

**City of Adairsville  
Regular City Council Meeting  
Adairsville Rail Depot/Council Chambers  
107 Public Square  
Thursday, May 8, 2014 7:00 p.m.**

**MINUTES**

**PRESENT: Mayor Pro Tem Alton “Buddy” Bagley  
Councilmember Jerry “Alan” Towe  
Councilmember Erwin T. Holcomb  
Councilmember Lee Castro**

**ALSO: Pam Madison, City Manager; Nicole Scoggins, City Clerk; Robert Jones, Police Chief; Jamey Cochran, Community Development/Public Works Director**

1. Mayor Pro Tem Bagley called the meeting to order and welcomed everyone in attendance.
  - A. Councilmember Towe gave the invocation
2. Councilmember Holcomb led the group in the Pledge of Allegiance to the United States Flag.
3. Mayor Pro Tem Bagley stated that Adairsville Legion is hosting Memorial Day event. In honor of Veterans who have passed the Legion will place a flag on graves.
4. Councilmember Castro made motion to approve the April 10, 2014 Council Meeting Minutes. Councilmember Holcomb seconded motion.

Post 1, Towe – Yes	Post 2, Holcomb – Second, Yes
Post 3, Castro – Motion, Yes	Post 4, Bagley – Yes
Motion passes 4-0	

**Agenda Item # 1:** Councilmember Holcomb made motion to approve 1<sup>st</sup> Reading Purchasing Code for the City of Adairsville, amending Article III, Division 2 of the Administration Ordinance Chapter 2. Adoption of this ordinance will amend the Administration section of the current Code of Ordinances that relates to the City’s purchasing code. Changes to this Code includes:

- Procedures for staff to follow when procuring goods and services on behalf of the City.

- Requires competitive bids for goods and services
- Provides for required documentation of pricing
- Establishes approvals for various purchasing for supplies in order to reduce staff resources and achieve savings
- Requires centralized purchasing for supplies in order to reduce staff resources and achieve savings
- Establishes a procedure for emergency procurements and post reporting requirement to the Council in order to be noted in the official record
- Establishes a gift policy
- Establishes a surplus policy

Councilmember Towe seconded motion.

Post 1, Towe – Yes

Post 2, Holcomb – Motion, Yes

Post 3, Castro – Second, Yes

Post 4, Bagley – Yes

Motion passes 4-0

**Agenda Item # 2:** Councilmember Holcomb made motion to adopt City of Adairsville Personnel Policies and Procedures. The personnel policy has been updated to:

- Remove outdated language due to changes in state or federal law
- Incorporates management directives that are inconsistent with the current adopted policy, but have been in practice in the city operations
- Creates a sick leave donation program
- Creates an accident/safety review committee

Councilmember Castro added that he would like to go over at retreat adding quarterly evaluation on City Manager.

Councilmember Towe seconded motion.

Post 1, Towe – Second, Yes

Post 2, Holcomb – Motion, Yes

Post 3, Castro – Yes

Post 4, Bagley – Yes

Motion passes 4-0

**Agenda Item # 3:** Councilmember Holcomb made motion to approve

- A. Take Home Vehicle Policy and Procedures for Public Works/Community Development and Administration.
- B. Take Home Vehicle Policy and Procedures for the Police Department.

The item creates a formal take home vehicle policy for all departments of city government. Additionally, it contains language necessary to minimize the city's liability as well as make sure we are in full compliance with IRS regulations relating to this issue.

Motion A also creates a process to eventually eliminate take home cars for employees with the exception of the standby on-call designee, and provide for mileage reimbursement if emergency call out is necessary. Councilmember Castro seconded motion.

Post 1, Towe – Yes

Post 2, Holcomb – Motion, Yes

Post 3, Castro – Second, Yes

Post 4, Bagley – Yes

Motion passes 4-0

**Agenda Item # 4:** Councilmember Castro made motion to approve City of Adairsville Travel Policy. This Travel Policy creates guidelines for employees or designee traveling on behalf of the City of Adairsville. It establishes:

- An approval process prior to any funds being committed
- A standard rate for meal allowances
- Criteria for use of a city issued credit card
- Reimbursement process/timeframe

Councilmember Holcomb seconded motion.

Post 1, Towe – Yes

Post 2, Holcomb – Second, Yes

Post 3, Castro – Motion, Yes

Post 4, Bagley – Yes

Motion passes 4-0

**Agenda Item # 5:** Councilmember Holcomb made motion to approve the City of Adairsville's participation in the Work Based Learning Program with the Bartow County School System. The Work Based Learning Program provides eligible high school students with paid and unpaid internship opportunities with businesses and local governments in the Bartow County Community. Adairsville High School is a participating high school. This program allows students to receive high school credit hours, while gaining experience in a professional working environment.

This program follows the Georgia Department of Labor Youth employment standards.

A job description has been attached that will cover all departments of City government that utilize this program.

The interns will be paid minimum wage and work no more than 25 hours per week. Any use of this program requires the funding to be available within the agency's adopted budget and must be approved by the City Manager. Funding for this item is included in the 2014 Adopted Budget. Councilmember Towe seconded motion.

Post 1, Towe – Second, Yes

Post 2, Holcomb – Motion, Yes

Post 3, Castro – Yes

Post 4, Bagley – Yes

Motion passes 4-0

**Agenda Item # 6:** Councilmember Towe authorized staff to purchase a gear drive for the North Sewer Treatment Plant from Applied Industrial Technologies in the amount of \$9,812.93. Staff received two quotes for this part. This gear drive is from the original unit which was installed in 1990. This drive is part of the power system that operates the disc aerators and needs to be replaced. Funding for this item is included in the 2014 Adopted Budget in the Water and Wastewater Fund. Councilmember Holcomb seconded motion.

Post 1, Towe – Motion, Yes

Post 2, Holcomb – Second, Yes

Post 3, Castro – Yes

Post 4, Bagley – Yes

Motion passes 4-0

**Agenda Item # 7:** Councilmember Holcomb made motion to approve task order # 06 with McKim and Creed Engineering for work associated with leak repair on the spring house exterior wall in an amount not to exceed \$44,000.00. The City identifies a leak at the spring house that needs to be repaired. McKim and Creed will provide engineering services, development of scope of services to be competitively procured as well as project management. The services provided by McKim and Creed total \$36,000.00. However, geotechnical investigation is required and this work has been estimated at \$8,000.00.

McKim and Creed has provided a series of options. At this time we are requesting services under Option A f the attached document. This item is not included in the adopted capital budget in the Water Fund. However, a review of funded capital projects is currently underway. The reprioritization of projects, that will be included in the mid-year budget amendment, will stay within the allocation for the capital fund overall. Councilmember Towe seconded motion.

Post 1, Towe – Second, Yes

Post 2, Holcomb – Motion, Yes

Post 3, Castro – Yes

Post 4, Bagley – Yes

Motion passes 4-0

**Agenda Item # 8:** Councilmember Towe made motion to authorize staff to purchase a Skid Steer in an amount not to exceed \$60,000.00 from Cobb County Tractor, to include a tooth bucket and broom attachment. Staff has received three quotes for this equipment. The proposed amount includes the skid steer and the 80" tooth bucket. Cobb County Tractor provided the lowest bid of the three firms. \$50,000 was budgeted in the 2014 Adopted Budget in the Water and Wastewater fund. There is funding available within the Water and Wastewater Capital fund to absorb the additional \$3,100.00. Councilmember Holcomb seconded motion.

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

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

**Agenda Item # 9:** Councilmember Towe made motion to authorize staff to solicit quotes for GIS mapping equipment and related software. The council has entered into an agreement with McKim and Creed Engineering to provide mapping services to Water and Wastewater. Previously this same service was started for the gas Utility through another engineering firm. Because the City has not has a consistent GIS program in place, the purchase of this equipment will complement the service being provided by the engineering firm. With the City owning its own equipment, staff will be able to identify the location of utilities while roads are excavated and lines are exposed.

The information captured by staff can be merged with the work currently being done by the consultant.

It is estimated that the cost for this equipment and necessary software will not exceed \$30,000. Once quotes are received, the contract will be brought to the Council for consideration. Funding for this item is included in the 2014 Adopted Budget in the Water and Wastewater Capital Fund. Councilmember Holcomb seconded motion.

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

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

**Agenda Item # 10:** Councilmember Holcomb made motion to authorize the purchase of a K-9 officer to fill the vacancy in the K-9 unit. In April the City Council voted to “retire” K-9 Dagger from the City’s unit. The City voted in 2012 to create a two dog K-9 unit as part of the overall police force of the City. Employing a combination of multiple policing strategies, including the use of a K-9 force, has resulted in crime reduction.

Many jurisdictions assign the use of their K-9 units to the drug unit. However, Adairsville has seen a great deal of success by utilizing them in a variety of ways within our overall community policing. \$10, 800.00 is available in the Condemned Drug Fund to cover the cost of this item, which includes a fully trained Dual Purpose K-9, handler course, and warranties. Councilmember Towe seconded motion.

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

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

**Agenda Item # 11:** Councilmember Castro made motion to authorize staff to publish a request for proposals for surveying services for the Water and Gas Utilities. In order to have a complete inventory of Rights of Way and Easements that have been conveyed to the City of Adairsville a survey is necessary. This item will authorize staff to get bids and a contact will be brought before the Council for final approval. Funding for this item is not included in the 2014 Adopted Budget in the Gas and Water Funds. However, a review of funded capital projects is currently underway. The reprioritization of projects, that will be included in the mid-year budget amendment, will stay within the allocation for the capital fund overall. Councilmember Towe seconded motion.

Post 1, Towe – Second, Yes

Post 2, Holcomb – Yes

Post 3, Castro – Motion, Yes

Post 4, Bagley – Yes

Motion passes 4-0

**Agenda Item # 12:** Councilmember Towe made motion to authorize staff to procure the services of a tractor and operator at an amount not to exceed \$200.00 per hour and dump truck services at an amount not to exceed \$70.00 per hour to begin the initial phase of the Oothacalooga Trail. The Oothacalooga Trail Grant started in 2011. The City retained an engineering firm to handle the initial design and submit the grant on behalf of the City. The grant has been approved and requires a \$47,000 match, of which \$20,000 has already been spent in previous budget years and \$25,000 was allocated in the 2014 adopted budget.

The City received a \$100,000.00 grant that expired in December 2013, staff has been in contact with the Department of Natural Resources and they have assured us that the grant will be extended as long as the City begins the process to implement the trail project.

Once the cleanup phase is completed, staff will develop bid documents for the completion of the trail project. The contract will be brought to the Council for approval before a notice to proceed will be issued. \$25,000 of the remaining \$27,000 required match is included in the 2014 Adopted Budget in the Culture/Recreation Fund. The unfunded \$2,000 will be identified and included in the mid-year budget amendment in order to meet the match obligation of the grant. Councilmember Holcomb seconded motion.

Post 1, Towe – Motion, Yes

Post 2, Holcomb – Second, Yes

Post 3, Castro – Yes

Post 4, Bagley – Yes

Motion passes 4-0

**Citizens wishing to speak:**

- Kenneth W. Miller 120 Hardwood Ridge
  - Would like Council to consider opening bid process up for cable services.
- Debey Levitt 140 Manning Road
  - Has been requesting for 13 months that Manning Road be paved or at least all potholes be fixed.

**Other announcements:**

City Manager, Pam Madison announced Special Called Meeting May 27, 2014 at 6:00 p.m. work session immediately followed with Special Called Meeting.

**Adjournment: 7:25 p.m.**

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

Post 1, Towe – Motion, Yes

Post 2, Holcomb – Second, Yes

Post 3, Castro – Yes

Post 4, Bagley – Yes

Motion passes 4-0

MINUTES ADOPTED:

DATE OF: **06-12-2014**

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Alton “Buddy” Bagley, Mayor Pro-Tem

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Nicole Scoggins, City Clerk