

**City of Adairsville
Regular Council Meeting
Adairsville Council Chambers
116 Public Square
Thursday, November 10, 2016 7:00 p.m.**

MINUTES

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

ABSENT: 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
 - **October 13, 2016** Council MeetingCouncilmember Holcomb seconded motion.

Post 1, Towe –Yes

Post 2, Holcomb – Second, Yes

Post 3, Castro –Absent

Post 4, Bagley – Motion, Yes

Motion passes 4-0

Citizens wishing to speak: N/A

Agenda Item # 1: 1st Reading:

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

All that tract or parcel of land lying and being known as located in the 15th District, 3rd 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 Holcomb seconded motion.

Post 1, Towe –Yes

Post 3, Castro –Absent

Motion passes 4-0

Post 2, Holcomb – Second, Yes

Post 4, Bagley – Motion, Yes

Agenda Item # 2: Councilmember Bagley made **MOTION TO ADOPT** the City of Adairsville's Five Year Plan.

Staff developed the proposed five year plan based upon the Council's priorities established at the last two retreats that have been held, as well as community input from the Visioning Sessions.

This document is a fluid document and dates may be adjusted as necessary based upon budget, workload and unforeseen circumstances.

This document will also be utilized by the City's Steering Committee members that are working with the NWGRC on the Comprehensive Plan for Bartow County and all municipalities within the County.

Staff recommends approval of this item.

Councilmember Holcomb seconded motion.

Post 1, Towe –Yes

Post 3, Castro –Absent

Motion passes 4-0

Post 2, Holcomb – Second, Yes

Post 4, Bagley – Motion, Yes

Agenda Item # 3: Councilmember Bagley made

- A. MOTION TO AUTHORIZE** the City Manager to expend budgeted unspent capital allocations in the Water Fund to pay in full the 1995 outstanding GEFA loan in the amount of \$115,000.
- B. MOTION TO AUTHORIZE** the City Manager to expend budgeted unspent capital allocations in the Gas Fund for emergency repair supplies in an amount not to exceed \$34,000.

MOTION A: Due to the projects that have been included in the GEFA loan that is currently pending, the Water Fund has unspent capital dollars that were budgeted in the 2016 budget available in the amount of \$340,000. The 1995 Loan has an interest rate of 5.89%. The remaining \$225,000 will be rolled over to the 2017 proposed budget for capital projects.

MOTION B: The Gas Manager has requested the purchase of some additional safety supplies that he has identified as a need in the gas department. The total estimated cost for these supplies is \$34,000. The cost relates to emergency repairs of high pressure lines. The Gas Fund currently has available unspent allocated capital funds in the amount of \$170,000. The remaining balance will be transferred to the 2017 proposed budget for capital projects.

Staff recommends approval of this item.

Funding for both of these items are available in the 2016 adopted capital budgets for the Water Fund and Gas Fund.

Councilmember Holcomb seconded motion.

Post 1, Towe –Yes

Post 3, Castro –Absent

Motion passes 4-0

Post 2, Holcomb – Second, Yes

Post 4, Bagley – Motion, Yes

Agenda Item # 4: Councilmember Holcomb made

- A. MOTION TO APPROVE** surplus of city owned vehicles and equipment, with proceeds being deposited in to the general fund vehicle replacement fund.
- B. MOTION TO APPROVE** surplus of miscellaneous equipment and parts that are obsolete for disposal.

MOTION A: The following is the list of equipment and vehicles that will be added to the surplus list and posted on GovDeals:

- '76 White Ford Truck (old chipper truck) C8OFVA357347 (has been out of service for one year, repeatedly serviced prior)
- '87 Ford F700 Dump Truck 1FDNF70K3KVA12545 (doesn't run)
- '87 Ford F350 Dump Truck 1FDK3715HNA88268 (backfires, out of service 6 months, caught on fire last time in use)

- '02 S10 1GCCS14H338122886 (out of service 8 months, motor is bad) This was purchased from the PD through, as it was a seized vehicle, was never in great condition.
- Tenant 800 sweeper 800-7134 (industrial sweeper does not work for streets)
- '99 Ford F150 1FTZF1726XNB62814 (out of service 6 months, bad transmission)
- '85 Ford Tractor 6610 Model 6029BAHHI26 (doesn't run, out of service for 18 months)
- Ditch Witch 2300 VHID410787/50287 (out of service for several years, cost to repair is in excess of value of equipment)
- '99 John Deere 310 TO310GX904234 (transmission and hydraulic brake problems, performs very weak if at all)
- '10 Crown Victoria 2FABP7BV3AX12531
- Crown Victoria (wrecked vehicle) 2FAFP71WX6X1085929
- Crown Victoria (wrecked vehicle) 2FAFP71V28X147206

MOTION B: The Police Department has a variety of miscellaneous equipment, parts from old cars or wrecked vehicles that can no longer be used and need to be disposed of or sold for scrap.

All of these items will be listed on GovDeals and where allowable a minimum bid will be posted.

Staff recommends approval of this item.

The funds received through the surplus sale will be deposited into the vehicle replacement fund.

Councilmember Bagley seconded motion.

Post 1, Towe –Yes

Post 2, Holcomb – Motion, Yes

Post 3, Castro –Absent

Post 4, Bagley – Second, Yes

Motion passes 4-0

Agenda Item # 5: Councilmember Bagley made **MOTION TO** **NOTE FOR THE RECORD** the cancellation of the bid for installation of a generator at City Hall.

As part of the 2016 approved Budget, the Council authorized the bid for installation of a generator at City Hall. The initial bidding process did not have all firms bidding the same size generator so the project was rebid.

However, due to the cost of the project, staff was asked to re-evaluate the need for a generator at City Hall.

After a full evaluation and in addition to having a new financial system in place that can be accessed via the cloud in an emergency, staff does not recommend this item at this time.

City Hall staff can set up remotely at the Police Department or Public Works shop in the event of an emergency.

Staff recommends approval of this item.

FISCAL IMPACT:

N/A

Councilmember Holcomb seconded motion.

Post 1, Towe –Yes

Post 3, Castro – Absent

Motion passes 4-0

Post 2, Holcomb – Second, Yes

Post 4, Bagley – Motion, Yes

Agenda Item # 6: Councilmember Holcomb made

A. MOTION TO APPROVE the attached calendar of events, as City sponsored events for 2017.

B. MOTION TO AUTHORIZE the City Manager to post an RFP for Event Planning Services.

MOTION A: The Beautification Committee developed the attached calendar for 2017 and recommend them as City Sponsored Events. Those where event planning services will be required have been indicated with an asterisk (*). City staff will continue to handle the remaining events, and assist as necessary the events planner.

MOTION B: This will provide for a competitive process to select and events planner. The RFP will include the attached list of events. Once the responses are received, the recommendation will be brought back for Council consideration.

Staff would like to get started to developing the exact dates for these events in order to work with the DDA on a project to print postcards for each merchant in the Square to include their storefront on one side and all events on the other. Cards will also be printed for the hoteliers in the area.

Staff recommends approval of this item.

FISCAL IMPACT:

The City's budget includes funding for events and sponsorships.

Councilmember Bagley seconded motion.

Post 1, Towe –Yes

Post 3, Castro –Absent

Motion passes 4-0

Post 2, Holcomb – Motion, Yes

Post 4, Bagley – Second, Yes

Agenda Item # 7: Councilmember Bagley made **MOTION TO APPROVE** Resolution #16-0009 creating the Adairsville Events Planning Board.

The Council previously approved the creation of the Beautification Committee which included members of Sans Souci, the Lions Club, the DDA and Advance Adairsville. The Committee focused primarily on aesthetic improvements in the downtown area.

At the September meeting, the Committee voted to rename the Committee and establish it as an events planning group and broaden the members to have more representation.

The attached resolution encompasses the recommendation of the Beautification Committee.

Staff recommends approval of this item.

Councilmember Holcomb seconded motion.

Post 1, Towe –Yes

Post 2, Holcomb – Second, Yes

Post 3, Castro – Absent

Post 4, Bagley – Motion, Yes

Motion passes 4-0

Agenda Item # 8: Councilmember Holcomb made **MOTION TO AUTHORIZE** the Mayor and City Manager to take all financial and administrative actions necessary to complete the CDBG grant process for the City of Adairsville.

The City applied for and received the CDBG Grant award. There are a number of administrative actions that are required to finalize the grant process. This will require both the Mayor and City Manager to sign documents and contracts to effectuate the finalization of the grant.

Staff recommends approval of this item.

There is no fiscal impact to the City. The Bartow County Grants Office will handle grant administration.

Councilmember Towe seconded motion.

Post 1, Towe – Second, Yes

Post 2, Holcomb – Motion, Yes

Post 3, Castro –Absent

Post 4, Bagley –Yes

Motion passes 4-0

Agenda Item # 9: Councilmember Bagley made **MOTION TO APPROVE** a Task Order with Southland Engineering for Right of Way (ROW) Survey.

The City's ROW and easements need to be confirmed and put in a GIS system that can serve as a base map. This will then provide for an inventory of all city owned parcels and easements. As the City grows, this work is essential for staff to have available and to be able to evaluate annexation proposals in the future.

Staff recommends approval of this item.

FISCAL IMPACT:

The Task Order will be funded through a proration in the outside services line of the general fund and enterprise fund budgets.

Councilmember Towe seconded motion.

Post 1, Towe – Second, Yes
Post 3, Castro –Absent
Motion passes 4-0

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

Agenda Item # 10: 2nd Reading:

Councilmember Holcomb made **MOTION TO ADOPT** the City of Adairsville Zoning Ordinance.

The Ordinance is being amended to combine the Planning Commission with the Zoning Board of Appeals into a combined Unified Zoning Board. It also reduces building height in several zoning categories as staff and the Planning Commission recommends a reduction from the previously allowed 50 feet.

Staff recommends approval of this item.

FISCAL IMPACT:

There is no fiscal impact associated with the Adoption of the Zoning Ordinance. It will be included in the codification process and will then be posted on the MuniCode website.

Councilmember Towe seconded motion.

Post 1, Towe – Second, Yes
Post 3, Castro –Absent
Motion passes 4-0

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

Agenda Item # 11: 2nd Reading:

Councilmember Bagley made **MOTION TO ADOPT** the City of Adairsville Sewer Use Ordinance.

Some minor changes have been recommended by our engineers for the Sewer Use Ordinance. Once the City receives delegated authority from EPD for a pretreatment program, the Ordinance will need to be updated again.

Staff recommends approval of this item.

There is no fiscal impact associated with the adoption of the Sewer Use Ordinance. It will be included in the codification process and will then be posted on the MuniCode website.

Councilmember Holcomb seconded motion.

Post 1, Towe –Yes

Post 2, Holcomb – Second, Yes

Post 3, Castro –Absent

Post 4, Bagley – Motion, Yes

Motion passes 4-0

Agenda Item # 12: Councilmember Bagley made **MOTION TO AUTHORIZE** the City Manager to take all budgetary and administrative actions and issue a Notice to Proceed for the work related to the REBC Grant.

The City was awarded \$24,475.00 by the Roadside Enhancement and Beautification Council Grant Program through the Georgia Department of Transportation.

The City Council approved a Task Order with Keck and Wood Engineering to assist with the design, application and bid process relating to the Grant. The bid was posted as required by the state.

Keck and Wood had three first express interest in bidding on the project. Bids were received in City Hall on November 3rd and the bid opening was held at 10:00 a.m. Only one bid was received. The bid was from A-1 Landscape and Lawncare, LLC in the amount of \$29,483.00.

Keck and Wood has reviewed the submittal and recommends award of the project.

GDOT recommended planting schedule is October 15-March 15. However, Keck and Wood will coordinate that planting scheduled with GDOT in light of the current drought conditions before proceeding with the project.

Staff recommends approval of this item.

Funding for the different in the grant award and the project is available in the Adopted 2016 Streets and Roads operational budget.

Councilmember Holcomb seconded motion.

Post 1, Towe –Yes

Post 2, Holcomb – Second, Yes

Post 3, Castro –Absent

Post 4, Bagley – Motion, Yes

Motion passes 4-0

Agenda Item # 13: Councilmember Towe made

- A. MOTION TO ADOPT** Resolution #16-0010 authorizing the application to DNR for the Recreational Trails Grant.
- B. MOTION TO AUTHORIZE** the Mayor and City Manager to take all budgetary and administrative actions to apply for the Georgia Department of Natural Resources Recreational Trails Grant.
- C. MOTION TO APPROVE** staff to enter into an agreement with Carter Slope Engineering for work related to the Recreational Trails Grant.

MOTION A: The resolution is a required part of the grant application process. It commits the City to the \$20,000 match in the event of the award being received.

MOTION B: This authorizes the Mayor and City Manager to take all required steps to meet the grant deadline. The Georgia Department of Natural Resources Recreational Trails deadline is November 26th.

MOTION C: The City has met with Bartow Beautiful Staff and with assistance of Kurt McCord, the City should be able to meet the grant deadline and possibly receive a \$100,000 grant to develop walking and bike trails on the 14-acre site recently acquired by the City for parks.

Carter Slope has offered to provide the conceptual plan to the City for no cost in order to meet the grant deadline. In the event of an award, they will provide assistance at a reduced rate and staff will bring back a formal agreement at that time for Council consideration.

The 14 Acre site will be developed by phases, with the walking and bike trails to be one phase of the project.

Staff recommends approval of this item.

There is a \$20,000 match associated with this item. There is money appropriated in the 2017 proposed budget that can be identified for this match.

Councilmember Bagley seconded motion.

Post 1, Towe – Motion, Yes
Post 3, Castro –Absent
Motion passes 4-0

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

Adjournment: 7:22 p.m.

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

Post 1, Towe – Second, Yes
Post 3, Castro –Absent
Motion passes 4-0

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

MINUTES ADOPTED:

DATE OF: **12-8-2016**

Kenneth J. Carson, Mayor

Nicole Scoggins, City Clerk