



**CARTERSVILLE  
CITY COUNCIL MEETING**  
Council Chambers, Third Floor of City Hall  
Thursday, September 01, 2022 at 7:00 PM

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**AGENDA**

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**COUNCILPERSONS:**

Matt Santini – Mayor  
Calvin Cooley – Mayor Pro Tem  
Gary Fox  
Kari Hodge  
Cary Roth  
Jayce Stepp  
Taff Wren

**CITY MANAGER:**

Dan Porta

**CITY ATTORNEY:**

David Archer

**CITY CLERK:**

Julia Drake

Work Session - 6:00 PM

Regular Meeting - 7:00 PM

**OPENING OF MEETING**

**Invocation**

**Pledge of Allegiance**

**Roll Call**

**COUNCIL MEETING MINUTES**

1. August 18, 2022

**PUBLIC HEARING - 1ST READING OF ZONING/ANNEXATION REQUESTS**

2. Z22-02. Rezone 1.145 acres from R-15 to M-U. Applicant: Jenny Smith.

**BID AWARD/PURCHASES**

3. High Pressure Zone Improvements Engineering

4. Office 365 Upgrade

5. Stormwater Acquisition/Relocation Services Fee Proposal

**ADJOURNMENT**

*Persons with disabilities needing assistance to participate in any of these proceedings should contact the human resources office, ADA coordinator, 48 hours in advance of the meeting at 770-387-5616.*

**P.O Box 1390 – 10 N. Public Square – Cartersville, Georgia 30120**  
**Telephone: 770-387-5616 – Fax 770-386-5841 – [www.cityofcartersville.org](http://www.cityofcartersville.org)**



## CITY COUNCIL ITEM SUMMARY

<b>MEETING DATE:</b>	September 1, 2022
<b>SUBCATEGORY:</b>	Council Meeting Minutes
<b>DEPARTMENT NAME:</b>	Planning and Development
<b>AGENDA ITEM TITLE:</b>	August 18, 2022
<b>DEPARTMENT SUMMARY RECOMMENDATION:</b>	The minutes from the August 18, 2022 City Council Meeting have been uploaded for your review and approval.
<b>LEGAL:</b>	NA

City Council Meeting  
10 N. Public Square  
August 18, 2022  
6:00 P.M. – Work Session  
7:00 P.M. – Council Meeting

**WORK SESSION**

Mayor Matthew Santini opened Work Session at 6:00 P.M. Council Members discussed each item from the agenda with corresponding Staff Members.

Council Member Stepp made a motion to enter into Executive Session for the purposes of Litigation and Property Acquisitions. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

Mayor Santini closed Work Session at 6:35 P.M.

**OPENING MEETING**

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

Invocation by Council Member Roth.

Pledge of Allegiance led by Council Member Cooley.

The City Council met in Regular Session with Matthew 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; Dan Porta, City Manager; Julia Drake, City Clerk; and David Archer, City Attorney.

Absent: Taff Wren, Council Member Ward Six

**REGULAR AGENDA**

**COUNCIL MEETING MINUTES**

- 1. August 4, 2022; August 11, 2022 Special Called; and August 18 Special Called Meeting Minutes**

Council Member Roth made a motion to approve the August 4, 2022; August 11, 2022 Special Called; and August 18, 2022 Special Called Meeting Minutes. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 5-0

**PUBLIC HEARING**

- 2. City of Cartersville M&O Millage Rate Set at 2.910 Mills for 2022**



Mayor Matthew Santini stated the property taxes received from the Cartersville M&O property tax collections are used for the general city government operations, which include police, fire, recreation, public works, etc.

The proposed 2022 millage rate is set at 2.910 mills and is not the rollback rate (rollback rate was 2.589 mills). As a result, the rate of 2.91 mills is considered to be a property tax increase of 12.40% over the rollback rate. The tax increase on a house that has a fair market value of \$125,000 would be approximately \$16.05. Furthermore, the city is required to hold three public hearings for the citizens to voice their opinions regarding the proposed property tax increase.

The first public hearing was held on August 11, 2022 at 5 PM. The second public hearing was held on August 18, 2022 at 8 AM, and this was the third public hearing. Approval was recommended of the Cartersville M&O property tax millage rate of 2.910 mills for 2022.

Public hearing opened and with no one to come forward, the public hearing was closed.

Dan Porta, City Manager, explained the estimated increase of property taxes for a potential resident with a home valued at \$500,000. Furthermore, he explained the benefits of the City and all that the City has to offer.

Council Member Fox made a motion to approve the City of Cartersville M&O Millage Rate. Council Member Hodge seconded the motion. Motion carried unanimously. Vote: 5-0

### **3. Cartersville Business Improvement District Millage Rate Set at 1.120 Mills for 2022**

Mayor Santini stated The Cartersville Business Improvement District (BID) is made up of the Downtown Cartersville Business District. These business owners have been self-assessing a property tax for many years to raise funds for use in the downtown area. The Downtown Development Authority (DDA) works with local businesses to use the funds to improve the downtown area. The DDA Board requests the City Council approval of their recommended BID's property tax millage of 1.120 mills for 2022. This is the rollback rate. Approval was recommended of the Cartersville Business Improvement District property tax millage of 1.120 mills for 2022.

Public hearing opened and with no one to come forward, the public hearing was closed.

Council Member Stepp made a motion to approve the Cartersville Business Improvement District Millage Rate. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 5-0

### **4. GO Parks & Recreation Property Tax Millage Rate Set at 0.624 Mills for 2022**

Mayor Santini stated the citizens of Cartersville approved a referendum in November of 2014 authorizing the city to issue bonds to be used to pay for renovations and improvements to the parks and recreation buildings and properties. The bonds were issued with a ten-year payback period. In order to make the scheduled bond payments, the city is assessing a property tax millage of 0.624 mills (below the rollback rate of .656 mills) for 2022, also approved by the citizens. The millage rate for this will fluctuate over the ten years and will need to be set with a millage large enough to cover the semi-annual bond payments. Approval was recommended of the Cartersville GO Parks and Recreation Bond tax millage rate of 0.624 mills for 2022.

Public hearing was opened.

Mike Lusk, 20 Twinleaf Ct., came forward to inquire about the funds.

With no one else to come forward, the public hearing was closed.

Mr. Porta reviewed the updates to the parks that had been completed.

Council Member Stepp made a motion to approve the GO Parks & Recreation Property Tax Millage Rate. Council Member Hodge seconded the motion. Motion carried unanimously. Vote: 5-0

**5. Cartersville School System Millage Rate Set at 13.906 Mills for 2022**

Mayor Santini stated the Cartersville City School System has recommended to their Board to adopt the millage rate of 13.906 mill for 2022. The rollback rate is 12.277 mills. As a result, the rate of 13.906 mills is considered to be a property tax increase of 13.27% over the rollback rate. The tax increase on a house that has a fair market value of \$125,000 would be approximately \$49.65.

Furthermore, the city is required to hold three public hearings for the citizens to voice their opinions regarding the proposed property tax increase. The first public hearing was held on August 11, 2022 at 5 PM. The second public hearing was held on August 18, 2022 at 8 AM, and the third public hearing was held on August 18, 2022 at 7 PM. The City Council approves the School Board’s recommended tax millage rate for city residents where all the property taxes collected are used by the Cartersville City School System. Approval was recommended of the Cartersville City School System property tax millage rate of 13.906 mills for 2022.

Public hearing was opened.

Raleigh Chastine, 107 Twelve Oaks Dr., came forward to propose lower school taxes for seniors over the age of 65 due to limited income as a retiree.

With no one else to come forward, the public hearing was closed.

Council Member Stepp made a motion to approve the Cartersville School System Millage Rate. Council Member Hodge seconded the motion. Motion carried unanimously. Vote: 5-0

**APPOINTMENTS**

**6. Historic Preservation Commission**

Mr. Porta stated Brad Galland and Greg Frisbee are currently serving on the Historic Preservation Commission. Their current term will expire on September 7, 2022 and they would like to continue serving. Their new term would expire on September 7, 2025 if they are reappointed.

Council Member Hodge made a motion to approve the Historic Preservation Commission Appointment. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 5-0

## **7. Etowah Area Consolidated Housing Authority**

Mr. Porta stated Ms. Hazel Stephenson has resigned from the Housing Authority. Ty Mitcham would like to serve on the Authority and his application is included. If appointed, his new term would end on April 1, 2026.

Council Member Cooley made a motion to approve the Etowah Area Consolidated Housing Authority Appointment. Council Member Stepp seconded the motion. Motion carried unanimously. Vote: 5-0

## **CONTRACTS/AGREEMENTS**

### **8. Local Option Sales Tax Agreement**

Mr. Porta stated over the past month, we have had a few meetings with cities within Bartow County and joint meetings with Commissioner Taylor and all cities to come to an agreement on how the Local Option Sales Tax (LOST) will be distributed. In the past couple of distributions, LOST was split according to the decennial census, and sometimes Cartersville and Bartow County each gave up some percentage so smaller cities within the County would not be hurt by smaller LOST dollars distributed to them. The most recent census has Cartersville growing to 21.292% from 19.3% just using population. After discussing this with Bartow County and the other cities, other factors were used to determine how these funds will be distributed and after a couple of meetings, Cartersville's percentage, if approved, will be 22.75%. The new LOST percentage will be effective on January 1, 2023 and approval was recommended of the 22.75% distribution for the City of Cartersville.

Council Member Fox made a motion to approve the Local Option Sales Tax Agreement. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

### **9. 32 Ann Circle**

John Dooley, Electric Department Assistant Director, stated the Electric Department recommends Council approve and sign the interconnection agreement.

Council Member Fox made a motion to approve 32 Ann Circle. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

### **10. Piana Nonwovens**

Mr. Dooley stated the Electric Department recommends Council approve and sign the interconnection agreement.

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

### **11. Sweitzer Engineering Agreement**

Sidney Forsyth, Water Department Director, stated the Engineering Services Agreement between the City and Sweitzer Engineering, Inc. has expired and needs to be renewed in order to continue hiring this firm for engineering services. This is a standard form of agreement used between the City and other engineering firms.

Task Order 1 is for general consultation services. This is necessary due to Sweitzer Engineering holding, updating and operating the City’s water system hydraulic model. When model scenarios are needed, the Water Department requests reports from Sweitzer based on hourly rates in the Agreement. Invoices for this work are typically less than \$1,000.00.

Task Order 2 is for specific water line relocation/replacement design services related to the roadway improvements on Grassdale Road between Cassville Road and Joe Frank Harris Parkway. The cost for this task order is estimated at \$15,000.00.

Approval was recommended of the Agreement and both Task Orders. Task Order 2 is a budgeted expense to be paid from account 505.3320.54.3396.

Council Member Fox made a motion to approve the Sweitzer Engineering Agreement. Council Member Hodge seconded the motion. Motion carried unanimously. Vote: 5-0

## **BID AWARD/PURCHASES**

### **12. Absolute Environmental Sewer Meter Installation**

Mr. Forsyth stated The Water Department needs to install a sewer meter and associated vault and plumbing for a centralized sewage treatment facility at 225 Industrial Park Road. This is a larger project than can be performed by City crews, and must be contracted out. The 6” meter has been purchased and is AMI compatible.

We requested quotes for this work and received two (2) bids, the lowest being from Lanning Contracting, LLC for \$13,750.00. The full cost of installation is reimbursable from the customer and will be required in order to continue service and maintain an Industrial Sewer Discharge Permit, issued to this customer by the City.

Approval was recommended to award the job to Lanning Contracting, LLC for \$13,750.00. This is a budgeted expense to be paid from account 505.3320.52.2390.

Council Member Roth made a motion to approve the Absolute Environmental Sewer Meter Installation. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 5-0

### **13. Absolute Environmental Sewer Meter Vault**

Mr. Forsyth stated The Water Department needs to install a sewer meter and associated vault and plumbing for a centralized sewage treatment facility at 225 Industrial Park Road. This is a larger project than can be performed by City crews and must be contracted out. The 6” meter has been purchased and is AMI compatible.

A quote was received from the sole source provider, Fortiline Waterworks for a pre-fabricated concrete vault, completely assembled with all necessary piping for the meter installation.

Approval was recommended to purchase this meter vault assembly for \$14,024.00 from Fortiline Waterworks. This expense is fully reimbursable to the City by the customer.

This is a budgeted expense to be paid from account 505.3320.52.2390.

Council Member Roth made a motion to approve the Absolute Environmental Sewer Meter Vault. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 5-0

**14. Watch Guard Replacement Camera System**

Mayor Santini stated this item would be removed from the agenda.

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

**15. Vehicle Purchases**

Freddy Morgan, Assistant City Manager, stated the vehicle bids enclosed in your packets are recommended for approval and are for our Planning and Development and Parks and Recreation Departments. These are budgeted items and will be purchased using funds from operating revenue.

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

**16. United Healthcare Senior Supplement and Group Prescription Drug Plan Renewal**

Mr. Porta stated that we had received the 2023 Senior Supplement health insurance renewal for retirees covered by United Healthcare and the rates are increasing from \$342.53 per month to \$351.09 per month with the city paying 85% of the premium for single retirees and 75% for family retirees. The UHC plan provides good coverage for our retirees and approval was recommended.

Council Member Stepp made a motion to approve the United Healthcare Senior Supplement and Group Prescription Drug Plan Renewal. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

**17. Second Quarter 2022 Motorola Radio Invoice**

Mr. Morgan stated Bartow County has submitted the second quarter 2022 invoice for the Motorola radio system that is used by our Police, Fire, FiberCom, Gas, Electric, Public Works and Recreation Departments. This is a budgeted item and approval was recommended to pay the invoice in the amount of \$38,259.81.

Council Member Hodge made a motion to approve the Second Quarter 2022 Motorola Radio Invoice. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

**SURPLUS EQUIPMENT**

**18. Surplus Equipment**

Mr. Morgan stated the following list of vehicles/equipment are deemed as surplus by our departments. Approval of this list was recommended as surplus in order to be sold on GovDeals.com

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

**ADDED ITEMS**

**19. Federal Annual Report**

Frank McCann, Police Chief, 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. This report is for fiscal year starting July 1, 2021 and ending June 30, 2022. This report was prepared by the police department with the assistance of Tom Rhinehart, Finance Director.

Council Member Stepp made a motion to approve the Federal Annual Report. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 5-0

- 20. Ante Litem Notice – Tomas Reyes Sanchez**
- 21. Ante Litem Notice – Leticia Guadalupe Montiel**
- 22. Ante Litem Notice – Brayden Reyes**

David Archer, City Attorney stated they had received an Ante Litem notice from Hart & Associates regarding an automobile accident that involved the three (3) occupants, Tomas Reyes Sanchez, Leticia Guadalupe Montiel, Brayden Reyes and a Cartersville Police Officer.

Furthermore, Mr. Archer stated that the State Patrol Officer was unable to question the CPD Officer due to hospitalization but proposed denial of the Ante Litem Notice.

Council Member Roth made a motion to deny all three (3) Ante Litem Notices. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 5-0


RESOLUTION NO. 22-22

RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF CARTERSVILLE, GEORGIA

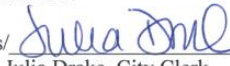
WHEREAS, on or about August 5, 2022, the City of Cartersville received an Ante Litem Notice dated July 29, 2022, from Hart & Associates, concerning Tomas Reyes Sanchez's alleged claims against the City relating to an incident which occurred on or about July 1, 2022.

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Mayor and City Council that the City of Cartersville denies the Ante Litem Notice claim submitted as referenced above, based on the information currently available to it, and directs the City Attorney's Office to inform Hart & Associates of said denial.

BE IT AND IT IS HEREBY RESOLVED this 18<sup>th</sup> day of August, 2022.

/s/   
Matthew J. Santini, Mayor  
City of Cartersville, Georgia

ATTEST:

/s/   
Julia Drake, City Clerk  
City of Cartersville, Georgia




RESOLUTION NO. 23-22

RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF CARTERSVILLE, GEORGIA

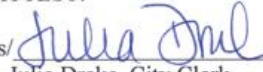
WHEREAS, on or about August 5, 2022, the City of Cartersville received an Ante Litem Notice dated July 29, 2022, from Hart & Associates, concerning Leticia Guadalupe Montiel's alleged claims against the City relating to an incident which occurred on or about July 1, 2022.

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Mayor and City Council that the City of Cartersville denies the Ante Litem Notice claim submitted as referenced above, based on the information currently available to it, and directs the City Attorney's Office to inform Hart & Associates of said denial.

BE IT AND IT IS HEREBY RESOLVED this 18<sup>th</sup> day of August, 2022.

/s/   
Matthew J. Santini, Mayor  
City of Cartersville, Georgia

ATTEST:

/s/   
Julia Drake, City Clerk  
City of Cartersville, Georgia



**RESOLUTION NO. 24-22**


**RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF CARTERSVILLE, GEORGIA**

**WHEREAS**, on or about August 5, 2022, the City of Cartersville received an Ante Litem Notice dated July 29, 2022, from Hart & Associates, concerning a minor child, Brayden Reyes' alleged claims against the City relating to an incident which occurred on or about July 1, 2022.

**NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED** by the Mayor and City Council that the City of Cartersville denies the Ante Litem Notice claim submitted as referenced above, based on the information currently available to it, and directs the City Attorney's Office to inform Hart & Associates of said denial.

**BE IT AND IT IS HEREBY RESOLVED** this 18<sup>th</sup> day of August, 2022.

/s/   
Matthew J. Santini, Mayor  
City of Cartersville, Georgia

ATTEST:  
/s/   
Julia Drake, City Clerk  
City of Cartersville, Georgia



**23. Ante Litem Notice – Jack House, Myrtle shook, and Donovan and Tracy Shook**

Mr. Archer stated they had received an Ante Litem Notice from Evans Law Firm regarding damage caused to their properties by the construction of the new Cartersville Primary School on property owned by City of Cartersville at 200 Carter Grove Blvd. Their claim is that silt has left the construction site and damaged their properties. It was proposed to deny the Ante Litem Notice.

Council Member Fox made a motion to deny the Ante Litem Notice. Council Member Hodge seconded the motion. Motion carried unanimously. Vote: 5-0




**RESOLUTION NO. 25-22**

**RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF CARTERSVILLE, GEORGIA**

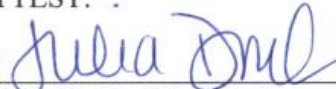
**WHEREAS**, on or about July 27, 2022, the City of Cartersville received an Ante Litem Notice dated July 26, 2022, from the Evans Law Firm, concerning alleged claims against the City relating to an incident(s) which occurred during the month of February 2022, to the properties owned by Jack House, Myrtle Shook, and Donovan and Tracy Shook.

**NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED** by the Mayor and City Council that the City of Cartersville denies the Ante Litem Notice claim submitted as referenced above, based on the information currently available to it, and directs the City Attorney’s Office to inform the Evans Law Firm of said denial.

**BE IT AND IT IS HEREBY RESOLVED** this 18<sup>th</sup> day of August, 2022.

/s/   
Matthew J. Santini, Mayor  
City of Cartersville, Georgia

ATTEST: .

/s/   
Julia Drake, City Clerk  
City of Cartersville, Georgia



**MONTHLY FINANCIAL STATEMENT**

**24. June 2022 Financial Report**

Tom Rhinehart, Finance Director, came forward to review the June 2022 Financial Report and compared the numbers to June 2021.

**OTHER**

Mayor Santini asked if there was any other business to come before Council.

Cate Conway, 19 Akron St., came forward with concerns of the Atco Community regarding Code Enforcement issues. She stated that there is a boat parked in the street that is hindering traffic and sight, there is glass in the alley, and fallen trees in the city right-of-way and asked that the City please look into these issues.

Leslie Crawford, 25 Litchfield St., came forward to voice her concerns regarding Atco Community as well stating that there is unsanitary trash piled up at some of the residences, non-operational vehicles, appliances in yards and on decks/porches.

Mayor Santini responded with the time frame that is given to property owners to respond to code enforcement violations.

Ryan Roney, 22 Akron St., came forward to reiterate the sentiments from the previous two (2) speakers had. In addition, he did thank the city for their improvements and efforts in helping to preserve the Atco Community.

Council Member Hodge stated that she appreciates all of the comments and enjoys seeing the resident’s involvement in the communities across the city. In closing, she recognized that the concerns from the citizens had been heard and were much appreciated.

Council Member Roth stated that as a member of Council, they are always working to improve our community and strive to help it grow.

**ADJOURNMENT**

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

Meeting Adjourned at 8:12 P.M.

/s/ \_\_\_\_\_  
Matthew J. Santini  
Mayor

ATTEST:  
/s/ \_\_\_\_\_  
Julia Drake  
City Clerk



## CITY COUNCIL ITEM SUMMARY

<b>MEETING DATE:</b>	September 1, 2022
<b>SUBCATEGORY:</b>	Public Hearing – 1st Reading of Zoning/Annexation Requests
<b>DEPARTMENT NAME:</b>	Planning and Development
<b>AGENDA ITEM TITLE:</b>	Z22-02. Rezone 1.145 acres from R-15 to M-U. Applicant: Jenny Smith.
<b>DEPARTMENT SUMMARY RECOMMENDATION:</b>	<p>Rezone 1.145 acres from R-15 to M-U to allow an existing structure be used an office rental space.</p> <p>Planning Commission recommends <u>approval with conditions</u> of the application, 6-0. The conditions are:</p> <ul style="list-style-type: none"> <li>• Land uses are limited to single family residential, office or retail.</li> <li>• Future redevelopment of the site is limited to a single structure not to exceed the approximate area and height of the existing structure.</li> <li>• The rezoning is conditioned to the proposed floor plan, scope of work and associated cost estimate for 7 Smith Rd. included with the zoning application.</li> </ul>
<b>LEGAL:</b>	N/A

**ZONING SYNOPSIS (Revised)**

Information in the original synopsis has been stricken and/ or revised where appropriate.

Petition Number(s): Z22-02

**APPLICANT INFORMATION AND PROPERTY DESCRIPTION**

Applicant: Jenny Smith

Representative: Same

Property Owner: Jenny Smith

Property Location: ~~6 Smith Rd.~~ 7 Smith Rd

Access to the Property: N. Tennessee St.

**Site Characteristics:**

Tract Size: Acres: ~~5.53~~ 1.145 District: 4<sup>th</sup> Section: 3<sup>rd</sup> LL(S): 194

Ward: 1 Council Member: Kari Hodge

**LAND USE INFORMATION (Revised)**

Current Zoning: ~~R-7 &~~ R-15 (Single Family Residential)

Proposed Zoning: M-U (Multiple Use)

Proposed Use: Primary use to remain residential. Subdivide and use one structure as an office/retail space.

Current Zoning of Adjacent Property:

North: ~~M-U and~~ R-15

South: ~~R-15 and~~ O-C (Office Commercial)

East: ~~R-7 and~~ R-15

West: ~~O-C and P-S (Professional Services)~~

The Future Development Plan designates the subject property as: Tennessee Street Corridor and Transitional Use.

The Future Land Use Map designates the subject property as: Commercial Mixed-Use and Low/Medium Density Residential

## ZONING ANALYSIS

### Project Summary:

**Revision:** At Planning Commissions' request at the July 12<sup>th</sup> meeting, the applicant has reduced the zoning request to 1.145 acres to include only the lot that requires a change in land use, known as 7 Smith Rd. A plat that was recorded in 2020 demonstrates that the lot has been subdivided. The tax records have not been updated.

All zoning development requirements including setbacks and street frontage distances for the subdivided lot have been met.

The revised request is to rezone the 1.145 acre tract from R-15 to M-U.

The applicant is requesting the rezoning of property located at ~~6 Smith Rd.~~ **7 Smith Rd** from ~~R-7 and~~ R-15 (Single Family Residential) to M-U (Multiple-Use) in order to provide a professional office space. ~~There are two residential structures on site identified as 6 and 7 Smith Rd. The structure at 6 Smith Rd will continue to serve as a residence.~~ The structure at 7 Smith Rd will be renovated and converted to a professional office space. A floor plan, scope of work and cost estimate are included with the application.

Smith Rd. is a private street on an access and utility easement providing access to the property from Tennessee St.

~~The professional office lot will likely need to be subdivided from the residential lot per zoning ordinance requirements. (Sec. 4.3). Variances could be needed for the subdivision.~~

### ~~Sec. 4.3. Every use must be upon a lot.~~

~~No building or structure may be erected or use established unless upon a lot as defined by this chapter unless otherwise noted.~~

### City Department Comments

**Electric:** The Electric System takes no exception to this rezoning case #Z22-02. Any requested upgrades to the electrical service can be address with the contractor during construction. If a meter base location change is desired, we would need to determine the new location ASAP.

**Fibercom:** Takes no exception.

**Fire:** CFD takes no exceptions to the rezoning request for 6 Smith Rd. to MU zoning provided all city adopted codes and ordinances are followed.

**Gas:** Takes no exception.

**Public Works:** No comments for rezoning purposes. However, they may have some issues when they have to permit it in regards to access.

**Water and Sewer:** See attachment dated 6-2-22

**Public Comments:**

6/22: Michael Willerson. Adjacent property owner at 216 Wildwood Dr. General Inquiry. Concerns about future development. Invited to attend meeting.

6/24: Jessica Withrow with the law office of Ms. Leslie Simmons requested a copy of the zoning application. It was forwarded via email. Ms. Simmons is the adjacent property owner at 1103 N. Tennessee St.

**STANDARDS FOR EXERCISE OF ZONING POWERS.**

- 1. *The existing land uses and zoning of nearby property.*  
~~Due to the unusual shape of the subject property, the~~ **The property abuts other properties ranging from residential to office/ commercial. to commercial. The office/ commercial properties and uses front Tennessee St. Any new office use on the subject property may require planted buffers adjacent to residential properties or uses. A natural buffer currently exists along the east property line.**
- 2. *The suitability of the subject property for the zoned purposes.*  
**The property is suitable for the zoned purposes.**
- 3. *The relative gain to the public, as compared to the hardship imposed upon the individual property owner.*  
**The public gain would be minimal. Rezoning provides land use options for the owner.**
- 4. *Whether the subject property has a reasonable economic use as currently zoned.*  
**The property has a reasonable economic use as currently zoned.**
- 5. *Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property.*  
**The zoning proposal would permit a use that is suitable in view of the use of the adjacent office/commercial use properties as long as the proposed use does not generate a burdensome number of vehicular trips or increase the residential unit density.**

6. *Whether the proposed zoning will adversely affect the existing use or usability of adjacent or nearby property.*

**The zoning proposal should not have an adverse effect on adjacent property owners or property use. The narrow access easement for Smith Rd may complicate access to an office use if a high traffic count is generated by the office use.**

7. *Whether the zoning proposal is in conformity with the current future development plan and community agenda of the comprehensive land use plan as currently adopted or amended in the future.*

**The zoning proposal does conform to the Future Development Map and Future Land Use Map.**

8. *Whether the zoning proposal will result in a use which will or could adversely affect the environment, including but not limited to drainage, wetlands, groundwater recharge areas, endangered wildlife habitats, soil erosion and sedimentation, floodplain, air quality, and water quality and quantity.*

**Development resulting from an approved zoning proposal would be required to meet all local, state, and federal environmental and development regulations. A subdivision plat and site plan approval may be required for an office and/ or retail use.**

9. *Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.*

**The proposed use should not burden existing streets, transportation facilities or, utilities.**

10. *Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.*

**There are no known conditions.**

**STAFF RECOMMENDATION:**

**Staff does not oppose the rezoning. The following zoning conditions should be considered:**

- Land uses ~~should be~~ **are** limited to single family residential, office or retail.
- **Future redevelopment of the site ~~should be~~ is limited to a single structure not to exceed the approximate area and height of the existing structure. ~~Office and/ or~~**

~~retail uses should be limited to 7 Smith Rd or a new building not to exceed the area or height of the existing structure building at 7 Smith Rd.~~

- The rezoning may be conditioned to the proposed floor plan, scope of work and associated cost estimate for 7 Smith Rd. included with the application.



Date: June 2, 2022

## WATER DEPARTMENT ANNEXATION/ZONING REVIEW COMMENTS

Zoning Petition Number: Z22-02      Applicant: Jenny Smith

Location: 6 Smith Road

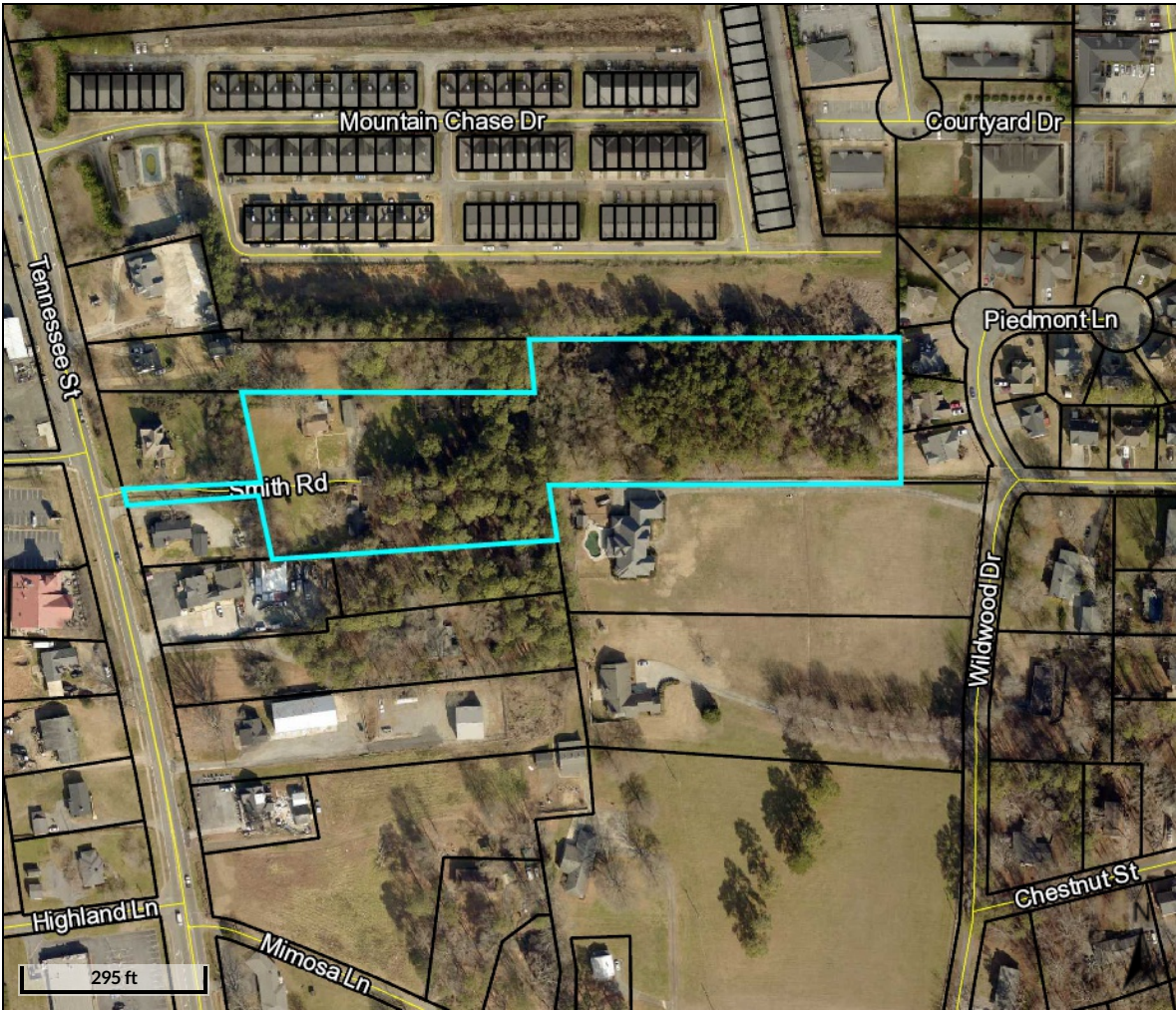
Acreage: 5.53

### WATER SERVICE COMMENTS:

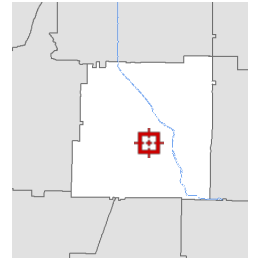
This property is located in the City of Cartersville Water Department's water service area. Any additional meters for service to any new structures on the site will require a water line extension. If existing builds are to be subdivided, any new units created will require a separate water meter. The Owner/Developer will be responsible for all costs for water system improvements and water line extensions necessary to serve the proposed development.

### SEWER SERVICE COMMENTS:

This property is located in the City of Cartersville Water Department's sewer service area. Currently sewer service to the lot does not exist. If the owner desires sewer service they will be responsible for determining if gravity sewer can be extended to the site from the nearest sewer. Gravity sewer service may not be available. The Owner/Developer will be responsible for all costs for extending sewer to the site if it is desired. They will also be responsible for obtaining any necessary easements.



**Overview**



**Legend**

- Parcels
- Roads
- Cartersville Overlay Districts**
- Business Park Overlay District
- Cherokee-Cassvill Historic District
- DBD Historic Distr
- Granger Hill Histor District
- Main Street Overla District
- Olde Town Historic District
- West End Historic District

<b>Parcel ID</b>	C029-0011-002	<b>Alternate ID</b>	35588	<b>Owner Address</b>	SMITH WEBB ALEXANDER
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	Residential		6 SMITH RD
<b>Property Address</b>	6 SMITH RD	<b>Acreage</b>	5.47		CARTERSVILLE, GA 30120
<b>District</b>	Cartersville				
<b>Brief Tax Description</b>	LL194,239 LD4				

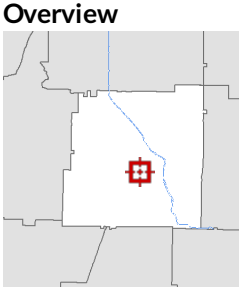
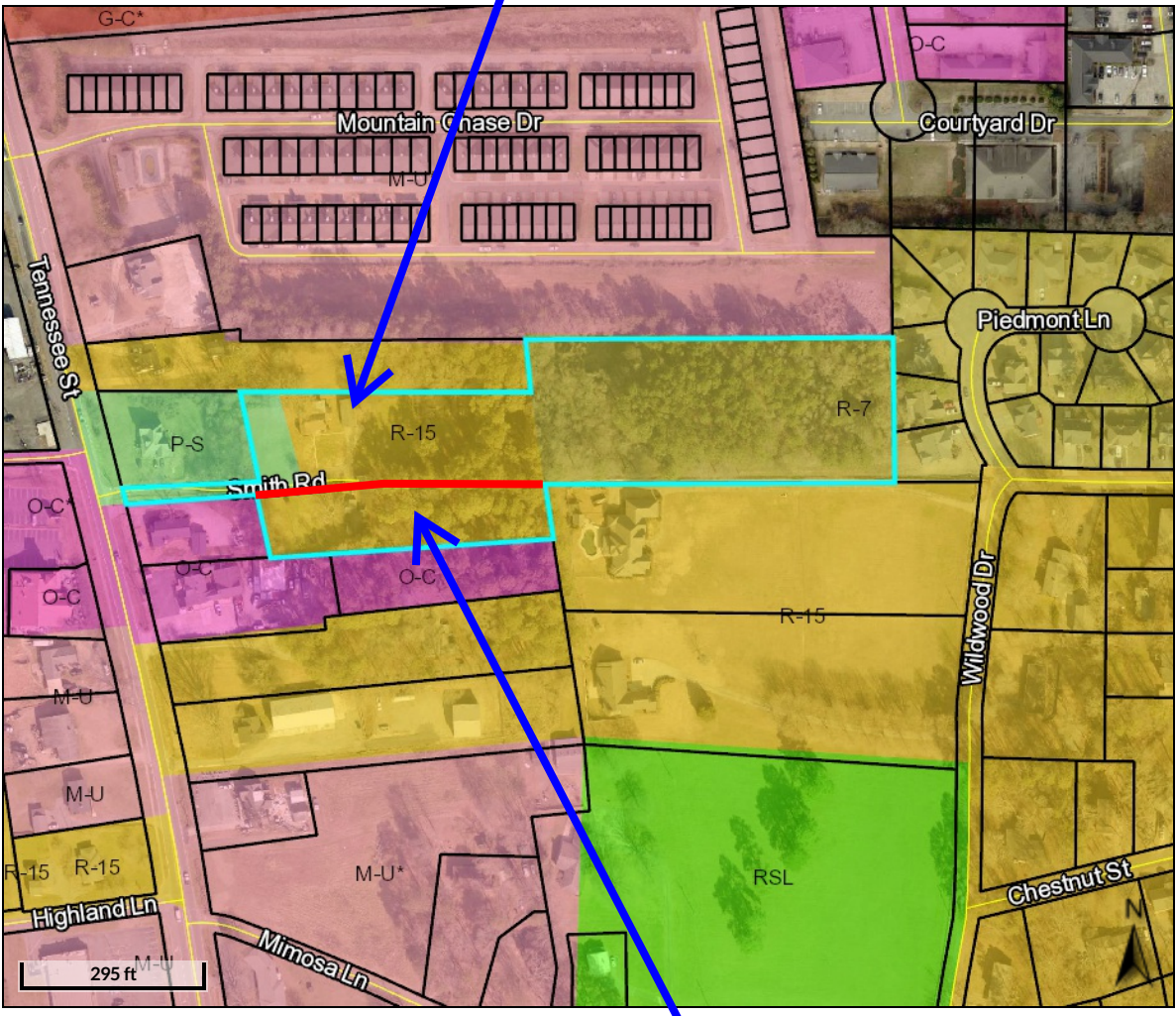
(Note: Not to be used on legal documents)

Date created: 5/25/2022  
 Last Data Uploaded: 5/24/2022 9:38:30 PM

Developed by Schneider  
 GEOSPATIAL



6 Smith Rd.



7 Smith Rd

**Application for Rezoning**

City of Cartersville


Case No. Meeting: September 1, 2022 Item 2.

Date Received: 5-13-2022

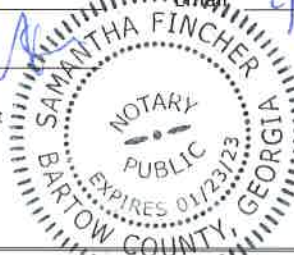
**Public Hearing Dates:**

Planning Commission 7-12-2022 5:30pm 1<sup>st</sup> City Council 7-21-2022 7:00pm 2<sup>nd</sup> City Council 8-4-2022 7:00pm

Applicant Jenny Smith Office Phone \_\_\_\_\_  
 (printed name)  
 Address 6 Smith Rd. Mobile/ Other Phone 770-402-7984  
 City Cartersville State GA Zip 30120 Email genericjenny@gmail.com  
 Phone (Rep) \_\_\_\_\_  
 Representative's printed name (if other than applicant) \_\_\_\_\_  
 Email (Rep) \_\_\_\_\_  
 Representative Signature \_\_\_\_\_ Applicant Signature Jenny Smith  
 Signed, sealed and delivered in presence of: \_\_\_\_\_ My commission expires: 1/23/23  
Stinner Notary Public



\* Titleholder Jenny Smith Phone 770-402-7984  
 (titleholder's printed name)  
 Address 6 Smith Rd. Email genericjenny@gmail.com  
 Signature Jenny Smith  
 Signed, sealed, delivered in presence of: \_\_\_\_\_ My commission expires: 1/23/23  
Stinner Notary Public



Present Zoning District R15 + R7 Requested Zoning MU  
 Acreage 5.53 Land Lot(s) 194 District(s) 4 Section(s) 3  
 Location of Property: Intersection of Smith Rd. + Tennessee St.  
 (street address, nearest intersections, etc.)  
 Reason for Rezoning Request: We have such a convenient location - we'd love to offer a small house on our property  
 (attach additional statement as necessary)

\* Attach additional notarized signatures as needed on separate application pages.

following disclosures:

Date of Application: 5/20/22

Date Two Years Prior to Application: 5/20/20

Date Five Years Prior to Application: 5/20/17

1. Has the applicant within the five (5) years preceding the filing of the rezoning action made campaign contributions aggregating \$250.00 or more to any of the following:

	YES	NO
Mayor: Matt Santini	_____	<u>X</u>
Council Member:		
Ward 1- Kari Hodge	_____	<u>X</u>
Ward 2- Jayce Stepp	_____	<u>X</u>
Ward 3- Cary Roth	_____	<u>X</u>
Ward 4- Calvin Cooley	_____	<u>X</u>
Ward 5- Gary Fox	_____	<u>X</u>
Ward 6- Taff Wren	_____	<u>X</u>
Planning Commission		
Greg Culverhouse	_____	<u>X</u>
Harrison Dean	_____	<u>X</u>
Lamar Pendley	_____	<u>X</u>
Open		
Travis Popham	_____	<u>X</u>
Jeffery Ross	_____	<u>X</u>
Stephen Smith	_____	<u>X</u>

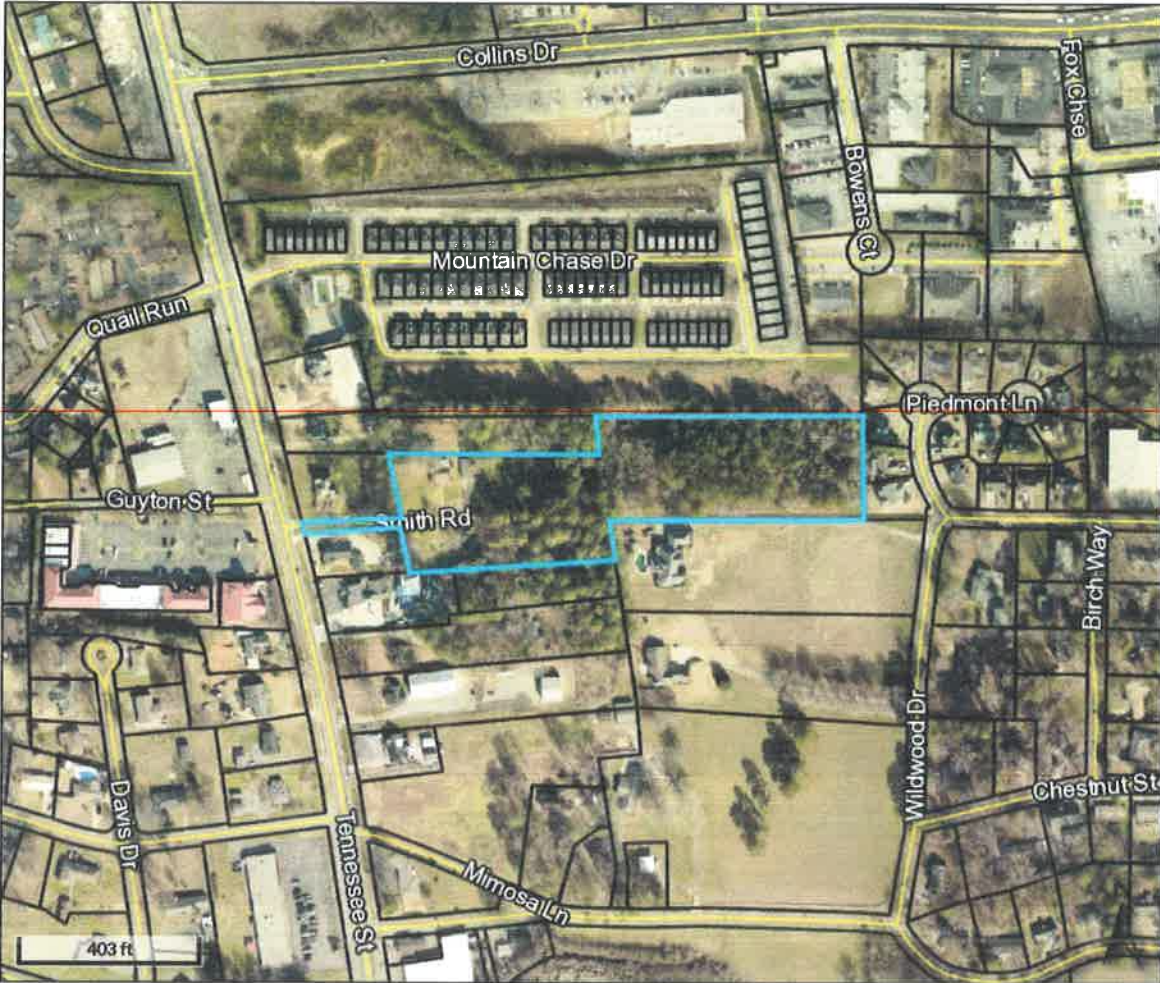
2. If the answer to any of the above is **Yes**, please indicate below to whom, the dollar amount, date, and description of each campaign contribution, during the past five (5) years.

NA

Jenny Smith 5/20/22  
Signature Date

Jenny Smith  
Print Name





**Overview**

**Legend**

- Parcels
- Roads

<b>Parcel ID</b>	C029-0011-002	<b>Alternate ID</b>	35588	<b>Owner Address</b>	SMITH WEBB ALEXANDER
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	Residential		6 SMITH RD
<b>Property Address</b>	6 SMITH RD	<b>Acreage</b>	5.47		CARTERSVILLE, GA 30120
<b>District</b>	Cartersville				
<b>Brief Tax Description</b>	LL194,239 LD4				

(Note: Not to be used on legal documents)

Date created: 5/16/2022  
 Last Data Uploaded: 5/13/2022 9:52:46 PM

Developed by Schneider  
 GEOSPATIAL



**Overview**



**Legend**

-  Parcels
-  Roads

<b>Parcel ID</b>	C029-0011-002	<b>Alternate ID</b>	35588	<b>Owner Address</b>	SMITH WEBB ALEXANDER
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	Residential		6 SMITH RD
<b>Property Address</b>	6 SMITH RD	<b>Acreage</b>	5.47		CARTERSVILLE, GA 30120
<b>District</b>	Cartersville				
<b>Brief Tax Description</b>	LL194,239 LD4				

(Note: Not to be used on legal documents)

Date created: 5/16/2022  
 Last Data Uploaded: 5/13/2022 9:52:46 PM

Developed by 

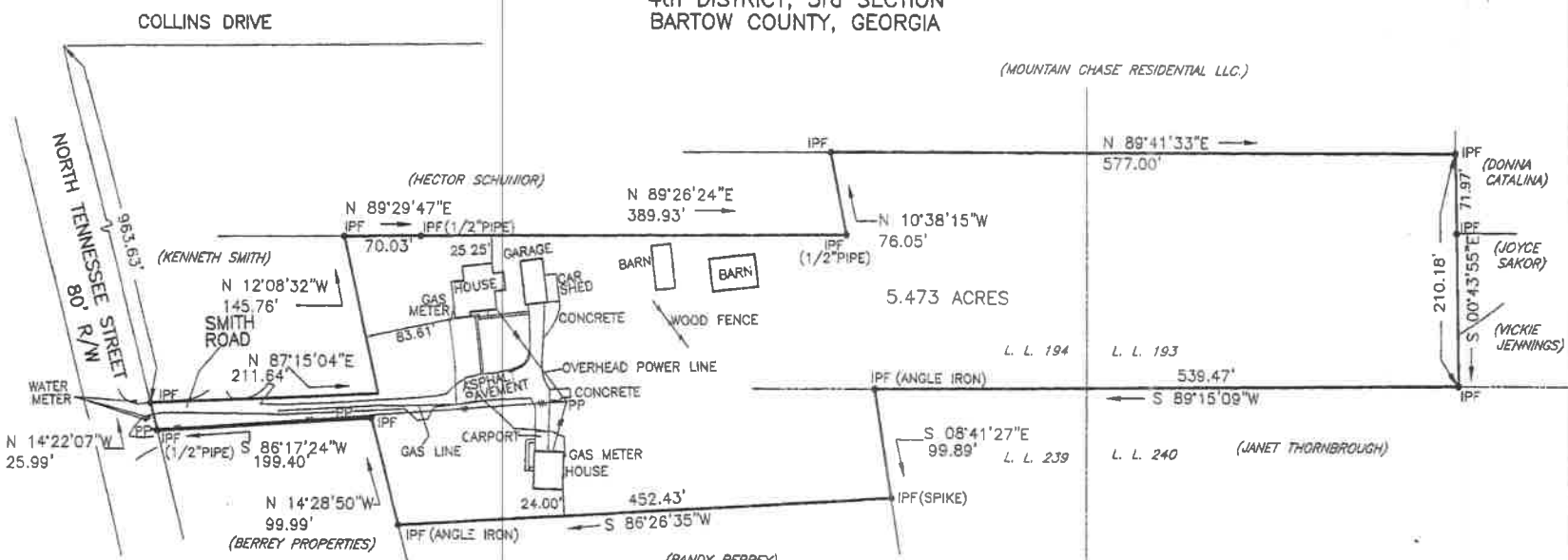


Property #1 **PLAT BOOK 69 PAGE 170**

DEED Book 2330 Page 761  
On 11/20/2008

SURVEY FOR  
THE ESTATE OF  
MARGARET B. SMITH  
PROPERTY IN THE CITY OF CARTERSVILLE  
PROPERTY IN LAND LOTS 193, 194 & 239  
4th DISTRICT, 3rd SECTION  
BARTOW COUNTY, GEORGIA

(MOUNTAIN CHASE RESIDENTIAL LLC.)



FIELD TRAVERSE:  
CLOSURE; ONE FOOT IN 34,460 FEET  
USING A LIETZ SET 3.  
ANGULAR ERROR; 0'00'03\"/>

SMITH & SMITH LAND SURVEYORS, P.C.  
2 SOUTH AVENUE, CARTERSVILLE, GA. 30120  
PHONE 770-382-0457  
REGISTERED LAND SURVEYOR No. 1803

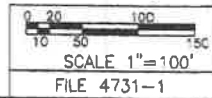
R/W — RIGHT OF WAY	R — RADIUS LP — LIGHT POLE
IPP — IRON PIN PLACED	-X-X- FENCE
IPF — IRON PIN FOUND	— LAND LOT LINE
CM — CONCRETE MARKER	— CENTER LINE
CH — CHORD	— POWER LINE
L OR A — LENGTH OF CURVE	PP — POWER POLE

GEORGIA, BARTOW COUNTY  
CLERKS OFFICE SUPERIOR COURT  
Filed for record this 20 day of  
NOV. 20 2008 at 3:23 o'clock P.M.  
Platting in that record No. 109  
Page 170 this 20 day of  
November 20 2008  
GARY BELL, Clerk

4894.CRD 4731-1.DWG  
FLOOD INSURANCE RATE MAP 1301500258 G  
DATED SEPT.28,2007 SHOWS THIS PROPERTY  
IS NOT IN THE 100 YEAR FLOOD ZONE.



NOTE: IRON PINS ARE (1/2\"/>





BK:2020 PG:332-332

P2020000303

FILED IN OFFICE  
CLERK OF COURT  
11/10/2020 04:19 PM  
MELBA SCOGGINS, CLERK  
SUPERIOR COURT  
BARTOW COUNTY, GA

Meeting: September 1, 2022 Item 2.

AS REQUIRED BY SUBSECTION (d) OF O.C.G.A. SECTION 15-8-87, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS FOR RECORDING AS EVIDENCED BY APPROVAL CERTIFICATES, SIGNATURES, STAMPS, OR STATEMENTS HEREON. SUCH APPROVALS OR AFFIRMATIONS SHOULD BE CONFIRMED WITH THE APPROPRIATE GOVERNMENT BODIES BY ANY PURCHASER OR USER APPROVAL IS OF THIS PLAT AS TO INTENDED USE OF THE PARCEL.

SPACE FOR GOVERNMENT BODY APPROVAL

*Melba Scoggins*

2670507172  
PARTICIPANT ID

FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-8-87. SIGNATURES ABOVE WERE NOT IN PLACE WHEN THIS SURVEY WAS ISSUED, AND ARE TO BE OBTAINED PRIOR TO RECORDING.



*William C. Smith*  
DATE: 11-20-2020  
WILLIAM C. SMITH, GEORGIA REGISTERED LAND SURVEYOR No. 1803  
DATE OF LAST FIELD SURVEY WORK: 10-23-2020

OWNER'S CERTIFICATE

The owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, certifies that this plat was made from an actual survey, that all state, city and county taxes or other assessments now due on this land have been paid, that all streets, water systems, drains and drainage easements, and public places shown are dedicated to the use of the public forever.

Owner \_\_\_\_\_ Date \_\_\_\_\_

SURVEYOR'S CERTIFICATE

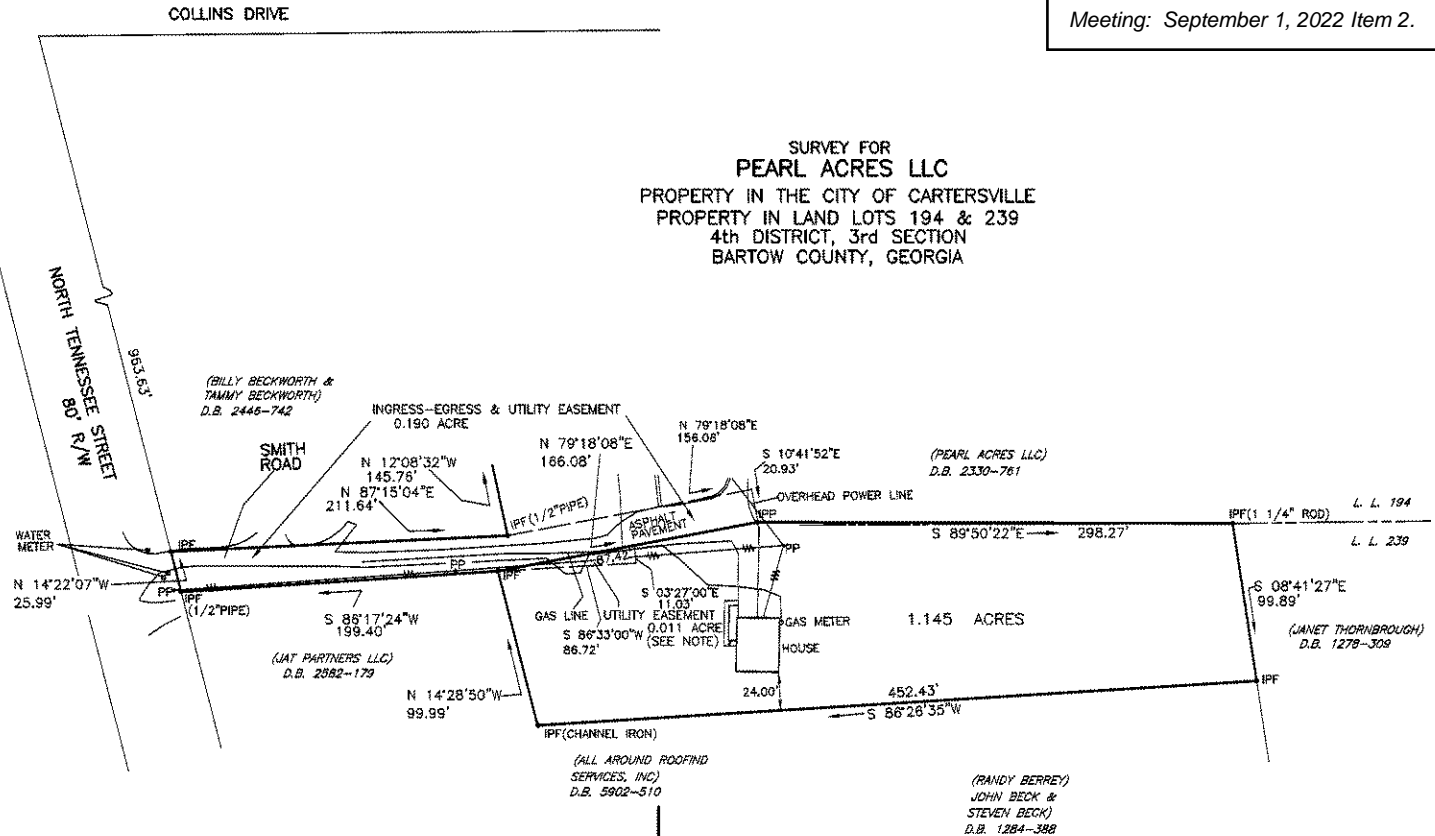
It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision, that all monuments shown hereon actually exist and their location, size, type and material are correctly shown, and that all requirements of the development and zoning regulations have been fully complied with.

*William C. Smith*  
Surveyor \_\_\_\_\_ Date 11-20-2020

CITY OF CARTERSVILLE CERTIFICATE:

In accordance to the City of Cartersville Development Regulations and the City's Zoning Ordinance, all requirements of approval having been fulfilled, this plat was given final approval by the following City personnel on behalf of the City of Cartersville:

*David Henderson*  
Zoning Administrator \_\_\_\_\_ Date 11-10-2020



NOTE: THE SOUTH AND EAST LINES OF THE 0.011 ACRE UTILITY EASEMENT ARE 8.00 FEET OFF THE GAS TAP.

FIELD TRAVERSE:  
CLOSURE: ONE FOOT IN 20,000 FEET USING A LIETZ SET 3.  
ANGULAR ERROR: 0'00'06" PER ANGLE POINT USING A LIETZ SET 3.  
ADJUSTED: USING THE COMPASS RULE.

4694.CRD 4731-2.DWG  
FLOOD INSURANCE RATE MAP 13015C0238 H DATED OCT. 5, 2018 SHOWS THIS PROPERTY IS NOT IN THE 100 YEAR FLOOD ZONE.

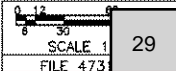
NOTE: IRON PINS ARE 1/2" RE-BAR EXCEPT AS SHOWN.

SMITH & SMITH LAND SURVEYORS, P.C.  
LAND SURVEYOR FIRM No. LSF1000133  
2 SOUTH AVENUE, CARTERSVILLE, GA. 30120  
PHONE 770-382-0457  
REGISTERED LAND SURVEYOR No. 1803

PLAT CLOSURE:  
ONE FOOT IN 154,000 FEET.  
OCTOBER 10, 2020  
REVISED 11-06-2020

Legend for symbols used in the survey diagram.

R/W	RIGHT OF WAY	R	RADIUS LP - LIGHT POLE
IPP	IRON PIN PLACED	-X-X-	FENCE
IPF	IRON PIN FOUND	---	LAND LOT LINE
CM	CONCRETE MARKER	⊕	CENTER LINE
CH	CHORD	---	POWER LINE
L OR A	LENGTH OF CURVE	PP	POWER POLE





View of 7 Smith Rd. on Aug. 31<sup>st</sup>, 2021  
• newly vacant after tenants left  
• photo taken after start of demo (1 week in)





7 Smith Rd.

photo taken: 4/28/22

Garbage removed, a few trees cleared,  
ground leveled — ready for reno!!

# CONSTRUCTION CONTRACT

**THIS CONSTRUCTION CONTRACT (the "Contract") is dated this 27th day of April, 2022.**

## CLIENT

Jenny Smith  
6 Smith Rd. Cartersville, GA 30120

(the "Client")

## CONTRACTOR

WSM Renovations  
1490 Hwy.411 Cartersville, GA 30120

(the "Contractor")

## BACKGROUND

- A. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide services to the Client.
- B. The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this Contract.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Contract, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this Contract) agree as follows:

## \* SERVICES PROVIDED

1. The Client hereby agrees to engage the Contractor to provide the Client with the following services (the "Services"):
  - Renovate existing structure located at 6 Smith Rd. Cartersville, GA 30120.
2. The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Services to the Client.

## \* TERM OF CONTRACT

3. The term of this Contract (the "Term") will begin on the date of this Contract and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Contract. The Term may be extended with the written consent of the Parties.

## \* PERFORMANCE

4. The Parties agree to do everything necessary to ensure that the terms of this Contract take effect.

# ESTIMATE

**WSM Renovations, LLC**  
11 Briar Chase Ct  
White, GA 30184

wsm.renovations@gmail.com  
+1 4705121018

Smith, Jenny

**Bill to**  
Smith, Jenny  
6 Smith Rd  
Cartersville, Georgia 30120

**Ship to**  
Jenny Smith  
6 Smith Rd  
Cartersville, Georgia 30120

**Estimate details**  
Estimate no. : 1021  
Estimate date : 04/18/2022  
Expiration date : 04/30/2022

1. **Office Renovations**

\$54,789.28

The following estimate will be for a turn key project. The following breakdown will be a scope of work to be performed:

1. Install a petition wall in the center of big room seperating into 2 units. Opening a 5 foot door from front to rear area.
2. Opening a center walk and mud room with a rear entrance.
- 3 Remove existing bathroom and installing 2 individual baths, one for each unit. Each bath will meet all handicap codes.
4. Removing existing hot water heater and replacing with a tankless water heater.
5. Install all new windows with all necessary modifications as needed.
6. Install new exterior doors.
7. Install a large insulated glass window for each unit. Each window will be retrofit to approximately 4x5. These openings could be adjusted with both parties agreeing on exact size.
8. Upgrading existing electrical to a 200 Amp Service or 2 150 Amp services per code. This would include new fixtures to enhance lighting.
9. A new HVAC system will be installed with all trunk lines inspected and upgraded as needed.
10. Rear gravel parking area for employees with a gravel drive from existing paved road. Also, handicap parking spaces to meet code. Demo existing covered carport.
11. Spread existing dirt at property to create a proper drainage away from structure.
12. All efforts to preserve the existing hardwood floors will be performed. If any areas need replacing, LVP or a form of tile will be installed with agreement from both parties.
13. Build a covered porch 4x4 for all 3 entrance doors.
14. A small break area with cabinet space, countertop and sink in both units.
15. All plumbing for one unit to be used for hair salon. Maximum of three drainage and water supplies.
16. Paint interior with customer supplied colors.
17. Paint exterior brick and trim with customer supplied colors.

The total estimate for all above work \$54,789.28

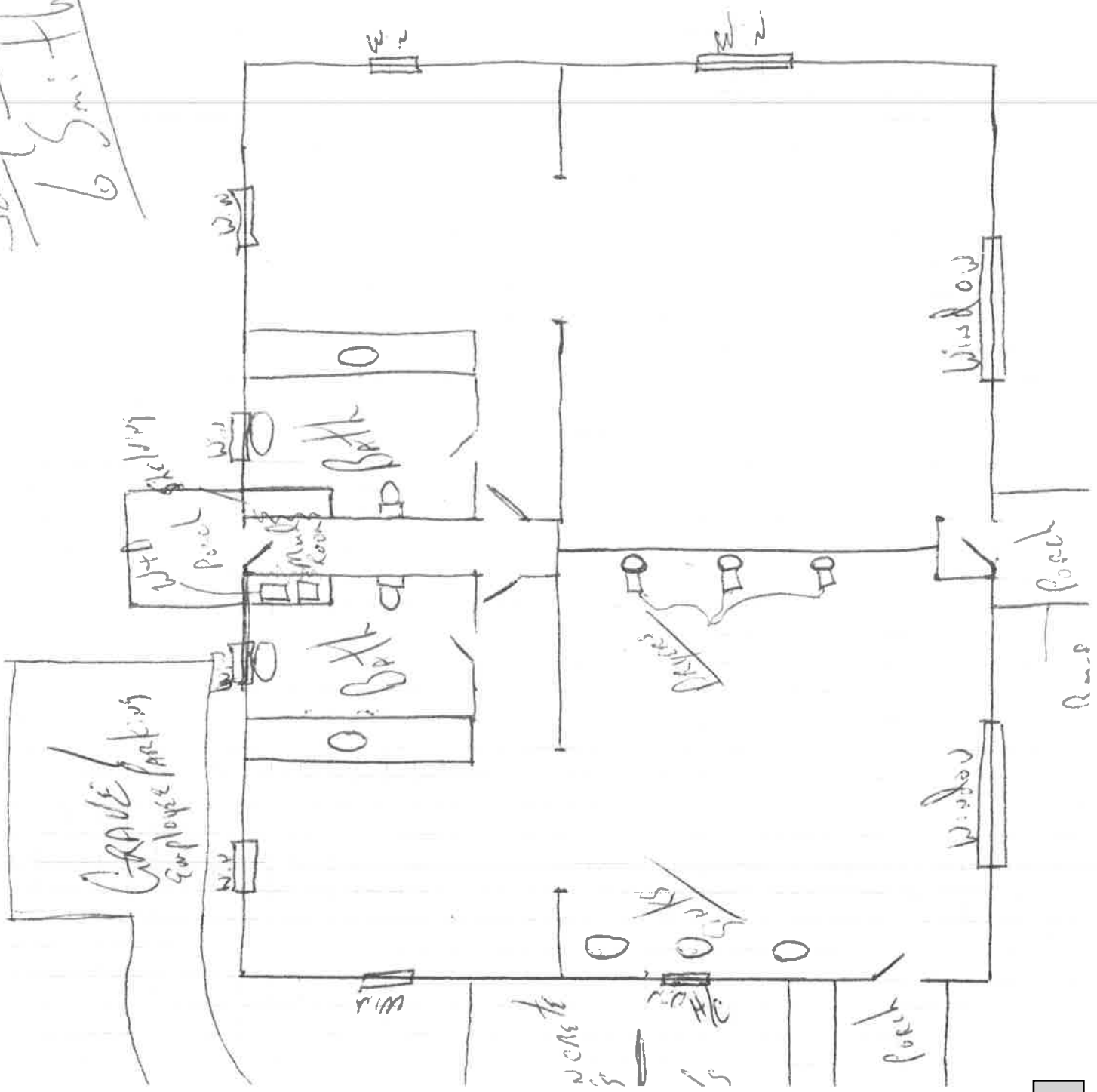
Please be aware any structural damage not visible could lead to additional cost.

A deposit will be required on the start date of project. This will be discussed upon approval of quote.

**Total** **\$54,789.28**

Expiry date 04/30/2022

Jenny Smith  
6 Smith Rd





IMAGES TAKEN 6-22-22







View East from midpoint of driveway. 6 Smith Rd is on the left. 7 Smith Rd is on the right ( Under renovation)



House at 6 Smith Rd. Applicant intends to use house as primary residence.





7 Smith Rd.  
Applicant proposes  
use as a  
commercial office.



7 Smith Rd.  
Applicant proposes  
use as a  
commercial office.





View West from midpoint of Smith Rd. towards Tennessee St.



Intersection of Smith Rd at Tennessee St.



IMAGES TAKEN 8-2-22





## CITY COUNCIL ITEM SUMMARY

<b>MEETING DATE:</b>	September 1, 2022
<b>SUBCATEGORY:</b>	Bid Award/Purchases
<b>DEPARTMENT NAME:</b>	Water
<b>AGENDA ITEM TITLE:</b>	High Pressure Zone Improvements Engineering
<b>DEPARTMENT SUMMARY RECOMMENDATION:</b>	<p>The City water system high pressure zone consists of the 3 million-gallon storage tank and booster pump station on Center Road, the obsolete booster pump station behind the Kohl’s shopping center, and the piping system between East Main Street and Zena Drive, east of Joe Frank Harris Parkway.</p> <p>The entire system is currently only a one-way feed from the Center Road pump station, with no looping or redundancy.</p> <p>Under a separate design and construction contract, we are in the process of upgrading the Kohl’s pump station to improve redundancy and reliability.</p> <p>This project is needed to increase system reliability, improve water quality, and increase supply capacity to this rapidly growing demand portion of the system; which includes a major purchase point for the Bartow County Water System.</p> <p>The project will add 3,150 feet of 16-inch water line, 2,150 feet of 12-inch and 8-inch water line and valves, and connect numerous dead-end lines. This will create a completely looped system with multiple feed points.</p> <p>Prime Engineering Inc. has submitted a proposal of \$283,350.00 for design, bidding, and construction management of this project. This is a budgeted project to be paid from account #505.3320.54.3408, Water Capacity Fees, and is recommended for your approval.</p>
<b>LEGAL:</b>	N/A



June 17, 2022

Mr. Ed Mullinax  
Cartersville Water Department  
148 Walnut Grove Road  
(PO Box 1390)  
Cartersville, GA 30120

Re: Surveying, Engineering and Construction Administration Services for  
High Pressure Zone Improvements Project

Dear Mr. Mullinax:

Prime Engineering is pleased to submit this proposal to provide professional surveying, engineering design, and construction support services and act as Engineer-of-Record to design approximately 2,150 LF of proposed 8-inch/12-inch DIP water main, 3,150 LF of proposed 16-inch DIP water main, abandoning portions of lines and converting lines from one pressure zone to another.

**INTRODUCTION AND PROJECT GOALS:**

Prime Engineering has performed a preliminary site visit and reviewed Cartersville provided City GIS maps of the existing water system. We have also met with City of Carterville Department of Water staff to gain a better understanding of the existing conditions and project objectives. The primary intent of this project is to install water mains, valves, and other minor modifications in the area north of East Main Street, east of Joe Frank Harris Pkwy (US 41) and south of Zena Drive and east along Center Road to the Center Road Pump Station in order to fully separate the high pressure zone from the lower pressure zone in the area. Additionally, new connections to the Kohl’s Pump Station will allow redundant pump feed into this zone greatly increasing reliability of the system. This revised pressure zone can address low pressures in this area and provide a more stable pressure envelope. The new zone also improves water age and supports increased demands. Proposed hydraulic grade range possible is up to 1150 ft. with the tank overflow set at 1204. It may also improve tank age in the 3 MG tank east of I-75. In addition, waterlines will be designed to connect Roving Hills Circle to Clearview Drive and Overlook Way to Unnamed road to the southeast (cul-de-sac).

**PROJECT BACKGROUND AND APPROACH:**

The Cartersville Water Department has been studying and trying to determine the best corrective action to improve the pressure zones reliability for many years. The failures in the zone, as well as the previous modifications made between the City and County over time have made the system work but not optimally. Additionally, since no looping/redundancy exist in the system, if one pump station were to shut down and a break in the line were to occur on the east side of I-75, the 3 MG storage tank may not be able to supply sufficient water to a possible fire event. With the proposed modifications, the system will be completely looped and have



Proposal – High Pressure Zone Improvements Project  
June 17, 2022  
Page 2

redundant pump systems which will ensure service to the entire zone even in the event of a pipe break.

The Water Department recommends completing this project by installing approximately 3,150 linear feet of 16-inch watermain, 2,150 linear feet of 8-inch/12-inch water main, new 12-inch isolation valves, and connecting numerous dead-end lines. By making these various modifications, the pressure will increase, water quality will improve and retrofitting the existing pumps with new pumps (Separate contract) will provide a more economical operating system. It is expected that most of the work will be performed within the right-of-way, but additional easements will be required. Depending on the final lay-out of the mains and other factors such as adjacent utilities, structures, or encroachments, we anticipate 20 - 24 easements may be necessary.

An overview of the proposed modifications south of Zena Drive is shown in Figure #1.

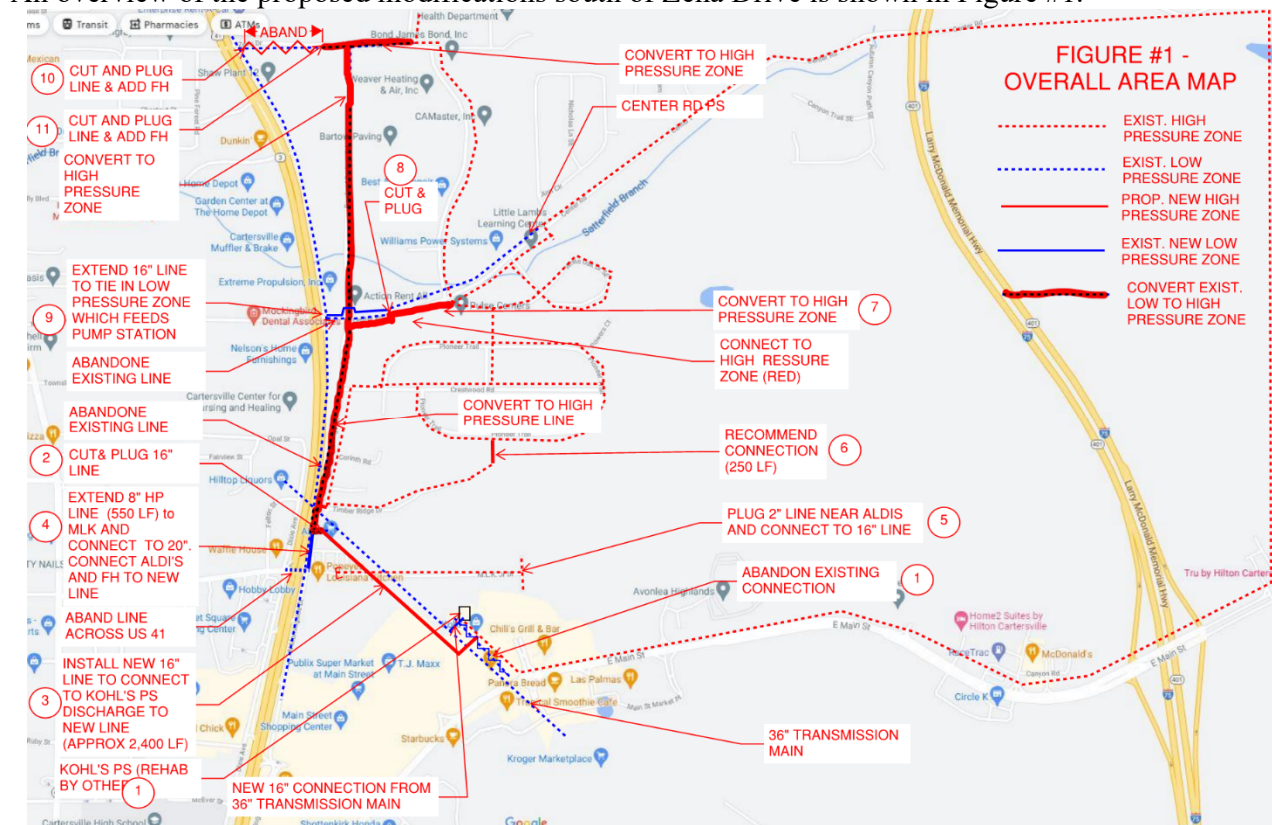


Figure #1 – Overview of Zone modifications

A detailed breakdown of the proposed modifications is listed below.

- 1) Abandon existing inlet connection between the Kohl’s Pump Station and East Main Street and replace with a new inlet connection that runs from the 36” transmission main to the Kohl’s Pump

Proposal – High Pressure Zone Improvements Project  
June 17, 2022  
Page 3

Station;

- 2) Cut and plug 16-inch at the 36-inch transmission main near the intersection of the 36-inch transmission main with Rowland Springs Road (See Figure #2);
- 3) Install new 16-inch line that runs parallel to the existing 36-inch transmission main (along the power easement) and connect the 16-inch line described in Item #2 above to the discharge header pipe at the Kohl's Pump Station (approximately 2,400 LF) (See Figure #2);
- 4) Extend 8" line Rowland Springs Road to MLK Jr. Drive and connect fire hydrant at Aldi's to this line (approximately 550 LF). Line will be on low system.  
Abandon 6" line between MLK Jr Drive and Target and convert meters to 20" line;  
Abandon line on MLK Jr. Dr between Dixie Ave and N. Morningside/Rowland Springs (See Figure #2);
- 5) Plug 2" line on MLK Jr. Drive near Aldi's and place all residence on this road on the high pressure system (See Figure #2);
- 6) Connect 8-inch dead-end line on Timber Ridge Trail with waterline on Pioneer Trail (approximately 250 LF);
- 7) Cut and plug connection on Center Road and reconnect high pressure zone to isolate from low pressure zone (See Figure #3);
- 8) Cut and plug line on Center Road to isolate two zones(See Figure #3);
- 9) Install new 16" line (approximately 725 lf) from existing 24-inch transmission line in low pressure zone at Joe Frank Harris Pkwy up Center Road and connect to existing pump station feed line approximately 500 feet east of Rowland Springs Road. Abandon parallel 6" line along this same route (See Figure #3);
- 10) Cut and plug existing line and add fire hydrant on Zena Drive at Joe Frank Harris Parkway (US 41) (See Figure #2);
- 11) Cut and plug existing line on Zena Drive at fire hydrant just east of Roland Springs Road (approximately 100' west) (See Figure #2);
- 12) Install 8" waterline (approximately 550 lf) via cross country connection from Roving Hills Circle to Clearview Drive (See Figure 4);
- 13) Install 8" waterline (approximately 800 lf ) via cross country connection from Overlook Way to Unnamed road to the southeast (cul-de-sac) (See Figure 4);

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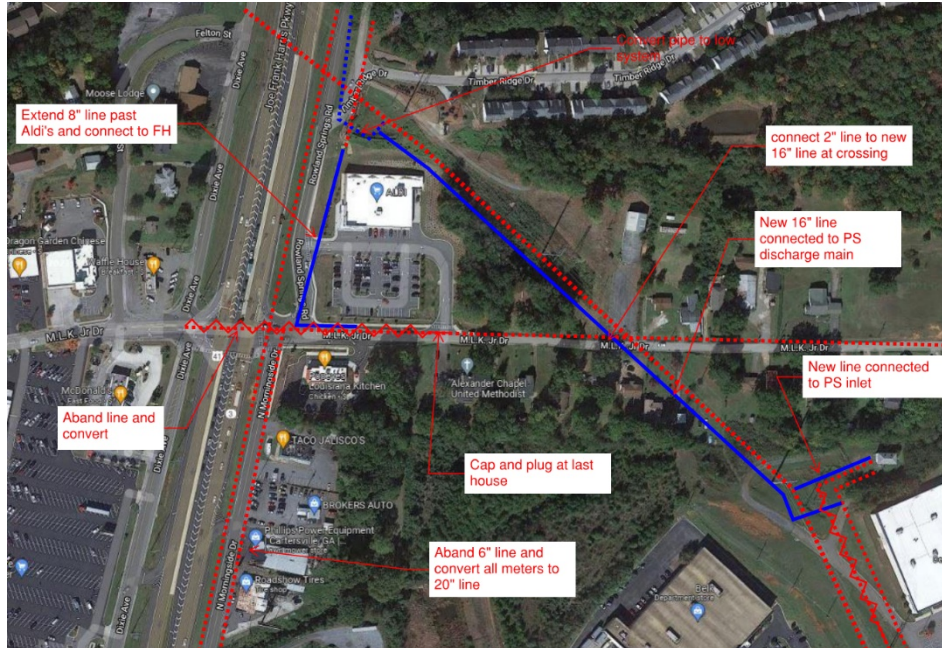


Figure #2 – Area Map

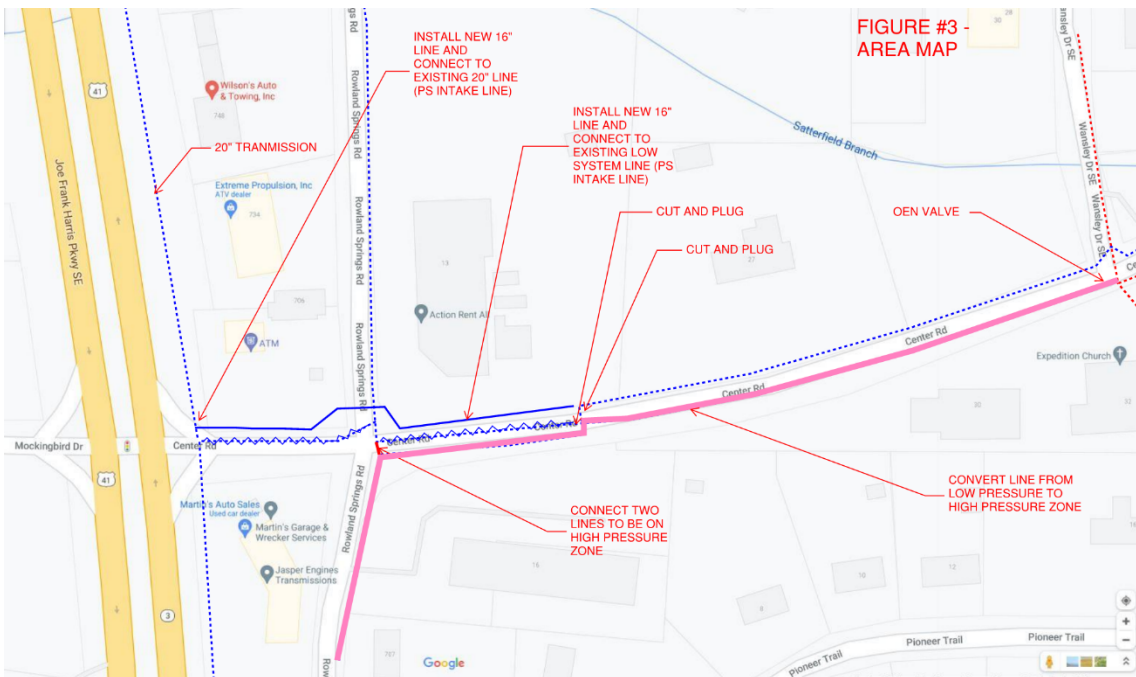


Figure #3 – Area Map



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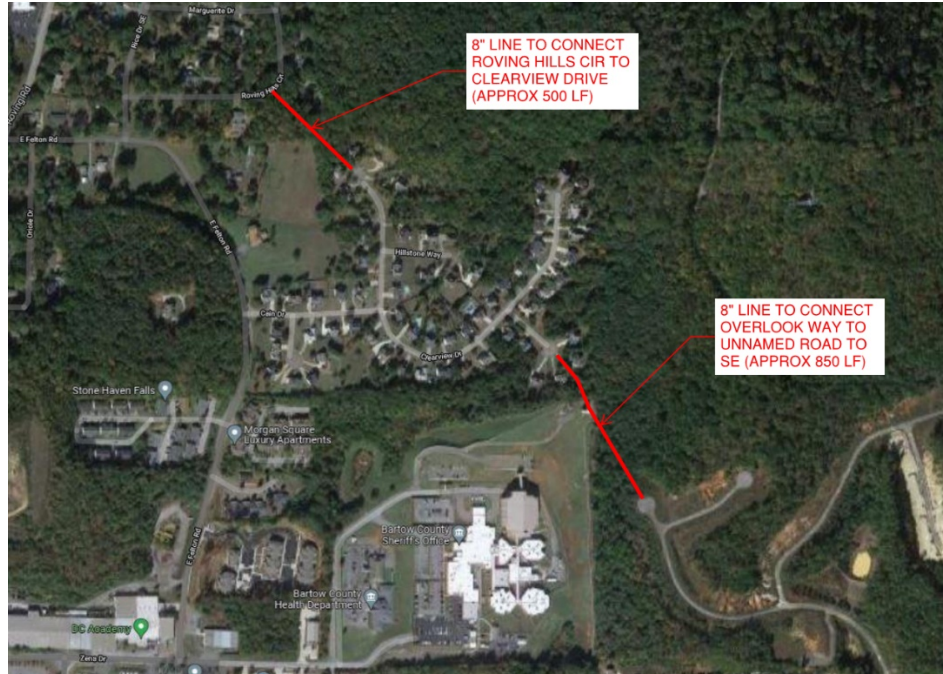


Figure #4 – Area Map

**RISKS:**

**1. Project Specific Risks**

- Working adjacent to other utilities and in the Right-of-Way.
- Temporary traffic control plans will be required.
- New pipes in highly congested roads with lots of utilities.

**2. Impact on Operations and Maintenance**

- Some new dead ends along new and existing zone boundary.
- Project changes to current use of Kohl's booster station.

**SCOPE OF SERVICES:**

This proposal is based on our understanding of the scope of the project, as described above and as outlined in the task below. There are numerous other small line abandonments and valve closures which will be finalized during the survey and design phase of the project.

The following Scope of Services identifies the major tasks that Prime Engineering will provide, as related to the preparation of construction plans, easement and permitting documents, and support during construction for the High Pressure Zone Modifications project. Our Services will be broken down into Tasks as outlined below:

***Task 1–Planning and Progress Tracking:***

Mr. Paul Boyer, PE will serve as Project Manager. She will be responsible for coordinating with the

Proposal – High Pressure Zone Improvements Project  
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Cartersville Project Manager and managing our team's efforts to successfully complete this project.

The Planning and Progress Tracking Phase Task will include attending project meetings, documenting meeting minutes, and providing monthly invoicing and project status reports, which will include the following:

- Conducting a project Kickoff meeting with the Cartersville Water Department Project Manager (PM) and key Stakeholders of Cartersville Water Department to verify the Scope of Services, schedule requirements, and other special conditions or considerations;
  - Activities performed during billing cycle;
  - Anticipated activities to be performed in the upcoming billing cycle;
  - Description of Project issues and Scope changes;
  - Updated monthly cash flow projection for the remainder of project;
  - Updated project schedule (MS Project format);
  - Conduct monthly meetings with Cartersville Water Department Project Manager to review project progress;
  - Conduct monthly Progress Meetings and special called meetings during construction;
  - Budget status by Task:
    - Earned Value (EV), with Spent-to-Date, annually;
    - Estimate to Complete (EC);
    - Estimate at Completion (EAC);
  - QA/QC of all deliverables.
- ✓ Deliverables:
- Documented Meeting Minutes/Summaries;
  - Monthly invoices;
  - Monthly Project Status reports to include:
    - Reporting Period
    - Work Accomplished This Period
    - Work to be Completed Next Period
    - Project Issues
    - Pending Action items
    - Schedule Status
    - Budget Status (EV, EC, EAC)
    - Updated Monthly Cash Flow
- ✓ Assumptions:
- Assumes 10 monthly meetings with Cartersville Water Department Project Manager (from NTP thru Design);

**Task 2 -Design Phase:**

The Design Phase Task will include Preliminary Engineering, database preparation and preparation of plans, required for construction of the proposed water mains.

**2.1- Preliminary Engineering**

Work to be performed includes:

- Preparing a base map in CAD using GIS data to be used in Preliminary Engineering;

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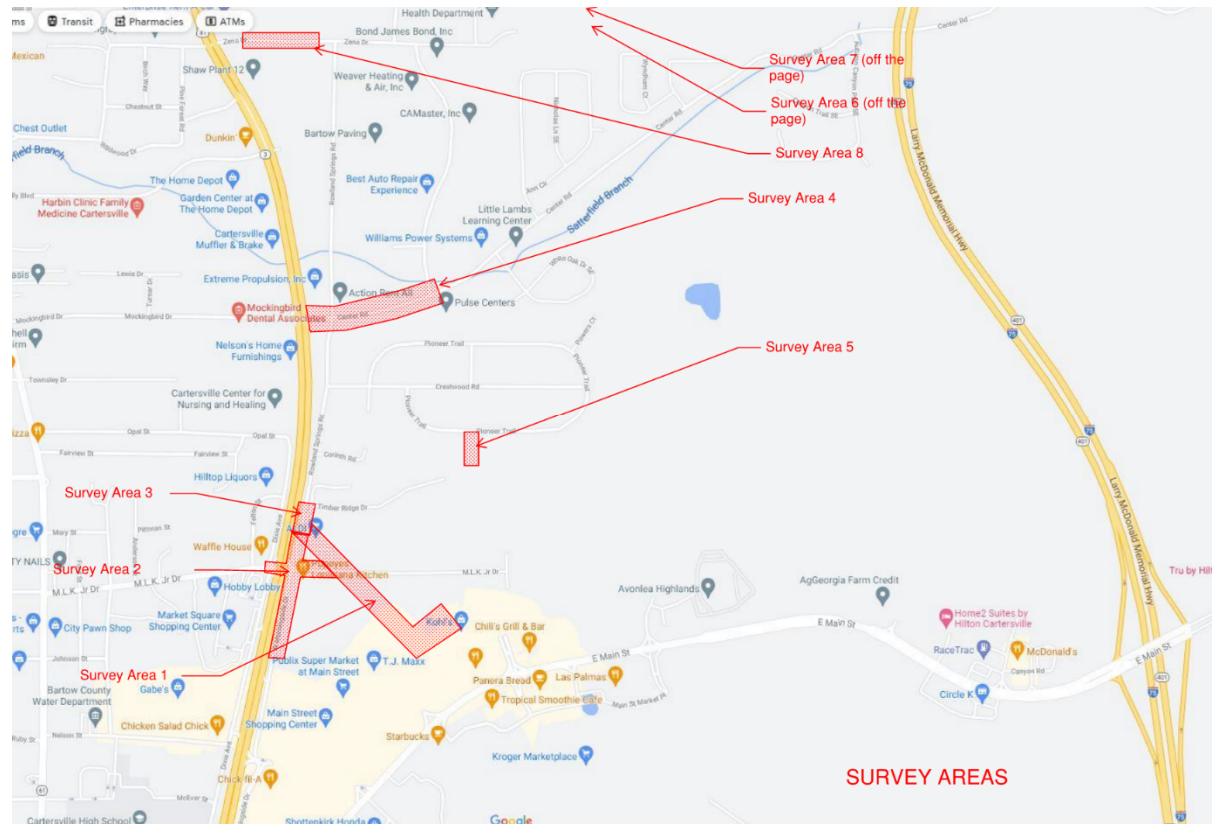
- Route layout and analysis of water mains;
  - Alternate options for water main route analysis (with consideration to traffic, constructability, etc.);
  - Conduct a field visit walk of the alignment with Cartersville Water Department personnel;
  - Preliminary Cost Estimate (OPCC  $\pm 30\%$ );
  - Evaluation of tie-ins of the water mains to existing mains;
  - QA/QC of all deliverables
  - Preliminary (10%) Design Review Meeting with Cartersville Water Department
- ✓ Deliverables:
- Technical Memorandum in electronic format and hard copy to include :  
Route analysis of new water main including alternate routes if available, Evaluation of installation methods; Evaluation of pipe materials; Preliminary Cost Estimate;
  - Minutes of the 10% Design Review meeting (As part of the review the Cartersville PM will use a comment log with consultants responses for tracking purposes);
- ✓ Assumptions/Expectations of Cartersville Water Department:
- Cartersville Water Department to provide access to As-builts of existing water mains, and gravity sanitary sewers utilizing GIS;
  - Cartersville Water Department will provide GIS files to be used in route analysis for development of the TM.

## 2.2- Database Preparation

This sub-task includes:

- Obtaining all available information related to visible existing utilities, roadway improvements, parcels, easements, and rights-of-way;
  - Conducting a site visit to observe site specific conditions, observable conflicts, traffic patterns, or other related constructability issues;
  - Conduct SUE Level B survey of the utilities in the route of the proposed waterlines;
  - After SUE B utilities locations are demarcated in the field we will perform field survey to obtain detailed information in support of the construction drawing development (assumed survey corridor widths; Along roadway - R/W to R/W, Along cross-country easement areas – 50 feet).
- Field Survey Specifications:
- All visible planimetric features within design corridor (right-of-way to right-of-way along roads, and fifty feet (50') wide across properties;
  - Datum- Horizontal: NAD 1983 / Vertical: NAVD 1988;
  - Coordinate System- State Plane Coordinate (Georgia West);
  - Contour Interval – 2-foot;
  - Locate SUE-Level 'B' markings;

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- Field Survey Activities:
  - Researching adjoining property owners for current deeds and plats;
  - Setting GPS control "pairs" tied to NGRS (SPC, NAD83(1994), NAVD 88) utilizing RTK (eGPS);
  - Setting horizontal/vertical control points;
  - Property evidence;
  - 3D terrain features;
  - Above ground "visible" utilities;
  - Marked underground utilities;
  - Buildings, sidewalks, signs, walls, fences, mail boxes, etc.;
  - Edge of pavement and back of curbs;
  - Planted or ornamental trees larger than 6" DBH;
  - Road centerlines, medians, islands, pavement edge, etc.;
  - Landscaped areas (outline);
  - Fire hydrants and water valves;
  - Sanitary sewers (Sizes, pipe material, top of structure, inverts of pipes)
  - Water mains (valves, hydrants and other visible features)
  - Storm drain systems (sizes, pipe material types, structure elevation tops and inverts);
  - Preparing a digital terrain model (DTM) with a plotted 2-foot contour interval, at a

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scale not less than 1" = 30'.

- QA/QC of all deliverables
- ✓ Deliverables:
  - Electronic copy of the field run topographic and utility survey, in DGN and PDF format;
  - Hard copy of signed/sealed survey by a Georgia Registered Land Surveyor;
  - Provide a written geotechnical scope, with soil boring locations, for Cartersville Water Department to provide to a geotechnical firm to write a proposal to Cartersville Water Department;
  - Provide review of the geotechnical firm proposal.
- ✓ Assumptions:
  - Geotechnical explorations and material testing services are excluded from this proposal, and will be performed under separate Cartersville Water Department CMT Annual Contract;
  - Provide hard copies of Plans – 2 Full-Size (22"x34") sets, 5 Half-Size (11"x17") sets;
  - Provide hard copies of Specifications – 2 sets Table of Contents
- ✓ Assumptions:
  - SUE Level 'A' Vacuum Extractions is **not included** in this proposal and will be performed under separate Cartersville Water Department Contract;

*Task 2.3 30% Design (Concept)*

This sub-task will include preparation of the water main installation base sheets and proposed water main alignment. Work to be performed includes:

- Preparing water main installation base plan sheets using field survey deliverable from Task 2.2 as the basis of design (Scale 1"=30')
- Preparing Cover Sheet and General Notes sheets
- Identifying Stream Buffer Variances and/or Wetlands Mitigation, and begin permitting from GaEPD and/or ACOE (Do not anticipate any based on preliminary review)
- Developing alignment of the proposed water main
- Identifying easement needs for Temporary Construction and Permanent maintenance of the water main
- Preparing Preliminary Opinion of Probable Construction cost (OPCC)
- Participating in 30% design review meeting with Cartersville Water Department to confirm alignment, and review design schedule, prior to proceeding with final design
- After the 30% design is approved, coordinate with Cartersville Water Department Project Manager to have vacuum extraction holes conducted on key utilities to perform SUE Level 'A' utility locations;
- Performing ongoing QA/QC review of the design and deliverables.
- Coordinating with Cartersville Water Department Public Information Officer and participating in a public outreach meeting, to include identifying and coordinating meeting location, sending out meeting invitations to stakeholders, prepare and coordinate meeting plan, preparing meeting materials (exhibit boards, handouts, etc.), and providing appropriate Design Team members to answer questions at an "Open House" style meeting.



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- ✓ Deliverables:
  - Provide a written SUE Level ‘A’ Vacuum Extractions scope with utility crossing locations for Cartersville Water Department to provide to a separate firm to write a proposal to Cartersville Water Department
  - Provide review of the separate firm’s SUE Level ‘A’ proposal;
  - Provide Plan Sheets to include:
    - Cover Sheet;
    - Sheet Index with key identifying each sheet location on the route;
    - General Notes;
    - Conceptual route plan sheets of water main;
    - Detail Blowup of Tie-In Locations;
  - Provide Opinion of Probable Construction Cost (OPCC);
  - Provide Minutes of the 30% Design Review meeting (The Cartersville PM will use a comment log with consultants responses for tracking purposes);
  - Provide hard copies of Plans– 2 Full-Size sets (22” x 34”), and 5 Half-Size sets (11” x 17”);
  - Provide Specifications – Table of Contents – 2 sets;
  - All above listed deliverables to be provided to Cartersville Water Department in electronic format (both DGN and PDF) and hard copy.
  - All necessary presentation materials for Public Outreach Meeting.
  
- ✓ Assumptions/Expectations of Cartersville Water Department:
  - SUE Level ‘A’ Vacuum Extractions are excluded from this proposal and will be performed under separate Cartersville Water Department CMT Annual Contract.
  - Cartersville Water Department will provide all modeling analysis needed to verify new pressure zone.
  - Cartersville Water Department Public Information Officer to work with Engineer’s Public Outreach Team to hold a public outreach meeting.

#### 2.4 - 60%Design (Preliminary)

The preliminary design drawings and specifications required for construction will be prepared under this sub-task. Work to be performed includes:

- Incorporating the new SUE Level “A” Vacuum Extraction data into survey base files;
- Addressing comments received from the 30% Design Review meeting and incorporating these into the design drawings and specifications;
- Preparing design drawings for the construction of the water main installation, which include: Cover Sheet, Sheet Index with key identifying each sheet location on the route, General Notes, Preliminary Plan drawings based on CWD-approved 30% Conceptual plans, traffic control plans - with special consideration given to minimize impact to traffic, pavement/stripping plans, construction details including tie-in details and thrust restraint, and erosion control plan sheets
- Coordinating with a Cartersville Water Department-contracted Annual Contract geotechnical firm for geotechnical explorations, and report of findings and recommendations

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- Preparing easements for Temporary Construction and Permanent maintenance of the water main
  - Preparing Preliminary Specifications using Cartersville Water Department Linear Assets Standard Specifications as the basis for modification
  - Review constructability and develop a sequencing of work;
  - Updating Opinion of Probable Construction Cost (OPCC)
  - Participating in 60% Design Review meeting to confirm Preliminary design, constructability, sequencing of work, and review design schedule, prior to proceeding with Final Design;
  - Performing ongoing QA/QC review of design and deliverables
- ✓ Deliverables
- 60% Design Drawings;
  - Preliminary Specifications;
  - Thrust Restraint Calculations;
  - Easement Plats;
  - Updated OPCC  $\pm 20\%$ ;
  - Minutes of the 60% Design Review meeting (The Cartersville PM will use a comment log with consultants responses for tracking purposes);
  - Plans – 2 Full-Size sets (22" x 34"), and 5 Half-Size sets (11" x 17");
  - Specifications – 2 sets (8½" x 11");
  - All above listed deliverables to be provided to Cartersville Water Department in electronic format (both DGN and PDF) and hard copy;
- ✓ Assumptions/Expectations of Cartersville Water Department:

*Task 2.5 - 90% Design*

The 90% Design sub-task will be used to complete the design drawings to the level of completion required for permit submittal. Work to be performed includes:

- Addressing comments received from the 60% Design Review meeting and incorporating these into the design drawings and specifications;
  - Finalizing Plan sheets, erosion control plans, details, etc.
  - Preparing stream monitoring plan, testing requirements, and associated notes for inclusion in the Erosion, Sedimentation & Pollution Control Plan (ES&PCP);
  - Preparing Bid Form and Supplementary Conditions for initial review;
  - Updating the OPCC
  - Updating Specifications with Supplemental Specifications (SUP);
  - Participating in 90% Design Review meeting (The Cartersville PM will use a comment log with consultants responses for tracking purposes);
  - Performing ongoing QA/QC review of design and deliverables.
- ✓ Deliverables:
- 90% Design Drawings;
  - Final Specifications,
  - Updated OPCC  $\pm 10\%$ ;
  - Minutes of the 90% Design Review meeting;

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- Electronic Copy of 90% Plans, and Specifications;
  - Hard Copy of 90% Design Plans – 2 Full-Size (22”x34”) sets, 5 Half-Size (11”x17”) sets;
  - Hard Copy of Specifications – 2 sets;
  - Bid Form;
  - Supplementary Conditions;
  - All above listed deliverables to be provided to Cartersville Water Department in electronic format (both DGN and PDF) and hard copy.
- ✓ Assumptions/Expectations of Cartersville Water Department:
- Supplemental Specifications (SUP) will be included for items as required by the project, but not covered in the City of Cartersville Standard Specifications.

*Task 2.6-100% Design (Final / Bid Ready)*

During this sub-task, the contract documents will be completed such that the project is ready for submittal to City of Cartersville Purchasing for solicitation of construction bids. Work to be performed includes:

- Addressing comments received from the 90% Design Review meeting;
- Preparing/finalizing the required documents for submittal to Purchasing for the advertisement of construction bids, including;
- P.E. sealed bid documents – electronic submittal (both DGN and PDF) to Cartersville Water Department and Purchasing in PDF format:
  - Front-End Documents;
  - Technical Specifications;
  - Drawings;
- P.E. sealed bid documents – hard copy submittal to Purchasing:
  - Two copies of unbound sets of front-end documents (single sided);
  - Two copies of unbound sets of Technical Specifications (single sided);
  - One set of unbound Drawings;
  - One bound set of front-end documents (single sided);
  - One bound set of technical specifications (double sided)
- P.E. sealed bid documents – hard copy submittal to Cartersville Water Department:
  - Two bound sets of front-end documents (single sided);
  - Two bound sets of Technical Specifications (double sided);
  - Two half-size sets of Drawings;
- Updating OPCC ±10%
- Performing ongoing QA/QC review of design and deliverables.



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We anticipate the following Drawing List for the project:

G-000	Cover Sheet
G-001	General Abbreviations, Notes and Legends
G-002	General Notes
C-200	Key Map
C-201 to C-210	Water Main Plans & Profiles
C-210 to C-213	Iso Valve, Misc Abandonments, FH Installations
C-401	Construction Details
C-402	Construction Details
C-403	Construction Details
C-404	Construction Details
C-405	Construction Details
C-409	Pavement Details
C-501	GDOT Permit Plan & Profile (if required)
C-601	Closure Plans
C-602	Closure Plans
EC-001	Erosion and Sediment Narrative Plan
EC-002	Erosion and Sediment Control Notes
EC-003	Erosion and Sediment Control Notes
EC-004	ES and PC Checklist
EC-005	Soils Info and Comprehensive Monitoring Plan
EC-006	Receiving Waters Basin Map
EC-201 to EC-210	Erosion Control Plan
EC-401	Erosion Control Details
EC-402	Erosion Control Details

✓ Deliverables:

- All Bid Documents, as described above, for submittal to Purchasing;
- Plans – 2 Full-Size sets (22” x 34”), and 5 Half-Size sets (11” x 17”);
- Specifications - 2 Sets (8½” x 11”);
- Updated OPCC
- All above listed deliverables to be provided to Cartersville Water Department in electronic format and hard copy.

**Task 3 – Permitting:**

The Permitting & Land Acquisition Phase Task will include obtaining all permits, and preparing condemnation-ready easement plats, necessary to construct the proposed water main.

*Task 3.1 - Land Acquisition at 60% Design (Preliminary)*

This sub-task will include preparation of condemnation-ready plats. Work to be performed includes:

- Preparing up to Twenty-four (24) temporary construction easements and Twenty-four (24) condemnation-ready easement plats for the establishment of Temporary Construction and Permanent easement(s) as required for the construction and maintenance of the project;

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- Assisting Cartersville Water Department with easement modifications for the acquisition of the required easements.
- QA/QC of all deliverables
  
- ✓ Deliverables:
  - Provide in electronic format and hard copy, Condemnation-ready easement plats for up to 24 Temporary Construction Easements and 24 Permanent Easements, signed and sealed by a Professional Land Surveyor licensed to practice in the State of Georgia.
  
- ✓ Assumptions/Expectations of Cartersville Water Department:
  - Based on assumption of approximately 24 Temporary Construction Easements and 24 Permanent Easements.

*Task 3.2-Land Acquisition at 90% Design (Permit Ready)*

This sub-task will include updating condemnation-ready plats for Temporary Construction and Permanent easements necessary for permit submittal. Work to be performed includes:

- Updating easement plats.
- QA/QC of all deliverables
  
- ✓ Deliverables:
  - Provide in electronic format and hard copy, updated Condemnation-ready easement plats for up to 24 Temporary Construction Easements and 24 Permanent Easements, signed and sealed by a Professional Land Surveyor licensed to practice in the State of Georgia.
  
- ✓ Assumptions/Expectations of Cartersville Water Department:
  - Based on assumption of approximately 24 Temporary Construction Easements and 24 Permanent Easements.

*Task 3.3-Permitting*

This sub-task will include making necessary submittals to, and obtaining permits from, required jurisdictional agencies. Work to be performed includes:

- After incorporating 90% Design Review comments into the Design Drawings and Specifications, preparing Land Development Permit (LDP) application package, and submitting to the City of Cartersville for review;
- After incorporating 90% Design Review comments into the Design Drawings and Specifications, preparing Georgia Department of Transportation (GDOT) Utility Encroachment Permit packages, and coordinating with Cartersville Water Department for submittal to GDOT Utility Coordinator;
- Addressing comments received during the regulatory permit review process and obtaining permits required for construction.
- QA/QC of all deliverables
  
- ✓ Deliverables:
  - Land Development Permit (LDP) from the City of Cartersville;
  - GDOT Utility Encroachment Permits;

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- ✓ Assumptions:
  - Cartersville Water Department will pay all permit fees, if not waived;
  - No EPD Stream Buffer Variances are anticipated;
  - No ACOE permits are anticipated;
  - Archaeological shovel testing would not be required;
  - No archaeological sites or cemeteries will be located during the site survey;
  - No eligible historic resources will be located by the site survey;
  - The project will have no adverse effect on historic or archaeological resources;

**SCHEDULE:**

Based on the Scope of Services identified in this proposal, and an estimated Notice to Proceed date of September 1, 2021, the enclosed proposed schedule has been developed:

NTP to Consultant	07/01/2022
Design Begins	07/01/2122
Preliminary Design 10% Submittal	09/01/2122
30% Design Submittal	11/01/2122
60% Design Submittal	01/01/2023
Easement Acquisition (Starts)	01/01/2023
90% Design Submittal	03/01/2023
Design Ends (100% Submittal)	04/01/2023
Permitting Complete	05/01/2023
Bidding Begins	TBD
Construction Begins	TBD
Construction Complete	TBD
Project Closeout	TBD

Schedule dates can be adjusted to meet City’s final deliverable needs.

**PROJECT BUDGET:**

The project will be invoiced monthly according to the actual hours spent. Not-to-Exceed fees are based on the Scope of Services listed in this proposal.

Task 1 – Project Management	\$ 29,570.00
Task 2 – Survey	\$ 62,110.00
Design Phase	\$ 113,320.00
Task 3 – Easements & Permitting	\$ 50,850.00
<b>Subtotal</b>	<b>\$ 255,850.00</b>
<b>Reimbursable Costs</b>	<b>\$ 2,500.00</b>
<b>Owner Controlled Allowance</b>	<b>\$ 25,000.00</b>
<b>Total Not-to-Exceed Amount</b>	<b>\$ 283,350.00</b>

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Once the proposal is accepted, Prime Engineering will prepare an EJCDC Contract to supplement this proposal. Please contact Rob MacPherson should you have any questions regarding this proposal. We appreciate the opportunity to work with you on this project.

Sincerely,



Robert R. MacPherson, P.E.  
Vice President  
Prime Engineering, Inc.

Enclosures      Project Budget  
                            MH Estimate

M:\Proposals\2035 - Cartersville, City of\2021-07-01 NE Pressure Zone Mods\2021-11-16 NE Pressure Zone Proposal - Draft 002.docx



<b>Project Description:</b> Cartersville Water Department NE Pressure Zone Improvements City of Cartersville	<b>TOTAL PROJECT SUMMARY</b>	<b>Date:</b> 6/9/2022
<b>Responsible Managers:</b> TGB <b>Project Manager:</b> RRM <b>Principal-in-Charge:</b>		<b>DWR Project Number</b> <b>Prime Project Number</b>

2022 Estimated Costs

Task	Task Description	Survey Labor	Engineering Labor	Sub Consultants	Other Direct Costs	Totals	Billing Type
1	Project Management	N/A	\$29,570.00	N/A	N/A	\$ 29,570.00	Hourly
2	Surveying	\$62,110.00	N/A	N/A	N/A	\$ 62,110.00	Hourly
	Design Phase	N/A	\$113,320.00	N/A	N/A	\$ 113,320.00	Hourly
3	Permitting & Land Acquisition	\$37,250.00	\$13,600.00	N/A	N/A	\$ 50,850.00	Hourly
4	Bid & Award Phase	N/A	N/A	N/A	N/A	\$ -	Hourly
5	Construction Phase	N/A	N/A	N/A	N/A	\$ -	Hourly
<b>Sub Total Totals</b>		<b>\$ 99,360.00</b>	<b>\$ 156,490.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 255,850.00</b>	
<b>Reimbursables</b>						<b>\$2,500.00</b>	
<b>Owner Controlled Allowance</b>						<b>\$25,000.00</b>	
<b>Total</b>						<b>\$ 283,350.00</b>	

**Project Name:** Cartersville Water Department  
NE Pressure Zone Improvements 6/9/2022

		Lead - Prime Engineering , Inc.										
Task Number:	Project Role / Personnel:	Principal Rob MacPherson, P.E.	Department Head Tim Blaydes, P.E.	Project Manager Paul Boyer, P.E.	Engineer III Clark Wells	Engineer II Timothy Lake, E.IT.	Surveyor VII Mike Barger, R.L.S.	One Person Survey Crew (Todd) Atkins, Todd <small>Carverville</small>	Surveyor III Jacob Kaloki	SUE Crew Barry Hutchins	TOTAL	
Task Description												
<b>1.0</b>	<b>Project &amp; Construction Management</b>											
	Prepare Project Plan/Job Opener	2	4		16						22	\$3,560.00
	Conduct Project Kickoff Meeting (Client)	8	8		8						24	\$4,880.00
	Conduct Project Kickoff Meeting (Internal)	2	2	2	2	2	2	2	2	2	18	\$3,030.00
	Monthly Project Meetings and Minutes	4	16	32	16						68	\$13,160.00
	Monthly Invoices and Status/Billing Reports			20							20	\$4,000.00
	Geotech Proposal Preparation and Review			2	4						6	\$940.00
	<b>Task 1 - Subtotal</b>	16	30	56	46	2	2	2	2	2	158	<b>\$29,570.00</b>
<b>2.0</b>	<b>Design Phase</b>											
	2.1 Preliminary Engineering	4	8	20	32	64					128	\$18,800.00
	2.2 Database Preparation (Survey & Basemap)	2		8	16		26	130	130	130	442	\$62,110.00
	2.3 30% Design	4	12	32	32	120					200	\$28,820.00
	2.4 60% Design	2	10	32	32	120					196	\$27,870.00
	2.5 90% Design	2	8	32	32	120					194	\$27,420.00
	2.6 100% Design	2	6	8	16	40					72	\$10,410.00
	<b>Task 2 - Subtotal</b>	16	44	132	160	464	26	130	130	130	1232	<b>\$175,430.00</b>
<b>3.0</b>	<b>Permit &amp; Land Acquisition</b>											
	3.1 Land Acquisition at 60% (Based on 24 Plats)						8	16	60		84	\$11,500.00
	3.2 Land Acquisition at 90% (Based on 24 Plats)	4	2	8			20	24	120		178	\$25,750.00
	3.3 Permitting - City of Cartersville (LDP)			4	20	40					64	\$8,300.00
	3.4 Permitting - GDOT			4	12	24					40	\$5,300.00
											0	\$0.00
	<b>Task 3 - Subtotal</b>	4	2	16	32	64	28	40	180	0	366	<b>\$50,850.00</b>
	<b>2022 LABOR TOTAL</b>	36	76	204	238	530	56	172	312	132	1756	<b>\$255,850.00</b>
	<b>REIMBURSABLES</b>											<b>\$2,500.00</b>
	<b>Owner Controlled Allowance</b>											<b>\$25,000.00</b>
	<b>2022 TOTAL</b>											<b>\$283,350.00</b>



## CITY COUNCIL ITEM SUMMARY

<b>MEETING DATE:</b>	September 1, 2022
<b>SUBCATEGORY:</b>	Bid Award/Purchases
<b>DEPARTMENT NAME:</b>	FiberCom
<b>AGENDA ITEM TITLE:</b>	Office 365 Upgrade
<b>DEPARTMENT SUMMARY RECOMMENDATION:</b>	The FiberCom Department requests the purchase of an upgrade to our current Microsoft Office 365 licenses for all city end users. This license upgrade includes several security products that will save operating expenses for cyber security future budgets. The total amount is \$43,232.10 from CDWG. This is not a budgeted item, but funds are available, and we recommend this purchase for your approval.
<b>LEGAL:</b>	N/A

# QUOTE CONFIRMATION



**DEAR STEVEN GRIER,**

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

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Thank you for your interest.



**ACCOUNT MANAGER NOTES:**

As you review the pricing information on this document, please do not hesitate to contact me with and questions or concerns.

Adam Bruno  
312-705-0710  
adabrun@cdwg.com

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QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MXLW901	8/22/2022	MS O365 G5 X265 11 MO PRORATE	11372497	<b>\$43,232.10</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">MS EA O365GOVE5 SHRDSVR ALNG SU MVL</a>	265	4574040	\$163.14	\$43,232.10
Mfg. Part#: T2N-00005-12-SLG 11 Month Proration Electronic distribution - NO MEDIA Contract: State of Georgia Software (99999-SPD-SPD0000060-0004)				

PURCHASER BILLING INFO	SUBTOTAL	\$43,232.10
<b>Billing Address:</b> CITY OF CARTERSVILLE ACCTS PAYABLE 1 N ERWIN ST CARTERSVILLE, GA 30120-3121 Phone: (770) 387-5621 Payment Terms: Net 30 Days-Govt State/Local	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$43,232.10</b>
	<b>DELIVER TO</b> <b>Shipping Address:</b> CITY OF CARTERSVILLE STEVEN GRIER 1 N ERWIN ST CARTERSVILLE, GA 30120-3121 Phone: (770) 387-5621 Shipping Method: ELECTRONIC DISTRIBUTION	
<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		





Adam Bruno

(877) 325-6613

adabrun@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

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## CITY COUNCIL ITEM SUMMARY

<b>MEETING DATE:</b>	September 1, 2022
<b>SUBCATEGORY:</b>	Bid Award/Purchases
<b>DEPARTMENT NAME:</b>	Administration
<b>AGENDA ITEM TITLE:</b>	Stormwater Acquisition/Relocation Services Fee Proposal
<b>DEPARTMENT SUMMARY RECOMMENDATION:</b>	<p>Our civil consultants need to move forward with the stormwater design improvements for one of our stormwater projects. Property acquisition and relocation services will be needed to complete the design.</p> <p>THC has provided a proposal to perform the needed services for acquisition of property and relocation services for one of these projects. THC proposes to provide their services for \$23,600.</p>
<b>LEGAL:</b>	NA



August 29, 2022

Mr. Wade Wilson, PE  
City Engineer,  
City of Cartersville  
330 South Erwin Street  
Cartersville, GA 30120

**RE: Fee Proposal to Provide Early Right of Way Acquisition/Relocation Services for One Parcel on Douthit Ferry Road Project-PI 0007494**

Dear Mr. Wade,

THC, Inc. (THC) is pleased to submit a fee proposal to provide Right of Way Acquisition/Relocation Services for the City of Cartersville (City) Douthit Ferry Road Improvement project (PI #0007494). This fee proposal is for THC to provide right of way acquisition and relocation assistance services on one parcel.

To develop our fee proposal, we based it on the discussion about what the City is looking to acquire early for the road widening project. **THC will confirm the required parcel and relocation upon results of the finalized plans to be provided by the City of Cartersville or their designated design team.**

**Right of Way Acquisition/Relocation Process**

THC understands the Scope of Work to include the following:

1. The City of Cartersville will provide approved plans to THC before issuing a Notice to Proceed.
2. THC sub-consultants will prepare appraisal reports and specialty valuation reports.
3. THC sub-consultant will prepare the review appraisal report.
4. THC will mail an introduction letter to the property owner describing the project and promptly follow up to schedule an initial meeting to discuss parcel impacts and just compensation offer.
5. THC will present the monetary offer (approved by the City) to the property owner and negotiate a settlement.
6. Upon receiving a signed conveyance document or option agreement from property owners, THC will prepare and deliver closing documents and executed option agreements to the City Attorney to conduct the closing and record the deed.
7. If THC is not successful in obtaining a signed option from a property owner after sufficient negotiation efforts, THC will prepare the parcel file for the City Attorney for taking by eminent domain.
8. THC will prepare relocation studies, relocation offer packages, and provide relocation assistance services to the property owner and/or tenant displaced by the acquisition.
9. THC will submit the final parcel file to the City for record retention.



August 29, 2022

ACQUISITION/RELOCATION SERVICES	Per Parcel	QTY	TOTAL
Negotiation Fee	\$2,900.00	1	<b>\$2,900.00</b>
Re-tabulated/Authorized Offer <i>(if necessary)</i>	\$1,000.00	1	<b>\$1,000.00</b>
Relocation – Residential (Relocation study, Benefit package Prep, Relocation Offer, Relocation Negotiations / Advisory Services)	\$13,000.00	1	<b>\$13,000.00</b>
(388-N) – Before & After Appraisal Report	\$5,500.00	1	<b>\$5,500.00</b>
Review Appraisal Report	\$1,200.00	1	<b>\$1,200.00</b>
Title work and Closings provided by City Attorney	N/A		
<b>TOTAL ACQUISITION/RELOCATION FEES</b>			<b>\$23,600.00</b>

Fees subject to increase after September 1, 2023

Additional services beyond the Scope of Work in this fee proposal must be agreed upon with compensation approved by THC and the City of Cartersville.

We appreciate the opportunity to provide timely right of way services for your project. Please contact me if you have questions about our fee proposal.

Sincerely,

Wesley K. Brock  
 Program Manager  
 THC, Inc.  
 Direct: 678.735.5203  
[wbrock@thcinc.net](mailto:wbrock@thcinc.net)





August 29, 2022

**ACCEPTANCE/NOTICE TO PROCEED**

RE: **Fee Proposal to Provide Early Right of Way Acquisition/Relocation Services for One Parcel on Douthit Ferry Road Project-PI 0007494**

A signed copy of this proposal, mailed or emailed to our office, shall serve as acceptance of this proposal and our notice to proceed. The accepted Budget is **\$23,600.00** to acquire one parcel with one residential relocation.

Acquisition/Negotiation Services	1 @ \$2,900.00	= \$2,900.00
Re-Tabulated/Authorized Offer (if necessary)	1 @ \$1,000.00	= \$1,000.00
Relocation – Residential	1 @ \$13,000.00	= \$13,000.00
Appraisal	1 @ \$5,500.00	= \$5,500.00
Appraisal Review	1 @ \$1,200.00	= <u>\$1,200.00</u>

**TOTAL AUTHORIZED BUDGET FOR THIS PROJECT = \$23,600.00**

*Fees are subject to increase after September 1, 2023.*

APPROVED: \_\_\_\_\_  
(signature)

Name: Julia Drake \_\_\_\_\_

Title: City Clerk \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
(signature)

Name: Matt Santini \_\_\_\_\_

Title: Mayor \_\_\_\_\_

Date: \_\_\_\_\_

If this signed proposal serves as the THC, Inc. NTP/Contract, please provide billing and invoicing instructions. THC will send an invoice upon completion and delivery of the acquired parcel. Our THC, Inc. W-9 will be submitted with the invoice or can be requested to format another contract document.

**INVOICING INSTRUCTIONS:**

Email Address(s) to send Invoices to: \_\_\_\_\_

Invoice Contact Name and Phone Number: \_\_\_\_\_

Additional Invoice Requirements: \_\_\_\_\_

\_\_\_\_\_