City Council Meeting
10 N. Public Square
February 7, 2013
6:00 P.M. – Work Session 7:00 P.M.

**I. Opening Meeting**

Invocation by Mayor Santini

Pledge of Allegiance led by Council Member Stepp

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; Lindsey McDaniel Council Member Ward Four; Dianne Tate, Council Member Ward Five Sam Grove, City Manager; Connie Keeling, City Clerk and Keith Lovell, Assistant City Attorney. Louis Tonsmeire, Sr., Council Member Ward Three; Lori Pruitt, Council Member Ward Six; and David Archer, City Attorney were absent.

**II. Regular Agenda**

**A. Council Meeting Minutes**

**1. January 17, 2013**

A motion to approve the January 17, 2013 City Council Meeting Minutes as presented was made by Council Member Tate and seconded by Council Member Hodge. Motion carried unanimously. Vote 4-0

**B. Appointments**

**1. Downtown Development Authority**

Tara Currier, Downtown Development Director stated that the term of Lynn Quick to the DDA expires on February 18, 2013 and she has decided not to pursue reappointment. Ms. Currier recommended the appointment of Andrew Bowen of Cohutta Fishing Co. as her replacement. If appointed his term would expire on February 18, 2017.

A motion to approve the appointment of Andrew Bowen was made by Council Member Tate and seconded by Council Member Hodge. Motion carried unanimously. Vote 4-0

**1. Ethics Committee**

Sam Grove, City Manager stated that the terms of Herschel Wisebram and Stan Tilley on the Ethics Committee are up for renewal and recommended the reappointment of both men with a term set to expire on February 7, 2015.

A motion to approve the reappointment of Herschel Wisebram and Stan Tilley was made by Council Member Hodge and seconded by Council Member Stepp. Motion carried unanimously. Vote 4-0

**C. Resolutions**

**1. Certified City of Ethics Renewal**

Sam Grove, City Manager stated that the Georgia Municipal Association informed the City Manager's Office that the City of Cartersville is scheduled to recertify in January 2013 as a Georgia Certified City of Ethics. To remain certified, the city must submit to GMA for review and approval a copy of any changes to the city's ethics ordinance since initial certification and a current resolution signed by a majority of the governing body re-adopting the five ethics principles. Mr. Grove stated that the original ordinance was passed in December 1999 and recommended approval.

A motion to approve Resolution No. 06-13 was made by Council Member Stepp and seconded by Council Member Hodge. Motion carried unanimously. Vote 4-0

**Resolution No. 06-13**

**WHEREAS the Board of Directors of the Georgia Municipal Association has established a Certified City of Ethics program; and,**

**WHEREAS the City of Cartersville, wishes to be recertified as a Certified City of Ethics under the GMA Program; and,**

**WHEREAS part of the recertification process requires the Mayor and Council to subscribe to the ethics principles approved by the GMA Board;**

**NOW THEREFORE BE IT RESOLVED by the governing authority of the City of Cartersville, Georgia, that as a group and as individuals, the governing authority subscribes to the following ethics principles and pledges to conduct its affairs accordingly:**

*** Serve Others, Not Ourselves**
*** Use Resources with Efficiency and Economy**
*** Treat All People Fairly**
*** Use The Power of Our Position For The Well Being Of Our Constituents**
*** Create An Environment Of Honesty, Openness And Integrity**

**RESOLVED this 7 day of February, 2013.**

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|---|---|
| **Matthew J. Santini**<br>**Matthew J. Santini, Mayor** | **Jayce Stepp**<br>**Jayce Stepp, Councilmember Ward 2** |
| **Dianne Tate** | **Kari Hodge** |

**Dianne Tate, Mayor Pro Tem, Ward 5** **Kari Hodge, Councilmember Ward 1**

**Lindsey McDaniel**
**Lindsey McDaniel, Councilmember Ward 4**

**Connie Keeling**
**ATTEST: Connie Keeling, City Clerk**

**D. First Reading of Ordinances**

**1. Amendment to Alcohol Ordinance Regarding Standardizing Identification Requirement.**

Connie Keeling, City Clerk stated that in August 2012 council approved an amendment to the Alcohol Ordinance regarding required identification for an alcohol license application; however the section for the contact person was overlooked. Ms Keeling stated that this standardizes required identification for all sections of the ordinance and recommended approval.

**NO ACTION REQUIRED**

**2. Amendment to Traffic Ordinance Regarding Puckett Street**

Bobby Elliott, Public Works Director stated that the Etowah Housing Authority has requested that the City create a no parking zone on both sides of Puckett Street between Tennessee Street and Stonewall Street. Mr. Elliott stated as part of the upgrade to their housing they have added parking in other locations. Mr. Elliott recommended approval.

**NO ACTION REQUIRED**

**3. Amendment to Streets and Sidewalks Ordinance Regarding Sign Retro-reflectivity Method and Procedure.**

Bobby Elliott, Public Works Director stated that this ordinance revision will establish a MUTCD Method and Procedure for evaluation of street signs for retro-reflectivity. The FHWA has passed a rule that requires all responsible agencies to adopt a method and procedure for a sign maintenance program that can regularly address new sign minimum retro-reflectivity requirements and begin implementation before January 2014. Mr. Elliott stated that he had reviewed the acceptable methods and recommends approval of the Visual Nighttime Inspection using a consistent parameter procedure.

**NO ACTION REQUIRED**

**E. Change Order**

**1. Wansley Drive Box Culvert**

Bobby Elliott, Public Works Director stated that in October council approved a bid for the Wansley Drive Culvert. Mr. Elliott stated that field conditions dictated an additional $7,088.08. Also, an additional labor expense in the amount of $24,669.69 was incurred on an emergency bases when the Cartersville Water System could not get the water turned off to install the culvert. Mr. Elliott stated that the water department furnished the materials and Kirkpatrick provided the labor to cut in additional valves to isolate the water. Mr. Elliott state that the total amount for this project is $121,691.40, making the change order total $31,757.77. Mr. Elliott recommended approval.

A motion to approve the change order for the Wansley Drive Box Culvert was made by Council Member Stepp and seconded by Council Member McDaniel. Motion carried unanimously. Vote 4-0

**F. Bid Award/Purchases**

**1. Engine Replacement for 2007 Street Sweeper**

Bobby Elliott, Public Works Director stated that recently an engine had failed on the 2007 Street Sweeper and had to be replaced. This is the newest model sweeper and is used daily. Mr. Elliott stated that the repairs were done on an emergency basis by Taylor Truck and Equipment with the final replacement cost of $15,809.75. Mr. Elliott recommended approval.

A motion to approve the engine replacement for the 2007 Street Sweeper was made by Council Member Hodge and seconded by Council Member Tate. Motion carried unanimously. Vote 4-0

**2. Garbage Truck Repairs**

Bobby Elliott, Public Works Director stated that he had recently had some emergency repairs performed on the flagship commercial garbage truck that exceeded the $5,000.00. Taylor Truck and Equipment installed a new steering box, replaced the king pins and bushings in the front end and repaired the radiator. Mr. Elliott stated the total cost for repairs was $6,489.54 and recommended approval.

A motion to approve emergency repairs to the Garbage Truck was made by Council Member McDaniel and seconded by Council Member Stepp. Motion carried unanimously. Vote 4-0

Mayor Santini stated that there was one item to be added to the agenda. A motion to add an item to the agenda was made by Council Member Hodge and seconded by Council Member Tate. Motion carried unanimously. Vote 4-0

**3. Added Item – Commercial Garbage Truck Purchase**

Bobby Elliott, Public Works Director stated that due to countless breakdowns and cost of both money and time; he has been in contact with the makers of the Mack Truck and as a result of these conversations they have offered to take the city's old 2008 cab/chassis in on trade on a 2014 Mack unit with the exact same body specifications. They will refurbish the current body, re-paint and install it on the new chassis and furnish a 60-month extended warranty on the new unit at a cost of $112,856.26. A brand new unit with the same specifications would be $224,000.00. Mr. Elliott stated that this is a time sensitive issue and recommended approval.

A motion to approve the purchase of the 2014 Commercial Garbage Truck was made by Council Member Tate and seconded by Council Member Stepp. Motion carried unanimously. Vote 4-0

**4. Commercial Dumpsters**

Bobby Elliott, Public Works Director stated that bids had been solicited for commercial dumpsters to be used as replacements and/or for new customers. Mr. Elliott stated he had received three bids and recommended approval of the low bid from Nu-Life Environmental in the amount of $19,373.68.

A motion to approve the purchase from Nu-Life Environmental was made by Council Member Hodge and seconded by Council Member Tate. Motion carried unanimously. Vote 4-0

**5. Highland 75 Industrial Park Utility Materials for Electric Department**

David Myers, Electric Superintendent presented council with a list of materials needed to provide electricity to the Highland 75 Industrial Park. Mr. Myers stated that items over $5,000.00 have or will be competitively bid per the standard city requirements. Mr. Myers recommended approval.

A motion to approve the material list for Highland 75 Industrial Park was made by Council Member Stepp and seconded by Council Member McDaniel. Motion carried unanimously. Vote 4-0

**6. Parking Lot Lighting for Bojangles**

David Myers, Electric Superintendent stated that Bojangles Chicken has chosen to use the City of Cartersville for their parking lot lighting. Mr. Myers stated that due to the customer contribution and a sole vendor service territory he recommended approval for Stuart C. Irby to supply the material for this job in the amount of $6,039.75.

A motion to approve the purchase from Stuart C. Irby was made by Council Member Hodge and seconded by Council Member Tate. Motion carried unanimously. Vote 4-0

**7. Underground Primary Cable for Electric Department**

David Myers, Electric Superintendent stated that this item is to replenish stock of 1/0 underground primary cable. This cable is used on virtually all underground jobs and approximately 20,000 feet will be needed. This item is on the ECG bid list and has already been competitively bid. Mr. Myers recommended approval of the purchase in the amount of $2.46 per foot for an approximate total of $49,200.00.

A motion to approve the purchase of underground cable was made by Council Member Tate and seconded by Council Member McDaniel. Motion carried unanimously. Vote 4-0

**8. Emergency Repair of Fire Engine**

Scott Carter, Fire Chief stated that Cartersville E-3 is the oldest front line engine in the Fire Department Fleet and has developed major problems that are requiring the rebuild of the transmission and transfer case for the fire pump. The work will be completed by Ten-8 Fire Apparatus in Forsyth, GA and will include a warranty for parts and labor. Chief Carter recommended approval of the repairs in an amount not to exceed $11,000.00.

A motion to approve the emergency repairs at an amount not to exceed $11,000.00 was made by Council Member Hodge and seconded by Council Member Stepp. Motion carried unanimously.
Vote 4-0

**9. Truck for Water Pollution Control Plant**

Ed Mullinax, Assistant Water Superintendent stated that one of the on-road tractor trucks used by the Water Pollution Control Plant for hauling bio-solids needs to be replaced. Bids were received from three separate vendors for trucks with equivalent hauling capacity. Mr. Mullinax recommended approval of the low bid from Murphy-Hoffman Company in the amount of $113,389.00.

A motion to approve the purchase from Murphy-Hoffman Company was made by Council Member Stepp and seconded by Council Member McDaniel. Motion carried unanimously. Vote 4-0

**10. Water Treatment Plant Conference Room Remodeling**

Ed Mullinax, Assistant Water Superintendent stated that the conference room at the Water Treatment Plant needs to be remodeled. Bids were received for the project including replacement of acoustic ceiling tiles, quarry tile flooring repair, ceramic wall tile replacement, door replacement and water fixture upgrades. Mr. Mullinax recommended approval of the low bid from Graham Commercial Contractors in the amount of $11,951.00.

A motion to approve the Water Treatment Plant Conference Room Remodel was made by Council Member McDaniel and seconded by Council Member Tate. Motion carried unanimously. Vote 4-0

**11. Tennessee Street Water Main Replacement – Walgreens Water Line**

Ed Mullinax, Assistant Water Superintendent stated that bids were received for materials to construct the water line for the new Walgreens Drug Store. This line is the first phase of the larger Tennessee Street water main replacement to be completed later this year. Mr. Mullinax recommended approval of the low bid from HD Supply in the amount of $13,699.99.

A motion to approve the purchase of materials from HD Supply was made by Council Member Hodge and seconded by Council Member Tate. Motion carried unanimously. Vote 4-0

**12. Westside Village Sewer Relocation Project**

Ed Mullinax, Assistant Water Superintendent stated that a section of sewer main serving the Westside Village Commercial Center needs to be relocated in order to construct sewer taps for the individual shops in one of the buildings. Mr. Mullinax recommended approval of the low bid from Hill City Utilities in the amount of $7,720.00.

A motion to approve the low bid from Hill City Utilities was made by Council Member McDaniel and seconded by Council Member Hodge. Motion carried unanimously. Vote 4-0

**G Engineering Services**

**1. Jacob Engineering Regarding Highway 41 and 411 Interchange Water Main Relocation**

Ed Mullinax, Assistant Water Superintendent stated that the DOT project for the reconstruction of the interchange at US Highway 41 and US Highway 411 will require relocation of the Water Department's existing 36 inch water main. Mr. Mullinax stated that this conflict was not anticipated and the relocation was not budgeted. Mr. Mullinax requested approval for Jacobs Engineering, the designer of the original water main, to provide a proposal for engineering services for design, permitting, bidding and construction services for this utility relocation project. The proposal from Jacobs Engineering is for an amount not to exceed $65,100.00.

A motion to approve the agreement with Jacob Engineering was made by Council Member Tate and seconded by Council Member McDaniel. Motion carried unanimously. Vote 4-0

**H. Contract/Agreements**

**1. Cogsdale Annual Software Maintenance**
**(This item was removed from the agenda)**

**2. Blackboard Connect Annual Renewal**

Sam Grove, City Manager stated that this is the annual payment to Blackboard Connect for the communication system used by the city to notify the public of emergency and non-emergency situations. Mr. Grove stated that this is the second year of a two year agreement and recommended approval at a cost of $14,486.00 for 2013.

A motion to approve the annual renewal with Blackboard Connect was made by Council Member Hodge and seconded by Council Member Stepp. Motion carried unanimously. Vote 4-0

**3. Citizen Survey Services**

Tom Quist, Assistant to the City Manager stated that the city has conducted a survey of its resident's opinions every two years with the most recent being in 2011. Mr. Quist stated that at this time the city would like to continue that schedule because of the valuable information provided to elected officials, city staff and the public. Mr. Quist recommended approval of the agreement with National Research Center, Inc. in the amount of $10,300.00.

A motion to approve agreement with National Research Center, Inc. was made by Council Member Stepp and seconded by Council Member Hodge. Motion carried unanimously. Vote 4-0

**4. Energy Efficiency Conservation Block Grant Contract Closeout**

Tom Quist, Assistant to the City Manager stated that this is an acknowledgement and acceptance to close out the contract with GEFA for the Energy Efficiency and Conservation Block Grant. This funding was received in June 2010 and the project was completed in June 2012 and Mr. Quist recommended approval.

A motion to approve the Energy Efficiency Conservation Block Grant Closeout was made by Council Member Stepp and seconded by Council Member Tate. Motion carried unanimously. Vote 4-0

**5. Property Transfer and Construction Loan to Habitat**

Tom Quist, Assistant to the City Manager stated that last year the city purchased two lots on Martin Luther King Jr. Drive (22 and 24 MLK Jr. Drive) with the intent to transfer ownership to Habitat for Humanity as part of the 2009 CDBG Disaster Recovery Supplemental Grant Project. Mr. Quist stated that the city is ready to transfer ownership of the properties to Habitat and simultaneously issue them a construction loan for the homes being built on the lots. The loans are up to $75,000.00 on the first home and up to $15,000.00 on the second home. Mr. Quist stated that the reason the second loan is smaller is because the majority of funding to build this home is coming from the United Way and Anheuser-Busch. Mr. Quist stated that funding for this project is provided through a grant with no direct cost to the city and recommended approval.

A motion to approve property transfer and construction loan to Habitat for Humanity was made by Council Member Stepp and seconded by Council Member Hodge. Motion carried unanimously. Vote 4-0

**I. Easements**

**1. Property Swap for Leake Mounds – Etowah Riverwalk Trail**

Greg Anderson, Parks and Recreation Director stated that these easements had been obtained before GADOT authorization was given; therefore, the city had to convey the easements back to Walnut Grove Plantation and re-acquire them per GADOT procedures. The city has now received the "Notice to Proceed" with the right of way acquisition on the TE Grant Project. Mr. Anderson recommended the following:

1. The City of Cartersville conveying easement back to Walnut Grove
2. Walnut Grove Plantation donating Parcel #1 to the City of Cartersville for the trail easement.
3. Walnut Grove Plantation donating Parcel #2 to the city for the trail easement.

A motion to approve the property transfer for the Etowah Riverwalk Trail was made by Council Member Tate and seconded by Council Member McDaniel. Motion carried unanimously. Vote 4-0

Steve Wade, former employee of the city addressed an issue with the Mayor and Council pertaining to his retirement.

After announcements a motion to adjourn the meeting was made by Council Member Stepp and needing no second. Motion carried unanimously. Vote 4-0

**Meeting Adjourned**

/s/ ____________________________
Matthew J. Santini
Mayor

ATTEST:

/s/ ________________________________
Connie Keeling
City Clerk