

**City of Adairsville  
Regular Council Meeting  
Adairsville Council Chambers  
116 Public Square  
Thursday, December 8, 2016 7:00 p.m.**

**MINUTES**

**PRESENT: Mayor Kenneth Carson  
Councilmember Alton “Buddy” Bagley  
Councilmember Alan Towe  
Councilmember Erwin T. Holcomb  
Councilmember Lee Castro**

**ALSO: Pam Madison, City Manager; Nicole Scoggins, City Clerk; Rick Townsend, Chief of Police**

1. Councilmember Bagley made motion to approve the
  - **November 10, 2016** Council MeetingCouncilmember Holcomb seconded motion.

Post 1, Towe – Second, Yes

Post 2, Holcomb – Motion, Yes

Post 3, Castro – Yes

Post 4, Bagley –Yes

Motion passes 5-0

**Citizens wishing to speak: Mickey Ward spoke on park ideas and suggestions**

**Agenda Item # 1:** Councilmember Bagley made **MOTION TO APPROVE** the 2017 Budget for the City of Adairsville.

The attached budget represents the 2017 budget including:

- All general fund agencies both operating and capital budgets
- Water and wastewater utilities both operating and capital budgets
- Gas utility both operating and capital budgets
- 2008 SPLOST Capital
- 2014 SPLOST Capital
- Confiscated Assets Budget – this budget reflects no revenue or expenditures. Revenues from seized assets are deposited into this fund. Reconciliation will be done as part of the 2016 year-end budget amendment.

- K-9/Auxillary Fund – A K-9 expense line has been included in the Police Department operating budget. K-9 expenses, with the exception of K-9 officer special stipend for care of the K-9, will come from this fund first. Any expenses beyond what is available in the fund will come from the Police Department operating budget. Revenues from police fundraising activities are deposited into this fund.
- Proposed Tourism expenditures as recommended by the DDA

Also attached is a 2017 Capital Budget by Quarter that represents capital allocations in all funds and a sponsorships and events budget for your reference.

Staff recommends approval of this item.

There is no fiscal impact with the adoption of the budget document.

Councilmember Towe seconded motion.

Post 1, Towe –Second, Yes  
Post 3, Castro –Yes  
Motion passes 5-0

Post 2, Holcomb –Yes  
Post 4, Bagley – Motion, Yes

**Agenda Item # 2:** Councilmember Bagley made **MOTION TO APPROVE** personnel cap for the City of Adairsville of 49 full time employees.

The personnel cap includes all funds included in the adopted budget. Part-time employees, seasonal employees and interns are not included in the personnel cap.

Staff recommends approval of this item.

Councilmember Holcomb seconded motion.

Post 1, Towe –Yes  
Post 3, Castro –Yes  
Motion passes 5-0

Post 2, Holcomb – Second, Yes  
Post 4, Bagley – Motion, Yes

**Agenda Item # 3:** Councilmember Holcomb made **MOTION TO AUTHORIZE** the City Manager to move forward with vehicle and equipment capital expenditures that are included in the 2017 Adopted Budget and in accordance with the City's procurement Code.

This authorizes the City Manager to move forward with vehicle and equipment purchases that are specifically included as line items in the Adopted 2017 Budget.

These items include:

- Bushhog attachment
- Two Police Cars
- Yanmar Mini-Excavator
- Sewer Camera
- Wastewater Aerator
- Wastewater Blower
- ID Machine
- Intoximeter
- Live Scan

All funding associated with this item is included in the 2017 Adopted Budget.

Councilmember Towe seconded motion.

Post 1, Towe – Second, Yes  
Post 3, Castro –Yes  
Motion passes 5-0

Post 2, Holcomb – Motion, Yes  
Post 4, Bagley –Yes

**Agenda Item # 4:** Councilmember Holcomb made **MOTION TO APPROVE** the Adairsville City Council Calendar for 2017 –**as amended**.

This calendar will be provided to the Council for consideration each year. There are a couple times in the year when the Council's regular meeting date falls at a time when it is close to city sponsored events that utilize a great deal of staff time, during GMA training sessions and close to holidays. This calendar provides alternate dates during those months, which is allowable under the City's Ordinance.

Upon Council approval, this calendar will be posted on the City's website and notices to the media will reflect the approved changes.

Staff recommends approval of this item.

Councilmember Towe seconded motion.

Post 1, Towe – Second, Yes  
Post 3, Castro –Yes  
Motion passes 5-0

Post 2, Holcomb –Yes  
Post 4, Bagley – Motion, Yes

**Agenda Item # 5:** Councilmember Towe made **MOTION TO APPROVE** the Adairsville Rezoning, Annexation and Variance Calendar for 2017.

Upon Council approval, this calendar will be posted on the City's website and notices to the media will reflect the approved changes.

Staff recommends approval of this item.

Councilmember Holcomb seconded motion.

Post 1, Towe – Motion, Yes  
Post 3, Castro – Yes  
Motion passes 5-0

Post 2, Holcomb – Second, Yes  
Post 4, Bagley –Yes

**Agenda Item # 6:** Councilmember Towe made

- A. MOTION TO ADOPT** Resolution #16-0011 authorizing the application of the GEFA Loan for the Water System.
- B. MOTION TO AUTHORIZE** the Mayor and City Manager to take all budgetary and administrative actions necessary to meet all of the requirements of the GEFA loan process for the Water System loan

MOTION A: The resolution is required as part of the loan application process. The GEFA Board has approved the funding for the Water System Improvements.

MOTION B: This authorizes the Mayor and City Manager to take all required steps to meet the GEFA loan requirements.

The Wastewater Loan is still being reviewed by the GEFA Board and required studies are in the final stages. This item will come before the Council once all paperwork is in order.

Staff recommends approval of this item.

Funding for this item has been included in the 2017 adopted budget

Councilmember Holcomb seconded motion.

Post 1, Towe – Motion, Yes  
Post 3, Castro – Yes  
Motion passes 5-0

Post 2, Holcomb – Second, Yes  
Post 4, Bagley –Yes

**Agenda Item # 7:** Councilmember Bagley made

- A. MOTION TO NOTE FOR THE RECORD** Resolution #16-0010 authorizing the application to DNR for the Recreational Trails Grant.
- B. MOTION TO APPROVE** naming the 14-acre parks parcel as the Adairsville Veteran's Memorial Park.

MOTION A: The Council approved a sample resolution at the November meeting in order for staff to meet the grant deadline. Additionally, the Council authorized the Mayor and City Manager to take all administrative and budgetary actions to apply for the grant.

The language in the sample resolution was slightly modified.

This item places into the public record the final resolution that was required for the grant to be filed.

MOTION B: The grant application requested a name for the park. Based upon the phased proposal, including adding at this location a veteran's memorial, staff is recommending naming the park Adairsville Veteran's Memorial Park.

Staff recommends approval of this item.

There is no fiscal impact associated with this item.

Councilmember Towe seconded motion.

Post 1, Towe – Second, Yes  
Post 3, Castro – Motion, Yes  
Motion passes 5-0

Post 2, Holcomb –Yes  
Post 4, Bagley – Motion, Yes

**Agenda Item # 8:        2<sup>nd</sup> READING:**

Councilmember Castro made **MOTION TO APPROVE** zoning request:

All that tract or parcel of land lying and being known as located in the 15th District, 3<sup>rd</sup> Section Bartow County, Georgia, City of Adairsville.

Zoned: C-1

Requested zoning: C-2

Parcel #: File #: 2016-Z-08

Owner of the above proposed property, Timms Property

The applicant timely filed the request for the zoning map amendment consistent with the requirements of the Adairsville Zoning Code.

The City Clerk verified all of requirements of the Zoning Code have been met.

The City Clerk has posted the required public notice for Planning Commission consideration.

Staff has reviewed the applicant's request and all relevant information. In staff's opinion, this request for a zoning map amendment does not adversely affect the surrounding properties or the City as a whole.

Therefore, staff recommends the Planning Commission recommend approval to the City

Council. Staff will provide the Planning Commission's recommendation to the City Council at its November 10, 2016 Council meeting for their first hearing on this zoning map amendment. The final hearing will be held at the December 8, 2016 meeting of the City Council.

Councilmember Towe seconded motion.

Post 1, Towe – Second, Yes  
Post 3, Castro – Motion, Yes  
Motion passes 5-0

Post 2, Holcomb –Yes  
Post 4, Bagley –Yes

**Agenda Item # 9: 1<sup>st</sup> READING:**

Councilmember Castro made **MOTION TO APPROVE** the recommendation from the Unified Zoning Board of denial of the zoning request.

All that tract or parcel #A002-0010-005 of land lying and being in Land Lots 169 of the 15th District, 3<sup>rd</sup> Section Bartow County, Georgia, City of Adairsville; and being known as 5922 Joe Frank Harris Parkway, Adairsville, Georgia 30103.

Zoned: C-1

Requested zoning: C-2

Parcel #: File #: 2016-Z-07

Owner of the above proposed property, Bharet Patel

Councilmember Bagley seconded motion.

Post 1, Towe –Yes  
Post 3, Castro – Motion, Yes  
Motion passes 5-0

Post 2, Holcomb –Yes  
Post 4, Bagley –Second, Yes

**Agenda Item # 10:** Councilmember Towe made **MOTION TO APPROVE** task order with Carter Slope Engineering for work related to the Splash Pad Parks Project.

This project is included in the 2017 adopted budget. In order to have construction completed prior to the summer of 2017, work needs to get started immediately.

The Council will approve the contract once the competitive bidding process is completed.

Staff recommends approval of this item.

Funding for this item is included in the 2017 Adopted Capital Budget.

Councilmember Bagley seconded motion.

Post 1, Towe – Motion, Yes  
Post 3, Castro –Yes  
Motion passes 5-0

Post 2, Holcomb –Yes  
Post 4, Bagley – Second, Yes

**Agenda Item # 11:** Councilmember Bagley made **MOTION TO AUTHORIZE** the City Manager to close the Safe Deposit Boxes at United Community Bank.

The City has had two safe deposit boxes at United Community Bank for a number of years. There is a safe in City Hall and therefore there is no need for the City to continue with this expense. Staff recommends approval of this item.

Councilmember Holcomb seconded motion.

Post 1, Towe –Yes  
Post 3, Castro –Yes  
Motion passes 5-0

Post 2, Holcomb – Second, Yes  
Post 4, Bagley – Motion, Yes

**Agenda Item # 12:** Councilmember Towe made **MOTION TO APPROVE** agreement for website design and maintenance services with McKenna & Calix in the amount of \$2,400.00.

The City contracted this service with Dara Lowman, McKenna & Calix, in 2015. Staff has been pleased with the work she has done on the website.

Staff recommends approval of this item.

Funding for this item is included in the 2017 Budget in the Administrative Fund.

Councilmember Castro seconded motion.

Post 1, Towe – Motion, Yes  
Post 3, Castro – Second, Yes  
Motion passes 5-0

Post 2, Holcomb – Yes  
Post 4, Bagley –Yes

**Agenda Item # 13:** Councilmember Bagley made **MOTION TO APPROVE** the library of firms for Engineering Services for the City of Adairsville.

The City currently uses a number of engineering firms for a variety of services. I have been working with our Managers to determine our needs and review our existing firms for responsiveness. Based upon those discussions, staff recommends the following be included in the creation of a library of engineering firms to be utilized for future engineering needs:

- AMEC
- Keck and Wood
- Rindt McDuff

- Southland Engineering
- Carter & Slope (newly added firm)

Council authorization will continue to be required for work assigned to these firms, as well as the associated construction contracts, as necessary.

Staff is in the process of evaluating work assigned to each firm and will be reassessing and evaluating all firms in 2017 based on responsiveness, performance and quality of work provided.

Staff recommends approval of this item.

There is no fiscal impact associated with the creation of the library of firms. Funding is available in the 2017 Adopted Budget for individual projects.

Councilmember Holcomb seconded motion.

Post 1, Towe –Yes  
Post 3, Castro –Yes  
Motion passes 5-0

Post 2, Holcomb – Second, Yes  
Post 4, Bagley –Motion, Yes

**Agenda Item # 14:** Councilmember Bagley made **MOTION TO APPROVE** Distilled Spirits, Malt Beverage and Wine – Pouring License and application for Dukes located at 12 A Legacy Way; Owner Derrick Williams

The City of Adairsville Code of Ordinances a background investigation was conducted on the applicant. The purpose of this investigation was to determine if Derrick Williams meet requirements to hold a Distilled Spirits, Malt Beverage –Pouring License in the City of Adairsville, Georgia.

Upon a review of all paperwork including application, letters of references, and criminal history and verification of said paperwork the applicant appears to be qualified to hold the license.

Staff recommends approval of this item contingent on fingerprints/criminal background results with additional recommendation of Chief of Police.

Councilmember Towe seconded motion.

Post 1, Towe – Second, Yes  
Post 3, Castro – Motion, Yes  
Motion passes 5-0

Post 2, Holcomb –Yes  
Post 4, Bagley – Motion, Yes

**Agenda Item # 15:** Councilmember Holcomb made **MOTION TO ACCEPT** conveyance of Commerce Drive as a public road and add to the City's list of public roads.

Frank Johnson, the current owner of Commerce Drive, has approached the City and requested it be conveyed to the City as a public road. This road runs behind the car wash off of Highway 140 and provides access to the strip center as well as the Food Lion shopping area.



The road has been inspected and meets the City's specification.

Mr. Pettit reviewed this request and concurs with Staff's recommendation to accept it as a public road.

Staff recommends approval of this item.

There is no fiscal impact associated with this item.

Councilmember Towe seconded motion.

Post 1, Towe – Second, Yes

Post 3, Castro –Yes

Motion passes 5-0

Post 2, Holcomb –Yes

Post 4, Bagley – Motion, Yes

**Agenda Item # 16:** Councilmember Bagley made

- A. MOTION TO APPROVE** conveyance of Bestway Parkway and Bestway Drive to "Transactions, LLC." as private roads contingent upon all access easements being secured and filed.
- B. MOTION TO APPROVE** the renaming of Bestway Parkway to Hollander Drive and Bestway Drive to Hollander Drive and Hollander Parkway.

Motion A: The Hollander Corporation has requested these two roads in the Industrial Park be conveyed to them as private roads. Bestway Parkway serves two businesses, and they have agreed to provide for an access easement for the business. Bestway Drive only serves property owned by the corporation.

Motion B: The Hollander Corporation has requested these roads be renamed to reflect the name of their business.

Mr. Pettit reviewed this request and does not oppose this request as long as all necessary easements for public access are secured and filed.

Staff recommends approval of this item.

Councilmember Towe seconded motion.

Post 1, Towe – Second, Yes

Post 3, Castro – Motion, Yes

Motion passes 5-0

Post 2, Holcomb –Yes

Post 4, Bagley – Motion, Yes

**Adjournment: 7:21 p.m.**

Councilmember Bagley made motion to adjourn; Councilmember Holcomb seconded motion.

Post 1, Towe –Yes  
Post 3, Castro –Yes  
Motion passes 5-0

Post 2, Holcomb – Second, Yes  
Post 4, Bagley – Motion, Yes

MINUTES ADOPTED:

DATE OF: **01-12-2017**

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Kenneth J. Carson, Mayor

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Nicole Scoggins, City Clerk