City Council Meeting
10 N. Public Square
November 7, 2019
6PM. – Work Session
7PM – Council Meeting

I. Opening Meeting

Invocation by Council Member Cooley.

Pledge of Allegiance led by Council Member Hodge.

The City Council met in Regular Session with Matt Santini, Mayor presiding and the following present: Kari Hodge, Council Member Ward One; Cary Roth, Council Member Ward Three; Calvin Cooley Council Member Ward Four; Gary Fox, Council Member Ward Five; Taff Wren, Council Member Ward Six; Tamara Brock, City Manager; Meredith Ulmer, City Clerk and Keith Lovell, Assistant City Attorney.

Absent: Jayce Stepp, Council Member Ward Two

II. Regular Agenda

A. Council Meeting Minutes

1. October 17, 2019

A motion to approve the October 17, 2019 City Council Meeting Minutes as presented was made by Council Member Fox and seconded by Council Member Cooley. Motion carried unanimously. Vote: 5-0.

B. Proclamations

1. Small Business Saturday

This is a proclamation to promote Small Business Saturday on November 30. It was presented to Lillie Read, Downtown Development Manager by Mayor Santini.

C. Public Hearing

1. TEFRA Hearing – Cartersville Gardens

Keith Lovell, Assistant City Attorney stated the Athens Housing Authority will issue revenue notes with the proceeds to be lent to the Cartersville Gardens Preservation Limited Partnership to finance a portion of the acquisition, rehabilitation and development costs of the Cartersville Gardens Apartment community.

Public Hearing: No one came forward and the public hearing was closed.

D. Resolutions

1. Cartersville Gardens – TEFRA Approval

Mr. Lovell stated this resolution authorizes the Athens Housing Authority to issue notes to finance the rehabilitation and development costs of the Cartersville Gardens Apartments located at 378 Old Mill Road.

Motion to approve the Cartersville Gardens – TEFRA Approval Resolution was made by Council Member Fox and seconded by Council Member Roth. Motion carried unanimously. Vote: 5-0.

2. Approval of Capital Improvements Element (CIE)and Short-Term Work Program (STWP) Annual Update and Corresponding Transmittal Resolution

Randy Mannino, Planning and Development Department Head stated as you are aware, Cartersville adopted Impact Fees in the last quarter of 2006. Said fees became effective starting in January 2007. In accordance with the Development Impact Fee Regulations as outlined by the State, we are required to file an annual update to the Capital Improvements Element (CIE) of the Comprehensive Plan and Short-Term Work Program (STWP). The update gives the impact fee receipts and expenditures (none) for fiscal year 2019 (July 1, 2018 through June 30, 2019), as well as updates the STWP. We are required to hold a public hearing regarding the update and forward it with a transmittal resolution to the Northwest Georgia Regional Commission (RC) and the Department of Community Affairs (DCA). After review from the RC and DCA, the document must be adopted by the Council, and a copy sent to the RC (just like the Comp Plan process). At this time, the document is in "Draft" form and the final version will be distributed for review and comment prior to adoption.

RECOMMENDATION: Staff recommends that Council approve this resolution to allow us to forward the update to the RC and DCA for their review.

Public Hearing: no one came forward and the public hearing was closed.

Motion to approve the Approval of Capital Improvements Element (CIE)and Short-Term Work Program (STWP) Annual Update and Corresponding Transmittal Resolution was made by Council Member Hodge and seconded by Council Member Roth. Motion carried unanimously. Vote: 5-0.

3. Closing Ford Street at Martin Luther King, Jr. Drive

Tamara Brock, City Manager stated this resolution will authorize the temporary closing of Ford Street north of Martin Luther King, Jr. Drive to allow for the rehabilitation of the area and properties. A temporary gate will be installed on said portion of Ford Street.

Motion to approve the temporary closing Ford Street at Martin Luther King, Jr. Drive was made by Council Member Cooley and seconded by Council Member Fox.
Motion carried unanimously. Vote: 5-0.

4. Historic District Moratorium

Mrs. Brock stated the resolution was recommended that will extend the current moratorium on all new applications for renovations or improvements of any properties within the Cherokee-Cassville Historic District and the West End Historic District until March 6, 2020.

Motion to approve the Historic District Moratorium Resolution was made by Council Member Fox and seconded by Council Member Cooley. Motion carried unanimously. Vote: 5-0.

E. Contracts/Agreements

1. CVB Agreement

Ms. Brock stated this is an agreement between the City and the Cartersville-Bartow County Convention and Visitors Bureau (CVB) regarding the 1% Tourism Product Development (TPD) funds collected and kept in an escrow account for the City. This agreement will allow these funds to be utilized for the development of tourism product, tourism events, and/or brick and mortar projects in the City or on behalf of the City. Prior to any expenditure, the CVB shall submit the budget and proposal to the City Manager for approval. We request your approval of this agreement.

Motion to approve the CVB Agreement was made by Council Member Roth and seconded by Council Member Fox. Motion carried unanimously. Vote: 5-0.

2. Radar Permit Renewal

Chief McCann stated the speed detection permit for the City of Cartersville will expire on December 31, 2019. This Memorandum is a request that the City Council authorize the Mayor to sign all necessary letters and forms relating to the renewal of our permit.

Motion to approve the Radar Permit Renewal was made by Council Member Roth and seconded by Council Member Wren. Motion carried unanimously. Vote: 5-0.

F. Engineering Services

1. 1120 N Tennessee Street

Tommy Sanders, Public Works Department Head stated he recommended a proposal for the engineering services required to design a bypass pipe around the proposed location of a new building. This proposal from Stephenson Engineering includes services for a field run survey, storm pipe design and profiling and an easement plat to be included by a licensed surveyor. The total fee for this proposal is $7,700.

A motion to approve the engineering services for 1120 N Tennessee Street was made by Council Member Hodge and seconded by Council Member Roth. Motion carried unanimously. Vote: 5-0.

G. Change Order

1. Cook Street Manhole Project – Engineering Change Order 1

Bob Jones, Water Department Head stated Council authorized the design and construction oversight of the Cook Street Manhole Project by Rindt-McDuff Associates, Inc. (RMA) on October 20, 2016. The project is currently under construction and nearing completion. Up to this point, several events have occurred which have changed the scope of services from RMA's original task.

There was a survey error found which required redesign of several elements of the project. Those changes required coordination with CSX engineering. Additional effort was required to coordinate actual construction with CSX, their engineering consultant and their boring sub-consultant. Significant delays were encountered as each of these groups had to review design changes and schedule inspection of the construction in progress.

As originally proposed, RMA included costs for an 8-week construction period. Currently, we are at 6 months in total. The delay has caused unforeseen additional project design, permitting and management costs. RMA has prepared the attached "Additional Services" work order which details the above and estimates funds needed to complete the project. Their request is for an additional $42,500.00 which will bring the total cost of engineering services for the project to $137,390.00.

It is recommended for approval of this engineering change order.

A motion to approve Cook Street Manhole Project – Engineering Change Order 1 was made by Council Member Fox and seconded by Council Member Roth. Motion carried unanimously. Vote: 5-0.

H. Bid Award/Purchases

1. 2019-2020 Water Dept. Annual Chemical Purchase

Mr. Jones stated the following chemicals are purchased for the water treatment plant and wastewater treatment plant on a weekly, bi-weekly, monthly, semi-annual, or annual basis. Often orders in excess of $5,000.00 are required. Fixed prices have been requested from each vendor for a period ending October 31, 2020. This will eliminate the need for multiple recurring agenda items throughout the year, and will expedite our ability to order chemicals on an as needed basis.

· Brenntag – Sodium Hypochlorite · Industrial Chemical / Cedar Chem – Polymer

· Southern Ionics – Sodium Bisulfite · Southern Ionics – Aluminum Sulfate

· American Development Corporation (ADC) – Ortho-poly Phosphate

· Polytec, Inc. – Calcium Hydroxide (Lime Slurry) · Brenntag – Sodium Silicofluoride

· Amerochem – Activated Carbon Slurry · Brenntag – Chlorine Gas

· Industrial Chemical – Hydrofluorosilicic Acid · Enterprise Oil – Diesel Fuel

· Gilreath Oil – Diesel Fuel · Owenby Enterprises – Diesel Fuel

Below is a list of unit pricing from each vendor. If it is necessary to rebid or if a less expensive alternative is found, the updated vendor/pricing information will be brought forward for Council approval.

· Sodium hypochlorite $0.9430/gal · Polymer $2.62/lb · Sodium Bisulfite $1.38/gal

· Aluminum Sulfate $0.1370/dry lb · Ortho-Poly Phosphate $1.46/lb

· Lime Slurry $0.0450/lb · Sodium Fluorosilicate $0.8757/lb

· Activated Carbon Slurry $4.51/gal · Chlorine gas $0.29/lb

· Hydrofluosilicic Acid $1.85/gal · Diesel Fuel Mkt.Price/gal

A motion to approve the 2019-2020 Water Dept. Annual Chemical Purchase was made by Council Member Cooley and seconded by Council Member Fox. Motion carried unanimously. Vote: 5-0.

2. Center Road Pump Station Improvements

Mr. Jones stated the Center Road Pump Station (CPS) is the source of all water on our high-pressure system. This system supplies water in the corridor from Highway 41 to Interstate 75 and to the Bartow County Water System along Highway 20 to the county line. This summer we have experienced unprecedented demand on this system which will require a series of improvements to increase capacity.

The first step is to improve the intake piping for our existing pumps. The CPS was originally owned and operated by Bartow County. Bartow County purchased water from the City to feed the pump station through a series of water meters and check valves. Based on hydraulic modeling, we believe by removing the meters and check valves we can reduce pressure loss on the suction side of the pumps and improve their efficiency. The modeling indicates we can achieve an additional 300 gallons per minute (gpm) per pump by replacing the meters and check valves with straight pipe. This is a potential gain of almost one (1) million gallons per day with both pumps running.

Quotes were requested for the necessary material to straight pipe the meters and check valves from the following vendors:

Core & Main	$6,399.20
Fortiline Waterworks	$6,439.54
Ferguson Waterworks	$8,459.24

It is recommended for approval of the Core & Main quote for $6,399.20.

A motion to approve Center Road Pump Station Improvements was made by Council Member Roth and seconded by Council Member Cooley. Motion carried unanimously. Vote: 5-0.

3. WPCP: Non-potable Pump Repair

Mr. Jones stated the non-potable pump at the WPCP has reached the end of its useful life. The pump now leaks as much as it pumps and is very inefficient. This pump serves a vital role in the treatment of wastewater and operates 24/7/365. It supplies water for in-plant uses such as washing clarifier weirs, pushing various feed chemicals, bar screen and fine screen cleaning as well as surface foam control. Quotes were taken for rebuilding the pump from the following vendors:

· Goforth Williamson, Inc. (GWI)	$13,940.00
· Pro Pumps	$16,185.65
· Tekwell	$37,806.00

It is recommended for approval of the low bid from GWI in the amount of $13,940.00.

Motion to approve the WPCP: Non-potable Pump Repair was made by Council Member Hodge and seconded by Council Member Roth. Motion carried unanimously. Vote: 5-0.

4. D & C Restock 6 – Valves & Brass Fittings

Mr. Jones stated the Distribution and Collection Division (D&C) needs to restock various yoke valves and small brass fittings. Quotes were requested for the needed material from the following vendors:

· Core & Main	$9,458.00

- Hayes Pipe Supply, Inc. $9,995.50

- Kendall Supply $10,210.25

- Ferguson Waterworks $10,449.65

- G&C Supply Company, Inc. $10,999.05

It is recommended for approval of the Core & Main quote of $9,458.00. This is a budgeted item.

Motion to approve D & C Restock 6 – Valves & Brass Fittings was made by Council Member Cooley and seconded by Council Member Fox. Motion carried unanimously. Vote: 5-0.

5. WTP – HSP #2 Replacement Contractor

Mr. Jones stated in February of 2018, replacement of the pumps and motors for High Service Pump #1 (HSP#1) and High Service Pump #2 (HSP#2) was completed. HSP#1 received updated switchgear in the project as well. HSP#2 did not because the gear was working well at the time and the project was tight on funding.

We have been experiencing intermittent trouble with the HSP#2 pump controls and switchgear for the past several weeks. The pump is currently out of service. After extensive testing of the system, it appears we have a faulty contactor. Fox Systems, Inc. has provided a price of $11,235.00 for a refurbished vacuum contactor.

It is recommended for approval of this amount.

Motion to approve the WTP – HSP Replacement Contractor was made by Council Member Roth and seconded by Council Member Hodge. Motion carried unanimously. Vote: 5-0.

6. Appliances for New Fire Station

Dan Porta, Assistant City Manager stated this was a request for permission to purchases appliances for the new Fire Station. Prices were compared at four different locations; Best Buy at 13,850.00, Lowe’s at 14,525.00, Home Depot at 14,049.00 and Sam Franklin's at $13,009.49. We recommend the appliance package to be awarded to Sam Franklin's of Cartersville in the amount of $13,009.49. These are budgeted items and will be purchased with SPLOST funds.

Motion to approve purchase of Appliances for New Fire Station was made by Council Member Roth and seconded by Council Member Wren. Motion carried unanimously. Vote: 5-0.

7. Gear Washer/Extractor for New Fire Station

Mr. Porta stated he respectfully requested permission to purchase a 60 lb. heavy washer for firefighter protective equipment, specifically turn-out gear, from Tri-State Laundry Company. Cancer is fast becoming one of the greatest illnesses attacking firefighters. This washer is used to clean all firefighting protective clothing that is worn by personnel after all structure fires and on a semi-annual basis. This is a huge measure in the fight to reduce firefighter cancer. This unit will be placed in our New Fire station that is under construction and will replace a 16-year old unit that is located at the old station 3. This unit is in compliance with NFPA 1851 which is the standard on cleaning and maintenance of Personal Protective Equipment and NFPA 1500 which is the standard of Firefighter Safety, Health and Wellness.

This is a single source purchase to match the other extractor that is located at PSHQ. This allows for seamless maintenance, parts and chemicals for cleaning gear.

We request the Mayor have the authority to sign the sales agreement to Tri-State Laundry Company in the amount of $11,791.00 which includes warranty, delivery and set-up.

Motion to approve the Gear Washer/Extractor for New Fire Station was made by Council Member Roth and seconded by Council Member Cooley. Motion carried unanimously. Vote:5-0.

8. Public Library Roof Replacement

Mr. Porta stated an estimate was received in 2018 to replace the roof of the Cartersville-Bartow Public Library in the amount of $203,460, and with funding not available, a grant was obtained. The grant was in the amount not to exceed $102,500 and the city budgeted $102,500 in our FY 2019-20 budget for this roof replacement. In July, a Request for Proposal was issued for the Library Roof Replacement and seven firms submitted proposals with the lowest proposal exceeding the budgeted amount. Due to these numbers Carmen Sims, Library Director contacted the State and was able to obtain an additional $17,000 in grant funds.

The lowest and best bid to just replace the roof was $254,266 from Roof Management, Inc. with additional costs to remove some excess items on the roof plus correcting an issue of water draining properly on a corner of the roof. I would estimate repair costs of approximately $283,966, but until the two old layers of roof are removed, we will not know the extent of necessary repairs to the roof deck. Therefore, the requested amount is not to exceed $300,000 for this roof replacement.

Motion to approve the Public Library Roof Replacement and seek additional funding was made by Council Member Roth and seconded by Council Member Fox. Motion carried unanimously. Vote: 5-0.

9. Property Insurance Claims

Mr. Porta stated the city has received a settlement agreement on one of our insurance claims and our deductible for this claim is $25,000. Travelers Insurance has billed us for two other ongoing claims totaling $4,001.64. A couple of weeks ago we had a sewer line get clogged by grease causing a backup in a property and this claim will exceed our $25,000 deductible. Therefore, Mr. Porta requested approval of the settlement agreement on the Jonathan Parker claim, and payment of insurance deductibles totaling $54,001.64.

Motion to approve the settlement agreement on the Johnathan Parker claim and payment of insurance deductible totaling $54,001.64 was made by Council Member Wren and seconded by Council Member Cooley. Motion carried unanimously. Vote: 5-0.

10. KnowBe4 Security Awareness Training

Mr. Porta stated in an effort to help our employees be more aware of email phishing attacks from cyber security criminals, staff recommends purchasing Security Awareness Training from KnowBe4. This company will assist staff in sending out simulated phishing emails and tracking employees that click on them. From this data, we will be able to offer video training to help employees be more aware of email phishing campaigns. I recommend approval of this purchase at a cost of $15.30 per email, one-year cost not to exceed $6,120.

Motion to approve the KnowBe4 Security Awareness Training was made by Council Member Fox and seconded by Council Member Roth. Motion carried unanimously. Vote: 5-0.

11. Health Insurance Wellness for 2020

Mr. Porta stated at the request of the City Council, One Digital has received Wellness Proposals from three vendors. The first is the expansion of the CHP program, plus proposed options with Health Designs and HealthCheck360. Each option reflects the participant cost for biometric screenings and a single coaching session (matching the current program) as well as expanded coaching sessions based on stratified risk categories – High, Moderate and Low Risk. One Digital utilized the stratification breakdown provided in CHP's proposal, as opposed to alternate vendor assumptions. Staff will need direction from City Council as to how you would like us to proceed for 2020.

Motion to approve current incentive program and include employee poll was made by Council Member Hodge and seconded by Council Member Wren. Motion carried unanimously. Vote: 5-0.

12. AFLAC Voluntary Insurance Coverage

Mr. Porta stated since around 2002, City employees have been given the opportunity to purchase AFLAC Cancer Insurance and Accident Insurance policies at their own expense. These products were sold through a local AFLAC Representative and ShawHankins.

Our new insurance broker, One Digital, is proposing a group policy for two AFLAC products. Without getting too detailed, the individual cost for each of these policies is less than the existing products, but there are differences in coverages. In addition, employees who have been paying for the existing AFLAC policies for many years have built up additional benefits that are not transferred to the new group policy. Based on this information, I recommend that employees be given an opportunity to decide which AFLAC policy they would like, including the AFLAC Group Policy being offered through One Digital.

Motion to approve the AFLAC Voluntary Insurance Coverage was made by Council Member Fox and seconded by Council Member Cooley. Motion carried unanimously. Vote: 5-0.

13. Telenet Camera Installation

_____________________ stated Telenet Systems was contracted to install data drops and cameras at the Water Treatment Plant for additional security. I recommend approval of this invoice for $9,771.61.

Motion to approve the Telenet Camera Installation was made by Council Member _______________ and seconded by Council Member ______________. Motion carried unanimously. Vote:

14. 2020 Calendar Printing

__________________ stated bids were requested from multiple printers for the 2020 calendar printing. One bid was received from A New Dimension Printing for $9,057.25. Postage is estimated at $1,650. I recommend the approval of this bid with A New Dimension Printing.

Motion to approve the 2020 Calendar Printing was made by Council Member ______________ and seconded by Council Member ____________. Motion carried unanimously. Vote:

15. Vehicle Purchases

______________________ stated several City departments need vehicle replacements. The garage advertised bid specs from September 18, 2019 through October 4, 2019. Six vendors returned bids, some only bidding on one or two of the vehicles (results are attached).

The low bidders were as follows:

Gas Crew Cab Truck – Wade Ford

Administration SUV – Sutherlin Nissan

Public Works Half-Ton Pick-up – Wade Ford

Public Works Three-Quarter Ton Truck – Wade Ford

Electric Half-Ton Pick-Up – Wade Ford

Electric SUV – Sutherlin Nissan

The garage met with each department to discuss the bids and made the following conclusions: Not all low bidders followed the spec sheets issued in the bid package; Prater Ford was higher priced than the low bidder, but we have dealt with Prater Ford in the past and have had no problems; the SUV low bidders bid on a front wheel drive and the specs called for all wheel drive; and Wade Ford was low bidder on four of the six vehicles, but we have had delivery issues from them along with them not ordering the correct vehicle in the past. Bill Trott's notes that he made while going through the bids are attached.

The garage recommends that all of the vehicles be purchased from Prater Ford in Calhoun. The City has purchased from them in the past, and if there are issues upon vehicle delivery, Prater handles the issues in a timely manner. I recommend the purchase of six vehicles from Prater Ford in the amount of $205,480.17, with the gas, administration, and public works vehicles being purchased through the GMA leasepool.

Motion to approve the vehicle purchases through leasepool was made by Council Member _____________ and seconded by Council Member _______________. Motion carried unanimously. Vote:

I. Surplus Equipment

1. Scrap Dodge Charger

____________________ stated In March of 2019, a 2008 Dodge Charger, VIN # 2B3KA43G28H180600, was approved to be sold on GovDeals.com. The vehicle has been heavily used for parts for other Dodge vehicles and there is not much left of it. The vehicle has been advertised on GovDeals.com twice and received no bids. Attached is the last time (October 2019) the vehicle was placed on GovDeals.com and the results of that listing (no sale). I recommend that the garage be allowed to sell this vehicle to a scrap yard in order to remove it from our fixed asset list.

Motion to approve scrapping Dodge Charger was made by Council Member __________________ and seconded by Council Member _________________. Motion carried unanimously. Vote:

After announcements a motion to adjourn the meeting was made by Council Member _______________ and needing no second. Motion carried unanimously. Vote ____________

Meeting Adjourned

/s/ ___________________________
Matthew J. Santini
Mayor

ATTEST:

/s/ ______________________________
Connie Keeling
City Clerk