

**City of Adairsville
Regular Council Meeting
Adairsville Council Chambers
116 Public Square
Thursday, August 13, 2015 7:00 p.m.**

MINUTES

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

Due to Councilmember Towe unable to attend Regular Council Meeting, requested that he was called on conference phone to participate in Regular Council Meeting.

ALSO: Pam Madison, City Manager; Nicole Scoggins, City Clerk; Arnold Gillman, Police Chief

1. Councilmember Bagley made motion to approve the July 9, 2015 Council Meeting.
Councilmember Castro seconded motion.

Post 1, Towe – Absent

Post 2, Holcomb – Yes

Post 3, Castro – Second, Yes

Post 4, Bagley – Motion, Yes

Motion passes 4-0

Citizens wishing to speak:

- Mickey Ward- Spoke against Agenda Item # 1.

Presentation:

Pam Madison, City Manager presented Adairsville 2015 PowerPoint.

Agenda Item # 1: Councilmember Bagley made **MOTION TO ADOPT** an amendment to Chapter 58 of City Code of Ordinance establishing the City of Adairsville’s millage rate for fiscal year 2015 at the rate of 3.631.

The proposed millage rate remains the same as that adopted in 2014. However, this will result in a slight property tax increase for properties that received an increase in their property valuation as part of the annual re-assessment process. The City's increase is equivalent to \$3.63 for every \$1,000.00 of increased assessed value.

The City first instituted a millage rate in 2005 and that rate was set at 4.0. It has been reduced several times over the years to our current 3.631.

Staff is recommending maintaining our 2014 millage rate as property values have shown volatility in recent years and we are expecting property values to stabilize.

The City's five year taxation history was advertised as required by state law in the newspaper on July 28, 2015 and August 4, 2015.

Staff recommends approval of this item.

Councilmember Towe seconded motion.

Post 1, Towe – Second, Yes

Post 2, Holcomb –Yes

Post 3, Castro – Yes

Post 4, Bagley – Motion, Yes

Motion passes 5-0

Agenda Item # 2: Councilmember Holcomb made **MOTION TO AUTHORIZE** the City Manager or designee to enter into Mutual Aid Agreements, as necessary, on behalf of the City

The City does not currently have in place Mutual Aid Agreements with other jurisdictions.

We have been in contact with Mr. Pettit regarding this issue, after consultation with our insurance broker, and he recommended bringing this item forward as he develops a template for the Mutual Aid Agreement.

Staff anticipates an agreement with the following entities:

- Bartow County School System Campus Police
- Bartow County Sheriff
- City of Euaharlee
- Any City currently requesting K-9 and/or other Police Department assistance

Staff recommends approval of this item.

There is no fiscal impact associated with entering into Mutual Aid Agreements.

Councilmember Bagley seconded motion.

Post 1, Towe – Yes

Post 2, Holcomb – Motion, Yes

Post 3, Castro –Yes

Post 4, Bagley – Second, Yes

Motion passes 5-0

Agenda Item # 3: Councilmember Bagley made **MOTION TO APPROVE** the creation of a 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

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

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 2015 Adopted Budget for individual projects.

Councilmember Holcomb seconded motion.

Post 1, Towe –Yes

Post 2, Holcomb – Second, Yes

Post 3, Castro – Yes

Post 4, Bagley – Motion, Yes

Motion passes 5-0

Agenda Item # 4: Councilmember Bagley made **MOTION TO APPROVE** Task Order No. 15-01 with Keck and Wood for engineering and project management services associated with the demolition of City property located at 104 Main Street.

The recently purchased property needs to be removed. Keck and Wood will be developing the demolition scope of work and assist with the project management. This work will include testing for asbestos prior to demolition.

Staff recommends approval of this item.

The cost of the demolition work is estimated to be \$8,200.00. While this was not anticipated during the 2015 budget adoption, if necessary, a budget amendment will be presented to the Council at the end of the year.

Councilmember Holcomb seconded motion.

Post 1, Towe –Yes	Post 2, Holcomb – Second, Yes
Post 3, Castro – Yes	Post 4, Bagley – Motion, Yes
Motion passes 5-0	

Agenda Item # 5: Councilmember Castro made **MOTION TO APPROVE** agreement for website design and maintenance services with Dara Lowman in the amount of \$5,000.00.

As part of our 2015 retreat discussion, we agreed we would continue to update as necessary the City’s website and work on a “revamp” after our move to City Hall. I have been working with Dara Lowman for design and maintenance of the City’s website.

City staff has already started the process of reviewing their existing information and editing content. Additionally, we are in the process of updating all of our forms and will be adding it to the website.

Staff recommends approval of this item.

\$5,000.00. While this was not contemplated as part of the 2015 budget process, it can be absorbed within the administration’s current budget allocation. This item will be included as an ongoing expense as we develop the 2016 proposed budget.

Councilmember Bagley seconded motion.

Post 1, Towe –Yes	Post 2, Holcomb –Yes
Post 3, Castro – Motion, Yes	Post 4, Bagley – Second, Yes
Motion passes 5-0	

Agenda Item # 6: Councilmember Holcomb made **MOTION TO AUTHORIZE** the City Manager to enter into a new lease agreement with the Adairsville Lions Club for use of the Old Grist Mill pavilion area in Logtown

The City entered into an agreement originally with the Adairsville Lions Club in 1998 for use of the Old Grist Mill Building area at no cost to the Lions Club. In 2006, the City entered into a renewal lease with the Lions Club for use of the building located at 202 South Main Street. The 2006 lease was renewed in 2008 for a period of five years, expiring in 2013.

The current lease requires the Lions Club to reimburse the City for the cost of insurance of the property, however, this stipulation has never been enforced. The Lions do pay for the utilities associated with the pavilion area, but have only used the property at 204 S. Main Street for storage.

The City will enter into a lease agreement with no charge to the Lions Club for the use of the Old Grist Mill pavilion area and not include the property located at 204 S. Main Street. The Club has requested use of the space adjacent to the pavilion space, however, at this time, I am not recommending including that space until we receive recommendations from the parks consultant.

Additionally, we need some “concession” type space to provide to groups interested in a special events permit for use of Logtown.

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 – Motion, Yes

Post 4, Bagley –Yes

Agenda Item # 7: Councilmember Bagley made **MOTION TO AUTHORIZE** the City Manager to enter into a vendor agreement providing for the acceptance of credit cards for utility and permit fees, including the associated convenience fee.

Staff has researched vendors to provide the City with the functionality to accept credit card payments for utilities and permits. There are two providers, which offer a government fee rate, and we are in the process of completing that research.

The City will be able to impose a low convenience fee, which will be paid by the customer, to recoup any costs associated with this service.

Due to the age of our current financial system, we are unable to use a service that will integrate with our system. An integrated approach would be cost prohibitive. Therefore, staff is also currently researching other financial systems that will provide the City with more flexibility and will bring back a recommendation at a future date.

This service should be in place within the next 30 days.

Staff recommends approval of this item.

A monthly fee not to exceed \$30.00, as well as a service fee will be expended to provide this service. These fees can be recouped through a convenience fee, which we are working with the vendors to calculate the percentage at this time.

Councilmember Holcomb seconded motion.

Post 1, Towe – Yes

Post 2, Holcomb – Second, Yes

Post 3, Castro –Yes

Post 4, Bagley – Motion, Yes

Motion passes 5-0

Agenda Item # 8: Councilmember Holcomb made **MOTION TO APPROVE** Resolution #15-0012 establishing the City of Adairsville election location change to Manning Mill Park.

The attached resolution includes the City of Adairsville election location change to Manning Mill Park.

The location change of the early voting and election day polling place to Manning Mill Park 163 Manning Mill Road, Adairsville, Georgia 30103, which meets all legal requirements.

The current polling place Adairsville Rail Depot located at 107 Public Square, Adairsville, Georgia served as an interim polling place during the renovation of the previous polling place.

Staff recommends approval of this item.

Councilmember Bagley seconded motion.

Post 1, Towe –Yes

Post 2, Holcomb – Motion, Yes

Post 3, Castro –Yes

Post 4, Bagley – Second, Yes

Motion passes 5-0

Agenda Item # 9: Councilmember Holcomb made **MOTION TO AUTHORIZE** the staff to receive bids for the reroofing of the Old Courthouse.

The Old Courthouse roof was damaged during the 2009 rain event. In 2014, staff requested the Council's permission to return the roof to its original material, which was a wood shake roof. After receiving bids in excess of \$25,000, we are recommending reroofing it with the same material that exists today.

The insurance received for this repair was \$4,018.39.

Staff recommends approval of this item.

The insurance reimbursement is available for this repair. If necessary, the difference will be included in a year end budget amendment.

Councilmember Bagley seconded motion.

Post 1, Towe – Yes

Post 3, Castro – Yes

Motion passes 5-0

Post 2, Holcomb – Motion, Yes

Post 4, Bagley – Second, Yes

Agenda Item # 10: Councilmember Holcomb made **MOTION TO AUTHORIZE** the City Manager to enter into a contract with the lowest responsive responsible bidder for construction work associated with the sewer line expansion and associated boring.

The owner of the firm will reimburse the city for costs associated with this expansion. The MOU will be in place prior to the notice to proceed being issued to the Contractor.

Keck and Wood, our engineering firm working on this project, has requested this authorization in order to have our work completed to meet the target opening set by the Owner.

Staff recommends approval of this item.

There is no fiscal associated with this item as all costs will be reimbursed.

Councilmember Bagley seconded motion.

Post 1, Towe –Yes

Post 3, Castro – Yes

Motion passes 5-0

Post 2, Holcomb – Motion, Yes

Post 4, Bagley – Second, Yes

Adjournment: 7:20 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: **09-10-2015**

Kenneth J. Carson, Mayor

Nicole Scoggins, City Clerk