

**City of Adairsville
Regular Council Meeting
Adairsville Council Chambers
116 Public Square
Thursday, April 13th, 2017 7:00 p.m.**

MINUTES

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

ABSENT: N/A

ALSO: Pam Madison, City Manager; Lisa Donald, Interim City Clerk; Chief Rick Townsend, Casey Earley, Community Development Director

1. Councilmember Bagley made motion to approve the minutes from
 - **March 9th, 2017** Council MeetingCouncilmember Holcomb seconded motion.

Post 1, Towe – Yes

Post 2, Holcomb –Seconded, Yes

Post 3, Castro –Yes

Post 4, Bagley – Motion, Yes

Motion passes unanimously 4-0

Citizens wishing to speak: Roger Bailey of 104 Rail Road St. addressed Council with concerns of flooding to his property due to curb and gutter project.

Agenda Item # 1:

Councilmember Bagley made **MOTION TO CONFIRM** the City Manager's nomination of Lisa Roberts Donald as City Clerk for the City of Adairsville.

Lisa Donald has served the City for more than 26 years in several capacities, most recently as Municipal Court Clerk. Over the past several months, Lisa has served as the Interim City Clerk

and has demonstrated her ability to handle the multi-faceted functions of the position of City Clerk.

It is my privilege to nominate Lisa Donald for this position.

The City Manager recommends approval of this item.

The City Clerk's position is funded in the 2017 Adopted Budget.

Councilmember Holcomb seconded motion

Post 1, Towe –Yes

Post 2, Holcomb –Second, Yes

Post 3, Castro –Yes

Post 4, Bagley – Motion, Yes

Motion passes unanimously 4-0

Agenda Item # 2:

Councilmember Bagley made **MOTION TO AUTHORIZE** the City Manager to enter into an agreement with Weaver Heating and Air for HVAC Maintenance Services.

The City posted a Request for Proposals (RFP) for HVAC Maintenance Services. The City received proposals from three firms and they are listed below in the order of ranking:

- Weaver Heating and Air
- Meadows Heating and Air
- Galgon HVAC & Mechanical Services, Inc.

The Evaluation Committee members were Community Development Director Casey Earley, Administrative Assistant Brady Hammonds and City Manager Pam Madison.

Weaver and Meadows were both deemed responsive and responsible to the RFP. Galgon did not provide pricing information in their proposal, which was a requirement of the RFP.

Weaver and Meadows were both well qualified the ranking order reflects pricing.

The Agreement will be for one year with four (4) one year automatic renewals, for a total of five years.

This agreement is for maintenance only. If a new unit is required, staff solicits three bids.

Staff recommends approval of this item.

The fiscal impact for the HVAC Maintenance Contract is \$1,300.00. These costs are assigned to the fund responsible for the property where the maintenance occurs.

Councilmember Holcomb seconded motion

Post 1, Towe –Yes

Post 2, Holcomb –Second, Yes

Post 3, Castro –Yes

Post 4, Bagley – Motion, Yes

Motion passes unanimously 4-0

Agenda Item # 3:

Councilmember Bagley made **MOTION TO AMEND** Resolution #2017-003 authorizing the City Manager to transition the City’s credit card issuer to Northside Bank.

The Council approved this item at the last meeting. However, with the City increasing the number of cards from 8-10, we are requesting you increase the credit limit from \$30,000 - \$40,000 in order for each card to have a \$4,000 credit limit.

Additionally the resolution is amended to reflect Lisa Roberts Donald as the City Clerk.

Staff recommends approval of this item.

Councilmember Holcomb seconded motion

Post 1, Towe –Yes

Post 2, Holcomb –Second, Yes

Post 3, Castro –Yes

Post 4, Bagley – Motion, Yes

Motion passes unanimously 4-0

Agenda Item # 4: Councilmember Holcomb made

A. MOTION TO APPROVE surplus of the 1993 Ford Econoline Armored Van.

B. MOTION TO APPROVE transfer of the Econoline Armored Van to the City of Rome Police Department for law enforcement training purposes.

MOTION A: The City of Calhoun donated the Armored Van to the City in 2012. The City has used the van on a limited basis. There are some mechanical issues with the van that need to be addressed. The VIN # for this vehicle is 1FTJE34MOPHB34099.

MOTION B: The City of Rome has a training facility for law enforcement and for K-9 units in this area. This van would be used as part of that training facility.

This is not a vehicle that staff would recommend to surplus and sale at a public auction because of it being an armored vehicle.

Staff recommends approval of this item.

Councilmember Bagley seconded motion

Post 1, Towe , Yes

Post 3, Castro Yes

Post 2, Holcomb , Motion

Post 4, Bagley, Seconded

Motion passes unanimously 4-0

Agenda Item # 5: Councilmember Bagley made

A. MOTION TO APPROVE the design for the entryway signs for the City of Adairsville.

B. MOTION TO AUTHORIZE the City Manager to solicit bids for the construction of the approved signs.

The DDA has reviewed the design.

The City's engineering firm, Keck and Wood, developed the design for the sign within the standards set forth by the Georgia Department of Transportation. It is staff's intention to place these signs at the entrance points into the City and possibly on 140 near the Interstate. The locations will be identified and brought back for Council approval when the bidding process is concluded.

It is likely that encroachment permits will be necessary in some, if not all locations.

Staff recommends approval of this item.

Funding for entryway signs is included in the Community Development Budget in the 2017 Adopted Budget.

Councilmember Holcomb seconded motion

Post 1, Towe –Yes

Post 3, Castro –Yes

Post 2, Holcomb –Second, Yes

Post 4, Bagley – Motion, Yes

Motion passes unanimously 4-0

Agenda Item # 6:

Councilmember Bagley made

MOTION TO APPROVE the Special Events Permit for Johnny Mitchell's for the BBQ and Blues Event for May 6, 2017.

The Council approved the sale of beer and wine at certain events at Logtown, Hayes Park and Public Square, with certain requirements.

As the BBQ and Blues Event is a City Sponsored Event, the beer and wine vendor is required to have a special events permit issued and the creating resolution requires Council approval of these permits.

Other requirements are being waived, such as the clean-up deposit and POST certified officers as City staff will already be on site for the event.

Staff recommends approval of this item.

The City will receive a permit fee of \$100.00 upon approval of this item.

Councilmember Castro seconded motion.

Post 1, Towe –Yes

Post 2, Holcomb, Yes

Post 3, Castro –Seconded

Post 4, Bagley – Motion, Yes

Motion passes unanimously 4-0

Agenda Item # 7:

Councilmember Towe made **MOTION TO AUTHORIZE** the City Manager to modify the City's Personnel Policy with regard to federal citations, motor vehicle reports and background checks.

The Council approved the City's personnel policy and has authorized the City Manager to make minor changes.

The Policy currently contains references to federal Civil Rights Act Requirements, but does not specifically reference the federal citations.

Based upon an audit by our insurance carrier, we have implemented a pre-employment Motor Vehicle Report (MVR) review and an annual MVR review. Additionally, by mid-summer we will

be conducting background checks on all employees prior to the opening of the Splashpad. This will also become a pre-employment requirement. Upon Council approval of this item, these changes will also be incorporated into the City's personnel policies.

The change for the federal Civil Rights Title VI language will be posted at City Hall and then incorporated into the City's Personnel Policy.

Staff recommends approval of this item.

Councilmember Holcomb, seconded motion

Post 1, Towe – Motion, Yes

Post 3, Castro –Yes

Post 2, Holcomb, - Seconded, Yes

Post 4, Bagley , Yes

Motion passes unanimously 4-0

Adjournment: 7:20 p.m.

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

Post 1, Towe, Yes

Post 3, Castro – Seconded, Yes

Post 2, Holcomb – Yes

Post 4, Bagley – Motion, Yes

Motion passes unanimously 4-0

MINUTES ADOPTED:

DATE OF: **05-11-2017**

Kenneth J. Carson, Mayor

Lisa Donald, City Clerk