City Council Meeting
10 N. Public Square
September 6, 2018
6:00 P.M. – Work Session
7:00 P.M. – Council Meeting

I. Opening Meeting

Invocation by Former Council Member Ward 3 Louis Tonsmeire.
Pledge of Allegiance led by Council Member Roth.

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; Tamara Brock, City Manager; Meredith Ulmer, City Clerk and Keith Lovell, City Attorney.

Absent: Jayce Stepp, Ward 2 and Taff Wren Ward 6.

II. Regular Agenda

A. Council Meeting Minutes

1. August 16, 2018 City Council Minutes

A motion to approve the August 16, 2018 City Council Meeting Minutes as presented was made by Council Member Roth and seconded by Council Member Cooley. Motion carried unanimously. Vote: 4-0.

B. Public Hearing – 2nd Reading of Zoning/Annexation Request

1. AZ18-02: 539 Rowland Springs Road, approx. 0.69 acres, County R-2 to proposed City MF14. Petitioner: Ghanayanjivani, LLC.

Randy Mannino, Planning and Development Department Head stated the annexation and zoning request is to annex property located at 539 Rowland Springs Rd. at the corner of Rowland Springs Rd. and Corinth Rd. The lot contains an unoccupied single family detached house that has been converted to a duplex. The lot contains approximately 0.69 acres. The owner wishes to annex into the City to take advantage of better utility rates and for easier management of other rental properties that are in the City, particularly those adjacent to this one. The current zoning is R-2. The proposed zoning is MF-14 to allow a duplex unit. The Planning Commission recommends approval with one condition: Limit the residential use to one single family detached or duplex unit. This application has not changed since the first reading.

Public Hearing- zoning: with no one coming forward the hearing was closed.

Public Hearing- annexation: with no one coming forward the meeting was closed.

Council Member Fox made a motion to approve the annexation for AZ18-02 and the motion was seconded by Council Member Cooley. Motion carried unanimously. Vote: 4-0.

Council Member Cooley made a motion to approve the zoning for AZ18-02 and the motion was seconded by Council Member Fox. Motion carried unanimously. Vote: 4-0.

Please see exhibit A for Ordinances and map.

2. SU18-04: 280 Nelson Street, Suite: 8. Petitioner: Calvary Chapel River Oaks.

Mr. Mannino stated the applicant wishes to use an empty suite on the western end of this commercial strip mall for a church located at 280 Nelson St. Suite 8. Parking and utilities are in place and available. Religious institutions are allowed in most zoning districts, including the G-C district, with a special use permit. Planning Commission recommends approval (5-0).

Public Hearing: with no one coming forward the public hearing was closed.

Council Member Roth made a motion to approve SU18-04 and the motion was seconded by Council Member Cooley. Motion carried unanimously. Vote: 4-0.

C. Public Hearing

1. Amendment Regarding Occupation Tax/Business License

The Mayor opened the floor for a public hearing:

Mr. Mannino stated the Planning and Development Department is in the process of automating our fee payment process to allow for online payment of occupational tax licenses/business licenses as well as permits and other fees. This should make it much easier for our customers to renew their licenses. In doing so, there is a credit card or automated bank transfer fee that has to be included with said renewal fees.

Because the convenience fee is being passed on to the customer, per State Law regarding occupational tax licenses and at the advisement of the City Attorney's office, we must hold a public hearing. Said credit card transaction fee is 2.95%. If they choose bank transfer, the fee is $0.50. The customer will still have the option to pay in person or send it by U.S.P.S. paying by check or cash, with no additional fees. In the majority of the cases, the 2.95% fee will be lower than the current $3.95 flat rate fee we presently charge for credit card transactions.

With no one else coming forward the public hearing was closed.

2. Ordinance Amendments Regarding Credit Card and Automated Bank Transfer Fees as it Relates to all Fees Paid Through Planning & Development

Mr. Mannino stated the Department is in the process of automating our fee payment process to allow for online payment of occupational tax licenses/business licenses, as well as permits and other fees paid to the Planning & Development Department. This should be easier for our customers to renew their licenses, pull permits, and pay other miscellaneous charges. In doing so, there is a credit card or automated bank transfer fee that has to be included with said payments. The convenience fee is being passed on to the customer. Said credit card transaction fee is 2.95%. If they choose bank transfer, the fee is $0.50. The customer will still have the option to pay in person or send it by U.S.P.S. paying by check or cash, with no additional fees. In cases, the 2.95% fee will be lower than the current $3.95 flat rate fee we presently charge for credit card transactions.

D. Contracts/Agreements

1. Agreement with Invoice Cloud to Process Credit Card and Bank Transactions

Mr. Mannino stated based on previous discussions regarding automating the department's fee payment and processing, Invoice Cloud will be the vendor who is coordinating with our "CityView" software programmers. Planning and Development is requesting Council authorize the Mayor to sign the agreement with Invoice Cloud contingent upon said ordinance amendments being approved. In an effort to try and have the online fee payment structure in place for the upcoming renewal season, we need to have Invoice Cloud coordinating with CityView sooner, rather than later. By having the agreement signed now, we will gain a few additional weeks for software testing. If Council chooses not to approve said ordinance amendments, said agreement will be null and void.

A motion to approve Agreement with Invoice Cloud to Process Credit Card and Bank Transactions was made by Council Member Cooley and seconded by Council Member Fox. Motion carried unanimously. Vote: 4-0.

E. First Reading of Ordinances

1. FY 2018-2019 Budget Amendment

Tom Rhinehart, Finance Department Head stated the Fire Department has requested an amendment to the FY 2018-2019 General Fund budget to account for additional staffing needs. As a result, the Fire Department budget needs to be increased by $38,405 for half of the year. The additional costs were unforeseen at the time the FY 2019 budget was passed by Council. The offset to the expenses will be an increase in the Local Option Sales Tax (LOST) by the same amount ($38,405). I recommend the amendment to increase the General Fund revenues and expenses in the amount of $38,405 (for half of the year), bringing the total of the General Fund budget to $40,749,045.

F. Contracts/Agreements

1. Invoice Cloud Agreement

Mr. Rhinehart stated the cashier area uses PayPal to settle the debit/credit card transactions, while Invoice Cloud settles the debit/credit card transactions made through the website. At the time we chose to use Invoice Cloud to process our transactions, there was an issue with the interface between Invoice Cloud and Cogsdale. The interface issue no longer exists and I am requesting that the City contract with Invoice Cloud to settle the cashier area debit/credit card transactions.

The current $3.95 transaction fee charged by Invoice Cloud will be carried over to the cashier area transaction. This will bring all of the City's customer service settlements under one vendor, thus making it easier to balance using one processor. Mr. Rhinehart recommended approval of the Invoice Cloud documents and for the Mayor to be authorized to sign them.

A motion to approve the Invoice Cloud Agreement was made by Council Member Hodge and seconded by Council Member Roth. Motion carried unanimously. Vote: 4-0.

2. USA Water Maintenance Agreement

Chief Scott Carter stated he respectfully requests permission for the Mayor to be authorized to sign the annual maintenance agreement with USA Water for our testing and maintaining proper chemical levels in the PSHQ chiller for the HVAC system. The annual shared price between CPD and CFD is $4,260.00, which is the same as last year. This is a budgeted expense for both departments at $177.50 each, per month per department.

A motion to approve the USA Water Maintenance Agreement was made by Council Member Hodge and seconded by Council Member Roth. Motion carried unanimously. Vote: 4-0.

3. Water Line Materials for Airport

Dan Porta, Assistant City Manager stated the Cartersville-Bartow Airport Authority has to install a 1,130-foot water line to help serve the airport hangars located on the east side of the runway. The new water line will mainly be used as a fire line in case there is a problem at the airport. The cost for labor to install this new water line is approximately $65,000 plus an additional $36,000 for materials. This project was not anticipated and the Airport Authority has asked if the City and Bartow County are willing to split the material costs. The $18,000 cost to the City for materials was not a budgeted item, but is recommended for your approval.

A motion to approve the Water Line Materials for Airport was made by Council Member Hodge and seconded by Council Member Fox. Motion carried unanimously. Vote: 4-0.

G. Bid Award/Purchases

1. Fiber Optic Cable & Supplies

Mr. Porta stated the City Council previously approved contracts with NCI and Luffman-Byers Engineering for installation of fiber along State Route 411 to Tellus. We have received approval from GDOT for our construction plans and need to order the fiber optic cabling and materials for this project. Mr. Porta recommended approval of the Utilicom Supply Associates quote in the amount of $16,780.

A motion to approve Fiber Optic Cable & Supplies was made by Council Member Roth and seconded by Council Member Fox. Motion carried unanimously. Vote: 4-0.

2. Affordable Care Act Reporting

Mr. Porta stated Shaw Hankins completed the Affordable Care Act 1094-C and 1095-C reporting requirements for the City for 2017 and is due $5,297.50 for this work.

A motion to approve the Affordable Care Act Report was made by Council Member Cooley and seconded by Council Member Roth. Motion carried unanimously. Vote: 4-0.

3. Excavator Purchase

Don Hassebrock, Electric Department Head stated the Electric Department would like to purchase a Yanmar Mini-Excavator, Model VIO80 or equivalent to replace a 1998 New Holland, model 555E Backhoe. There are other Excavator manufacturers, but we want to take advantage of the $40,000+ in accessory attachment equipment that we own. We received 5 bids on the equipment which can be viewed on the attached Bid Comparison sheet and the individual bids.

This is a budgeted item in the FY18-19 Capital Budget. We recommend the purchase of the Yanmar Excavator, model VIO80 from Vermeer of Marietta for the delivered price of $74,000.

A motion to approve the Excavator Purchase was made by Council Member Roth and seconded by Council Member Fox. Motion carried unanimously. Vote: 4-0.

4. Brown Farm Road Pump Station Spare Pump

Bob Jones, Water Department Head stated the City operates five sewer lift stations throughout the sewer collection system service area and we are making a concerted effort to purchase critical spare parts for these systems.

The Brown Farm Road sewer lift station was rebuilt in 2014. At that time, only the pumps currently in service were purchased. I would like to purchase a spare pump for this location to have when a pump fails. This is a sole source item because the pump controls and plumbing connections are brand specific. A price was requested from Flygt for a complete pump compatible with those already installed. Xylem provided a price of $7,746.90. Mr. Jones recommended approval of this item.

Motion to approve the Brown Farm Road Pump Station Spare Pump was made by Council Member Fox and seconded by Council Member Roth. Motion carried unanimously. Vote: 4-0.

5. TD Williams Fittings for CP-17-002

Michael Hill, Assistant Gas Department Head stated the Gas System requested bids for 2 each 6-inch T.D. Williams Spherical three-way tees with outlet and received three bids: Consolidate Pipe & Supply Co. $9,040.00; General Utility Pipe & Supply $8,200.00; S.J. Patterson Co. bid $8,074.00. Mr. Hill recommended accepting the low bid of $8,074.00 from S.J. Patterson Company.

A motion to approve TD Williams Fittings for CP-17-002 was made by Council Member Cooley and seconded by Council Member Hodge. Motion carried unanimously. Vote: 4-0.

6. Meter Purchase Transco Station/Brown Farm Road

Mr. Hill stated the Transco Station and Brown Farm Road both require a meter. Equipment Controls, of Norcross, Georgia, who is our sole source provider, quoted these meters.

The meter cost for the Transco Station is $19,545.30 which includes the electronic index, power supply and communications for the station. The meter cost for Brown Farm Road is $15,039.75 and this is solely the meter cost. The Gas System recommends approval of these items totaling $34,585.05.

A motion to approve Meter Purchase Transco Station/Brown Farm Road was made by Council Member Roth and seconded by Council Member Fox. Motion carried unanimously. Vote: 4-0.

H. Other

1. Federal Annual Report FY2017-2018

Chief Frank McCann stated the Cartersville Police Department has to complete the federal annual report for the U.S. Department of Justice each year to account for the federal asset forfeiture money received and spent. The attached report is for the fiscal year starting July 1, 2017 and ending June 30, 2018. This report was prepared by the Police Department with the assistance of Tom Rhinehart, Finance Director. I am requesting that you and the Mayor review this report and then have the Mayor sign it so it can be sent to the U.S. Department of Justice.

A motion to approve Federal Annual Report FY2017-2018 was made by Council Member Cooley and seconded by Council Member Fox. Motion carried unanimously. Vote: 4-0.

I. Resolutions

1. Resolution for Pub Crawl Festival Zone

This item was removed from the agenda.

J. Commendation/Recognition

1. **Leake Mounds-Etowah River Walker Link Boardwalk Naming**

Greg Anderson, Parks and Recreation Department Head stated he has had discussion with Diane Tate regarding an appropriate way for the City to thank the Cummings family for their generous donation of the right-of-way that allowed the City of Cartersville to plan, design and construct the Leake Mounds-Etowah RiverWalk Link.

A letter of request pertaining to this subject was received as well as a unanimous vote of support from Parks and Recreation Advisory Board to honor the Cummings family, as required by our naming policy. A bronze plaque will be placed at the start of the first boardwalk near the City School System bus barn. This section is the first time the trail makes entry onto the right-of-way donated by the Cummings family. The text on the plaque will read "In Honor – Skip Cummings – October 4, 2018". Private funding has been secured for the bronze plaque as required by our policy.

Mr. Anderson recommended to Cartersville City Council that the City honor the Cummings family for their kind donation to our community. Theirs is a donation that will be utilized in perpetuity, as part of the Cartersville Trails system.

Motion to approve the commendation was made by Council Member Fox and seconded by Council Member Roth. Vote: 4-0.

Council Member Roth made a motion to added an item to the agenda, and it was seconded by Council Member Cooley. Motion carried unanimously. Vote: 4-0.

Added Item:

Keith Lovell, City Attorney stated the City has received an ante litem notice in regards to Mr. Jim Reaves injuring himself riding a bike on a City sidewalk. Mr. Lovell stated he has analyzed the details of the situation and recommends denial of the notice. A copy of the resolution is located in the Clerk's office.

Motion to deny the ante litem notice was made by Council Member Fox and seconded by Council Member Roth. Motion carried unanimously. Vote: 4-0.

A motion to adjourn the meeting was made by Council Member Roth and needing no second. Motion carried unanimously. Vote: 4-0.

Meeting Adjourned

/s/ ______________________
Matthew J. Santini
Mayor

ATTEST:

/s/ Meredith Ulmer
Meredith Ulmer
City Clerk