

City Council Meeting
City Hall – Council Chambers
September 21, 2023
6:00 P.M. – Work Session
7:00 P.M. – Council Meeting

WORK SESSION

Mayor Matthew Santini opened Work Session at 6:03 P.M. Council Members discussed each item from the agenda with corresponding Staff Members.

Council Member Wren made a motion to enter Executive Session for the purpose of Property Acquisitions and Potential Litigation. Council Member Stepp seconded the motion. Motion carried unanimously. Vote: 4-0

Mayor Santini closed Work Session at 6:44 P.M.

OPENING MEETING

Mayor Santini called the Council Meeting to order at 7:00 P.M.

Invocation by Council Member Cooley.

Pledge of Allegiance led by Council Member Wren.

The City Council met in Regular Session with Mathew Santini, Mayor, presiding, and the following present: Jayce Stepp, Council Member Ward Two; Cary Roth, Council Member Ward Three; Calvin Cooley, Council Member Ward Four; Taff Wren, Council Member Ward Six; Dan Porta, City Manager; Julia Drake, City Clerk; and David Archer, Assistant City Attorney.

Via Phone: Gary Fox, Council Member Ward Five

Absent: Kari Hodge, Council Member Ward One

REGULAR AGENDA

COUNCIL MEETING MINUTES

1. September 7, 2023, Council Meeting Minutes

Council Member Roth made a motion to approve the September 7, 2023, Council Meeting Minutes. Council Member Wren seconded the motion. Motion carried unanimously. Vote: 5-0

OTHER

2. 429 W Main St.

Randy Mannino, Planning and Development Director, stated the library is requesting a variance to allow an accessory structure (performance patio) in the front yard of a corner lot. Per

the City's zoning ordinance, the property owner (City of Cartersville) is required to sign the application for the request.

Council Member Fox made a motion to deny the City of Cartersville the authority to sign the variance application. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 5-0

RESOLUTIONS

3. Time Change for December 7th Council Meeting

Dan Porta, City Manager, stated the first Council Meeting in December conflicts with the annual Christmas parade. The Council has traditionally opted to change the evening meeting to a morning meeting. The resolution to make this change is attached.

Council Member Stepp made a motion to approve the Time Change for December 7th Council Meeting Resolution. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

Reference Resolution #29-23

4. RTP Pre-Application Resolution

Steve Roberts, Parks and Recreation Director, stated the Parks and Recreation Department would like to apply for a Recreational Trails Program (RTP) Grant to help cover the costs of restrooms at Pine Mountain Trail. The total grant funding, if approved, is \$200,000 with a 20% local match. Approval was recommended of the grant resolution.

Council Member Cooley made a motion to approve RTP Pre-Application Resolution. Council Member Wren seconded the motion. Motion carried unanimously. Vote: 5-0

Reference Resolution #30-23

5. CPL Task Order Resolution

Mr. Roberts stated the Recreation Department is seeking assistance to evaluate and design specific improvements to the Main Street Entrance of the Pine Mountain Recreation Area. CPL Architecture, Engineering, and Planning submitted a proposal to provide Professional Consulting and Design Services, which includes project cost estimates and bidding assistance for \$14,790.00.

This request is not budgeted. If approved, this will be paid from the Capital Expense Account.

Council Member Roth made a motion to approve CPL Task Order Resolution. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 5-0

Reference Resolution #31-23

CONTRACTS/AGREEMENTS

6. 178 W. Main Street Concept Plan

Mr. Porta stated Womack Brothers LLC is seeking approval of conceptual plans for City Overlook, a proposed townhome development located at 178 W. Main Street and a change in buyers name to City Overlook Cartersville, LLC.

Matt Womack, 716 West Ave., came forward to give an overview of the concept plan.

Council Member Wren made a motion to approve the 178 W. Main Street Concept Plan. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

7. Certificate of Dedication for the Emerson RV Park

Mr. Porta stated this is a standard certificate of dedication for the acceptance of water lines, meters, hydrants, and other infrastructure to the city and was recommended for approval.

Council Member Cooley made a motion to approve the Certificate of Dedication for the Emerson RV Park. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

8. Stormwater Utility Maintenance Termination Agreement

Mr. Porta stated the Stormwater Department recommends approval to terminate an existing stormwater detention agreement with CCCTM, LLC.

Council Member Roth made a motion to approve the Stormwater Utility Maintenance Termination Agreement. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 5-0

Council Member Wren made a motion to add two (2) items to the agenda. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

BID AWARD/PURCHASES

9. 2004 Pierce Aerial Repairs

Hagan Champion, Assistant Fire Chief, stated repairs needed to be made to the reserve 2004 Pierce Aerial Apparatus for the auto leveling of the aerial bucket. The auto leveling hydraulic motor is no longer supplying fluid to assist in leveling the bucket while it is in operation. This in turn is causing the bucket to pitch forward or backward at an extreme angle and the firefighter in the bucket to become unstable. Therefore, causing the bucket to be unsafe to operate. A quote was received for parts and labor for repairs from Ten-8, our single source provider for Pierce Fire Apparatus for a total of \$9,218.66. The repair is budgeted and will be covered under vehicle maintenance.

Council Member Roth made a motion to approve the 2004 Pierce Aerial Repairs. Council Member Wren seconded the motion. Motion carried unanimously. Vote: 5-0

10. Mimecast Renewal

Steven Grier, FiberCom Director, stated this is the annual support renewal for our Mimecast email security solution. This service provides cloud-based email threat protection for the City of Cartersville. The total amount is \$34,096.46 from SHI. This request is budgeted and recommended for approval.

Council Member Wren made a motion to approve the Mimecast Renewal. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

11. Douthit Ferry Fiber Relocation

Mr. Grier stated this item is for the relocation of our fiber optic infrastructure located at the intersection of Old Alabama Rd and Douthit Ferry Rd. The total amount is \$9,430.05 from NCI. This is not a budgeted item but will be funded through Fiber maintenance. Approval was recommended for this installation.

Council Member Roth made a motion to approve the Douthit Ferry Fiber Relocation. Council Member Wren seconded the motion. Motion carried unanimously. Vote: 5-0

12. Natural Gas Filter Purchase

Mr. Porta stated the Gas System requested bids for a six-inch filter, which will be installed in the gas meter set for the QCells Project. Of only two bids received, the Gas System recommended accepting the low bid of \$11,327.00 from Marie Co, Inc. of Leeds, AL. This is a budgeted item.

Council Member Cooley made a motion to approve the Natural Gas Filter Purchase. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

13. Fire Station #5 Generator Order

Freddy Morgan, Assistant City Manager, stated Nixon Power Services had provided a quote for a Kohler Model: KG60 generator system for Fire Station #5. This is a 60 kW 120/208-volt natural gas generator set and transfer switch system for \$34,309.00. Approval was recommended to award the bid to Nixon Power Services now because the estimated generator delivery is 38 weeks. This is a budgeted item.

Council Member Roth made a motion to approve the Fire Station #5 Generator Order. Council Member Wren seconded the motion. Motion carried unanimously. Vote: 5-0

14. Pension Fund Actuarial Valuations and Benefit Statements

Mr. Morgan stated Southern Actuarial Services had submitted an invoice for the completion of the annual actuarial valuations and individual benefit statements as of July 1, 2023. This invoice is to be paid from the Pension fund account in the amount of \$15,000.00 and is a budgeted item. Approval was recommended.

Council Member Wren made a motion to approve the Pension Fund Actuarial Valuations and Benefits Statements. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

ADDED ITEM

15. Vehicle Purchase

Mr. Morgan stated the Water Control Plant has a 1995 Ford truck that needed to be replaced. This is a non-budgeted item. The purchase price for the new roll-off truck is \$263,445.46 with a three-week lead time. Approval was recommended.

Council Member Cooley made a motion to approve the Vehicle Purchase. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

FIRST READING OF ORDINANCES

16. Seasonal Policy on Electric Disconnections

Mr. Morgan stated this item is an electric disconnection seasonal policy addition. In the Summer, residential service will not be disconnected for non-payment if paid prior to 8:00 A.M. on the date of the scheduled disconnection, a National Weather Service Heat Advisory or Excessive Heat Warning is in effect or is forecasted to be in effect by the National Weather Service, in the county in which the meter scheduled for disconnection is located.

This was a first reading and will be voted on at the next City Council Meeting scheduled for October 5, 2023.

17. Natural Gas Rates

Mr. Morgan stated this is an update to the fees in the Code of Ordinances, Chapter 24 – Utilities. Article IX, - Gas System. Division 2 – Rates.

This was a first reading and will be voted on at the next City Council Meeting scheduled for October 5, 2023.

ADDED ITEM

18. Certificate of Dedication – Arcadia Apartments

David Archer, Assistant City Attorney, stated the Certificate of Dedication for the Arcadia Apartments, in which the owner is dedicating the water and sewer lines, and other infrastructure to the city. This is in the normal course of business for this project, and as such, approval was recommended.

Council Member Roth made a motion to approve the Certificate of Dedication – Arcadia Apartments. Council Member Wren seconded the motion. Motion carried unanimously. Vote: 5-0

CERTIFICATION

19. CRS Recertification

Wade Wilson, Public Works Director, stated the City of Cartersville continues to participate in the Community Rating System (CRS) to qualify for reduced flood insurance rates from the National Flood Insurance Program for properties within the city limits. Public Works is requesting the mayor's signature on the attached annual recertification application with CRS to continue in this ongoing program participation.

Council Member Roth made a motion to approve the CRS Recertification. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 5-0

GRANT APPLICATION/ACCEPTANCE

20. FY 2024 LMIG

Mr. Wilson stated Public Works is seeking permission for the mayor to sign the GDOT FY2024 Local Maintenance Improvement Grant Cover (LMIG) Letter and any grant application-related documents. We are proposing to resurface approximately 5.2 miles of city streets including Lee Street, Beauregard Street, McElreath Street, Moody Street, Knight Street, Oakland Street, Herring Street, a portion of East Felton Road, Roosevelt Street, Porter Street, Pine Street, Powers Court, Aubrey Street, Fite Street, Baker Street, Cedar Lane, Ann Circle, Carter Street, Moore Street and Qual Run.

This year, the grant amount is \$311,688.40, and the estimated project cost is \$1,000,000. Approximately \$300,000 will come from the 2020 SPLOST Road, Streets, Sidewalks, Bridges, and Stormwater Improvements Category, and the remaining amount will be funded by our Maintenance and Resurfacing Budget.

This grant requires a 30% local match, and this is a budgeted item. This grant application was recommended for approval.

Council Member Cooley made a motion to approve the FY 2024 LMIG. Council Member Wren seconded the motion. Motion carried unanimously. Vote: 5-0

RESOLUTIONS

21. Resolution to Open New GA Fund 1 Account

Tom Rhinehart, Finance Director, stated the City will be transferring funds from MEAG to an account at the Office of the State Treasury (OST) GA Fund 1. To complete this process, a new account within GA Fund 1 needs to be opened. The attached document is a resolution to open the account and needs to be approved by the City Council and signed by the mayor. Approval was recommended of the new account to house the City's MEAG funds to be opened at the OTS GA Fund 1.

Council Member Stepp made a motion to approve the Resolution to Open New GA Fund 1 Account. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 5-0

Reference Resolution #32-23

MONTHLY FINANCIAL REPORT

22. July 2023 Financial Report

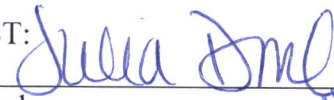
Mr. Rhinehart reviewed the financial report for July 2023 and compared the numbers to July 2022.

ADJOURNMENT

With no other business to discuss, Council Member Stepp made a motion to adjourn.

Meeting Adjourned at 7:32 P.M.

/s/ 
Matthew J. Santini
Mayor

ATTEST: 
/s/ _____
Julia Drake
City Clerk

