

**MINUTES  
CITY COUNCIL REGULAR MEETING  
FEBRUARY 4, 2013  
5:00 P.M.**

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CALL TO ORDER: Mayor W. James Grogan called the meeting to order at 5:01 p.m.

ROLL CALL: Present were Mayor James Grogan, Councilmember Mike Sosebee, Councilmember Jason Power, Councilmember Angie Smith, Councilmember Chris Gaines, City Attorney Dana Miles, City Clerk Bonnie Warne and Russ Chambers.

INVOCATION AND PLEDGE: Invocation was led by Senator Chip Pearson, followed by the pledge by Boy Scout Troop 422.

AGENDA: Motion to amend the agenda to include 2A: HB 185 Resolution. Motion made to approve the amended agenda by M. Sosebee/J.Power. Vote unanimous in favor.

MINUTES OF REGULAR MEETING: Motion to approve the minutes of the regular meeting held January 7, 2013: M. Sosebee/C. Gaines. Vote unanimous in favor.

**NEW BUSINESS:**

HB 185 Resolution: Mayor Grogan read the resolution into the record. Christie Haynes spoke in support of the legislation. Motion made to approve the resolution on HB 185 by M. Sosebee/A. Smith. Vote unanimous in favor. (Exhibit "A")

Grant Update: Mayor Grogan informed the Council that the city has received a check from the GA Dept. of Transportation for \$16,523.11 that the city matches 30% for the sidewalk project on Tucker Ave and E 1<sup>st</sup> St.

Safety Policy: Russ Chambers, Safety Coordinator, spoke of the requirement of a workplace safety policy for the city to qualify to apply for the GMA Safety Grant. Motion made to approve by M. Sosebee/J. Power. Vote unanimous in favor. (Exhibit "B")

Planning Commission Meeting Time Change Request: Mayor Grogan spoke of the unanimous request by the Dawsonville Planning Commission to have their monthly meeting time changed from 5:30 pm to 5:00 pm. Motion to approve by J. Power/C. Gaines. Vote unanimous in favor.

Alcohol Ordinance Amendment: An Ordinance To Amend The City Of Dawsonville Alcohol Ordinance; To Provide For Bona Fide Nonprofit Civic Organizations To Obtain A Permit Authorizing The Organization To Sell Or Distribute Alcoholic Beverages For Consumption On The Premises For A Period Not To Exceed Three Days; To Make Updates And Corrections To Permitted Locations And Establishments; To Correct Other Provisions Related To Nonprofit Events And Promotions; To Clarify Prohibited Acts; To Repeal Conflicting Ordinances; And For Other Purposes.

Attorney Dana Miles spoke on the first reading of the amendment to the alcohol ordinance. The public hearing will be at the next council meeting. After discussion, a motion was made to approve the first reading by J. Power/M. Sosebee. Vote passed unanimously in favor.

**PUBLIC HEARINGS:**

ZA-01-13-43029: M. Alise Armstrong & Richard Spaeth / Racers' Retreat LLC have applied for a Zoning Map Amendment of 1.18 acres at 137 Duck Thurmond Rd, TMP 070-023.001: Current zoning is AP (Annexed Property): Rezone to HB (Highway Business)

Public hearing motion to open by C. Gaines/A. Smith. There were approximately 18 people in attendance. Dana Miles presented the application. Nobody spoke in favor or opposition. J. Power/A. Smith motioned to close the public hearing and the meeting was turned over to the Mayor. Motion made to approve the application by J. Power/M. Sosebee. Vote passed unanimously in favor.

**REPORTS:**

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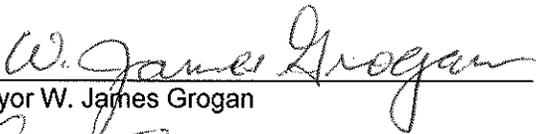
Financial Report: Bonnie Warne, City Clerk, reported that all of the bank accounts are in good standing and balance through December 2012, and the revenue and expenses are in budget. The Activity Around Town report shows the new businesses, licenses, permits, and inspections performed.

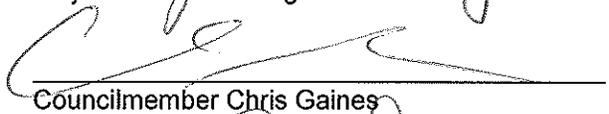
Council Reports:

Jason Power spoke on the Dawson County Board of Health meeting which discussed the Flu virus and vaccinations. Angie Smith spoke on the Family Connection meeting that discussed ways to combat youth alcoholism and buying alcohol for the underage issue. Chris Gaines stated the DDA Steering Committee is still collecting data on their survey of downtown and that the Chamber of Commerce Gala was a great success.

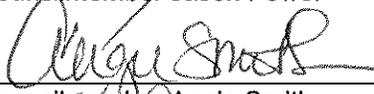
Mayor's Report: Mayor Grogan stated that he went to Mayor's Day and attended training in municipal law. The Mayor also mentioned the Georgia Downtown Renaissance Act and its importance to promote downtown businesses.

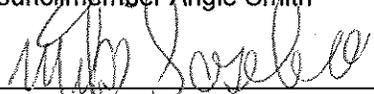
ADJOURNMENT: With there being no further business to attend to, council motioned to adjourn the meeting at 5:52 p.m. The motion carried unanimously; A. Smith/ M. Sosebee.

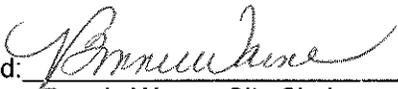
  
\_\_\_\_\_  
Mayor W. James Grogan

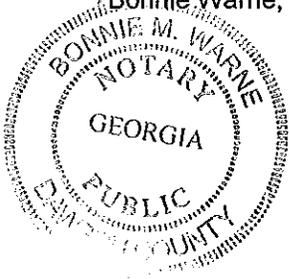
  
\_\_\_\_\_  
Councilmember Chris Gaines

  
\_\_\_\_\_  
Councilmember Jason Power

  
\_\_\_\_\_  
Councilmember Angie Smith

  
\_\_\_\_\_  
Councilmember Mike Sosebee

Attested:   
\_\_\_\_\_  
Bonnie Warne, City Clerk



## RESOLUTION

WHEREAS, the City of Dawsonville is duly constituted under the laws of Georgia; and,

WHEREAS, in every case, it is the intention of the City of Dawsonville to develop opportunities for the public good and the general welfare of the citizens of Dawsonville and the State of Georgia; and,

WHEREAS, the proposed legislation HB 185 to allow distilleries in Georgia to sell product onsite is currently being considered by the Georgia Legislature; and,

WHEREAS, the Governor encourages new business to come into the state adding jobs and revenue to our coffers; and

WHEREAS, it is our duty to encourage job creators within our state to not be lost in this process; and

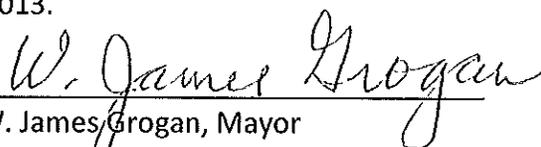
WHEREAS, we support the Dawsonville Moonshine Distillery in becoming successful by passing this legislation to allow onsite sales of their product; and

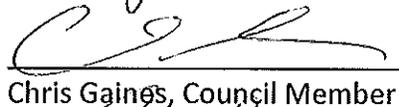
WHEREAS, the exposure to Dawsonville Moonshine Distillery's product, sugar-free, home grown corn moonshine that is made in Dawsonville, with an original recipe handed down from generations past promotes revenue for our community and state; and

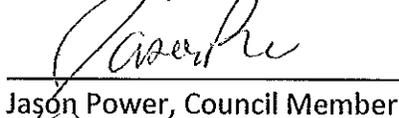
WHEREAS, the Dawsonville Moonshine Distillery is a locally owned tourist attraction getting attention state wide and nationally; and

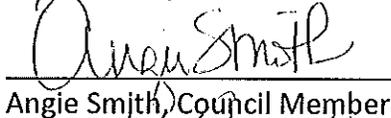
NOW, THEREFORE BE IT RESOLVED by the Mayor and Council that the City of Dawsonville urge the passage of HB 185 by the Georgia Legislature and request that our local legislative delegation make all necessary effort for its passage.

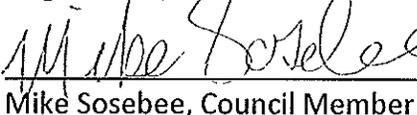
SO RESOLVED and adopted this 4th day of February 2013.

  
\_\_\_\_\_  
W. James Grogan, Mayor

  
\_\_\_\_\_  
Chris Gaines, Council Member

  
\_\_\_\_\_  
Jason Power, Council Member

  
\_\_\_\_\_  
Angie Smith, Council Member

  
\_\_\_\_\_  
Mike Sosebee, Council Member

ATTEST:   
\_\_\_\_\_  
Bonnie Warne, City Clerk

## WORKPLACE SAFETY POLICY

The City of Dawsonville is extremely conscious of the safety of our employees and the citizens of our community.

The City of Dawsonville acknowledges that a valid safety program is an important function of our operational and administrative systems. We also acknowledge that the function of a safety program pertains to all employees of our various departments.

Our safety coordinator or designee shall perform regular inspections, hold staff safety meetings at a minimum of one per quarter, and meet with management to plan and implement further improvements in our safety program.

The cooperation of every employee is necessary to make this company a safe place in which to work, by reporting unsafe conditions or hazards immediately to your supervisor or safety coordinator.

The City of Dawsonville is sincerely concerned for the safety and well-being of each member of the team.

**Accident reporting.** Any injury at work—no matter how small—must be reported immediately to your supervisor and receive first aid attention. Serious conditions often arise from small injuries if they are not cared for at once.

**Specific safety rules and guidelines.** To ensure your safety, and that of your coworkers, please observe and obey the following rules and guidelines:

- Observe and practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another employee, as you might cause him or her to be injured. If necessary to get the attention of another employee, wait until it can be done safely.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc.
- Safety equipment such as restraints, pull backs, and two-hand devices are designed for your protection. Be sure such equipment is adjusted for you.
- Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, fire fighting equipment, electric lighting or power panel, valves, etc. **FIRE DOORS AND AISLES MUST BE KEPT CLEAR.**
- Keep your work area clean.
- Use compressed air only for the job for which it is intended. Do not clean your clothes with it and do not fool with it.
- Observe smoking regulations.
- Shut down your machine before cleaning, repairing, or leaving.

- Tow motors and lift trucks will be operated only by authorized personnel. Walk-type lift trucks will not be ridden and no one but the operator is permitted to ride the tow motors. Do not exceed a speed that is safe for existing conditions.
- Horseplay is strictly forbidden.
- Do not block access to fire extinguishers.
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report any UNSAFE condition or acts to your supervisor.
- HELP TO PREVENT ACCIDENTS.
- Use designated passages when moving from one place to another; never take hazardous shortcuts.
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance.
- Do not adjust, clean, or oil moving machinery.
- Keep machine guards in their intended place.
- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.
- Wear hard sole shoes and appropriate clothing.

**Safety checklist.** It's every employee's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list—or any other possible hazardous situation—report it to your supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as hose links, piping, etc.
- Missing (or inoperative) entrance and exit signs and lighting
- Poorly lighted stairs
- Loose handrails or guard rails
- Dangerously piled supplies or equipment
- Open or broken windows
- Unlocked doors and gates, open or broken windows
- Electrical equipment left operating
- Open doors on electrical panels
- Leaks of steam, water, oil, etc.
- Blocked aisles
- Blocked fire extinguishers, hose sprinkler heads
- Blocked fire doors

- Evidence of any equipment running hot or overheating
- Oily rags
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly
- Machine, power transmission, or drive guards missing, damaged, or improperly placed

**Safety shoes, glasses and equipment.** The company will designate which jobs and work areas require use of safety shoes, glasses and protective clothing and equipment. Use as instructed.

**Good housekeeping.** Your work location should be kept clean and orderly. Keep machines and other objects (merchandise, boxes, shopping carts, etc.) out of the center of aisles. Clean up spills, drips, and leaks immediately to avoid slips and falls.

Place trash in the proper receptacles. Stock shelves carefully so merchandise will not fall.

**Employee Safety Meetings/Trainings**

- Review of any walk-around safety inspections conducted since the last safety meeting.
- Review of any citation to assist in correction of hazards.
- Evaluation of any accident investigations conducted to determine if the cause of the unsafe acts or unsafe conditions involved were properly identified and corrected.
- Document attendance and subjects discussed on Safety Meeting Attendance Sign Up Sheet.
- Maintain records for future reference.

**Safety Self-Inspections**

- Two (2) inspections shall be performed by the safety coordinator or designee each year at different facilities/buildings.
- Document walk-around safety inspection on General Self-Inspection Program form.
- Maintain records for future reference.

Adopted this 4<sup>th</sup> day of February, 2013 by the Mayor and Council of the City of Dawsonville, Georgia.

**CITY OF DAWSONVILLE**

By: W. James Grogan  
W. James Grogan, Mayor

Chris Gaines  
Chris Gaines, Council Member

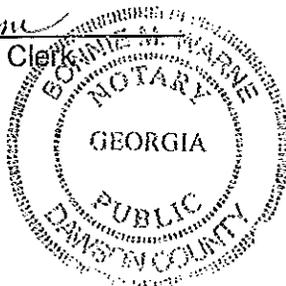
Jason Power  
Jason Power, Council Member

Angie Smith  
Angie Smith, Council Member

Mike Sosebee  
Mike Sosebee, Council Member

ATTESTED TO BY:

Bonnie Warner  
Bonnie Warner, City Clerk





# GENERAL SELF-INSPECTION PROGRAM

Location, Area, or Department: \_\_\_\_\_ Date \_\_\_\_\_

Surveyor: \_\_\_\_\_

<b>GENERAL EVALUATION</b>	<b>NEEDS ACTION</b>	<b>NEEDS IMPROVEMENT</b>	<b>GOOD</b>	<b>VERY GOOD</b>
<b>1. Property/Liability</b>				
a. Fire Protection	_____	_____	_____	_____
b. Housekeeping	_____	_____	_____	_____
c. Slip/Trip/Fall	_____	_____	_____	_____
d. Public Safety	_____	_____	_____	_____
<b>2. Employee Safety</b>				
a. Safety Meetings	_____	_____	_____	_____
b. Safety Rules	_____	_____	_____	_____
c. Work Conditions	_____	_____	_____	_____
d. Auto/Equipment	_____	_____	_____	_____

**PROPERTY/LIABILITY**

**Fire Protection**

	YES	NO
Emergency numbers posted	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers available/serviced	<input type="checkbox"/>	<input type="checkbox"/>
Fire alarm panel showing system is operational, no warning lights	<input type="checkbox"/>	<input type="checkbox"/>
Automatic sprinkler system control valve locked in open position	<input type="checkbox"/>	<input type="checkbox"/>
Automatic sprinkler heads clear of storage within 3 ft.	<input type="checkbox"/>	<input type="checkbox"/>
Flammable, combustible liquids stored in UL listed containers	<input type="checkbox"/>	<input type="checkbox"/>
Flammable, combustible liquid containers stored in proper cabinet or container	<input type="checkbox"/>	<input type="checkbox"/>
Smoking, <i>No Smoking</i> areas designated/marked	<input type="checkbox"/>	<input type="checkbox"/>
Any cigarette butts noticed in <i>No Smoking</i> areas	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Housekeeping**

	YES	NO
Stairwells clear of combustible items	<input type="checkbox"/>	<input type="checkbox"/>
Furnace, hot water heater, electrical panel areas clear of combustible items	<input type="checkbox"/>	<input type="checkbox"/>
Work and public areas clear of extension cords, boxes, equipment, or other tripping hazards	<input type="checkbox"/>	<input type="checkbox"/>
Floor surfaces kept clear of oils, other fluids, or water	<input type="checkbox"/>	<input type="checkbox"/>
Stored items not leaning, not properly supported, heavy items not up high	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Slip/Trip/Fall**

	YES	NO
Stair treads in good condition, not worn, damaged, or loose	<input type="checkbox"/>	<input type="checkbox"/>
Handrails for all stairs/steps	<input type="checkbox"/>	<input type="checkbox"/>
Guardrails for all elevated platforms	<input type="checkbox"/>	<input type="checkbox"/>
Stair handrails in good condition, not loose, broken	<input type="checkbox"/>	<input type="checkbox"/>
Floor surfaces even, non-slip wax if applicable	<input type="checkbox"/>	<input type="checkbox"/>
All rugs held down or have non-slip backing	<input type="checkbox"/>	<input type="checkbox"/>
Any holes, pits, or depressions marked with tape, barricades, or guardrails	<input type="checkbox"/>	<input type="checkbox"/>
<i>Wet Floor</i> signs available and used	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	YES	NO
<b>Public Safety</b>		
Public areas kept clear of storage, supplies	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting for public assembly areas in buildings	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation plans posted for public assembly areas in buildings	<input type="checkbox"/>	<input type="checkbox"/>
Public areas have necessary warning or directional signs	<input type="checkbox"/>	<input type="checkbox"/>
Construction work has barriers, covers, and markings	<input type="checkbox"/>	<input type="checkbox"/>
Street and Road signs noted in good condition, clear of obstructions	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalks smooth, even, no holes, no raised, or broken areas	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> _____		
_____		
_____		

**Employee Safety:**

<b>Safety Meetings:</b>		
Held in the department	<input type="checkbox"/>	<input type="checkbox"/>
Meetings held _____ monthly _____ quarterly _____ other _____, documented	<input type="checkbox"/>	<input type="checkbox"/>
Different topic each time	<input type="checkbox"/>	<input type="checkbox"/>
Covers department safety rules	<input type="checkbox"/>	<input type="checkbox"/>
<b>Safety Rules:</b>		
Rules specific for this department	<input type="checkbox"/>	<input type="checkbox"/>
Rules are written, posted in the department	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed with new employees	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work Conditions:</b>		
Employees exposed to: _____ Heat _____ Cold _____ Rain/sleet/snow _____ Use of Chemicals		
_____ Noise _____ Work in Confined Spaces _____ Work in trenches		
_____ Traffic _____ Blood/body fluids _____ Other _____		
Proper personal protective equipment available		
Respirators, goggles, face shields, chemical gloves, traffic vests, appropriate clothing		
Trench boxes/shoring for trenching, ear plugs/muffs, body armor (law enforcement)		
Confined space equipment, harness, air testing equipment, ventilation equipment, tripod		
Fire Department turn-out gear, Bloodborne Pathogens kits		
Personal protective equipment required to be worn	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained on proper use	<input type="checkbox"/>	<input type="checkbox"/>
Equipment properly maintained	<input type="checkbox"/>	<input type="checkbox"/>
Shop equipment has proper guards to protect from pinch or caught between type injuries	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals used in the department	<input type="checkbox"/>	<input type="checkbox"/>
MSDS sheets available, employees trained on hazards, proper use, proper PPE to use		
<b>Comments:</b> _____		
_____		
_____		

**Auto and Equipment**

Seat belts provided	<input type="checkbox"/>	<input type="checkbox"/>
Seat belts required to be used	<input type="checkbox"/>	<input type="checkbox"/>
Drivers noted wearing seatbelts	<input type="checkbox"/>	<input type="checkbox"/>
All lights working including strobe lights, turn signals	<input type="checkbox"/>	<input type="checkbox"/>
Tires in good condition, tread, sidewalls	<input type="checkbox"/>	<input type="checkbox"/>
Glass in good condition, not cracked, broken	<input type="checkbox"/>	<input type="checkbox"/>
Reflective tape, signs in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Any periodic, documented, self-inspection of the vehicles/equipment	<input type="checkbox"/>	<input type="checkbox"/>
Proper guards on mowers, other equipment	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> _____		
_____		
_____		