Tempore Franklin Brown, Mayor Barrie Aycock, Council Member Angelia Kiker, .

Agenda Item #1: *Call to Order*

Mayor Aycock called the meeting to order.

Agenda Item #2: *Unfinished Business*

Sub-Item #2a.: *Discuss and vote on new Bar and Tavern Ordinance*

After discussions between Savannah Davis and Brad Coppedge, alcohol percentage is going from 75% to 60%. Package sales must be included in the alcohol sales, not retail. This revision includes beer, wine and liquor. Retail sales will no longer be required under this ordinance. This has also been changed from a Wine Bar to a Bar and Tavern ordinance. Council Member Brad Coppedge made a motion to approve the Bar and Tavern ordinance, with the change from 75% sales of consumption requirement to 60%.

Seconded: Council Member Angelia Kiker

Passed (4 - 0)

Agenda Item #3: *Public Comment*

A member of the public asked if the the percentage is monthly or annual. Mr. Dickerson said it would be an annual percentage. The ordinance allows for a bar.

Agenda Item #4: *Adjourn*

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 April 30 2023					2022
	Budget	Actual	Difference	%Budget	Actual
General Fund					
Administrative Revenue	2,267,409	1,744,651	(522,758)	77%	1,546,081
Main Street	18,500	14,135	(4,365)	76%	13,557
Fire Revenue	24,000	3,200	(20,800)	13%	6,005
Planning Revenue	28,000	3,870	(24,130)	14%	8,586
Police Revenue	77,000	33,855	(43,145)	44%	31,412
Streets Revenue	29,226	28,046	(1,180)	96%	27,625
Hotel/Motel	3,500	1,318	(2,182)	38%	2,443
ARPA	0	0	0	#DIV/0!	0
Total General Fund Revenues	2,447,635	1,829,075	(618,560)	75%	1,635,709
Expenses					
Administration	950,871	316,303	(634,568)	33%	295,120
Main Street	171,916	50,911	(121,005)	30%	37,872
Fire	423,104	113,982	(309,122)	27%	114,408
Parks	10,300	40,859	30,559	397%	2,464
Planning & Zoning	86,971	25,132	(61,839)	29%	23,992
Police	810,841	271,388	(539,453)	33%	217,817
Streets	156,131	50,130	(106,001)	32%	45,409
Total General Fund Expenses	2,610,134	868,705	(1,741,429)	33%	737,082
General Fund Revenues over Expenses	0	960,370	(2,359,989)		898,627
Water/Sewer Fund					
Water Revenues	1,403,292	451,854	(951,438)	32%	422,072
Sewer Revenues	552,500	170,712	(381,788)	31%	181,663
Sanitation Revenues	197,044	66,366	(130,678)	34%	63,695
Total Water/Sanitation/Sewer Revenues	2,152,836	688,932	(1,463,904)		667,430
Administration Expense	1,456,992	450,136	1,006,856	31%	455,918
Water Plant Expense	351,200	118,445	232,755	34%	93,500
Water Distribution Expense	31,200	21,704	9,496	70%	2,948
Waste Water Plant Expense	79,800	28,270	51,530	35%	37,974
Waste Water Collection	36,600	32,678	3,922	89%	6,122
Sanitation	197,044	71,981	125,063	37%	60,995
Total Water/Sanitation/Sewer Expenses	2,152,836	723,214	1,429,622	34%	657,457
W/S/S Revenues over Expenses	0	(34,282)	(34,282)		9,973
Total City Fund Revenues over Expenses	0	926,088	(2,394,271)		908,600

Main Street Report

June 2023

Pending

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

Bicentennial Celebration

- Upcoming projects
 - o Founders Ball
 - o Historic Home Drawings
 - o Time Capsule
 - o Framed Photos
 - o History Harvest – Oct 28
- The next meeting is July 19 at 4 pm at City Hall

Meetings

- Main Street Board
- Main Street Events Committee
- Main Street Public Arts Committee
- Clarkesville DDA
- Friends of the Mauldin House
- Habersham Community Theater

Events

- Dedication at Big Holly Cabin
- Movies on Main
- Kids on Wheels

- Sticks & Lies

Upcoming events

- Red, White, Tunes- July 15, 5pm-10pm
- Sticks & Lies – July 29, 10am-2pm
- Dog Days of Summer- Aug 12, 10am-2pm
- Music on Main – Aug 25, 5:30pm-8pm

Fire Department Council Report July 2023

June Responses

Total 81

Fires 3

EMS 49

MVA 1

Hazardous Conditions 3

Service 8

Canceled/False 17

Inside City 49

Outside 32

Public Relations Stand by for BRAG, Soque River Fest. Assisted with St. Mark's Catholic Church procession for Corpus Christi, Participated in Kids on Wheels, Boy Scout Camp, Mile Through Time Car Show.

ESG Operations Inc.

City Hall Mtg. Agenda for June 2023

- NPDES Permit Renewal (wastewater)
- Community House and Log Cabin Open Houses
- Stormwater Inventory Review

Departmental Activity Report for the Month of June

The following permits were issued for the month of June:

3 Permanent Sign

1 Temporary Sign

0 Plan Review

3 Building

1 Plumbing

2 Electrical

2 Mechanical

0 Gas

0 Tree Removal

2 Erosion Inspections

1 Code Enforcement Action

12 Construction inspections

COs Issued: 0

Planning Activities: The Planning Commission will be reviewing the preliminary plat for Simply Clarkesville subdivision at their July 11th meeting. The first phase of this project will consist of 26 residences.

IT activities for the month included security and maintenance updates on the city servers and firewalls. The firewall at the water plant had to be replaced due to a power surge.

CLARKESVILLE COMMUNITY HOUSE RENTAL APPLICATION

Name:

Date:

Mailing Address:

911 Address (if different from mailing):

Home Phone:

Work Phone:

Email Address:

Driver's License/ID #:

Type of Event:

Rental Dates(s) Requested:

Number of Guests:

Alcohol Served: (Circle One) Yes No

RENTAL FEE

*Daily rental includes use of the building and furnishings.
No alcohol allowed outside of the Clarkesville Community House.*

Rental Fee for City Resident - \$200.00 per week day \$225.00 per day weekend

Rental Fee for NON-City Resident - \$250.00 per week day \$275.00 per day weekend

The rental fee is due when a reservation is made.

DAMAGE DEPOSIT

Deposit - \$500.00 includes non-refundable \$100.00 cleaning fee

Damage deposit must be paid by Cash, Money Order, or Credit Card. Provided there are no damages or infractions, the damage deposit will be fully refunded minus the cleaning fee within 2 weeks of the event.

POLICE OFFICER REQUIREMENTS

A Police Officer is required for all events serving alcohol. If a Police officer is required, they must be on the premises from the time the event begins until the last person leaves. A police officer may be required for any event with 30 or more guests. You will be informed when you return this application if an officer is required. The cost is \$35 per hour for a minimum of 4 hours and is paid directly to the officer.

OFFICE USE ONLY

Amount

Date Paid

Cash/Credit/Money Order

Rental fee:

Damage Deposit:

Received By:

City of Clarkesville Community House Rental Rules:

- Maximum venue capacity: 165 people, 120 people with tables
- A Handicap Accessible entrance is located on the back side of the community house.
- The City provides round tables, a few rectangles, and chairs. The kitchen is equipped with refrigerator & ice maker, sink and disposal, warming oven & microwave. This is not a full-service kitchen, and no cooking over open flame of any kind is allowed.
- **Rental Fee**
 - **Non-resident**

Monday – Friday - \$250.00 per day

Saturday & Sunday - \$275.00 per day
 - **Resident**

Monday – Friday \$200.00 per day

Saturday & Sunday \$225.00 per day
 - **Advance Deposit required: \$500.00.**
 - \$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
 - 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.

- **Alcohol permitting:** All renters are responsible for securing and paying for their own alcohol permits for all community events. Please contact the City Clerk for more information. Please be aware that securing these permits may take several weeks and must be complete no later than one day prior to your event.
 - All events with alcohol will close the use of the outside patio by 9PM on workdays and 10PM on Saturday
 - No events with alcohol will be allowed on Sunday.
 - A police officer is required for all events where alcohol is being served. The police officer must 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.
 - Alcohol consumption will not be allowed outside the facility.
 - Any alcohol consumption by a minor that is identified by the police officer on site will terminate the rental agreement, and all deposits will be forfeited.
- Events with an attendance of over 30 people may require a policeman to manage traffic control in and out of Mary Street and all street required parking.

Clarkesville Community House Checklist for Renters

Damage deposit infractions:

Building repairs, repairs or replacement of fixtures, appliances, or furnishings, Repairs requiring specialized services will be assessed at cost plus a 15% administrative fee.

Decoration removal, litter removal or any other necessary cleaning will be charged at \$75 per hour spent.

Any other cost incurred from damage to property.

Forfeiture of entire deposit and termination of rental:

Occupancy by more people than stated in rental application.

Alcohol– serving, possessing or consuming of alcohol not specified in rental application without the presence of a police officer or by minors.

Any actions, articles, or substances prohibited by law by renter or guest.

Should costs exceed the amount of deposit, renter will be billed for additional costs.

Alcohol:

Alcohol possession or consumption is allowed outside only if alcohol is included in the rental agreement and officer are present.

Alcohol consumption by minors is strictly prohibited in any City facility, regardless of rental status.

Laws and ordinances governing the consumption of alcohol, public drunkenness and disorderly conduct will be strictly enforced.

Sale of alcohol is prohibited.

Violation may result in forfeiture of entire deposit and/or termination of event.

Decorations:

Confetti, rice, and glitter are prohibited.

No staples, thumbtacks, and other piercing items may be used on the walls.

If using real candles make sure they do not drip wax on floors, fixtures, or furnishings.

Renter will be charged \$75 per hour spent to remove decorations, wax and/or repair damages.

Cleaning—Renters are responsible for following:

Garbage—bag and place outside in containers

Clean any spills from floors and furnishings.

Litter removal from porches, parking areas, and grounds.

The city is not responsible for items left in the building after rentals.

Key Codes:

Key Codes can be picked up Monday—Friday 8am to 5pm, at Clarkesville City Hall, the day before or the day of the rental. If rental falls on a weekend, please pick up code the Friday before the event.

Occupancy:

Maximum safe occupancy is 160.

Smoking:

Smoking is not permitted inside of the Clarkesville Community House. Use containers outside to dispose of butts.

Parking:

Do not park on the grass. Park only in designated areas.

I understand this agreement and will comply with all the rules and regulations. I agree to take full responsibility for any damages incurred during the rental period. The City of Clarkesville is released from any liability resulting from injury to myself or other persons, damage to and /or theft of personal property while using the Clarkesville Community House.

Signature of renter _____ Date _____

Witnessed by _____ Date _____

Renter Checklist

	Remove all decorations and items used to attach decorations.
	Remove food, personal belongings, and rental equipment.
	Clean any spills from floors.
	Everything wiped clean.
	Remove all trash and debris from the building and grounds.
	Turn off fans and lights.
	Lock all doors.
	Return keys and checklist.
	Do not park on the grass