



Agenda
City of Clarkesville
Regular Meeting
6:00 PM September 8,
2025

1. *Call to Order*
2. *Invocation and Pledge*
 - 2a. *Mayor Aycock Will Lead the Meeting in Prayer*
3. *Consent Agenda*
 - 3a. *Discuss and Consider Approval of the Following Minutes:*
 - July 23, 2025 Council Retreat*
 - July 23, 2025 Executive Session*
 - August 4, 2025 Work Session*
 - August 4, 2025 Council Meeting*
4. *Committee Reports*
 - 4a. *Finance, Main Street, Fire, ESG, Police, Planning and Zoning*
5. *Unfinished Business*
 - 5a. *Discuss and Vote to Approve Historic Cemetery Rules*
 - 5b. *Discuss and Vote to Approve the Presented Zoning and Density Changes*
6. *New Business*
 - 6a. *Mayor Aycock Will Proclaim Constitution Week*
 - 6b. *2026 Budget Presentation*
 - 6c. *Discuss and Vote to Approve the Following Public Hearing Dates for the 2026 Budget and Millage Rate*
 - September 23, 2025 at 9:00 am*
 - September 29, 2025 at 12:30 pm*
 - October 6, 2025 at 6:00 pm*
 - 6d. *Discuss and Vote to Approve Venera Liquors LLC, dba Monroe Package Store, to Sell*

Package Beer, Wine and Liquor at 332 Monroe St. Suite 2

7. *Public Comment*
8. *Consider Going Into Executive Session*
9. *Adjournment*

OFFICIAL MINUTES
COUNCIL CALLED MEETING

July 23, 2025
Minutes
City of Clarkesville
Council Called Meeting

The Council Called Meeting was held on Wednesday, July 23, 2025, at 9:00 AM at Clarkesville Community House. 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*

Mayor Aycock called the meeting to order.

Agenda Item #2: *Audit Report*

Auditor Joely Mixon presented the 2024 audit results.

Agenda Item #3: *Prior Year Review and Updates*

Mayor and Council reflected on the prior year and action items mentioned at the 2024 Retreat. Discussion included improvements in downtown parking, alignment of millage rate, infrastructure, educating the public and resident communication, technology, ordinances, signage and sidewalks.

Agenda Item #4: *Budget Update*

Mr. Dickerson provided a preliminary budget for 2026, pending receipt of the tax digest.

Agenda Item #5: *Council Issues Discussion and Action Items*

- **Council discussed increasing water and sewer rates for 2026 due to increased chemical costs.**
- **Mr. Dickerson would like to get quotes from other landscaping companies in order to increase the amount of contracted work. Council agreed.**
- **Mr. Dickerson provided updates on new developments on Rocky Branch Rd. and Washington St. and the City property on Monroe St.**
- **Mr. Dickerson would like to utilize Municode to digitize the City Charter and Code of Ordinances. Council agreed this is a great idea.**
- **Mayor Aycock discussed Partnership Habersham and would like the City to pledge more annual funds to the program. Council invites a representative to attend the October meeting to update.**

Mayor Pro - Tempore Franklin Brown made a motion to approve the SPLOST VIII Intergovernmental Agreement with Habersham County.

Seconded: Council Member Brad Coppedge

Passed (5 - 0)

Agenda Item #6: *Executive Session*

Mayor Pro - Tempore Franklin Brown made a motion to enter executive session .

Seconded: Council Member Angelia Kiker

Passed (5 - 0)

Agenda Item #7: *Additional Priorities and Action Items*

- **Council discussed sidewalk improvements**
- **Mrs. Kiker would like improvements to the intersection at Monroe St. and Bryant St.**

Agenda Item #8: *Adjournment*

Mayor Pro - Tempore Franklin Brown made a motion to adjourn the meeting.

Seconded: Council Member Don Nix

Passed (5 - 0)

Respectfully submitted,

Julie Poole, City Clerk

OFFICIAL MINUTES
COUNCIL WORK SESSION

August 4, 2025
Minutes
City of Clarkesville
Council Work Session

The Council Work Session was held on Monday, August 4, 2025, 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*

Mayor Aycock called the meeting to order.

Agenda Item #2: *Unfinished Business*

Sub-Item #2a.: *Discuss Ordinance 2025-5 Outdoor Lighting*

Mr. Dickerson has made some changes to the ordinance that was presented at the July meeting.

Agenda Item #3: *New Business*

Agenda Item #4: *Open Discussion*

- **Georgia DOT is condemning a portion of the BP property in preparation of the round about. Mr. Dickerson has authorized Attorney Matt Skilling to represent the City in this process.**
- **Council discussed property taxes.**
- **Mr. Dickerson updated on the IGA with the US Government. The contract could begin sometime in October.**
- **Council discussed election law.**

Agenda Item #5: *Public Comment*

There were no public comments.

Agenda Item #6: *Consider Going Into Executive Session*

There was no Executive Session.

Agenda Item #7: *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

OFFICIAL MINUTES
REGULAR MEETING

August 4, 2025
Minutes
City of Clarkesville
Regular Meeting

The Regular Meeting was held on Monday, August 4, 2025, 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*

Mayor Aycock called the meeting to order.

Agenda Item #2: *Invocation and Pledge*

Sub-Item #2a.: *Pastor Matthew Butler With Bethlehem Baptist Church Will Lead the Meeting in Prayer*

Pastor Rick Hermann led the meeting in prayer.

Agenda Item #3: *Consent Agenda*

Sub-Item #3a.: *Discuss and Vote to Approve the July 7, 2025 Work Session, Executive Session and Council Meeting Minutes*

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, MainStreet, Fire, ESG, Police, Planning and Zoning*

Department heads presented their reports.

Agenda Item #5: *Unfinished Business*

Sub-Item #5a.: *Vote to Approve Ordinance 2025-5 Outdoor Lighting*

Council Member Brad Coppedge made a motion to approve Ordinance 2025-5 Outdoor Lighting.

Seconded: Council Member Angelia Kiker

Passed (5 - 0)

Sub-Item #5b.: *Update on the Camp Merrill Intergovernmental Service Agreement*

Mr. Dickerson expects the IGSA to begin in October. Council will see a change in budget numbers as this begins.

Agenda Item #6: *New Business*

Sub-Item #6a.: *Discuss Election Qualifying*

Attorney Matt Skilling found that if a current Council Member chooses to run for another

seat, that person does not have to vacate their seat if their current term ends less than 30 days of when the new term starts. Otherwise, the seat will automatically be vacated. Julie Poole also announced the qualifying dates for the 2025 primary election.

Agenda Item #7: Public Comment

Monika Schulte at 445 E. Water St. spoke urging impact fees for new developments.

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 Brad Coppedge

Passed (5 - 0)

Respectfully submitted,

Julie Poole, City Clerk

City of Clarkesville
(UNAUDITED)

Financial Report - As of July 31 2025					2024
	Budget	Actual	Difference	%Budget	Actual
General Fund					
Administrative Revenue	2,719,081	2,458,043	(261,038)	90%	2,164,478
Main Street	18,600	3,218	(15,382)	17%	17,832
Fire Revenue	20,000	8,817	(11,183)	44%	9,220
Planning Revenue	28,000	14,571	(13,429)	52%	17,338
Police Revenue	97,500	97,278	(222)	100%	53,634
Streets Revenue	29,226	71,968	42,742	246%	38,023
Hotel/Motel	3,500	2,586	(914)	74%	1,038
ARPA	0	0	0	0%	0
Total General Fund Revenues	2,915,907	2,656,481	(259,426)	91%	2,301,563
Expenses					
Administration	890,944	667,645	(223,299)	75%	461,214
Main Street	209,445	126,800	(82,645)	61%	127,293
Fire	517,020	280,821	(236,199)	54%	265,583
Parks	29,226	12,158	(17,068)	42%	92,475
Planning & Zoning	91,901	49,936	(41,965)	54%	48,758
Police	1,012,305	575,971	(436,334)	57%	510,676
Streets	181,881	101,607	(80,274)	56%	97,407
Total General Fund Expenses	2,932,722	1,814,938	(1,117,784)	62%	1,603,406
General Fund Revenues over Expenses	0	841,543	(1,377,210)		698,157
Water/Sewer Fund					
Water Revenues	1,469,230	898,283	(570,947)	61%	860,950
Sewer Revenues	578,000	363,134	(214,866)	63%	391,078
Sanitation Revenues	211,535	129,214	(82,321)	61%	120,950
Total Water/Sanitation/Sewer Revenues	2,258,765	1,390,631	(868,134)	62%	1,372,978
Administration Expense	1,474,094	849,376	624,718	58%	714,242
Water Plant Expense	380,000	212,948	167,052	56%	221,844
Water Distribution Expense	42,721	35,655	7,066	83%	31,070
Waste Water Plant Expense	90,815	65,930	24,885	73%	56,509
Waste Water Collection	59,600	37,935	21,665	64%	42,495
Sanitation	211,535	132,770	78,765	63%	112,074
Total Water/Sanitation/Sewer Expenses	2,258,765	1,334,614	924,151	59%	1,178,234
W/S/S Revenues over Expenses	0	56,017	56,017		194,744
Total City Fund Revenues over Expenses	0	897,560	(1,321,193)		892,901



**Main Street Report
August 2025**

New Businesses

- Unicoi Nutrition
- Monroe Package Store – New owner

Events

- First Friday – Aug. 1
- Dog Days of Summer – Aug. 16
- Plant Sale- Aug. 2, 30
- Car Show with Purpose
- In town events
 - Total of events 36
 - Total Attendance of 1634

Upcoming events

- Fall Festival and History Harvest – October 4
- 2nd Annual Soque River Fine Arts Festival – October 18
- Trick or Treat Downtown – Oct. 31
- Downtown Clarkesville Christmas – Dec. 5
- Candlelight Christmas Walk – Dec. 22

Total Incidents	INC. TYPE
INC. TYPE CAT.: 1 - Fire	
1	111 - Building fire
Total: 1	
INC. TYPE CAT.: 2 - Overpressure Rupture, Explosion, Overheat (No Fire)	
2	251 - Excessive heat, scorch burns with no ignition
Total: 2	
INC. TYPE CAT.: 3 - Rescue & Emergency Medical Service Incident	
2	311 - Medical assist, assist EMS crew
36	321 - EMS call, excluding vehicle accident with injury
1	322 - Motor vehicle accident with injuries
2	324 - Motor vehicle accident with no injuries.
Total: 41	
INC. TYPE CAT.: 4 - Hazardous Condition (No Fire)	
1	440 - Electrical wiring/equipment problem, other
1	444 - Power line down
Total: 2	
INC. TYPE CAT.: 5 - Service Call	
1	511 - Lock-out
13	554 - Assist invalid
Total: 14	
INC. TYPE CAT.: 6 - Good Intent Call	
9	611 - Dispatched and cancelled en route
5	6111 - Dispatched and cancelled en route (Fire Alarm)
1	6112 - Dispatched and cancelled en route (EMS)
4	622 - No incident found on arrival at dispatch address
2	651 - Smoke scare, odor of smoke
Total: 21	
INC. TYPE CAT.: 7 - False Alarm & False Call	
1	740M - Medical Alarm System activation, Unintentional upon arrival
2	745 - Alarm system activation, no fire - unintentional
Total: 3	
INC. TYPE CAT.: 8 - Severe Weather & Natural Disaster	
1	814 - Lightning strike (no fire)
Total: 1	
Total: 85	

Report Filters

Basic Incident Date Time: is between '8/1/2025' and '8/31/2025'

Report Criteria

Basic Incident Type (Fd1.21): Is Not Blank

Description

LIST OF TOTALS BY INDIVIDUAL CALL TYPES



MEMORANDUM

Capitol Repair and Replacement Program

PREPARED FOR: City of Clarkesville

PREPARED BY: Joseph Deputy, Utility Manager

COPIES: Keith Dickerson, City Manager

DATE: September 4, 2025

Objective

The objective of the capital repair and replacement program is to promote an orderly system of purchasing and funding of fixed assets, fleet, and heavy equipment repair and or replacement process, as well as plan future departmental requirements. A sound equipment and fleet replacement schedule is important to the functioning of the City of Clarkesville Public Services, Treatment Facilities, Distribution, and Collection System. Reliable equipment is essential to the day-to-day operations and are critical when responding to emergencies in a timely and professional manner.

Assets that break down frequently, due to age or excessive use, interfere with workforce planning and can lead to disrupted and failed services. In today's rapidly changing technological world, older equipment quickly becomes obsolete and difficult to maintain. Good, dependable working equipment enables trained crews to meet the demands of compliance as well as respond quickly and professionally to emergency situations, and reflects well on the stature of the community.

Our infrastructure and fixed assets allow for the city to provide its basic services regarding the distribution of safe potable water and the subsequent collection of wastewater in a manner that is compliant with the regulations set forth by the federal government. Without those assets in place and maintained at an acceptable level the city opens itself up to outside criticism and the potential for consent orders and fines from the associated compliance agency.

Our vehicle and equipment fleet is nothing more than a tool for the provision of services to the general public by our employees. When the tools require repetitive upkeep, our ability to provide necessary services suffers. An essential component of effective fleet management is the commitment to replace vehicles and equipment before service delivery is impaired or diminished.

Replacement Criteria

Eventually, all assets, vehicles, and equipment wear out. As they do, they become increasingly expensive to operate and maintain and less reliable and safe to use. They become more expensive, in part because major components and systems, which are costly to repair or replace, cease to function properly or at all. They also become more expensive because component failure tends to be unpredictable, and unplanned repairs are more likely to interfere with use and possibly impose uneven demands on maintenance resources and ultimately may lead to the disruption and delay of services.

Most organizations (private or public) establish formal replacement criteria in terms of asset age and/or usage in order to forecast replacement-funding requirements, develop budgets, and to trigger the examination of specific units for potential replacement. Some assets do not wear out as quickly as others, perhaps because their usage is lower in intensity than other assets of their type. Some vehicles need to be replaced sooner than others because they experience above average wear and tear. (i.e.: sanitation truck)

Fixed Assets

Table 1 is a list of known assets that are in need of repair and or replacement. The need is based on expected service life, safety factors, and current state of the asset.

Department	Project	Estimated Cost
Water Metering	Continue meter replacement, purchase software	
Water Treatment	Raw Water Intake Pumps	
Wastewater Treatment	Additional Secondary Clarifier (Critical)	\$2,000,000
Wastewater Treatment	Existing Secondary Clarifier Rehabilitation (Critical)	\$80,000
Wastewater Treatment	Influent Station Bar Screen and Subterranean Door	
Wastewater Treatment	Existing Primary Clarifier Rehabilitation	\$80,000
Wastewater Collections	Pump Station #1 Replacement (Generator)	\$550,000
Wastewater Collections	Pump Station #2 Replacement	\$550,000
Fleet Department	Replace sanitation truck and bucket truck	
Pavement Mgmt. Plan	Repaving program - .5 miles annually- 25 yr. plan?	\$80,000

The following is a brief outline of some of the aforementioned projects and an explanation as to why they were selected as issues that need to be addressed going forward before they inhibit the city's ability to maintain compliance.

- **Water Meter Replacement** – After moving away from Badger meters due to their equipment becoming obsolete, we moved to installing Neptune meters a few years ago. Although we have installed several hundred of these new meters they still must be read manually as we have not yet purchased the software. In many cases we are reading the meters manually as the touch read sensors associated with the meters have ceased to function. Our meter readers require almost a full work week to read the meters. Having that software would certainly reduce the number of man hours required. Also, over time water meters as a rule, slow down and in some instances

stop counting all together resulting in lost revenue for the city so continuing to actively replace the older meters protects and bolsters that revenue stream.

- Raw Water Intake – The pumps in service at the raw water intake are becoming harder to repair and source parts for. A recent motor failure has made it apparent that purchasing a new unit for the older pump base may not be possible. We are continuing to try and retrofit but at some point replacing the entire pump assembly may be the only option.
- Additional Secondary Clarifier (Critical) – The secondary clarifier in service at the wastewater treatment plant has been in service since 1966. Nobody currently on our staff has ever seen the clarifier drained and inspected. Without a second clarifier there is no way for the flow to be diverted so that it can be inspected or repaired. In the event that the clarifier in service were to fail it would not be possible to stay in compliance as currently configured. It is recommended that an additional clarifier of equal size be constructed adjacent to the current clarifier providing us with the redundancy traditionally required in today's wastewater facilities.
- Existing Secondary Clarifier Rehabilitation (Critical) – This clarifier as previously mentioned has been in service since 1966. The manufacturer of the equipment is no longer in business and the parts to repair it are no longer available. Assuming the concrete structure is not compromised it may be feasible to replace the internal componentry in an effort to save on the cost of constructing a new clarifier all together.
- Influent Station Bar Screen and Submarine Door – The bar screen currently in place is a manual rake barscreen that is severely corroded and in need of replacement. Also, due to the nature of manual screens they can become blinded during periods of high flow, allowing for debris to bypass the headworks screening and potentially risking equipment downstream.
In the event that the influent pumps fail the submarine door prevents the entire dry well and all of the equipment therein from being flooded. The submarine door is no longer functional and requires replacement.
- Existing Primary Clarifier Rehabilitation – The primary clarifier has also been in service since 1966. Since most of the hydrogen sulfide is released in this basin it is most susceptible to corrosion of the apparatus above the surface of the wastewater. The catwalk from which most of the sampling and duties associated with this part of the process was replaced for safety reasons in 2020. However, the sludge collector arm on the surface has long since rotted off and this unit has also never been drained for inspection and or repairs.
- Pump Station #1 Replacement – This pumping station accounts for the majority of the flow in our system and while there is no manufacturers data placard it is believed to have been in service since the 1960's. It is a can station meaning it requires confined space entry and presents a potential hazard to personnel. The

electrical componentry was previously at the bottom of the station and had been submerged several times over the years, leaving it in a state of disrepair. Last year we built a new control panel in house and installed it above ground protecting it from the previous panel's fate. A mission call-out unit with was also installed providing reliable alarms in both the dry and wet wells. The rest of the station remains and has been serviceable although antiquated.

- Pump Station #2 Replacement - This station is also a can station and has limited access and egress making it a confined space. The electrical components still currently reside at the bottom of the can, putting at risk for submersion. We intend to build a panel in-house for this station as well. This station has been in service since the 1960's as well and is obsolete.

Departmental Activity Report for the Month of August

The following permits were issued for the month of August:

0 Permanent Sign

1 Temporary Sign

0 Plan Review

1 Building

0 Plumbing

1 Electrical

0 Mechanical

2 Tree Removal

1 Demolition – Structures at 933 Rocky Branch

3 Code Enforcement Actions

7 Construction inspections

COs Issued:

Planning Activities: The Planning Commission voted unanimously to approve amendments to Zoning Ordinance Section 2302 Minimum Lot Width, Lot Size, Floor Area, and Density Requirements.

RULES FOR THE HISTORIC CLARKESVILLE CEMETERY (APPROVED BY HCCP BOARD
AUGUST 13, 2025)

No rubbings shall be made of any grave markers

Do not stand, sit or lean on gravestones

No alcoholic beverages allowed without express permission from HCCP, Inc.

No planting allowed without permission from HCCP, Inc.

No artificial flowers allowed

Any objects that interfere with grounds maintenance will be removed [examples: pots, vases, baskets, wreaths]

All pets must be leashed and owners must immediately dispose of waste



September 8, 2025

From: Chairman Planning Commission

To: Mayor and City Council Clarkesville, Georgia

Subject: Consideration of Zoning Amendment – Section 2302

1. The Planning Commission met on August 19, 2025 to consider the above matter. The original of the request presented from the Planning Commission is attached.
2. The Zoning Administrator presented the above request to the Planning Commission.
3. The Planning Commission voted unanimously in favor of the zoning ordinance amendment.
4. Therefore it is the recommendation of the Planning Commission that the Governing Body adopt the zoning ordinance amendment.

Respectfully Submitted,

Chairman Planning Commission



September 8, 2025

To: Mayor and City Council Clarkesville, GA

Subject: Consideration of Zoning Amendment – Section 2302

1. Public notice was run in the Northeast Georgian in the July 30th, 2025 issue.
2. The required sign was posted in front of the property July 30th, 2025.
3. The purpose of the consideration is to amend the current Zoning Ordinance.
4. There has been one public inquiry that I am aware of in this office in regards to the zoning request.
5. The request of the amendment was approved by the Planning Commission on August 19th, 2025.

Considering that the requirements for the zoning ordinance amendment have been met, I recommend that the amendment be approved by Governing Body.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Caleb Gaines", followed by a long horizontal line.

Caleb Gaines
Zoning Administrator

Section 2302. Minimum Lot Width, Lot Size, Floor Area and Density Requirements.

DISTRICT	MIN. LOT SIZE (SQ. FT.)	MIN. LOT WIDTH (FEET)	MAX. HEIGHT (FEET)	MAX. LOT COVERAGE (PERCENT)	MAX. DENSITY (UNITS PER ACRE)	MIN. HEATED FLOOR AREA PER UNIT (SQ. FT.)
R	30,000	100	35	25	1.45	1,800
R-1	15,000	75	35	30	2.90	1,200
R-1A	10,000	60	35	35	2.90	1,200
R-1B	10,000	60	35	35	4.30	1,200
R-2	5,000	50	50	35	6.00	1,200
INS	5,000	50	35	60	8.70	750
PRO	5,000	50	35	40	8.70	750
DB	2,000	30	50	100	N/A	750
CB	4,000	50	50	75	10.00	550
HB	4,000	50	50	60	10.00	550
M-1	21,780	50	100	60	N/A	550

The changes are primarily in Max Density Units (per acre) and Minimum heated floor area (sq. ft.):

Zoning	Current Max Density	New Max Density	Current Heated Floor Area	New Floor Area
R	1.45	No Change	1,500	1,800
R-1	2.90	No Change	1,000	1,200
R-1A	4.30	2.90	1,000	1,200
R-1B	4.30	No Change	1,000	1,200
R-2	10.00	6.00	550	1,200

The chart above is the recommended new amendments. The Council is not recommending any changes to the remaining zoning districts.



WHEREAS: The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

WHEREAS: September 17, 2024, marks the two hundred and thirty-seventh anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE I, Barrie Aycock, by virtue of the authority vested in me as Mayor of the City of Clarkesville in the State of Georgia do hereby proclaim the week of September 17 through 23 as **CONSTITUTION WEEK** and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed this 8 day of September of the year of our Lord two thousand twenty-five.

Signed _____

Mrs. Barrie Aycock, Mayor

SEAL Attest _____

Mrs. Julie Poole, City Clerk