City Council Meeting
10 N. Public Square
September 5,2019
6:00 P.M. – Work Session
7:00 P.M. – Council Meeting

I. Opening Meeting

Invocation by Council Member Roth.

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; Jayce Stepp, Council Member Ward Two 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; Samantha Fincher, Deputy City Clerk, and David Archer, City Attorney.

Absent:

II. Regular Agenda

A. Council Meeting Minutes

1. August 15, 2019

A motion to approve the August 15, 2019 City Council Meeting Minutes was made by Council Member Stepp and seconded by Council Member Cooley. Motion carried unanimously. Vote 6-0.

B. Appointments

1. Historic Preservation Commission

Randy Mannino, Planning and Development Department Head stated the terms of Lynne Pritchett and Greg Frisbee who currently serve on the Historic Preservation Commission will expire on September 7, 2019. Both appointees are willing to continue serving if re-appointed and their new term expiration will be September 7, 2022. Mr. Mannino recommended approval of the reappointments.

A motion to approve the Historic Preservation Commission reappointments was made by Council Member Stepp and seconded by Council Member Fox. Motion carried unanimously. Vote 6-0.

2. Alcohol Control Board

Mr. Mannino stated Cartersville City Council voted to update the composition of the Alcohol Control Board on July 2, 2019. The recommended appointees are: Robby Stewart; existing member, Jessie Weaver; new member, Dan Heilman; existing member, Christine Brown; existing member, Cortney Hultman; new member, Rick Kollhoff; existing member & Mayor's appointee, Ric Napps; existing member. The terms of the Council appointees will expire on September 5, 2023 and the term of the Mayor's appointee will expire on September 5, 2021. Mr. Mannino recommended approval of the appointments and reappointments.

A motion to approve the Alcohol Control Board Appointments/Reappointments was made by Council Member Fox and seconded by Council Member Stepp. Motion carried unanimously. Vote 6-0.

3. Downtown Development Authority

Lillie Read, Downtown Development Manager stated after taking applications and interviewing candidates, the Downtown Development Authority Board has recommended appointing Alexis Carter-Callahan for the board seat vacated by Michael Chitwood.

A motion to approve the Downtown Development Authority Appointment was made by Council Member Cooley and seconded by Council Member Fox. Motion carried unanimously. Vote 6-0.

C. Proclamations

1. National Surgical Technologist Week

The Mayor presented a proclamation to recognize surgical technologists and the critical services they provide. Nicol Bates came forward to accept the proclamation and thanked the Mayor for the acknowledgement.

D. Second Reading of Ordinances

1. Text Amendment T19-04

Mr. Mannino stated The American Legion Post 42 proposes a revision to the Sign Ordinance, Section 20-25, Freestanding signs, to add Martin Luther King Jr. Drive (Between Roosevelt St. and Felton St.) as an allowed road for electronic freestanding signs. American Legion proposed this change in order to replace their existing static sign with a new digital sign.

The Mayor opened the floor for a public hearing.

Tim Gilstrap, Owner of New Beginning Signs and Glen Thompson, American Legion Board Member came forward to answer questions from Council.

Public Hearing was closed.

A motion to approve Text Amendment T19-04 was made by Council Member Stepp and seconded by Council Member Hodge. Motion carried unanimously. Vote 6-0.

Ordinance no. 34-19

Now be it and it is hereby ORDAINED by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES. CHAPTER 20. SIGNS AND OUTDOOR ADVERTISING. ARTICLE II. SIGN ORDINANCE. SECTION 20-25 Freestanding

signs, PARAGRAPH (2)b Electronic freestanding signs, is hereby amended by adding a new subsection as follows:

1.

Martin Luther King Jr. Drive (between Roosevelt St. and Felton St.)

2.

The remaining provisions of Section 20-25 are to remain as is, and the additional items herein are to be made part of the roads listed in Section 20-25 (2) b which is to be re-alphabetized.

3.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

BE IT AND IT IS HEREBY ORDAINED

FIRST READING:________________________

SECOND READING: ______________________

____

MATTHEW J. SANTINI, MAYOR

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ATTEST: MEREDITH ULMER, CITY CLERK

E. First Reading of Ordinances

1. **Small Wireless Facility Ordinance**

Tamara Brock, City Manager stated the Cartersville Code of Ordinances will need to be amended by creating a new Article VI. Wireless Facilities and Antennas Ordinance. It is required by State of Georgia law: Chapter 22 Streets and Sidewalks.

2. Right of Way Ordinance

Mrs. Brock stated that the Right of Way Ordinance is in line with the Small Wireless Facility Ordinance. It is recommended that the City of Cartersville Code of Ordinances, Chapter 7.5 Development Regulations be amended by creating a new Article XII, Right-of-Way Ordinance.

3. Utility Accommodations

Mrs. Brock stated that the Utility Accommodations Ordinance is also related to Small Wireless Facility Ordinance, and it is recommended that the City of Cartersville Code of Ordinances, Chapter 7.5 Development Regulations, be amended by creating a new Article XI, Utility Accommodations.

4. RV Park Capacity Fees

Bob Jones, Water Department Head stated that the City was approached by developers of an RV Park in Emerson as the supplier of water for their project. This would be the first RV Park on our system. The current ordinance did not anticipate this type of specific development when drafted. When the issue of capacity fees was discussed, the fee was based on the hotel/motel language causing a large fee.

RV's do not exhibit typical water usage patterns like a brick and mortar building. They typically have smaller size appliances and smaller diameter plumbing. For these reasons the water department drafted capacity fee language specific to RV Parks as a compromise and acknowledgement of their lighter capacity demands on our system. Mr. Jones recommended approval.

F. Bid Award/ Purchases

1. Emergency Sewer Repair – S. Erwin Street and Old Mill Road

Mr. Jones stated that on Wednesday, August 28, 2019 the Water Department was notified by Public Works of a manhole which was overflowing in an area where they were cutting right-of-way. The manhole had been damaged by a piece of heavy equipment working along the spur track behind the old Glad Plant. The machine pushed the top of the brick manhole off the base and partially collapsed the structure into itself. The combination of gravel, dirt and bricks caused a blockage which resulted in the overflow.

Due to the depth of the excavation and proximity to the railroad track, prices were requested from local contractors to repair the manhole. Pricing was received from the following:

C&L Contractors	$17,500.00
C.H. Kirkpatrick & Sons	$19,500.00

In addition to being the lowest bidder, C&L could do the work the next day. The manhole was repaired by noon on August 29, 2019. Mr. Jones recommended approval of the emergency repair by C & L Contractors in the amount of $17,500.00

A motion to approve the Emergency Sewer Repair by C & L Contractors was made by Council Member Roth and seconded by Council Member Stepp. Motion carried unanimously. Vote 6-0.

G. Contracts/Agreements

1. Halftime Sports

Tom Gilliam, Parks and Rec Department Head recommended approval of the contract from Halftime Sports as the Basketball Program Provider. They will provide a Winter basketball program, summer camps & off-season developmental leagues. Halftime Sports will give the City 25% of their gross revenue including all of the non-resident fees.

A motion to approve the Halftime Sports Contract was made by Council Member Stepp and seconded by Council Member Roth. Motion carried unanimously. Vote 6-0.

2. New Found Life

Mr. Gilliam recommended approval of the contract from New Found Life as the Tackle & Flag Football Program Provider. This contract will expand the City's football program offerings with summer camps & off-season trainings. New Found Life will give 20% of their gross revenue back to the City including all of the non-resident fees. Mr. Gilliam recommended approval.

A motion to approve the New Found Life Contract was made by Council Member Fox and seconded by Council Member Stepp. Motion carried unanimously. Vote 6-0.

3. Top Shelf Concessions

Mr. Gilliam recommended approval of the contract from Top Shelf Concessions to provide the City's Concession Stand Service. Top Shelf will give 15% of their gross revenue to the City on a monthly basis.

A motion to approve the Top Shelf Concessions Contract was made by Council Member Cooley and seconded by Council Member Hodge. Motion carried unanimously. Vote 6-0.

4. SiteMed

Chief Scott Carter, Fire Department stated that Fire fighters are required by OSHA 29 CFR 1910 and National Fire Protection Association (NFPA) 1582 to be cleared medically and physically on an annual basis. In addition, there is a health and wellness component for firefighters that requires a fitness program within Cartersville Fire. The Fire Department is seeking approval to have our annual physicals performed by the SiteMed Corporation of Marietta. SiteMed has been performing physicals for Cartersville Fire for a number of years and are single source due to the complexity and ability to perform all testing at our PSHQ.

The Fire Department will also be provided with a yearlong consultation service by Dr. Walker and his staff for return to work clearance and rehabilitation assistance for any firefighter injuries we may have during the year. The cost for the annual physical and medical program is $23,975.00. This is an increase of $10.00 per firefighter over our 2018 rates and the first price increase since 2016. Because of the nature of the testing and the potential for additional cardiac screening after the base physical, respectfully requesting an amount up to and not to exceed $26,500.00. This is a budgeted item and recommended for approval.

A motion to approve the SiteMed Contract was made by Council Member Wren and seconded by Council Member Fox Motion carried unanimously. Vote 6-0.

5. CBK Traffic Signal

Derek Hampton, Electric Department Head stated The Electric Department is requesting approval to enter into a service contract with CBK Mechanical, Inc. The Electric Department has been using CBK on an as-needed basis for a few years for repairs and troubleshooting that could not be handled in-house. Being that the City's traffic signals are all scheduled for replacement over the next three years, having this contract will help streamline the process.

This contract would lock in pricing that covers the vast majority of the traffic signal maintenance and repair work for up to five years, with the option to account for material price fluctuations on an annual basis. This is a budgeted item.

A motion to approve the CBK Traffic Signal Contract was made by Council Member Hodge and seconded by Council Member Cooley. Motion carried unanimously. Vote 6-0.

H. Bid Award/Purchases

1. 500kVA Transformer Purchase

Mr. Hampton stated The Electric Department is requesting authorization to purchase a 500kVA pad-mounted transformer. The last equivalent transformer was used for an upgrade at the Shaw Create Center, and need a replacement for our stock. Mr. Hampton recommended to purchase the unit from Gresco. The purchase price is only $60 higher than the lowest bid – but the lowest bid will take 6 months to deliver, and the unit from Gresco could be here in half of that time. Being that we currently do not have a spare unit in stock, the shorter delivery time is worth the $60 upcharge. This is a budgeted item. Mr. Hampton requested approval to purchase the 500kVA transformer from Gresco for $10,370.00.

The Mayor asked if The Electric Department crews would be sent to help with relief from Hurricane Dorian and Mr. Hampton stated that they were currently in Conway, waiting for the storm to pass to start working.

A motion to approve the 500kVA Transformer Purchase was made by Council Member Fox and seconded by Council Member Roth. Motion carried unanimously. Vote 6-0.

I. Contracts/Agreements

1. GDOT Airport Grant

Dan Porta, Assistant City Manager stated GDOT has approved additional funding for the Cartersville-Bartow Airport in the amount of $3,383,388.67 with a local match of approximately $183,045. These funds will be used for runway safety area improvements and land acquisition costs. Mr. Porta recommended approval to accept these grant funds from GDOT.

A motion to approve the GDOT Airport Grant Sponsorship was made by Council Member Stepp and seconded by Council Member Fox Motion carried unanimously. Vote 6-0.

2. Property & Casualty Insurance Release Agreement

Mr. Porta stated that a city employee was involved in an accident with another individual in December 2018. Our insurance carrier, Travelers, has negotiated a settlement on this claim in the amount of $15,000 which is part of the city's deductible. Mr. Porta recommended approval of this settlement agreement and payment of the $15,000 plus 2 other invoices that were received for a total of $23,556.43.

A motion to approve the Property & Casualty Insurance Release Agreement in the amount of $23,556.43 was made by Council Member Stepp and seconded by Council Member Cooley Motion carried unanimously. Vote 6-0.

3. Agent of Record for Medical Insurance Brokerage Services

Mr. Porta stated that at the last City Council meeting, approval was given to One Digital as the new agent of record effective September 1, 2019. After some review of city files, the contract with ShawHankins for Medical Insurance Broker Services and Consulting provides for a sixty-day termination notice. In order to comply with the existing contract, Mr. Porta recommended that the City Council approve the termination date of October 20, 2019 for ShawHankins, with the approval of One Digital obtaining access to City of Cartersville medical insurance benefits and files effective on September 1, 2019. Both ShawHankins and One Digital have been contacted regarding these changes and are in agreement with these terms.

A motion to approve the Agent of Record for Medical Insurance Brokerage Services was made by Council Member Hodge and seconded by Council Member Fox. Motion carried unanimously. Vote 6-0.

J. Bid Award/Purchases

1. Fiber to Industrial Park

Mr. Porta stated that as part of the 2019 City Council Visioning Session, staff was given permission to price the cost of running fiber optics cable to the Highland 75 Industrial Park. After working with NCI regarding the fiber installation, Luffman-Byers Engineering and the Electric Department, the total estimated cost to get to the entrance of the Highland 75 Industrial Park is $403,000, with potential additional costs for any rock along the proposed route. The City also looked at staying on the west side of I-75 and installing fiber to the other industrial park and to go just to that park is also an estimated $403,000. The Fiber Department included $415,000 in the current FY 2019-20 budget for this potential installation and it is recommended for approval.

A motion to approve the Fiber to Highland 75 Industrial Park was made by Council Member Fox and seconded by Council Member Wren. Motion carried unanimously. Vote 6-0.

2. Guardrail Repair

Mr. Porta stated that a driver ran into the guardrail near the city cemetery. The city has received a proposal from Martin-Robbins to repair the damaged guardrail for $5,695. Mr. Porta recommended approval of this proposed work and will seek reimbursement from the driver's insurance company.

A motion to approve the Guardrail Repair was made by Council Member Cooley and seconded by Council Member Fox. Motion carried unanimously. Vote 6-0.

3. New Mail Security Service from Mimecast

Mr. Porta stated that in an effort to strengthen the city email security, an upgrade from the current provider Barracuda to a cloud based mail security provider is recommended. Mimecast is recognized as the industry leader in email security and also incorporates end user security awareness into their product. The total upfront cost is $23,100. This change in email security vendors was not budgeted, but funds are available for this change and is recommended for approval.

A motion to approve the New Mail Security Service from Mimecast was made by Council Member Fox and seconded by Council Member Stepp. Motion carried unanimously. Vote 6-0.

4. Vehicle Purchase

Chief Frank McCann stated that that Police Department is requesting approval to purchase five patrol vehicles and one unmarked vehicle. These vehicles are replacement vehicles for our fleet and the older vehicles will be declared surplus. The vehicles are budgeted items and will be paid for out of federal asset forfeiture funds.

Mr. McCann recommended the best bid, Robert Loehr Dodge $149,624.00 The purchase of the vehicles and the equipment (Lights, siren, cage, computer, in-car camera, etc.) will not exceed $240,000.00. This is a budgeted item (federal asset forfeiture money)

A motion to approve the purchase of five patrol vehicles from Robert Loehr Dodge not to exceed $240,000.00 was made by Council Member Fox and seconded by Council Member Hodge. Motion carried unanimously. Vote 6-0.

5. **Itron Upgrade**

Tom Rhinehart, Finance Department Head stated that the Finance Department has requested to upgrade the Itron software and meter reading equipment. Currently the City is using Itron FC300 handheld units that will be obsolete in December 2021. Although the city is currently going the process to choose an AMI system, we are not sure when the AMI system will be fully operational. The current Itron software is running on the Windows 7 platform and needs to be upgraded to the Windows 10 platform. Mr. Rhinehart spoke to the Itron representative and recommended that we move to the Windows 10 platform. By making this upgrade before December 31, 2019, we can save $9,000 on the software upgrade. The upgrade will then allow us to upgrade our meter reading equipment which we will need to do by the end of December 2021.

Mr. Rhinehart received a quote for the meter reading equipment from Itron (sole vendor) which includes the use of Panasonic Touchpad tablets in place of the FC300 handhelds. The City will need five (5) of these for the finance department and one (1) for the gas department. The gas department will need to have one because they program the ERT meters when they install them at a customer's location. The Itron representative also said that the city could use a smart phone instead of purchasing the Panasonic Touchpads, which would save the city $26,658.00. The $26,658 savings is for the removal of items 6, 7, and 8 on the quote (times 6). At this time, the IT department recommended that those involved in the meter reading process use smart phones.

The quote from Itron for the equipment upgrade is as follows:

	Per Unit Cost	Finance Extended Cost	Gas Extended Cost	Finance w/o Touchpad	Gas w/o Touchpad
3 Days Migration/Travel	$5300	$5300	$0	$5300	$0
Itron Mobile Cloud Set-Up	$335	$335	$0	$335	$0
Itron Mobile Radio/Accessories	$2080	$10400	$2080	$10400	$2080
Panasonic Toughpad Tablet 10" & Accessories	$4443	$22215	$4443	$0	$0
Total Cost per Department	$12158	$38250	$6523	$15700	$2080

Total Combined Finance and Gas Cost		$44773	$17780

Mr. Rhinehart recommended the purchase of the software upgrade and equipment from Itron in the amount of $17,780.00 and would not include the purchase of the Panasonic Touchpads.

A motion to approve the Itron Ugrade was made by Council Member Stepp and seconded by Council Member Cooley. Motion carried unanimously. Vote 6-0.

6. Resurfacing Contract Award

Tommy Sanders, Public Works Department Head stated Public Works recently opened five bids for our annual resurfacing contract, the low bidder was Bartow Paving Company for $409,070.02. Mr. Sanders recommended to award the contract to the low bidder. The proposed project includes resurfacing of the following 11 city streets: Henderson Drive, Oakdale Drive, Parr Wade Road, Mission Hills Drive, Wood Forest Drive, Crescent Drive, Highpoint Drive, Willow Trace, Heartwood Drive, Split Oak Drive, Waterstones Court. This is a budgeted item and approval is recommended.

A motion to approve the Resurfacing Contract Award to Bartow Paving in the amount not to exceed 500,000 was made by Council Member Stepp and seconded by Council Member Hodge. Motion carried unanimously. Vote 6-0.

The Mayor asked if anyone had any other business to come before Council.

Mark Harris, 2925 Old State Highway 113 Taylorsville GA, H & H Properties LLC/ Developer of Village Hill came forward and expressed his concerns about the encroachment issue. He did not feel that the City's proposal for the cost of the fence was fair. Council recommended for Mr. Harris to send his proposal to David Archer, City Attorney for Council and legal review.

Council Member Stepp thanked Mr. Sanders and the other Department Heads for their hard work and stated it was nice to see the goals discussed in visioning in action.

Kenneth Fain, 109 Grassdale Road, came forward to object the proposed sidewalk on Grassdale Road. Tommy Sanders came forward to give an overview of the project and stated the meeting will be held once the engineering plan is complete.

A motion to adjourn the meeting was made by Council Member Stepp and seconded by Cooley. Motion carried unanimously. Vote 6-0.

Meeting Adjourned

/s/
Matthew J. Santini
Mayor

ATTEST:

/s/
Samantha Fincher
Deputy City Clerk