CITY OF DAHLONEGA
City Council Meeting Agenda

November 02, 2026, 6:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

I. CALL TO ORDER

II. INVOCATION AND PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

III. APPROVAL OF AGENDA

IV. PUBLIC COMMENTS - PLEASE LIMIT TO FOUR MINUTES PER SPEAKER

V. APPROVAL OF MINUTES

(1.) Regular Meeting of October 5, 2026
Rhonda Hansard, City Clerk

(2.) Special Called Meeting of October 19, 2026
Rhonda Hansard, City Clerk

(3.) Public Hearing of October 19, 2026
Rhonda Hansard, City Clerk

(4.) Work Session of October 19, 2026
Rhonda Hansard, City Clerk

(5.) Special Called Workshop of October 19, 2026
Rhonda Hansard, City Clerk

VI. APPOINTMENTS, PROCLAMATIONS, AND RECOGNITIONS

(1.) Community Helping Place Annual Ornament Reveal - 2026
Melissa Line, Executive Director

VII. CITY REPORTS

(1.) Financial Report - September 2026
Allison Martin, City Manager

VIII. ORDINANCES AND RESOLUTIONS

(1.) REZN 26-5 Rezoning: JL3, Inc., owner, by Applicant, Pomeroy Property Development, LTD., seeks to amend the existing Planned Unit Development zoning of the subject property (Tax Parcel 077-248), located at Summit Drive, Dahlonega, Georgia, to allow use as commercial lodging (micro resort). The subject property contains 8.91 acres, more or less.
Doug Parks, City Attorney

IX. CONTRACTS AND AGREEMENTS

(1.) Agreement for Tourism Development Services with the Dahlonega-Lumpkin County Convention and Visitors Bureau, Inc. (CVB) 2026
Allison Martin, City Manager

(2.) Professional Services Agreement with Jarrard Water Services, Inc. (JWS) in the amount of $58,462.80 ($4,871.90 per month) for consulting services to the Water and Wastewater Departments
Ricky Stewart, Director of Utilities

(3.) Master Engineering Services Agreement with Hazen and Sawyer, P.C.
Ricky Stewart, Director of Utilities

X. OTHER ITEMS

(1.) Approval of City of Dahlonega 2027 Holiday Calendar
Rhonda Hansard, City Clerk / Allison Martin, City Manager

(2.) Approval of City of Dahlonega 2027 City Council Meeting Schedule
Rhonda Hansard, City Clerk / Allison Martin, City Manager

XI. STAFF / COUNCIL ANNOUNCEMENTS AND COMMENTS - PLEASE LIMIT TO THREE MINUTES PER SPEAKER

Clerk Comments

City Manager Comments

City Attorney Comments

City Council Comments

Mayor Comments

XII. ADJOURNMENT

CITY OF DAHLONEGA
City Council Meeting Minutes
October 05, 2026, 6:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

On Monday, October 5, 2026, at 6:05 p.m. in the Gary McCullough Council Chambers at Dahlonega City Hall, the Dahlonega City Council held a Regular Meeting with the following persons present: Lance Bagley - Member, Dan Brown - Member, Tony Owens - Member, Ryan Reagin - Member, Ross Shirley - Mayor Pro Tem / Member, Sam Norton - Mayor, Allison Martin - City Manager, Doug Parks - City Attorney, and Rhonda Hansard - City Clerk.

I. CALL TO ORDER

II. INVOCATION AND PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

III. APPROVAL OF AGENDA

IV. PUBLIC COMMENTS - PLEASE LIMIT TO FOUR MINUTES PER SPEAKER

V. APPROVAL OF MINUTES

(1.) Public Hearing of September 8, 2026
Rhonda Hansard, City Clerk

(2.) Regular Meeting of September 8, 2026
Rhonda Hansard, City Clerk

(3.) Work Session of September 21, 2026
Rhonda Hansard, City Clerk

(4.) Special Called Meeting of September 21, 2026
Rhonda Hansard, City Clerk

VI. APPOINTMENTS, PROCLAMATIONS, AND RECOGNITIONS

(1.) Joint Proclamation with Lumpkin County on behalf of the Dahlonega-Lumpkin County Chamber of Commerce Recognizing and Honoring Wes Chambers for His Service as Chair of the Dahlonega-Lumpkin County Chamber of Commerce, 2024-2026
Sam Norton, Mayor

VII. CITY REPORTS

(1.) Financial Report - August 2026
Allison Martin, City Manager

VIII. ORDINANCES AND RESOLUTIONS

(1.) Suspension of enforcement of the City's Open Container Laws within the Hancock Park area for the 2026 Spirits Tavern Halloween Party beginning at 8:00 p.m. until 11:30 p.m. on October 31, 2026
Rhonda Hansard, City Clerk

IX. CONTRACTS AND AGREEMENTS

(1.) Contract for Banking Services with United Community Bank (renewal)
Allison Martin, City Manager / Kimberly Stafford, Finance Manager

(2.) Approval to award Contract for the Boat Ramp Beautification Project (Project Number: 2026-005) to Hasbun Construction LLC in the not to exceed amount of $175,842.98
Mark Buchanan, City Engineer

X. STAFF / COUNCIL ANNOUNCEMENTS AND COMMENTS - PLEASE LIMIT TO THREE MINUTES PER SPEAKER

Clerk Comments

City Manager Comments

City Attorney Comments

City Council Comments

Mayor Comments

XI. ADJOURNMENT

Mayor Norton called the Regular Meeting to order at 6:05 p.m. with the following Councilmembers present: Bagley, Brown, Owens, Reagin, and Shirley; Councilman Ariemma was absent.

Councilman Brown led the Invocation.

APPROVAL OF AGENDA

There was a motion by Councilman Reagin and a second by Councilman Shirley to approve the Agenda as presented.

Motion carried with five members in favor (Bagley, Brown, Owens, Reagin, and Shirley) and one member absent (Ariemma).

PUBLIC COMMENTS

There were no speakers during Public Comments.

APPROVAL OF MINUTES

There was a motion by Councilman Shirley and a second by Councilman Owens to approve the Public Hearing of September 8, 2026 Minutes; the Regular Meeting of September 8, 2026 Minutes; the Work Session of September 21, 2026 Minutes; and, the Special Called Meeting of September 21, 2026 Minutes.

(1.) Public Hearing of September 8, 2026

(2.) Regular Meeting of September 8, 2026

(3.) Work Session of September 21, 2026

(4.) Special Called Meeting of September 21, 2026

Motion carried with five members in favor (Bagley, Brown, Owens, Reagin, and Shirley) and one member absent (Ariemma).

APPOINTMENTS, PROCLAMATIONS, AND RECOGNITIONS

(1.) Joint Proclamation with Lumpkin County on behalf of the Dahlonega-Lumpkin County Chamber of Commerce Recognizing and Honoring Wes Chambers for His Service as Chair of the Dahlonega-Lumpkin County Chamber of Commerce, 2024-2026

There was a motion by Councilman Brown and a second by Councilman Owens to approve a Joint Proclamation with Lumpkin County on behalf of the Dahlonega-Lumpkin County Chamber of Commerce Recognizing and Honoring Wes Chambers for His Service as Chair of the Dahlonega-Lumpkin County Chamber of Commerce, 2024-2026.

Motion carried with five members in favor (Bagley, Brown, Owens, Reagin, and Shirley) and one member absent (Ariemma).

CITY REPORTS

(1.) Financial Report - August 2026

Allison Martin, City Manager, addressed the Council and provided the Financial Report for August 2026.

The Council discussed the latest developments regarding errors originating from the County Tax Commissioner's Office. Manager Martin advised that on Friday, October 2, she received notice of an additional error involving the PT-32 form that impacts the City by approximately $16,000, bringing the estimated total financial impact to the City from the Tax Commissioner's Office to $250,000. Manager Martin confirmed that revised notices had been prepared for publication in *The Nugget* and that the Council will hold a Special Called Meeting on October 19, 2026, to readopt the Millage Rate. She further noted that she had not received a response from the County Manager regarding the County Official Insurance.

Mayor Norton announced that he is considering entering into a contract with another entity to perform tax assessments.

See Staff / Council Announcements and Comments for motion and vote; below.

ORDINANCES AND RESOLUTIONS

(1.) Suspension of enforcement of the City's Open Container Laws within the Hancock Park area for the 2026 Spirits Tavern Halloween Party beginning at 8:00 p.m. until 11:30 p.m. on October 31, 2026

There was a motion by Councilman Owens and a second by Councilman Reagin to suspend enforcement of the City's Open Container Laws, including but not limited to The Code of the City of Dahlonega, Georgia, Chapter 22, Article II, Section 22-32, Section 22-33, Section 22-34, and Section 22-35 within the Hancock Park area as depicted on the *Alcohol Boundary Map* for the 2026 Spirits Tavern Halloween Party, beginning at 8:00 p.m. until 11:30 p.m. on October 31, 2026.

Motion carried with five members in favor (Bagley, Brown, Owens, Reagin, and Shirley) and one member absent (Ariemma).

CONTRACTS AND AGREEMENTS

(1.) Contract for Banking Services with United Community Bank (renewal)

There was a motion by Councilman Reagin and a second by Councilman Owens to approve a Contract for Banking Services with United Community Bank.

Motion carried with five members in favor (Bagley, Brown, Owens, Reagin, and Shirley) and one member absent (Ariemma).

(2.) Approval to award Contract for the Boat Ramp Beautification Project (Project Number: 2026-005) to Hasbun Construction LLC in the not to exceed amount of $175,842.98

Mark Buchanan, City Engineer, addressed the Council and confirmed that the requested amount of $175,842.98 includes a ten percent contingency.

There was a motion by Councilman Brown and a second by Councilman Bagley to award the Contract for the Boat Ramp Beautification Project (Project Number: 2026-005) to Hasbun Construction LLC in the not to exceed amount of $175,842.98.

Motion carried with five members in favor (Bagley, Brown, Owens, Reagin, and Shirley) and one member absent (Ariemma).

STAFF / COUNCIL ANNOUNCEMENTS AND COMMENTS

Rhonda Hansard, City Clerk, requested that the Council consider the acceptance of the Financial Report for August 2026 as presented earlier during the Meeting.

There was a motion by Councilman Brown and a second by Councilman Shirley to accept the Financial Report for August 2026.

Motion carried with five members in favor (Bagley, Brown, Owens, Reagin, and Shirley) and one member absent (Ariemma).

Allison Martin, City Manager, announced that the next Comprehensive Plan Meeting will occur at 6:00 p.m. on October 27. The Meeting will be held in City Hall and is open to the public.

Councilman Bagley commented that the Kirk Thomas Concert was a great event with perfect weather. He announced that Gold Rush will occur on October 17 and 18. Allison Martin, City Manager, confirmed that the City is ready for *Scares on the Square* on October 31.

Councilman Reagin requested that staff explore the City hosting additional concerts that begin earlier in the year.

Councilman Shirley commented that he recently travelled up north and that he appreciates the events that are occurring in the City and that other places do not compare; he stated that citizens are fortunate to live here.

Mayor Norton commended the Police Department on the way that it handled an incident that occurred this morning on the square - people did not know about it and that is the way it should be handled. The Mayor also commended Sam McDuffie, Dahlonega-Lumpkin County Visitors Bureau Executive Director, on doing a great job.

ADJOURNMENT

There was a motion by Councilman Brown and a second by Councilman Owens to adjourn the Regular Meeting.

Motion carried with five members in favor (Bagley, Brown, Owens, Reagin, and Shirley) and one member absent (Ariemma), and the Regular Meeting was adjourned at 6:26 p.m.

CITY OF DAHLONEGA
City Council Special Called Meeting Minutes

October 19, 2026, 4:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

On Monday, October 19, 2026, at 4:00 p.m. in the Gary McCullough Council Chambers at Dahlonega City Hall, the Dahlonega City Council held a Special Called Meeting with the following persons present: Johnny Ariemma - Member, Lance Bagley - Member, Dan Brown - Member, Tony Owens - Member, Ryan Reagin - Member, Ross Shirley - Mayor Pro Tem / Member, Sam Norton - Mayor, Allison Martin - City Manager, and Doug Parks - City Attorney.

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. NEW BUSINESS

(1.) Ordinance 2026-08 to Set the Millage Rate for Tax Year 2026 for the City of Dahlonega
Allison Martin, City Manager

IV. ADJOURNMENT

Mayor Norton called the Special Called Meeting to order at 4:00 p.m. with all Councilmembers present.

APPROVAL OF AGENDA

There was a motion by Councilman Shirley and a second by Councilman Owens to approve the Agenda as presented.

Motion carried unanimously.

NEW BUSINESS

(1.) Ordinance 2026-08 to Set the Millage Rate for Tax Year 2026 for the City of Dahlonega

There was a motion by Councilman Ariemma and a second by Councilman Shirley to approve Ordinance 2026-08 to Set the Millage Rate for Tax Year 2026 for the City of Dahlonega.

Motion carried unanimously.

ADJOURNMENT

There was a motion by Councilman Bagley and a second by Councilman Reagin to adjourn the Special Called Meeting.

Motion carried unanimously, and the Special Called Meeting was adjourned at 4:03 p.m.

CITY OF DAHLONEGA
City Council Public Hearing Minutes
October 19, 2026, 4:00 PM
Gary McCullough Council Chambers, Dahlonega City Hall

On Monday, October 19, 2026, at 4:03 p.m. in the Gary McCullough Council Chambers at Dahlonega City Hall, the Dahlonega City Council held a Public Hearing with the following persons present: Johnny Ariemma - Member, Lance Bagley - Member, Dan Brown - Member, Tony Owens - Member, Ryan Reagin - Member, Ross Shirley - Mayor Pro Tem / Member, Sam Norton - Mayor, Allison Martin - City Manager, and Doug Parks - City Attorney.

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. PUBLIC HEARING

(1.) REZN 26-5 Rezoning: JL3, Inc., owner, by Applicant, Pomeroy Property Development, LTD., seeks to amend the existing Planned Unit Development zoning of the subject property (Tax Parcel 077-248), located at Summit Drive, Dahlonega, Georgia, to allow use as commercial lodging (micro resort). The subject property contains 8.91 acres, more or less.
Doug Parks, City Attorney

IV. ADJOURNMENT

Mayor Norton called the Public Hearing to order at 4:03 p.m. with all Councilmembers present.

APPROVAL OF AGENDA

There was a motion by Councilman Brown and a second by Councilman Reagin to approve the Agenda as presented.

Motion carried unanimously.

PUBLIC HEARING

(1.) REZN 26-5 Rezoning: JL3, Inc., owner, by Applicant, Pomeroy Property Development, LTD., seeks to amend the existing Planned Unit Development zoning of the subject property (Tax Parcel 077-248), located at Summit Drive, Dahlonega, Georgia, to allow use as commercial lodging (micro resort). The subject property contains 8.91 acres, more or less.

Doug Parks, City Attorney, addressed the Council and introduced Public Hearing (1.) [REZN 26-5].

Attorney Parks declared the Public Hearing open.

Speaking in favor:

Wes Ryals (Applicant)
Nick Cheveldave
Lauren Singer
Bill Rath (provided a presentation)

Speaking in opposition:

None

The Council held a discussion to include inquiring whether the applicant intends to implement a maximum length of stay per unit.

Wes Ryals, applicant, addressed the Council and clarified that there are no plans to impose

Attorney Parks declared the Public Hearing closed.

No Council action was taken.

ADJOURNMENT

There was a motion by Councilman Owens and a second by Councilman Brown to adjourn the Public Hearing.

Motion carried unanimously, and the Public Hearing was adjourned at 4:48 p.m.

CITY OF DAHLONEGA
City Council Work Session Minutes
October 19, 2026, 4:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

On Monday, October 19, 2026, at 4:52 p.m. in the Gary McCullough Council Chambers at Dahlonega City Hall, the Dahlonega City Council held a Work Session with the following persons present: Johnny Ariemma - Member, Lance Bagley - Member, Dan Brown - Member, Tony Owens - Member, Ryan Reagin - Member, Ross Shirley - Member / Mayor Pro Tem, Sam Norton - Mayor, Allison Martin - City Manager, and Doug Parks - City Attorney.

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. BOARDS AND COMMITTEES

(1.) Cemetery Committee - September 2026
Chris Worick, Committee Chairman

(2.) Downtown Dahlonega Main Street Program - September 2026
Ariel Alexander, Dahlonega Main Street Program Director

IV. DEPARTMENT REPORTS AVAILABLE AT:
https://dahlonega.gov/catergory/department-reports/

(1.) Administration - September 2026
Allison Martin, City Manager

(2.) Community Development - September 2026
Allison Martin, City Manager

(3.) Police - September 2026
George Albert, Chief of Police

(4.) Public Works - September 2026
Mark Buchanan, City Engineer

(5.) Water and Wastewater Treatment - September 2026
John Jarrard, Water/Wastewater Treatment Department

V. PRESENTATIONS

(1.) Tourism Report - Q3 Tourism Report
Sam McDuffie, Dahlonega-Lumpkin County Visitors Bureau Executive Director

VI. AGREEMENTS AND CONTRACTS

(1.) Agreement for Tourism Development Services with the Dahlonega-Lumpkin County Convention and Visitors Bureau, Inc. (CVB) 2026
Allison Martin, City Manager

(2.) Professional Services Agreement with Jarrard Water Services, Inc. (JWS) in the amount of $58,462.80 ($4,871.90 per month) for consulting services to the Water and Wastewater Departments
Ricky Stewart, Director of Utilities

(3.) Master Engineering Services Agreement with Hazen and Sawyer, P.C.
Ricky Stewart, Director of Utilities

VII. OTHER ITEMS

(1.) Approval of City of Dahlonega 2027 Holiday Calendar
Rhonda Hansard, City Clerk / Allison Martin, City Manager

(2.) Approval of City of Dahlonega 2027 City Council Meeting Schedule
Rhonda Hansard, City Clerk / Allison Martin, City Manager

(3.) Zoning Ordinance Update - September 2026
Allison Martin, City Manager

VIII. STAFF / COUNCIL ANNOUNCEMENTS AND COMMENTS - PLEASE LIMIT TO THREE MINUTES PER SPEAKER

Clerk Comments

City Manager Comments

City Attorney Comments

City Council Comments

Mayor Comments

IX. ADJOURNMENT

Mayor Norton called the Work Session to order at 4:52 p.m. with all Councilmembers present.

APPROVAL OF AGENDA

There was a motion by Councilman Owens and a second by Councilman Shirley to approve the Agenda as presented.

Motion carried unanimously.

BOARDS AND COMMITTEES

(1.) Cemetery Committee - September 2026

Troy Armstrong, Streets, Parks, and Cemeteries Supervisor, addressed the Council and provided the Cemetery Committee Report for September 2026. Mr. Armstrong announced that the Cemetery Clean Up Day will be held on November 7, beginning at 9:00 a.m.

No Council action was taken.

(2.) Downtown Dahlonega Main Street Program - September 2026

Ariel Alexander, Main Street Program Director, addressed the Council and provided the Downtown Dahlonega Main Street Program Report for September 2026. Ms. Alexander announced that downtown streets will be closed from 5:00 p.m. until 7:00 p.m. on October 31, for *Scares on the Square*.

The Council discussed the placement of historic plaques throughout downtown, including potential security risks associated with incorporating QR codes into the placards.

No Council action was taken

DEPARTMENT REPORTS

(1.) Administration - September 2026

Allison Martin, City Manager, addressed the Council and provided the Administration Department Report for September 2026.

No Council action was taken.

(2.) Community Development - September 2026

Allison Martin, City Manager, addressed the Council and provided the Community Development Department Report for September 2026.

No Council action was taken.

(3.) Police - September 2026

Officer Christopher Weeks, Police Department, addressed the Council and provided the Police Department Report for September 2026. Officer Weeks noted that regarding the Department's parking enforcement, based on all the City's efforts, enforcement activity currently affects approximately one percent (1%) of parking space interactions throughout the City.

No Council action was taken.

(4.) Public Works - September 2026

Troy Armstrong, Streets, Parks, and Cemeteries Supervisor, addressed the Council and provided the Public Works Department Report for September 2026.

The Council expressed its gratitude to Troy and his staff for addressing a downtown parking issue.

No Council action was taken.

(5.) Water and Wastewater Treatment - September 2026

Ricky Stewart, Utilities Director, addressed the Council and provided the Water and Wastewater Treatment Department Report for September 2026.

Mr. Stewart announced that the City's water meter swap out project was complete; he also announced that William "Bill" Duffey acquired his Class 1 Wastewater Operator License.

No Council action was taken.

PRESENTATIONS

(1.) Tourism Report - Q3 Tourism Report

Sam McDuffie, Dahlonega-Lumpkin County Visitors Bureau Executive Director, addressed and provided a presentation regarding the Q3 Tourism Report.

During the discussion of Gold Rush, the Council recommended converting both restroom facilities at the Visitor Center for use by women and providing portable restrooms for men as a means of reducing long restroom lines during festivals.

No Council action was taken.

AGREEMENTS AND CONTRACTS

(1.) Agreement for Tourism Development Services with the Dahlonega-Lumpkin County Convention and Visitors Bureau, Inc. (CVB) 2026

Allison Martin, City Manager, addressed the Council and presented an Agreement for Tourism Development Services with the Dahlonega-Lumpkin County Convention and Visitors Bureau, Inc. (CVB).

No Council action was taken.

(2.) Professional Services Agreement with Jarrard Water Services, Inc. (JWS) in the amount of $58,462.80 ($4,871.90 per month) for consulting services to the Water and Wastewater Departments

Ricky Stewart, Director of Utilities, addressed the Council and presented a Professional Services Agreement with Jarrard Water Services, Inc. (JWS) in the amount of $58,462.80 ($4,871.90 per month) for consulting services to the Water and Wastewater Departments.

No Council action was taken.

(3.) Master Engineering Services Agreement with Hazen and Sawyer, P.C.

Ricky Stewart, Director of Utilities, addressed the Council and presented a Master Engineering Services Agreement with Hazen and Sawyer, P.C.

Allison Martin, City Manager, noted that Hazen and Sawyer, P.C. is a preferred vendor for the City, and that approval of the Agreement would allow the City to renew its services annually.

No Council action was taken.

OTHER ITEMS

(1.) Approval of City of Dahlonega 2027 Holiday Calendar

Allison Martin, City Manager, addressed the Council and presented the proposed City of Dahlonega 2027 Holiday Calendar.

No Council action was taken.

(2.) Approval of City of Dahlonega 2027 City Council Meeting Schedule

Allison Martin, City Manager, addressed the Council and presented the proposed City of Dahlonega 2027 City Council Meeting Schedule.

No Council action was taken.

(3.) Zoning Ordinance Update - September 2026

Allison Martin, City Manager, addressed the Council and provided updates regarding the proposed Zoning Ordinance.

Manager Martin announced that Robert Walker has been selected as the final candidate for the City's Community Development Director position. Mr. Walker will review the City's ongoing work on the proposed Ordinance upon joining the City.

No Council action was taken.

STAFF / COUNCIL ANNOUNCEMENTS AND COMMENTS

Doug Parks, City Attorney, complimented the work of the City and the Dahlonega-Lumpkin County Visitors Bureau for its efforts in promoting tourism.

Councilman Owens expressed his appreciation for the City's tourism efforts and continued investment in promoting downtown, noting that the results of these efforts contribute to what makes Dahlonega unique.

Councilman Reagin thanked Allison Martin, City Manager, and Ariel Alexander, Main Street Program Director, for their support and for answering the Council's questions.

Councilman Bagley expressed his appreciation to all City volunteers for helping to support the City's special events.

Councilman Brown thanked City staff for their hard work.

Councilman Shirley commented that he was glad Gold Rush Weekend was a success.

Mayor Norton commented that the City of Dahlonega accomplishes a lot of work with limited resources.

ADJOURNMENT

There was a motion by Councilman Reagin and a second by Councilman Owens to adjourn the Work Session.

Motion carried unanimously, and the Work Session was adjourned at 6:13 p.m.

CITY OF DAHLONEGA
City Council Special Called Workshop Minutes
October 19, 2026, 4:00 PM
Gary McCullough Council Chambers, Dahlonega City Hall

On Monday, October 19, 2026, at 6:23 p.m. in the Gary McCullough Council Chambers at Dahlonega City Hall, the Dahlonega City Council held a Special Called Workshop with the following persons present: Johnny Ariemma - Member, Lance Bagley - Member, Dan Brown - Member, Tony Owens - Member, Ryan Reagin - Member, Ross Shirley - Mayor Pro Tem / Member, Sam Norton - Mayor, Allison Martin - City Manager, and Doug Parks - City Attorney.

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. PARKING STUDY REVIEW OF CONSULTANT RECOMMENDATIONS

IV. PUBLIC COMMENTS - PLEASE LIMIT TO FOUR MINUTES PER SPEAKER

V. ADJOURNMENT

Mayor Norton called the Special Called Workshop to order at 6:23 p.m. with all Councilmembers present.

APPROVAL OF AGENDA

There was a motion by Councilman Bagley and a second by Councilman Shirley to approve the Agenda as presented.

Motion carried unanimously.

PARKING STUDY REVIEW OF CONSULTANT RECOMMENDATIONS

Allison Martin, City Manager, addressed the Council and presented the consultant's recommendations for the Parking Study.

Mayor Norton requested that comments from the public be heard prior to the Council's discussion.

PUBLIC COMMENTS

The following individual addressed the Council during Public Comments.

Rachel Drones

PARKING STUDY REVIEW OF CONSULTANT RECOMMENDATIONS (continued)

The Council held a discussion and, without exception, the consensus was as follows:

- Staff is to report back to the Council regarding the progress on the requests in February 2027;
- Obtain an additional Variable Message Board (VMB) for the City;
- Enforce dashed lines regarding “Vehicle Must Fit in Space”;
- Explore areas to add additional on-street parking (review Streetscape Project for potential identified areas);
- Evaluate the Parking Space Lease Program (review potential cost increase and limited areas);
- Review whether three-hour parking should only be found around the downtown square;
- Review whether the lot on Choice Street should be a fee-based lot;
- Review 147 N Park Street, including: whether this property should be used as an employee-only parking area, removing sunflowers, reconfiguration to maximize parking, and the lower area;
- Explore an employee parking by permit across the City (should volunteers/employees get a discount);
- Review a City-operated shuttle service;
- Parking meters;
- Moving away from tire marking;
  and,
- Explore License Plate Reader (LPR) technology.

No Council action was taken.

ADJOURNMENT

There was a motion by Councilman Ariemma and a second by Councilman Reagin to adjourn the Special Called Workshop.

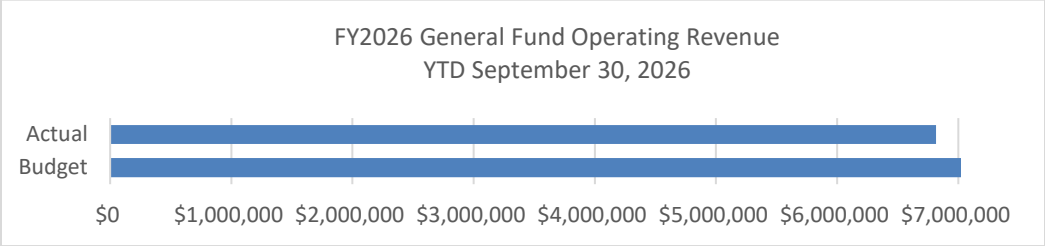
Motion carried unanimously, and the Special Called Workshop was adjourned at 7:42 p.m.

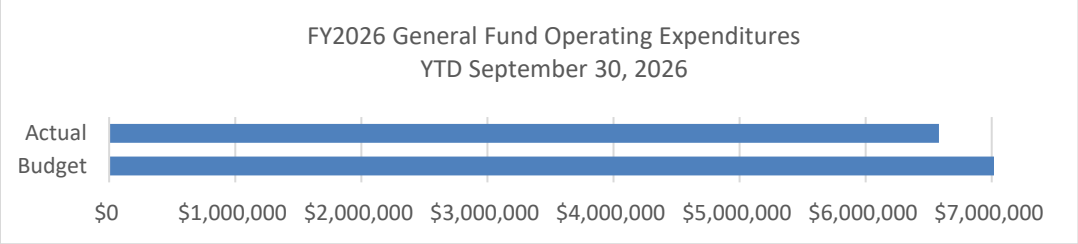
CITY OF DAHLONEGA
MONTHLY FINANCIAL REPORTS

For the Eleven Months Ended September 30, 2026

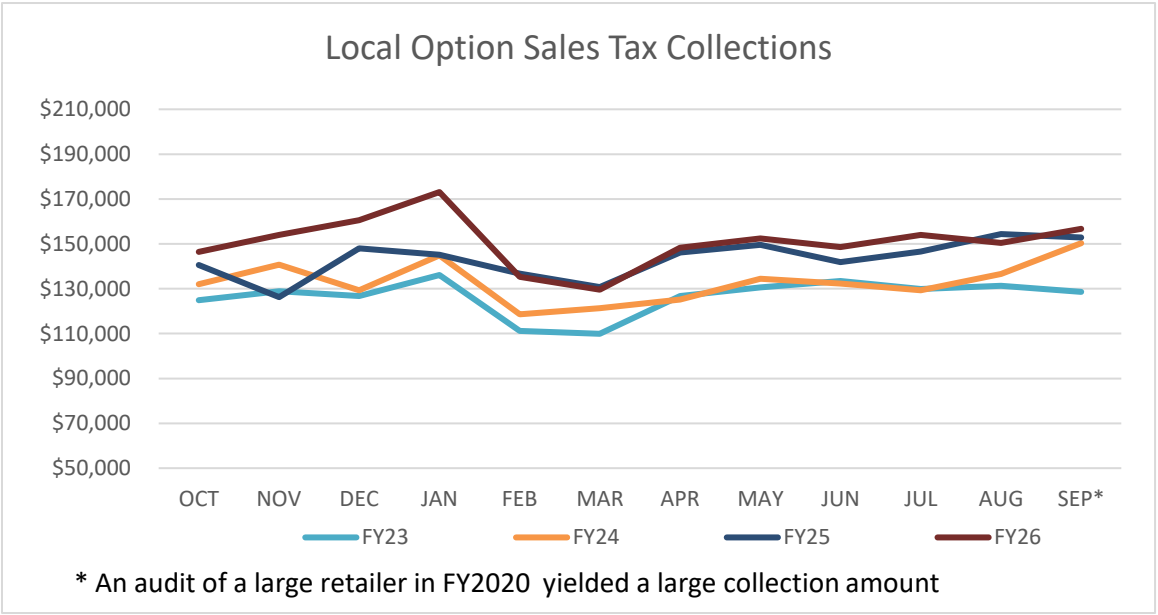
Preliminary – Does Not Include All Year End Adjustments

GENERAL FUND





- The annual property tax bills were levied and mailed by the Tax Commissioner on October 20th with a December 20th due date. To date, 90.22% of the 2025 real & personal taxes budgeted have been collected.
- Sales tax collections remain strong and reflect average collections that are 5.24% greater than FY25. The change in State law related to internet sales taxation continues to have a positive impact on our collections.



* An audit of a large retailer in FY2020 yielded a large collection amount

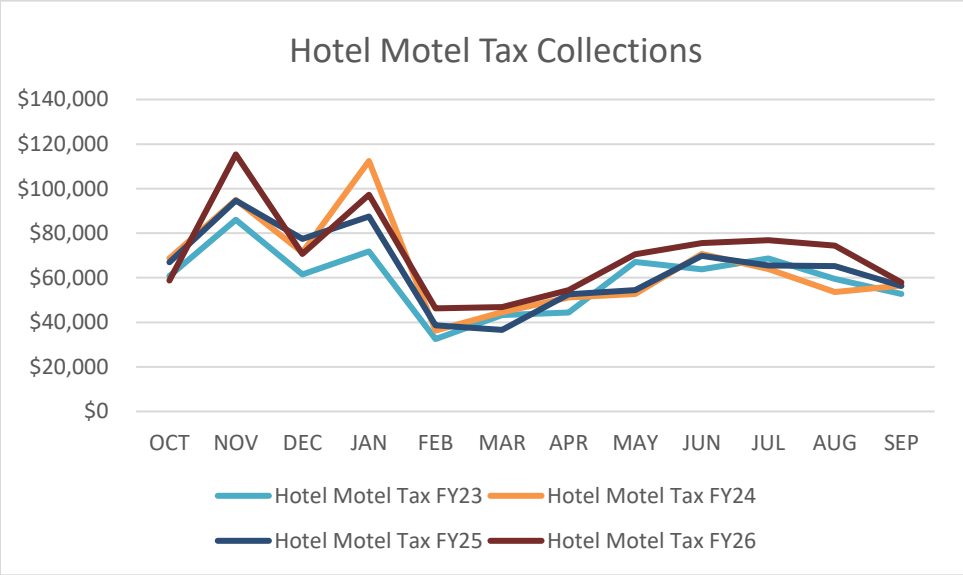
- The annual revenue for Insurance Premium Tax is $818,605.92, which is 14.0% greater than last fiscal year. This amount is based on a pro-rata population formula.
- Alcoholic Beverage Tax and License revenue collected year-to-date is trending with the prior year.
- Permit revenue collected year-to-date is trending with last year's collections.
- Departments expenditures are in line with budget expectations.

MAIN STREET & ECONOMIC DEVELOPMENT

- Operational results are on track with the budget.

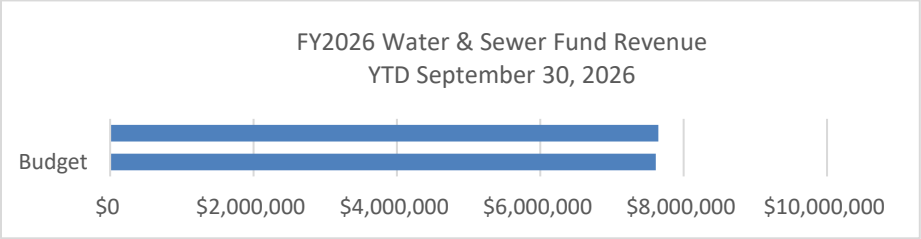
HOTEL/MOTEL TAX FUND

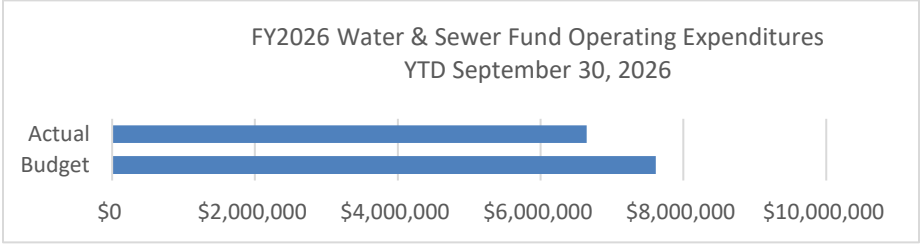
- FY26 is trending 10.38% greater than in the same period in FY25.



WATER AND SEWER FUND

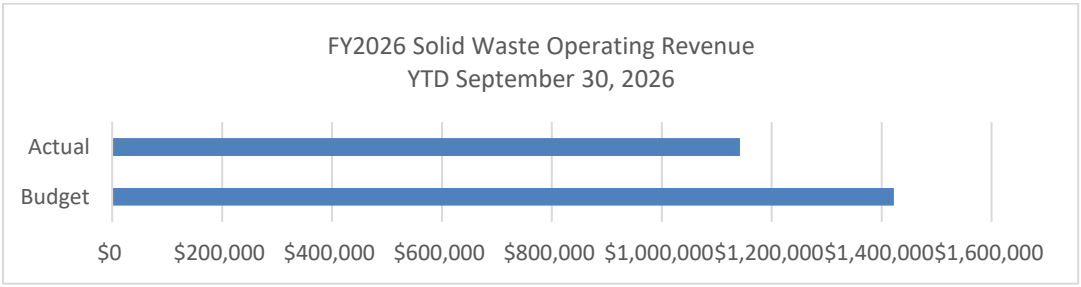
- Water and sewer sales are trending along with budget projections. Revenue from water sales and sewer charges is 0.35% greater than in the same period in FY25.
- All department expenses are in line with the budget.

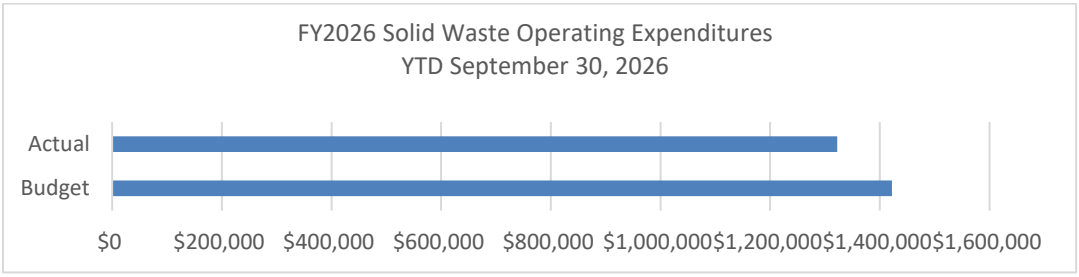




SOLID WASTE FUND

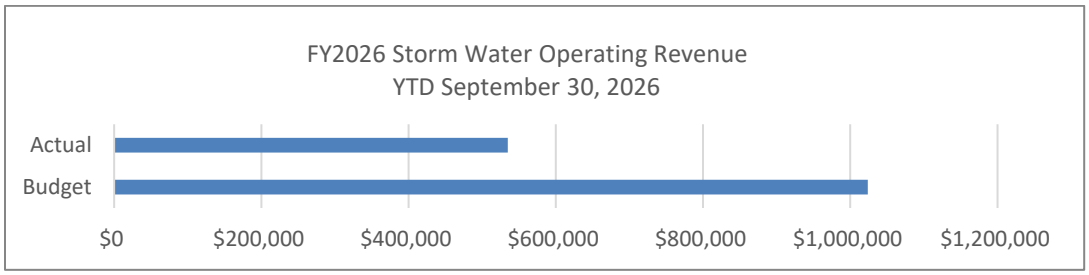
- Refuse Collection Charges are Revenues are 3.99% greater than the prior year.
- Expenses meet budget expectations.

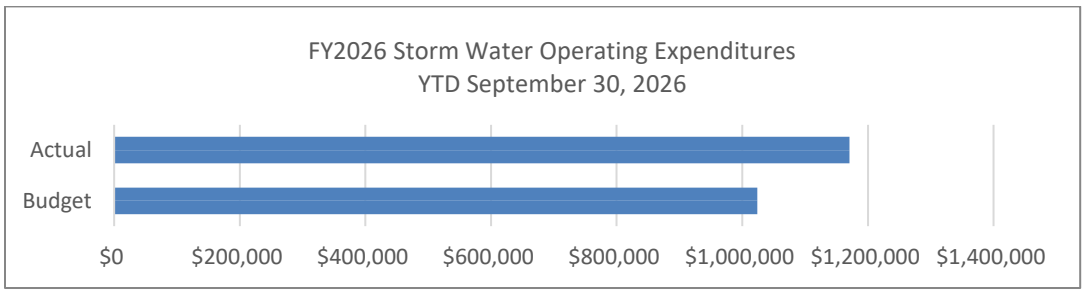




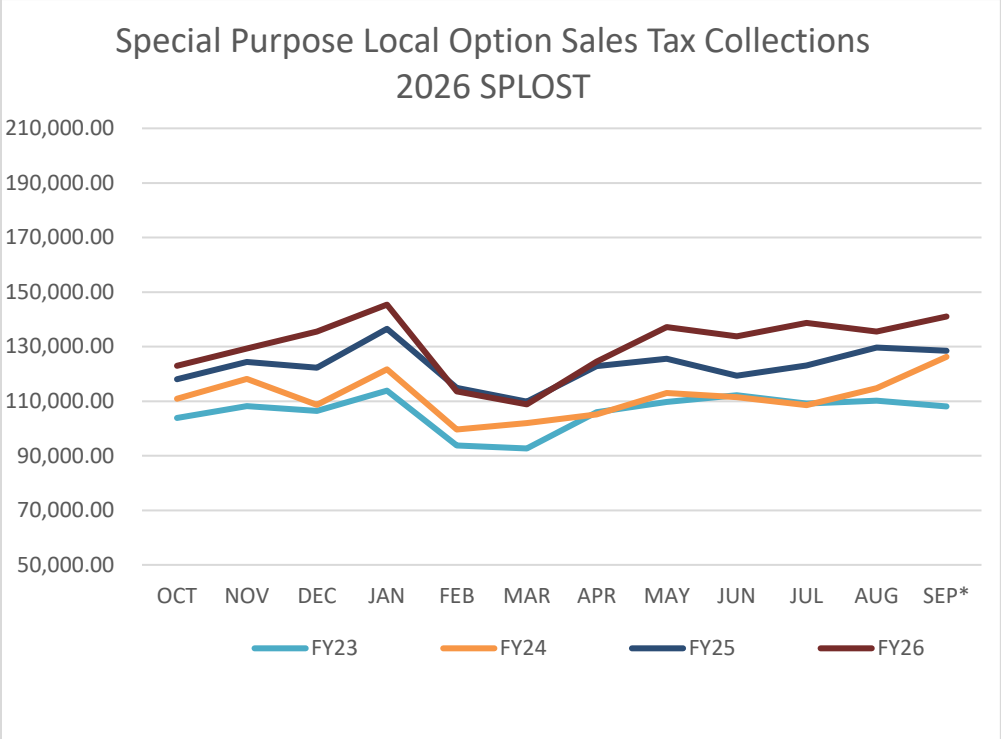
STORMWATER ENTERPRISE FUND

- Transfers In and Indirect Charges reflect a twelve-month allocation.
- Stormwater utility charges were first billed in January 2021 and are meeting budget expectations.
- Expenses are related to the startup of the new utility, projects, and allocated staff pay and benefits.





SPLOST FUND

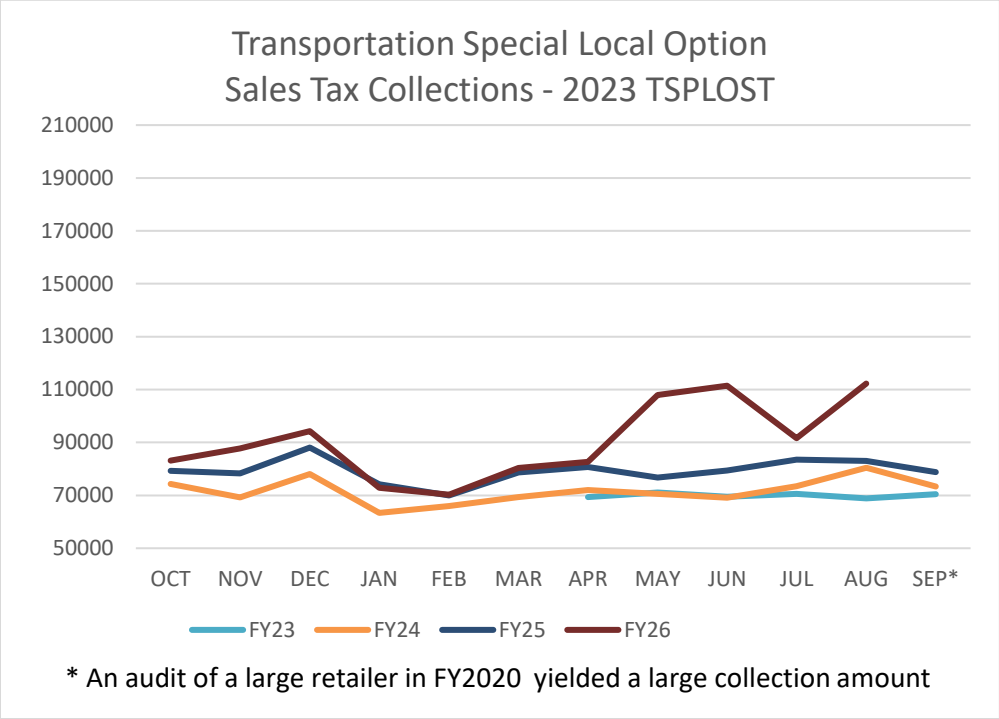


- The former SPLOST continuation referendum had collections which run from April 2020 until March 2026.
- The City received 21% of the net proceeds.

- The current 2026 SPLOST program began collections in April 2026.
- The City receives 22.51% of the net proceeds.
- Sales tax collections average 6.2% greater than FY25 and 18% greater than the same period in FY24.

- The former current SPLOST referendum project list is as follows:
    - 25% Roads and Bridges Resurfacing and Improvements
    - 25% Storm-water Infrastructure
    - 50% Water & Sewer System Improvements
- The current SPLOST referendum project list is as follows:
    - Parking Facilities
    - City Hall Expansion
    - Tower Radio Read Meter System
    - Equalization Basin Wastewater Treatment Plant
    - Vehicle equipment and materials maintenance facility

TSPLOST



- The current TSPLOST referendum was approved in 2022 by the votes for collections which run beginning April 2023 until March 2028.
- The City receives 19% of net proceeds.
- Sales tax proceeds average 10.65% greater than FY25. The increase this month is attributed to the joint project being fully funded and the city receiving the full allocation of tax proceeds.
- There is a joint project proposed with the county and state. A portion of our monthly distribution is held in escrow pending finalization of funding based on the project cost. Should the joint project not require a local match, the city and county could choose another joint project or use those escrowed funds in their respective jurisdiction.
- The current TSPLOST referendum project list is as follows:
    - Roads and Bridges Construction & Equipment
    - Sidewalks Construction & Improvements
    - Bicycle Path Construction & Improvements

(Prepared for Council and Management by Finance Department October 30, 2026)

REVENUE AND EXPENDITURE REPORT FOR CITY OF DAHLONEGA
PERIOD ENDING 09/30/2026
% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2025-26 ORIGINAL BUDGET	YTD BALANCE 09/30/2026 NORMAL (ABNORMAL)	% BDGT USED
Fund 100 - GENERAL FUND				
GENERAL PROPERTY TAXES		2,003,717.00	2,033,459.99	101.48
GENERAL SALES AND USE TAXES		1,712,000.00	1,663,422.82	97.16
SELECTIVE SALES AND USES TAXES		178,500.00	237,907.60	133.28
ALCOHOLIC BEVERAGES LICENSES		134,000.00	136,472.05	101.84
BUSINESS TAXES		895,039.00	995,915.44	111.27
PENALTIES AND INTEREST		3,000.00	4,878.58	162.62
PERMITS AND FEES		191,500.00	256,315.24	133.85
INTERGOVERNMENTAL REVENUE		18,985.00	60,158.64	316.87
CHARGES FOR SERVICES		882,434.00	815,239.28	92.39
FINES AND FORFEITURES		181,600.00	231,919.99	127.71
INVESTMENT INCOME		144,732.00	186,544.02	128.89
CONTRIBUTIONS AND DONATIONS		0.00	0.00	0.00
MISCELLANEOUS REVENUE		1,500.00	26,381.87	1,758.79
OTHER FINANCIAL SOURCES		50,000.00	52,000.00	104.00
OTHER CHARGES FOR SERVICES		10,000.00	13,001.49	130.01
TRANSFERS IN FROM OTHER FUNDS		112,800.00	103,400.00	91.67
APPROPRIATED FUND BALANCE		892,146.00	0.00	0.00
TOTAL REVENUES		7,411,953.00	6,817,017.01	91.97
LEGISLATIVE		511,656.00	257,923.10	50.41
EXECUTIVE		325,937.00	345,331.89	105.95
ELECTIONS		26,600.00	0.00	0.00
GENERAL ADMINISTRATION		1,195,669.00	1,228,640.64	102.55
MUNICIPAL COURT		322,950.00	204,053.78	63.18
POLICE DEPARTMENT		1,316,519.00	1,187,492.67	87.32
PUBLIC WORKS ADMINISTRATION		217,344.00	217,829.05	100.22
STREETS		1,731,076.00	1,591,006.89	91.91
MAINTENANCE AND SHOP		104,272.00	78,823.82	75.59
CEMETERY		109,290.00	94,939.12	86.87
PARKS		107,000.00	70,655.77	66.03
COMMUNITY DEVELOPMENT		330,878.00	330,947.40	100.02
NON-DEPARTMENTAL		50,000.00	65.72	0.13
TRANSFERS OUT TO OTHER FUNDS		1,062,762.00	974,198.50	91.67
TOTAL EXPENDITURES		7,411,953.00	6,581,908.35	88.26
Fund 100 - GENERAL FUND:				
TOTAL REVENUES		7,411,953.00	6,817,017.01	91.97
TOTAL EXPENDITURES		7,411,953.00	6,581,908.35	88.26
NET OF REVENUES & EXPENDITURES		0.00	235,108.66	513.79

GL NUMBER	DESCRIPTION	2025-26 ORIGINAL BUDGET	YTD BALANCE 09/30/2026 NORMAL (ABNORMAL)	% BDGT USED
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY				
DAHLONEGA 2000		0.00	0.00	0.00
NON-DEPARTMENTAL		0.00	0.00	0.00
INTERGOVERNMENTAL REVENUE		0.00	0.00	0.00
CHARGES FOR SERVICES		1,500.00	3,572.69	238.18
INVESTMENT INCOME		8,900.00	4,580.18	51.46
CONTRIBUTIONS AND DONATIONS		4,000.00	3,000.00	75.00
MISCELLANEOUS REVENUE		15,900.00	185,388.59	1,165.97
TRANSFERS IN FROM OTHER FUNDS		279,330.00	256,052.50	91.67
APPROPRIATED FUND BALANCE		0.00	0.00	0.00
TOTAL REVENUES		309,630.00	452,593.96	146.17
DDA ADMINISTRATION		166,734.00	185,100.35	111.02
TOURISM		13,500.00	10,331.85	76.53
DOWNTOWN DEVELOPMENT		129,396.00	60,913.48	47.08
NON-DEPARTMENTAL		0.00	0.00	0.00
OTHER COSTS		0.00	0.00	0.00
TRANSFERS OUT TO OTHER FUNDS		0.00	0.00	0.00
TOTAL EXPENDITURES		309,630.00	256,345.68	82.79
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		309,630.00	452,593.96	146.17
TOTAL EXPENDITURES		309,630.00	256,345.68	82.79
NET OF REVENUES & EXPENDITURES		0.00	196,248.28	100.00

GL NUMBER	DESCRIPTION	2025-26 ORIGINAL BUDGET	YTD BALANCE 09/30/2026 NORMAL (ABNORMAL)	% BDGT USED
Fund 275 - HOTEL/MOTEL TAX FUND				
HOTEL/MOTEL TAXES		720,000.00	846,574.26	117.58
PENALTIES AND INTEREST		1,500.00	1,795.01	119.67
CHARGES FOR SERVICES		0.00	0.00	0.00
INVESTMENT INCOME		2,400.00	1,530.73	63.78
TOTAL REVENUES		723,900.00	849,900.00	117.41
PURCHASES/CONTRACTED SERVICES		305,550.00	254,218.93	83.20
OTHER COSTS		0.00	0.00	0.00
TRANSFERS OUT TO OTHER FUNDS		418,350.00	383,487.50	91.67
TOTAL EXPENDITURES		723,900.00	637,706.43	88.09
Fund 275 - HOTEL/MOTEL TAX FUND:				
TOTAL REVENUES		723,900.00	849,900.00	117.41
TOTAL EXPENDITURES		723,900.00	637,706.43	88.09
NET OF REVENUES & EXPENDITURES		0.00	212,193.57	100.00

GL NUMBER	DESCRIPTION	2025-26 ORIGINAL BUDGET	YTD BALANCE 09/30/2026 NORMAL (ABNORMAL)	% BDGT USED
Fund 505 - WATER AND SEWER ENTERPRISE FUND				
INTERGOVERNMENTAL REVENUE		20,000.00	35,171.03	175.86
FINES AND FORFEITURES		0.00	0.00	0.00
INVESTMENT INCOME		395,582.00	325,896.53	128.11
CONTRIBUTIONS AND DONATIONS		0.00	0.00	0.00
MISCELLANEOUS REVENUE		15,000.00	23,274.27	155.16
OTHER FINANCIAL SOURCES		0.00	11,725.00	100.00
WATER CHARGES		3,781,486.00	3,367,334.70	89.05
TAP FEES - WATER		175,000.00	400,101.00	228.63
SEWER CHARGES		2,693,069.00	2,625,824.17	97.50
TAP FEES - SEWER		175,000.00	420,645.00	240.37
OTHER CHARGES FOR SERVICES		125,870.00	97,688.97	77.61
TRANSFERS IN FROM OTHER FUNDS		230,807.00	341,000.00	91.67
APPROPRIATED NET ASSETS		0.00	0.00	0.00
TOTAL REVENUES		7,611,814.00	7,648,660.67	100.48
SEWER LIFT STATIONS		340,311.00	298,428.18	84.71
SEWER TREATMENT PLANT		1,162,557.00	1,101,290.31	92.91
DISTRIBUTION AND COLLECTION		1,560,895.00	1,737,986.16	98.48
WATER SUPPLY		345,380.00	158,684.00	45.94
WATER TREATMENT PLANT		2,699,812.00	1,874,613.70	69.37
CAPITAL OUTLAYS		1,149,000.00	1,330,786.08	88.00
INTERFUND CHARGES		132,353.00	121,323.62	91.67
DEPRECIATION AND AMORTIZATION		0.00	0.00	0.00
OTHER COSTS		221,506.00	21,838.45	13.52
TRANSFERS OUT TO OTHER FUNDS		0.00	0.00	0.00
TOTAL EXPENDITURES		7,611,814.00	6,644,950.50	81.47
Fund 505 - WATER AND SEWER ENTERPRISE FUND:				
TOTAL REVENUES		7,611,814.00	7,648,660.67	100.48
TOTAL EXPENDITURES		7,611,814.00	6,644,950.50	81.47
NET OF REVENUES & EXPENDITURES		0.00	1,003,710.17	184.28

GL NUMBER	DESCRIPTION	2025-26 ORIGINAL BUDGET	YTD BALANCE 09/30/2026 NORMAL (ABNORMAL)	% BDGT USED
Fund 540 - SOLID WASTE ENTERPRISE FUND				
INTERGOVERNMENTAL REVENUE		0.00	0.00	0.00
CHARGES FOR SERVICES		500.00	1,175.00	235.00
INVESTMENT INCOME		20,000.00	10,583.88	52.92
MISCELLANEOUS REVENUE		2,000.00	2,696.60	134.83
OTHER FINANCIAL SOURCES		0.00	0.00	0.00
OTHER CHARGES FOR SERVICES		7,500.00	9,811.61	130.82
REFUSE COLLECTION CHARGES		1,094,770.00	1,118,226.29	102.14
TRANSFERS IN FROM OTHER FUNDS		0.00	0.00	0.00
APPROPRIATED NET ASSETS		297,563.00	0.00	0.00
TOTAL REVENUES		1,422,333.00	1,142,493.38	80.33
PERSONAL SERVICES AND EMPLOYEE BENEFITS		535,859.00	575,126.57	107.33
PURCHASES/CONTRACTED SERVICES		352,200.00	328,275.37	93.21
SUPPLIES		112,700.00	82,800.69	73.47
CAPITAL OUTLAYS		300,000.00	243,171.75	81.06
INTERFUND CHARGES		101,574.00	93,109.50	91.67
DEPRECIATION AND AMORTIZATION		0.00	0.00	0.00
OTHER COSTS		20,000.00	0.00	0.00
DEBT SERVICE		0.00	0.00	0.00
TRANSFERS OUT TO OTHER FUNDS		0.00	0.00	0.00
TOTAL EXPENDITURES		1,422,333.00	1,322,483.88	92.98
Fund 540 - SOLID WASTE ENTERPRISE FUND:				
TOTAL REVENUES		1,422,333.00	1,142,493.38	80.33
TOTAL EXPENDITURES		1,422,333.00	1,322,483.88	92.98
NET OF REVENUES & EXPENDITURES		0.00	(179,990.50)	100.00

GL NUMBER	DESCRIPTION	2025-26 ORIGINAL BUDGET	YTD BALANCE 09/30/2026 NORMAL (ABNORMAL)	% BDGT USED
Fund 560 - STORMWATER ENTERPRISE FUND				
INTERGOVERNMENTAL REVENUE		0.00	0.00	0.00
INVESTMENT INCOME		15,000.00	7,066.42	47.11
OTHER CHARGES FOR SERVICES		1,000.00	1,907.99	190.80
TRANSFERS IN FROM OTHER FUNDS		186,000.00	170,500.00	91.67
APPROPRIATED NET ASSETS		473,857.00	0.00	0.00
STORMWATER UTILITY CHARGES		348,000.00	355,260.05	102.09
TOTAL REVENUES		1,023,857.00	534,734.46	52.23
NON-DEPARTMENTAL		0.00	0.00	0.00
PERSONAL SERVICES AND EMPLOYEE BENEFITS		0.00	78,206.26	100.00
PURCHASES/CONTRACTED SERVICES		17,000.00	2,341.18	13.77
SUPPLIES		1,500.00	51.05	3.40
CAPITAL OUTLAYS		410,000.00	544,556.91	43.69
INTERFUND CHARGES		595,357.00	545,743.88	91.67
DEPRECIATION AND AMORTIZATION		0.00	0.00	0.00
OTHER COSTS		0.00	0.00	0.00
TRANSFERS OUT TO OTHER FUNDS		0.00	0.00	0.00
TOTAL EXPENDITURES		1,023,857.00	1,170,899.28	62.95
Fund 560 - STORMWATER ENTERPRISE FUND:				
TOTAL REVENUES		1,023,857.00	534,734.46	52.23
TOTAL EXPENDITURES		1,023,857.00	1,170,899.28	62.95
NET OF REVENUES & EXPENDITURES		0.00	(636,164.82)	76.07
TOTAL REVENUES - ALL FUNDS		18,503,487.00	17,445,399.48	94.28
TOTAL EXPENDITURES - ALL FUNDS		18,503,487.00	16,614,294.12	83.36
NET OF REVENUES & EXPENDITURES		0.00	831,105.36	58.25

Agenda Memo

DATE: 11/2/2026
TITLE: REZN 26-5
PRESENTED BY: Doug Parks, City Attorney
PRIORITY Strategic Priority - Communication

AGENDA ITEM DESCRIPTION

REZN 26-5 Rezoning: JL3, Inc., owner, by Applicant, Pomeroy Property Development, LTD., seeks to amend the existing Planned Unit Development zoning of the subject property (Tax Parcel 077-248), located at Summit Drive, Dahlonega, Georgia, to allow use as commercial lodging (micro resort). The subject property contains 8.91 acres, more or less.

HISTORY/PAST ACTION

See meeting summary from 10/06/2026 Planning Commission.

FINANCIAL IMPACT

None.

RECOMMENDATION

Approval with conditions.

SUGGESTED MOTIONS

Motions to approve with conditions.

ATTACHMENTS

Ordinance 2026-105. Meeting summary from 10/06/2026 Planning Commission.

CITY OF DAHLONEGA
ORDINANCE 2026-105

AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF DAHLONEGA, GEORGIA, BY CHANGING THE ZONING ON A PARCEL OF LAND CONSISTING OF 8.91 ACRES, MORE OR LESS, LYING WITHIN TAX PARCEL 077-248. SAID PARCEL OF LAND IS LOCATED IN LAND LOTS 1077 AND 1078 OF THE 12th DISTRICT, 1ST SECTION, CITY OF DAHLONEGA, LUMPKIN COUNTY, GEORGIA RECORDS.

BE IT HEREBY ORDAINED BY THE GOVERNING BODY OF THE CITY OF DAHLONEGA, GEORGIA, AS FOLLOWS:

SECTION I.

That from and after the passage of this Ordinance the lands described in the Legal Description incorporated into this Ordinance shall be zoned and so designated on the Zoning Map of the City of Dahlonega in classification PUD (Planned Unit Development District) as amended pursuant to this ordinance, and shall be subject to and conform to the additional conditions set forth herein which are as follows:

1. Generally
   A. As required by the Dahlonega zoning ordinance, the letter of intent, dimensional requirements, and architectural inspiration images and other information regarding design material submitted with the application are adopted by reference and are conditions of approval, unless specifically modified by these conditions of approval.
   B. The site shall be developed in general accordance with the site plan for the Dahlonega Micro Resort, prepared for Pomeroy Lodging Group, by Confluence Landscape Architect, dated September 16, 2026, on file with the City of Dahlonega in application REZN 26-5. The zoning administrator may authorize minor modifications to the site plan due to engineering constraints, ingress and egress, and/or to meet conditions of zoning, and city, county and state regulations. Any major deviation from the approved site plan, as determined by the zoning administrator, shall require an amendment to the approved PUD zoning district following applicable zoning procedures.

2. Uses. The site shall be limited to 40 cabins (detached commercial lodging structures) and support facilities and structures (spa buildings and mixed-use building) as indicated in the application, along with the driveways, storm water management, and associated accessory structures and uses.

3. Access. The development may have one but not more than one street connection (entrance/exit) to Summit Drive. No parking on Summit Drive shall be permitted.

4. Pedestrian connection. At no cost to the city, the owner/developer shall be required to install a pedestrian crosswalk across Summit Drive to connect the subject development to the Nordic Spa project (property north of Summit Drive).

5. Berm/streetscape along Summit Drive. Except for the approved access points for vehicles and pedestrians, the owner/developer shall install a minimum three-foot-high berm with landscaping approved by the zoning administrator to screen or partially screen the project from the view along Summit Drive.

6. Dimensional requirements. The property shall be subject to the following development dimensional requirements (in addition to those specified in the application):
   A. Impervious surfaces shall not exceed 20 percent of the total site area.
   B. Minimum open space shall be 75 percent of the total site area.
   C. Maximum building or structure height shall be two stories or 24 feet.

7. Building and architectural design and exterior material finishes. It is expected that the proposed development will incorporate architectural and design features suggested in the Dahlonega comprehensive plan, such as rural/mountain themed design elements, steeply pitched roofs with deep overhangs, wood or masonry siding, and front porches. It is expected that final elevations for the cabins and support (spa and mixed-use) buildings and structures shall be subject to the review and approval of the zoning administrator prior to issuance of a building permit for the respective cabin, building, or structure.

8. Watershed (stream) protection. There shall be a minimum 100-foot-wide buffer and a minimum 150-foot-wide impervious surface setback maintained along both sides of the stream on the subject property.

9. Stormwater management. Any stormwater facilities designed and/or maintained as wet detention facilities will be required to be surrounded by a fence of five (5) feet high and which is open to the air. If chain link is utilized for fencing of a wet detention facility, it shall be vinyl coated. Screening of the fence from Summit Drive and the east property line shall be required as approved by the zoning administrator to minimize the visual impact of the detention pond and fencing.

10. Reserved - Intentionally omitted.

11. The minimum building setbacks shall be twenty feet (20') from the front, five feet (5') from the side and thirty feet (30') from the rear.

12. If appropriate applications have not been submitted within thirty-six (36) months of zoning approval, Council may consider rezoning to a constitutional designation.

LEGAL DESCRIPTION

TRACT ONE

All that tract or parcel of land lying and being in Land Lots 1077 and 1078, 12th District, Lumpkin County, Georgia containing 8.910 acres and shown as Tract 1 on a survey for Leanella - J. Marvin Anderson, General Partner prepared by William H. Collins, Georgia Registered Land Surveyor and recorded in Plat Cabinet 1 Slide 176 Plat 105 of Lumpkin County Records, and being more particularly described as follows:

TO FIND THE TRUE POINT OF BEGINNING, begin at an iron pin located at the corner common to Land Lots 1057, 1078, 1079 and 1056; running thence along the land lot lines common to Land Lots 1057 and 1078 North 01 degrees 40 minutes 39 seconds West 1131.39 feet to an iron pin and the BEING THE TRUE POINT OF BEGINNING: thence North 01 degrees 40 minutes 39 seconds West 178.01 feet to an iron pin; thence North 01 degrees 06 minutes 18 seconds West 662.00 feet to an iron pin; thence North 01 degrees 31 minutes 59 seconds West 330.96 feet to an iron pin; thence North 00 degrees 43 minutes 07 seconds West 80.56 feet to a point located on the southwestern right of way of Summit Drive (right of way varies); running thence along said right of way the following chord bearings and distances; a curve having an arc distance of 18.53 feet, a radius of 325.00 feet, being subtended by a chord bearing South 28 degrees 59 minutes 08 seconds East 18.53 feet: to a point; thence South 27 degrees 21 minutes 07 seconds East 348.15 feet; a curve having an arc distance of 79.19 feet a radius of 475.00 feet, being subtended by a chord bearing South 32 degrees 07 minutes 42 seconds East 79.10 feet; to a point; thence run South 36 degrees 54 minutes 17 seconds East 151.61 feet to a point; thence a curve having an arc distance of 193.02 feet, a radius of 325 feet being subtended by a chord bearing South 53 degrees 55 minutes 11 seconds East 190.20 feet to an iron pin located on the southern right of way of Summit Drive; thence leaving said right of way South 17 degrees 32 minutes 51 seconds West 43.00 feet to an iron pin; thence South 05 degrees 23 minutes 27 seconds East 587.12 feet to an iron pin; thence South 90 degrees 00 minutes 00 seconds West 470.35 feet to the TRUE POINT OF BEGINNING.

SECTION II.

All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

SECTION III.

If any portion of this Ordinance shall be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair the remaining portions unless it clearly appears that such other parts are wholly and necessarily dependent upon the part held to be invalid or unconstitutional.

SECTION IV.

The effective date of this Ordinance shall be upon approval by the City Council of Dahlonega, Georgia.

APPROVED THIS _____ DAY OF _____, 2026, BY THE CITY COUNCIL OF DAHLONEGA, GEORGIA.

_____
Sam Norton, Mayor

Attest:

_____
Rhonda Hansard, City Clerk

CITY OF DAHLONEGA
Planning Commission Regular Meeting / Public Hearing Meeting Summary
October 06, 2026, 6:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

I. CALL TO ORDER

Chairman Spivey called the Regular Meeting to order at 6:00 p.m. with all Commissioners present.

II. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG AND INVOCATION

Chairman Spivey led the Pledge of Allegiance to the American Flag and the Invocation

III. APPROVAL OF AGENDA

The Commission voted unanimously to approve the Agenda as presented.

IV. APPROVAL OF MINUTES

(1.) Regular Meeting / Public Hearing of September 1, 2026
Rhonda Hansard, City Clerk
The Commission voted unanimously to approve the Regular Meeting / Public Hearing of September 1, 2026 Minutes.

V. RECESS REGULAR MEETING FOR PUBLIC HEARING

The Commission voted unanimously to recess the Regular Meeting for the purpose of entering into a Public Hearing at 6:02 p.m.

VI. PUBLIC HEARING

Chairman Spivey called the Public Hearing to order at 6:02 p.m. with all Commissioners present.

(1.) REZN 26-5 Rezoning: JL3, Inc., owner, by Applicant, Pomeroy Property Development, LTD., seeks to amend the existing Planned Unit Development zoning of the subject property (Tax Parcel 077-248), located at Summit Drive, Dahlonega, Georgia, to allow use as commercial lodging (micro resort). The subject property contains 8.91 acres, more or less.
Allison Martin, City Manager
The Public Hearing was held; no Commission action was taken.

VII. ADJOURN PUBLIC HEARING

The Commission voted unanimously to adjourn the Public Hearing at 7:02 p.m.

VIII. RECONVENE REGULAR MEETING

The Commission voted unanimously to come out of recess and reconvene the Regular Meeting at 7:03 p.m.

IX. OLD BUSINESS

There was no Old Business.

X. NEW BUSINESS

(1.) REZN 26-5 Rezoning: JL3, Inc., owner, by Applicant, Pomeroy Property Development, LTD., seeks to amend the existing Planned Unit Development zoning of the subject property (Tax Parcel 077-248), located at Summit Drive, Dahlonega, Georgia, to allow use as commercial lodging (micro resort). The subject property contains 8.91 acres, more or less.
Allison Martin, City Manager

The Commission voted unanimously to recommend approval of REZN 26-5 Rezoning, an application by JL3, Inc., owner, by Applicant, Pomeroy Property Development, LTD. seeking to amend the existing Planned Unit Development zoning of the subject property (Tax Parcel 077-248), located at Summit Drive, Dahlonega, Georgia, to allow use as commercial lodging (micro resort) on property containing 8.91 acres, more or less, with the following conditions:

1. **Generally.**

   A. **As required by the Dahlonega zoning ordinance, the letter of intent, dimensional requirements, and architectural inspiration images and other information regarding design material submitted with the application are adopted by reference and are conditions of approval, unless specifically modified by these conditions of approval.**

   B. **The site shall be developed in general accordance with the site plan for the Dahlonega Micro Resort, prepared for Pomeroy Lodging Group, by Confluence Landscape Architect, dated September 16, 2026, on file with the City of Dahlonega in application REZN 26-005. The zoning administrator may authorize minor modifications to the site plan due to engineering constraints, ingress and egress, and/or to meet conditions of zoning, and city, county and state regulations. Any major deviation from the approved site plan, as determined by the zoning administrator, shall require an amendment to the approved PUD zoning district following applicable zoning procedures.**

2. **Uses. The site shall be limited to 40 cabins (detached commercial lodging structures) and support facilities and structures (spa buildings and mixed-use building) as indicated in the application, along with driveways, stormwater management, and associated accessory structures and uses.**

3. **Access. The development may have one but not more than one street connection (entrance/exit) to Summit Drive. No parking on Summit Drive shall be permitted.**

4. **Pedestrian connection. At no cost to the city, the owner/developer shall be required to install a pedestrian crosswalk across Summit Drive to connect the subject development to the Nordic Spa project (property north of Summit Drive).**

5. **Berm/streetscape along Summit Drive. Except for the approved access points for vehicles and pedestrians, the owner/developer shall install a minimum three-foot-high berm with landscaping approved by the zoning administrator to screen or partially screen the project from view along Summit Drive.**

6. **Dimensional requirements. The property shall be subject to the following**

development dimensional requirements (in addition to those specified in the application):

A. Impervious surfaces shall not exceed 20 percent of the total site area.

B. Minimum open space shall be 75 percent of the total site area.

C. Maximum building or structure height shall be two stories or 24 feet.

7. Building and architectural design and exterior material finishes. It is expected that the proposed development will incorporate architectural and design features suggested in the Dahlonega comprehensive plan, such as rural/mountain themed design elements, such as steeply pitched roofs with deep overhangs, wood or masonry siding, and front porches. It is expected that Final elevations for the cabins and support (spa and mixed-use) buildings and structures shall be subject to the review and approval of the zoning administrator prior to issuance of a building permit for the respective cabin, building, or structure.

8. Watershed (stream) protection. There shall be a minimum 100-foot-wide buffer and a minimum 150-foot-wide impervious surface setback maintained along both sides of the stream on the subject property.

9. Stormwater management. Any stormwater facilities designed and/or maintained as wet detention facilities will be required to be surrounded by a fence of five (5) feet high and which is open to the air. If chain link is utilized for fencing of a wet detention facility, it shall be vinyl coated. Screening of the fence from Summit Drive and the east property line shall be required as approved by the zoning administrator to minimize the visual impact of the detention pond and fencing.

10. Short Term Rentals, as defined in the Code of the City of Dahlonega, shall be prohibited.

11. The minimum building setback requirements shall be twenty feet (20') from the front, five feet (5') from the side, and thirty feet (30') from the rear.

12. If appropriate applications have not been submitted within thirty-six (36) months of zoning approval, the Council may consider rezoning to a constitutional zoning designation.

XI. ADJOURNMENT

The Commission voted unanimously to adjourn the Regular Meeting at 7:13 p.m.

City Council Agenda Memo

DATE: 10/8/2026
TITLE: Agreement for Tourism Development Services – 2027
PRESENTED BY: Allison Martin, City Manager
PRIORITY Strategic Priority - Communication

AGENDA ITEM DESCRIPTION

Agreement for Tourism Development Services – 2027

HISTORY/PAST ACTION

The City contracts with the Convention and Visitor's Bureau (CVB) for tourism development services. The city staff recommend continuing the contract with the CVB. The contract remains the same using the percentage of proceeds method less the city's statutorily allowed administration fee of 3% as outlined in the statues regarding hotel motel taxation.

FINANCIAL IMPACT

The proceeds have a legal statute regarding the distribution of funds. This is an authorized use and is included in our operating budget.

RECOMMENDATION

It is the recommendation of staff to approve the contract as submitted.

SUGGESTED MOTIONS

I make a motion to approve the agreement for tourism development services for 2027 with the Dahlonega-Lumpkin County Convention and Visitor's Bureau, Inc.

ATTACHMENTS

Draft contract

AGREEMENT FOR TOURISM DEVELOPMENT SERVICES

This Agreement entered into as of _____, 2026, by and between the City of Dahlonega, a Georgia Municipal Corporation, (the "City"), and the Dahlonega-Lumpkin County Convention and Visitors Bureau, Inc., a private sector nonprofit 501(c)(6) corporation under the laws of Georgia (the "CVB") is as follows:

WHEREAS, the City may expend funds subject to the following limitations:

> Notwithstanding the provisions of paragraph (1) of this subsection, a municipality…may levy a tax under this code section at a rate of 5 percent. A municipality…levying a tax pursuant to this paragraph shall expend (in each fiscal year during which the tax is collected under this paragraph) an amount equal to the amount by which the total taxes collected under this Code section exceed the taxes which would be collected at a rate of 3 percent for the purpose of (a) promoting tourism, conventions, and trade shows; … Amounts so expended shall be expended only through a contract or contracts with… a private sector nonprofit organization, or through a contract or contracts with some combination of such entities, expect that amounts expended for purposes (C) and (D) may be so expended in any otherwise lawful manner.

O.C.G.A. 48-13-51(a)(3).

WHEREAS, the City may expend funds for promoting tourism; and

WHEREAS, such expenditures are permissible pursuant to a contract with a private sector nonprofit organization; and

WHEREAS, the CVB is a private sector nonprofit organization exempt from income tax under IRC 501(c)(6) which is willing and authorized to expend such funds for the purpose of promoting tourism in Dahlonega, Georgia as provided by law; and

NOW, THEREFORE, in consideration of the premises herein, the parties agree as follows:

1) **Compensation and related details.**
   i. During the term of this Agreement, the City agrees to provide in consideration for the services rendered certain restricted funds to be derived from the proceeds of the hotel-motel tax. The monthly sum provided shall be 43.75% of the proceeds received for the prior month. The term proceeds as referenced in this paragraph shall be certain funds collected from the levy of the hotel-motel tax by the City less the City's administrative fee of 3% of the funds collected, and the term restricted shall mean the funds shall be used exclusively for Tourism, Convention and Trade Show purposes as same are used in Title 48 Chapter 13 Article 3 of the Georgia Code.
   ii. The CVB shall, in consideration of the tax funds referenced above, provide bi-monthly financial reports to the City by the 30th day of each calendar month following a board meeting in a form mutually agreeable to both the CVB and the

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City. These reports will be used by the City in part to ascertain the CVB's compliance with the terms of this Agreement and with O.C.G.A. Section 48-13-51(9)(A). The City may in its sole discretion require during the term of this Agreement additional financial information from the CVB, including specific receipts, copies of checks, deposits, and other similar items. The CVB shall also deliver a copy of its annual Form 990 and annual financial audit with findings and management comments as well as the QuickBooks documentation required by the City's designated auditors before the 180th day following the CVB fiscal year being audited.

iii. By executing this Agreement, the CVB hereby affirms that it will use the funds received solely and exclusively in compliance with this Agreement and will further expend such funds in full compliance with the City ordinances and state laws. The CVB agrees to defend, indemnify, and hold harmless the City from and against all claims that arise therefrom, including reasonable attorney's fees and court costs of the City.

iv. During the term of this contract and during each renewal term, if any, the CVB shall deliver its "cost allocation analysis" to the City of Dahlonega for the next succeeding contract year, including tourism budgets, advertising plans, and projected CVB budgets and such other information sufficient to the satisfaction of the City for it to adopt a budget plan specifying how the proceeds of such tax are to be expended. These efforts, and special CVB tourism promotions if any, shall be reviewed by the City as part of the City's budget process and may be amended at the discretion of the City in consultation with the CVB. The City may then determine and adopt a Tourism Development Services Contract budget plan to be made a part of the City budget plan. Special projects of the CVB, if any, including major renovations or multiyear elements of the work program, may then be identified and budgeted as part of the annual budget process with the City.

2) **Expenditure Solely for Promoting Tourism.** Tourism involves traveling to experience and learn about the places, attractions, and activities in the City of Dahlonega, Georgia. All hotel/motel tax sums received by the CVB from the City shall be expended for the purpose of promoting tourism within one year, and solely for the benefit of the City and only as follows:

i. Promoting and stimulating tourism in Dahlonega to increase leisure visitor volume, overnight stays, visitor spending, and economic impact through the promotion and distribution of the City's travel products to the travel trade; and

ii. Promoting conventions, events, and trade shows, which includes planning, conducting, or participating in programs of information and publicity designed to attract or advertise tourism, conventions, events, or trade shows; and

iii. The promotion of recreational, cultural, historic, and natural resources of Dahlonega to attract both leisure and group visitors to Dahlonega;

Tourism promotion efforts must involve the following elements:

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i. The CVB will employ one full-time Executive Director to administer, initiate, and monitor all advertising/marketing campaigns for the City; and

ii. This employee will be expected to attend tourism training and be an active member in tourism organizations, regional trails, and heritage programs, that will help promote the City of Dahlonega as a leisure and group travel destination, convention and meeting location, and a cultural heritage center of the Northeast region, and to appear both quarterly and on request before the Mayor and the City Council at a public meeting to discuss the CVB's operation and finances.

iii. A staffed Welcome Center that will provide an outlet for promotional materials and a place to help with information about activities in Dahlonega and provide restroom facilities for the public. Hours of operation of the Welcome Center shall be approved by the City. It is expected that the traditional hours as follows shall be maintained: Hours of operation of the Welcome Center will be 10:00 a.m. – 5:00 p.m. Monday-Friday, 10:00 a.m. – 5:00 p.m. Saturday, and 10:00 a.m. – 5:00 p.m. on Sunday. The Welcome Center and public restrooms may be open longer during peak season(s) and weekends. Any reduction in these hours will need to be approved by the City.

3) **Audit Verification.** The CVB shall provide audit verification, as described below, to the City and demonstrate that the CVB uses the funds solely and exclusively for the purpose of promoting tourism in conformance with this Agreement. Reports are due 180 days following the end of the CVB's fiscal year. Failure to file the required report may compromise the CVB's status to receive grant funds.

   a. The CVB shall provide a cost allocation schedule for overhead costs associated with the use of CVB facilities for tourism activities. The audit verification shall include a Line-item Detailed Expense Report to the City identifying and describing each item funded with hotel/motel tax revenues including all direct and indirect costs. Detailed invoices shall be retained in compliance with the City's retention schedule and will be available for review at the CVB offices. The City Clerk shall provide a copy of the retention policy upon request.

   b. At the end of the fiscal year, the CVB shall internally perform this audit verification and provide to the City a Detailed Annual Report that conveys each item funded with hotel/motel tax. Every third year, the CVB shall hire an outside agency to perform a full audit in lieu of its annual internal review and submit the findings in a report to the City.

4) **Audits of Lodging Properties.** The City shall periodically perform unannounced audits of one, some, or all lodging properties in the City. These may be undertaken by an outside agency. Such lodging property audits shall be paid for from new tax funds collected

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incident to the audit process or from hotel-motel tax collections, prorated between the CVB and the City based on the revenue sharing agreement in place at the time of payment not to exceed a cost of $5,000.00 for the CVB's share.

5) **Use of Jointly Owned Facility.** The CVB occupies a building provided to it in part by the City. The CVB shall maintain insurance on the building's contents and liability insurance satisfactory to the City. A copy shall be furnished to the City together with a certificate of insurance at the time of execution of this contract and upon each renewal. The CVB shall pay all monthly routine operational bills including but not limited to electricity, internet, telephone and water. The CVB shall also provide paper supplies, hand soap and related items for proper operation of restrooms. The building may be inspected by the City at any time.
    i. In lieu of rent, the CVB shall perform all needed upkeep and maintenance of the interior of the building from Tourism and non-tourism monies based upon a functional analysis of the expense. Exterior maintenance and major repairs will be paid for in equal thirds by the CVB, the City, and Lumpkin County. A contingency fund of no less than $6,000 and no more than $12,000 will be maintained by the CVB for this purpose. The CVB will obtain approval from the City and Lumpkin County prior to making any modifications to the building. Should a maintenance bill not be paid on time, or cited maintenance not be performed as suggested by the City's inspection within the time specified, the said bill will be paid by the City after consultation with the CVB. The amount of the bill or maintenance cost will be subtracted from the next available City hotel/motel revenue payment to the CVB. The value of the rent shall be reflected in the CVB's annual audit and Form 990.

6) **Notices.** All notices, requests, demands, or other communications required or permitted to be given hereunder shall be in writing and shall be addressed and delivered to each party at the addresses set forth below. Any such notice, request, demand, or other communication shall be considered given or delivered on the date of receipt. The rejection or other refusal to accept or inability to deliver because of a changed address of which proper notice was not given shall be deemed to be receipt of the notice, request, demand, or other communication. By giving prior written notice thereof, any party may from time to time and at any time change its address for notices hereunder. Legal counsel for the respective parties may send to the other party any notices, requests, demands, or other communications required or permitted to be given hereunder by such party.
    i. City of Dahlonega.
    Attn: Allison Martin
    465 Riley Road
    Dahlonega, Georgia 30533
    ii. Dahlonega-Lumpkin County Convention and Visitors Bureau
    Attn: Sam McDuffie
    13 S Park Street
    Dahlonega, GA 30533

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7) **Term, Renewal and Termination.** The term of this contract shall commence on January 1, 2027, and end on December 31, 2027. This agreement shall automatically renew on the first day of the calendar year that immediately follows the current Agreement term. Either party may terminate the Agreement at the end of its annual term and bar automatic renewal by written notice to the opposing party's notice address listed in paragraph 6, provided such written notice is postmarked no later than sixty (60) days prior to the end of the current annual term.

8) **Assignment**. The parties hereto may not assign, sublet, or transfer their interest in and responsibilities under this agreement without the prior written approval of all parties hereto.

9) **Georgia Law.** It is the intention of the parties that the laws of Georgia shall govern the validity of this agreement, the construction of its terms, and the interpretation of the rights or duties of the parties.

10) **Severability.** In the event any provision or portion of this agreement is held by any court of competent jurisdiction to be invalid or unenforceable, such holdings shall not affect the remained hereof and the remaining provisions shall continue in full force and effect to the same extent as would have been the case had such invalid or unenforceable provision or portion had never been a part hereof.

11) **Reasonable Cooperation.** On and after the date of this agreement, both parties shall, at the request of the other, make, execute, and deliver or obtain and deliver all instruments and documents and shall do or cause to be done all such other things which either party may reasonably require to effectuate the provisions and intentions of this agreement.

12) **Time.** Time is and shall be of the essence under this agreement.

13) **Binding Authority.** The parties signing this agreement hereby state that they have the authority to bind the entity on whose behalf they are signing.

14) **Integration.** This agreement supersedes all prior discussions and agreements between the parties and contains the sole and entire understanding between the parties with respect to transactions contemplated by this agreement. This agreement shall not be modified or amended except by a written instrument executed by or on behalf of the parties in the same manner in which this agreement is executed. No course of action or waiver of rights hereunder shall constitute a waiver of such right or action.

15) **Compliance with Law, Responsibility for Transmission of Meeting Records.** By executing this Agreement, the CVB acknowledges it may be a contracted organization, receiving 33% or more of its total operating budget from hotel/motel tax, and if so, is subject to the Open Meetings Act (O.C.G.A. 50-15-1 et. Seq) and Open Records Act

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(O.C.G.A. 50-18/70 et. Seq.). The CVB will provide the City a copy of Committee/Board meeting notices, agendas and supporting documents, and minutes from each and every meeting reflecting a report on the Convention and Visitors Bureau activities and official actions taken by the governing body.

IN WITNESS WHEREOF, the parties have signed this Agreement under their hand and seal on the date set forth above.

CITY OF DAHLONEGA, GEORGIA

Acting by and through its Duly Elected Mayor and City Council

By: _____
Sam Norton

Title: Mayor_____

Date: _____

Attest: _____
City Clerk

DAHLONEGA-LUMPKIN COUNTY CONVENTION AND VISITORS BUREAU INC.

By: _____
Sam McDuffie

Title: Executive Director_____

Date: _____

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City Council Agenda Memo

DATE: 10/8/2026
TITLE: JWS Contract Renewal
PRESENTED BY: Ricky Stewart, Director of Utilities
PRIORITY Strategic Priority - Infrastructure

AGENDA ITEM DESCRIPTION

HISTORY/PAST ACTION

Jarrard Water Services (John Jarrard's company) has provided part-time consulting services to the water and wastewater departments of the City since January 1, 2020. This is an annual contract in the amount of $5,018.06 per month, or $60,216.68 annually. As discussed during the budget, this contract will sunset in one year, moving to a consultant, as needed basis as we onboard, train, and transition to the newly filled Director of Utilities position.

FINANCIAL IMPACT

Included in the FY27 budget for the Water/Sewer Fund.

RECOMMENDATION

Approve the accompanying contract renewal. There is a bona fide need for John's continued work for the City especially as we transition. John's involvement is material to ongoing discussions regarding increasing water sales, future capital projects, shifts John covers for vacations and illness of staff, and ongoing mentoring he provides to water and wastewater plant staff.

SUGGESTED MOTIONS

I make a motion to approve the contract with JWS for FY2027.

ATTACHMENTS

JWS Contract 2026 (FY27)

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this "Agreement") is made and entered into this _____ day of _____, 2026, to be effective October 1, 2026 ("Effective Date"), by and between the City of Dahlonega ("City") and Jarrard Water Services, Inc., located at 12 Jarrard Drive, Dahlonega, Georgia 30533 ("Service Provider").

WHEREAS, the City wishes to obtain the professional services of the Service Provider, and;

WHEREAS, the Service Provider has the knowledge, skill, and capability to perform such services for the City.

NOW THEREFORE, in consideration of the foregoing, the parties, intending to be legally bound, hereby agree to the following:

1. Services. The Service Provider is hereby retained by the City. The Service Provider agrees to provide the services set forth in Exhibit A attached hereto and incorporated herein by this reference (the "Services").

2. Services Requirements. Service Provider agrees to use sound and professional principles and practices in accordance with normally accepted industry standards in rendering Services hereunder, and Service Provider further agrees that performance shall reflect the best professional knowledge, skill, and judgment of Service Provider. Service Provider shall furnish competent personnel for the fulfillment of its obligations. If the City deems Service Provider personnel unsatisfactory to perform Service due to a failure by such personnel to comply with the terms and conditions imposed on Service Provider as set forth herein, such personnel shall be removed immediately.

3. Payment. The City agrees to pay the Service Provider monthly at $5018.06, for Services completed in accordance with the terms of this Agreement. Service Provider shall not incur or charge the City any other fees or expenses without the prior written authorization of the City. Performance beyond the limitations set forth in this Agreement (either financial or time) shall be at the sole risk and responsibility of the Service Provider, and the City shall not be obligated to pay for Services exceeding the funding or contract period of this Agreement.

4. Insurance. Insurance requirements are specified in Exhibit A attached hereto.

5. Licenses. License requirements are specified in exhibit A attached hereto.

6. Term. The term of this Agreement shall commence on the Effective Date and expire at the end of the City's fiscal year (September 30), unless this Agreement is otherwise extended. Service Provider may terminate this agreement by providing thirty (30) days' written notice to the other party.

7. Restriction on Competing Activities. During the term of this Agreement and continuing during any renewal of this Agreement, Service Provider shall not engage in consulting and advisory services for any entities operating a water or wastewater system within twenty miles of the current City of Dahlonega water treatment plant without providing a minimum thirty days' notice to and obtaining the subsequent written consent of the City of Dahlonega. Excepted from this prohibition is the existing contract between the Service Provider and the U.S. Army installation commonly known as Camp Merrill or the Ranger Camp.

8. Annual Increase. Should there be no change to the Scope of Work, the Service Provider shall be entitled to an increase in the monthly rate for services provided in an amount not to exceed the percentage of funds set aside to provide compensation increases to City employees in the Fiscal Year the contract, or extension, is in force.

9. Entire Agreement. This Agreement, including the exhibit attached hereto, represents the entire agreement between the parties hereto and supersedes all prior and contemporaneous written or oral agreements and all other communications between the parties relating to these Services to be rendered hereunder. Any additions, deletions or modifications shall not be binding on either party unless accepted and approved in writing by duly authorized representatives of both parties. In the event of any contradictory provisions between this agreement and the terms of any Exhibit hereto or any purchase order or other documents issued by the City or Service Provider in connection herewith, the terms set forth in the body of this Agreement shall prevail.

10. Severability. The provisions of this Agreement shall be deemed severable, and if any portion shall be held invalid, illegal, or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties, unless to do so would clearly violate the present legal and valid intention of the parties hereto.

[EXECUTION ON FOLLOWING PAGE]

IN WITNESS WHEREOF, this Professional Services Agreement has been duly executed by the authorized representatives of the parties hereto as of the date first set forth above.

THE CITY OF DAHLONEGA

By: _____

Name: _____Allison Martin_____

Title: _____City Manager_____

JARRARD WATER SERVICES, INC.

By: _____

Name: _John A. Jarrard_____

Title: _CFO, CEO & Secretary_____

APPROVED AS TO FORM:

By: _____

Name: _J. Douglas Parks_____

Title: _____City Attorney_____

REVIEWED BY:

By: _____

Name: _Sam Norton_____

Title: _____Mayor_____

EXHIBIT A SERVICES

1. **Scope of Services**
    - Provide management services to the City as to City departments numbered 32, 35, 37, and 38, for the existing water and wastewater plant operations.
    - Provide a biweekly status review of the plant operations.
    - Provide project management services for new capital improvements and repairs of existing facilities.
    - Provide onsite training for supervisors and operators.
    - Collect historic operations data, plant drawings, and previous reports and correspondence.
    - Generate Meeting Agenda documentation for City elected officials and staff and prepare government reporting documents.
    - Meet with City staff to discuss and agree to the projected demands and to identify the City's desire to plan for growth including additional "reserve capacity" to facilitate other unspecified further growth.
    - Conduct on-site meetings to gather additional information and review how the plant is currently operated and make recommendations on how to improve efficiency with either operational changes and renovations or with new improvements.
2. **Insurance Requirements:**
    - General Liability ($1,000,000 Minimum per accident)
    - Professional Errors and Omissions ($1,000,000 minimum per accident)
    - Automotive ($100,000 minimum)
    - Worker's Compensation ($500,000) if required. Owner of JWS not covered under Worker's Compensation.
3. **License Requirements**:
    - Georgia Class 1 Water Treatment License
    - Georgia Class 1 Wastewater Treatment License
    - Georgia Driver's License (Class "C" minimum requirement)

City Council Agenda Memo

DATE: 10/9/2026
TITLE: Agreement for Services – Hazen and Sawyer
PRESENTED BY: Ricky Stewart, Director of Utilities
PRIORITY Strategic Priority - Infrastructure

AGENDA ITEM DESCRIPTION

Agreement for Services – Hazen and Sawyer

HISTORY/PAST ACTION

Historically, the city has used multiple engineering firms to maintain the city's master plan, water model, and perform studies and update our models related to our utility facilities and infrastructure. The City of Dahlonega seeks to establish a Master Engineering Services Agreement with an engineering firm to provide these key services for the city. Such an agreement provides continuity for the utility. Hazen and Sawyer, P.C., is a competent firm that has been providing those services for the city on recent past and current projects. It is the City's desire to formalize that relationship with this Master Engineering Services Agreement. Large construction projects requiring engineering would still be competitively bid.

FINANCIAL IMPACT

There are funds in the budget to cover these types of engineering services.

RECOMMENDATION

It is the recommendation of staff that this agreement be approved.

SUGGESTED MOTIONS

I make a motion to approve the Master Engineering Services Agreement with Hazen and Sawyer.

ATTACHMENTS

Draft agreement

MASTER ENGINEERING SERVICES AGREEMENT

THIS AGREEMENT for Professional Services, along with its schedules, exhibits, or attachments ("Agreement") is effective the _____ day of _____ 2026 ("Effective Date") between the City of Dahlonega, Georgia, 465 Riley Road, Dahlonega, Georgia 30533 ("City") and Hazen and Sawyer, P.C., headquartered at 498 Seventh Avenue 11th Floor, New York, NY 10018 ("Engineer").

City and Engineer in consideration of their mutual covenants set forth herein agree as follows:

1. SERVICES OF ENGINEER

1.1 Engineer shall provide the services set forth herein and as more specifically stated in each subsequent Project Work Order ("the Services"). Engineer shall perform the Services with the care and skill ordinarily exercised by members of the same profession currently practicing in the same locality on projects of similar size, scope and complexity at the time the services are performed ("Standard of Care"). Engineer makes no warranties, express or implied, under this Agreement or otherwise.

1.2 Professional services are to be provided on a project-by-project basis when directed by the City and will be enumerated in a Project Work Order following the general format shown in Exhibit C, attached hereto, and incorporated herein by this reference. The primary focus of professional services shall be Project Work Orders concerning water and wastewater related projects on an as needed basis.

2. CITY'S RESPONSIBILITIES

2.1 Provide the Engineer with all criteria and full information as to the City's requirements for the Project.

2.2 Furnish or otherwise make available additional project related information and data as is reasonably required to enable Engineer to complete the Project.

2.3 City shall arrange safe access for Engineer to enter public and private property as required by Engineer.

3. SCHEDULE FOR RENDERING SERVICES

3.1 Engineer is authorized to begin services as of the Effective Date of each Project Work Order.

3.2 Engineer shall complete its obligations in accordance with the specific time periods set forth in each Project Work Order.

3.3 If City authorizes changes in the scope, extent, or character of the Project, then the time for completion of the Engineer's services, and the rates and amounts of Engineer's compensation may be adjusted equitably as needed.

3.4 The Engineer will attend monthly staff level progress meetings as directed in the Project Work Order.

4. COMPENSATION, INVOICES AND PAYMENTS

4.1 The City shall pay the Engineer for the services properly performed or furnished as provided for in the Project Work Order which shall be negotiated by mutual agreement between the parties. Unless noted in the Project Work Order, the fee set forth in Exhibit A attached hereto shall be used by Engineer. This fee will be based on an hourly rate with a maximum fee. The fee schedule shall be updated annually.

4.2 The Engineer may submit requests for periodic progress payments for services rendered and preapproved expense reimbursement. Engineer shall invoice City monthly unless the applicable Project Work Order provides otherwise. The Engineer shall itemize all invoices in full. The original invoice shall be submitted to:

City of Dahlonega
Accounts Payable
465 Riley Road
Dahlonega, GA 30533
accountspayable@dahlonega.gov

Each invoice must include at least the following information:

- Date of Invoice
- Description of services performed
- Billing period
- Terms
- All billable items itemized
- Appropriate unit of measurement

Invoices missing any of the information listed above will not be accepted for payment and will be returned to Engineer for correction. All invoices must reflect a unique invoice number. Likewise, each project task must be assigned a unique number for tracking purposes.

5. INSURANCE

5.1 For the duration of the Project, the Engineer shall procure and maintain the following insurance coverages and Certificates of Insurance will be provided to the City upon written request. The insurance required shall provide coverage for the not less than the following amounts, or greater where required by law:

a. Worker's Compensation and Employer's Liability Insurance: Workers' Compensation in compliance with the applicable state and federal laws Employer's Liability Limit $1,000,000.
b. Engineer shall maintain at all times, insurance consistent with Exhibit B attached.

5.2 Professional Liability (Errors and Omissions) Insurance – Limits shall not be less than the following:

a. For Professionals - $1,000,000 per claim and $1,000,000 in aggregate coverage;
b. The Engineer shall maintain professional liability insurance that shall be either a practice policy or project-specific coverage. Professional liability insurance shall contain prior acts coverage for services performed by the Engineer for this Project. If project-specific coverage is used, these requirements shall be continued in effect for two (2) years following issuance of the Certificate of Final Completion for the Project.

6. INDEMNITY AND LIMITATION OF LIABILITY

6.1 **Indemnification**. To the fullest extent permitted by law, Engineer shall indemnify and hold harmless the City and its officers and employees from claims, costs, losses, and damages, brought by third-parties, including reasonable attorney's fees, arising out of or relating to the Project, to the extent caused by the Engineer's negligent acts or omissions.

6.2 **Limitation of Liability**. Except for fraud, willful misconduct, and liability that cannot legally be limited, Engineer's aggregate liability to City for claims arising directly between City and Engineer out of Engineer's professional services for any given Project Work Order shall not exceed two million dollars. This limitation applies only to direct claims between the parties and does not require City to indemnify, defend, or hold Engineer harmless, nor does it shift to City, or limit any liability Engineer owes to a third party.

6.3 **Force Majeure**. The respective duties and obligations of the parties hereunder, except for City's obligation to pay Engineer such sums as may become due from time to time for services rendered by it, shall be suspended while and so long as performance thereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, governmental action, war acts, acts of God or any other cause similar or dissimilar to the foregoing which are beyond the reasonable control of the party from whom the affected performance was due.

7. TERMINATION

7.1 This Agreement or any Project Work Order may be terminated, in whole or in part, by either party if the other party fails to fulfill its obligations under this Agreement through no fault of the terminating party. However, no such termination will be effective unless the terminating party gives the other party (1) no less than ten (10) business days' written notice by certified mail or overnight mail of intent to terminate, and (2) an opportunity for a meeting with the terminating party to resolve any dispute before termination. Nothwithstanding the foregoing, the City may terminate this Agreement or any Project Work Order for Convenience.

7.2 In the event of the City's termination for convenience, the Engineer shall be paid for services performed to the effective date of termination and all actual, reasonable, and verifiable costs that Engineer incurs related to such termination (winding-up costs). In the event of termination, the City will receive reproducible copies of Drawings, Specifications, and other documents completed by the Engineer up to the date of termination.

7.3 Any terms of this Agreement that are applicable to situations arising after its termination (such as, but not limited to, sections related to payment, intellectual property, indemnity and limitation of liability) shall survive termination.

7.4 The termination or suspension of any one Project Work Order shall not affect the remaining Project Work Order(s) or this Agreement.

8. USE OF DOCUMENTS AND DATA

8.1 Ownership. All reports, drawings, specifications and other related deliverables as set forth in the applicable Project Work Order and that were created specifically for City's use pursuant to this Agreement ("Deliverables") are instruments of service in respect to the Project, and upon City's payment in full, the Engineer shall not retain an ownership interest therein (including the copyright), except to the extent the Deliverables include the intellectual property, and derivatives thereof; developed, acquired or owned by Engineer prior to or independent of this Agreement ("Engineer IP"). Engineer and its licensors are, and shall remain, the sole and exclusive owners of all right, title, and interest in and to any Engineer IP. Engineer grants City a limited, non-exclusive, non-transferable, non-sublicensable, non-assignable license under Engineer's intellectual property rights to use the applicable Engineer IP solely to the extent necessary for City to use the Deliverables for the purposes contemplated by this Agreement. All other rights in and to the Engineer IP are expressly reserved by Engineer.

8.2 Data Reliance. Either party to the Agreement may rely on that data or information the party receives from the other party by mail, electronic transmission, or hand delivered. If there is a discrepancy between the electronic files and the hard copies, the hard copies will govern. Engineer is not liable for any errors,

omissions, or delays resulting from inaccurate, incomplete, or untimely information provided by City provided Engineer complies with the conditions set forth in this Section 8.2.

8.3 As to electronic media, because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests and/ or procedures within 60 calendar days of receipt, after which the receiving party shall be deemed to have accepted the transferred data. Any transmittal errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files.

8.4 When transferring documents in electronic media format, the transferring party makes no representations as to long-term compatibility, usability, or readability of such information resulting from the use of software application packages, operating systems, or computer hardware differing from those used by the creator.

9. SUCCESSOR, ASSIGNS AND BENEFICIARIES

9.1 City and Engineer are hereby bound, as are their respective successors, employees, and representatives to the other party to this Agreement with respect to all covenants, terms, promises, and obligations contained herein.

9.2 Neither the City nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is required by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement.

9.3 Unless expressly provided otherwise in this Agreement, nothing contained herein shall be construed to create, impose, or give rise to any duty owed by City or Engineer to any Contractor, Suppliers or other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken to this Agreement will be for the sole and exclusive benefit of City and Engineer and not for the benefit of any other party.

10. MISCELLANEOUS PROVISIONS

10.1 This Agreement is to be governed by the law of the state of Georgia.

10.2 Any notice required under this Agreement will be in writing, addressed to the designated party at its address in the signature page and served personally, by registered or certified mail (postage prepaid), overnight carrier or by a commercial courier service. All notices shall be effective upon the date of receipt. For Engineer, a copy of notices shall be sent to: legal@hazenandsawyer.com.

10.3 All express representations, indemnifications, and limitations of liability in this Agreement shall survive its completion and/ or termination.

10.4 Any provision or part of this Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the City and Engineer, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that expresses the intension of the stricken provision.

10.5 A party's non-enforcement of any provision shall not constitute a waiver of the provision, nor shall affect the enforceability of the provision or of the remainder of this Agreement.

10.6 This Agreement constitutes the entire agreement between City and Engineer and supersedes all prior written or oral understandings. This Agreement may be amended only by a mutually agreed and executed written instrument. This Agreement may be executed in counterparts.

10.7 After the execution of this Agreement, Engineer and City shall designate specific individuals to act as Engineer's and City's representatives with respect to the services to be performed or furnished by Engineer and responsible of City under this Agreement. Such an individual shall have the authority to transmit instructions, receive information, and render decisions relative to the Project on behalf of the respective party whom the individual represents. Engineer's representative shall have specific authority to allocate resources.

11. COUNTERPARTS; ELECTRONIC SIGNATURES

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same agreement, and it shall not be necessary in making proof of this Agreement or the terms of this Agreement to produce or account for more than one of such counterparts. This Agreement may be signed and transmitted electronically (via email, PDF, Docusign or similar program) and such electronically transmitted document and/or signature page shall be treated as an original document.

12. PROFESSIONAL SERVICES ESTIMATE PER WORK ORDER

Each work order shall contain an estimated amount of professional fees allocated to the anticipated work to be performed. Work orders with professional fee estimates greater than the City Manager's authority limit shall require City Council approval precedent to a notice by staff for the work to commence.

(EXECUTION TO FOLLOW ON NEXT PAGE)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Engineer: Hazen and Sawyer, P.C.

By: _____
Alan Bowling
Title: Associate Vice President
Date Signed: _____
Address: 211 Perimeter Center Parkway,
Suite 300
Atlanta, GA 30346

City of Dahlonega, Georgia

By: _____
Sam Norton
Title: Mayor
Date Signed: _____
Address: 465 Riley Road
Dahlonega, GA 30533

Attested By: _____
Rhonda Hansard
Title: City Clerk
Date Signed: _____

Designated Representative:

_____
Helen Lu
Email Address: hlu@hazenandsawyer.com
Office: 404-328-4925

Designated Representative:

_____
_____
Email Address: _____
Office: _____

EXHIBIT A

Hazen and Sawyer Billing Rate Table
(January 1, 2026 to December 31, 2026)

Labor Category	Hourly Billing Rate
Project Director	$ 278.00
Subject Matter Expert	$ 278.00
Chief Engineer	$ 268.00
Managing Engineer	$ 253.00
Supervising Engineer	$ 235.00
Principal Engineer	$ 222.00
Senior Engineer	$ 204.00
Engineer V	$ 190.00
Engineer IV	$ 176.00
Engineer III	$ 158.00
Engineer II	$ 143.00
Engineer I	$ 129.00
Project Manager	$ 186.00
Supervising Designer	$ 179.00
Principal Designer	$ 168.00
Senior Designer	$ 149.00
Designer	$ 126.00
Drafter	$ 93.00
GIS	$ 165.00
Communications Specialist	$ 202.00
Communications Manager	$ 268.00

Hourly rates are effective January 1, 2026 through December 31, 2026 and may be adjusted annually.
Other direct expenses will be billed at cost.
Automobile mileage will be charged at the current IRS rate.

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 8/13/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Ames & Gough 8300 Greensboro Drive Suite 980 McLean, VA 22102	PHONE (A/C, No, Ext): (703) 827-2277	FAX (A/C, No): (703) 827-2279
	E-MAIL ADDRESS: admin@amesgough.com	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Hazen and Sawyer 498 Seventh Avenue New York, NY 10018	INSURER A : American Casualty Co of Reading, PA A(XV)	20427
	INSURER B : National Fire Insurance Company of Hartford A(XV)	20478
	INSURER C : Continental Casualty Company (CNA) A+, XV	20443
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			7036845683	3/29/2026	3/29/2027	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
	X Contractual Liab.						MED EXP (Any one person)	$ 15,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$ 1,000,000
	POLICY X PRO-JECT LOC						GENERAL AGGREGATE	$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
B	AUTOMOBILE LIABILITY			7036845635	3/29/2026	3/29/2027	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
							DEDUCTIBLE	$ 1,000
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N	N / A		7036845652	3/29/2026	3/29/2027	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N (Mandatory in NH)						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	Professional Liab.			AEH008231489	3/29/2026	3/29/2027	Per Claim/Aggregate	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: On-Call Services - City of Dahlonega, GA

General Liability Additional Insured is provided per Blanket Additional Insured – Owners, Lessees or Contractors – with Products & Completed Operations Coverage Endorsement – CNA 75079xx 3/22. Primary and Non-Contributory applies per Blanket Additional Insured – Owners, Lessees or Contractors – with Products & Completed Operations Coverage Endorsement – CNA 75079xx 3/22. Waiver of Subrogation applies per Waiver of Transfer of Rights of Recovery Against Others to the Insurer Endorsement – CNA75008XX 10/16. Notice of Cancellation for Certificate Holders applies per Changes – Notice of Cancellation or Material Restriction Endorsement – CNA74702NY 01/15.
SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

City of Dahlonega
465 Riley Road
Dahlonega, GA 30533

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Ames & Gough	Hazen and Sawyer 498 Seventh Avenue New York, NY 10018
POLICY NUMBER SEE PAGE 1	
CARRIER: SEE PAGE 1 / NAIC CODE: SEE P 1	EFFECTIVE DATE: SEE PAGE 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
Automobile Liability Additional Insured is provided per Additional Insured – Primary and Non-Contributory – CNA71527XX 10/12. Primary and Non-Contributory is included per Additional Insured – Primary and Non-Contributory – CNA71527XX 10/12. Waiver of Subrogation applies per Waiver of Transfer of Rights of Recovery Against Others to Us (Waiver of Subrogation) – CA 04 44 10 13. Notice of Cancellation for Certificate Holders applies per Notice of Cancellation to Certificate Holders – CNA68021XX 02/13.

Workers Compensation Waiver of Subrogation applies per Waiver of Our Right to Recover From Others Endorsement – WC 00 03 13 04/84. Workers Compensation Notice of Cancellation for Certificate Holders applies per Notice of Cancellation to Certificate Holders – CNA97315XX 10/16.

Professional Liability Notice of Cancellation applies per form CNA83699XX (11/15).

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Hazen and Sawyer
211 Perimeter Center Parkway, Suite 300
Atlanta, GA 30346 • 404.459.6363

Date

Staff Name
Staff Title
City of Dahlonega
465 Riley Road
Dahlonega, Georgia 30533

Re: [insert Project Name] Proposal

Dear Name:

Hazen and Sawyer (Hazen) is pleased to submit the following letter proposal to perform [insert short description of services] to assist the City of Dahlonega (City) with the [insert Project Name] project. If acceptable, this work will be performed as a Project Work Order under the Master Engineering Services Agreement ("AGREEMENT") between Hazen and the City, dated September ____, 2026. The terms, conditions, and labor rates of the Agreement will govern this Project Work Order

Project Understanding

Opening section describing the background of the project, the drivers, and the purpose of this Project Work Order.

Scope of Work

To accomplish this effort, Hazen will provide the following services:

- Task 1: Task Name
- Task 2: Task Name

Task 1: Task Name

Scope Text

Task 1 Assumptions

The following assumptions will apply to work conducted as part of this task:

-
-

Job no

Task 1 Meetings

The following meetings are anticipated to be held as a part of this task:

-
-

Task 1 Deliverables

Hazen will provide the following deliverables as part of this task:

- Agendas and summaries for all meetings
-

Task 2: Task Name

Scope Text

Task 2 Assumptions

The following assumptions will apply to work conducted as part of this task:

-
-

Task 2 Meetings

The following meetings are anticipated to be held as a part of this task:

-
-

Task 2 Deliverables

Hazen will provide the following deliverables as part of this task:

- Agendas and summaries for all meetings
-

Schedule

This Work Order is based upon the anticipated schedule shown below.

Task	Duration	1	2	3	4	5	6	7	8	9	10	11	12
Task 1: Task Name	# months												
Task 2: Task Name	# months												

Compensation

Compensation for the Scope of Services shall be on a time and materials basis as defined in the AGREEMENT, using the fully loaded fixed hourly rates by labor category for the calendar year in which the work is performed and reimbursement of other costs specifically authorized by this Project Work Order. The total cost for this Project Work Order shall not exceed $###,### unless changed by written amendment signed by both parties. A cost summary estimated by task is provided below; a work breakdown structure is attached.

Task	Hours	Budget
Task 1: Task Name	##	$##,###
Task 2: Task Name	##	$##,###
	Total:	**$###,###**

Please call [Hazen PM or Client Manager] or me if you have any questions regarding this proposal. We look forward to serving the City through this important project.

Regards,

Signatory Name
Signatory Title

cc: Hazen Client Manager, Hazen Project Manager
Attachments: Project Budget Breakdown

City Council Agenda Memo

DATE: 10/19/2026
TITLE: Approval of City of Dahlonega 2027 Holiday Calendar
PRESENTED BY: Rhonda Hansard, City Clerk / Allison Martin, City Manager
PRIORITY Select a Priority

AGENDA ITEM DESCRIPTION

Proposed 2027 Holiday Calendar for the City of Dahlonega

HISTORY/PAST ACTION

Annual approval

FINANCIAL IMPACT

RECOMMENDATION

Approval

SUGGESTED MOTIONS

Approve as presented by staff

ATTACHMENTS

City of Dahlonega 2027 Holiday Calendar

City of Dahlonega 2027 Holiday Calendar	
HOLIDAY	**DATE OF OBSERVANCE**
New Year's Day	Friday, January 1
Martin Luther King Jr. Day	Monday, January 18
Memorial Day	Monday, May 31
Independence Day	Monday, July 5
Labor Day	Monday, September 6
Veterans Day	Thursday, November 11
Thanksgiving Day	Thursday, November 25
Friday following Thanksgiving	Friday, November 26
Christmas Eve	Friday, December 24
Christmas Day	Monday, December 27

City Council Agenda Memo

DATE: 10/19/2026
TITLE: Approval of City of Dahlonega 2027 City Council Meeting Schedule
PRESENTED BY: Rhonda Hansard, City Clerk / Allison Martin, City Manager
PRIORITY Select a Priority

AGENDA ITEM DESCRIPTION

2027 City Council Meeting Schedule

HISTORY/PAST ACTION

Annual approval

FINANCIAL IMPACT

RECOMMENDATION

Approve

SUGGESTED MOTIONS

Approve the 2027 City Council Meeting Schedule as presented by staff

ATTACHMENTS

2027 CC Proposed Meeting Schedule

2027 Proposed City Council Meeting Schedule

