

**City of Adairsville  
Regular Council Meeting  
Adairsville Rail Depot/Council Chambers  
107 Public Square  
Thursday, December 11, 2014 7:00 p.m.**

**MINUTES**

**PRESENT:** Mayor Kenneth "KC" Carson  
Councilmember Jerry "Alan" Towe  
Councilmember Erwin T. Holcomb  
Councilmember Alton "Buddy" Bagley

**ABSENT:** Councilmember Lee Castro

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

1. Mayor Carson called the meeting to order and welcomed everyone in attendance.
  - A. Councilmember Bagley gave the invocation
2. Mayor Carson led the group in the Pledge of Allegiance to the United States Flag.
3. Councilmember Towe made motion to approve the November 13, 2014 Council Meeting; November 20, 2014 Public Hearing; November 20, 2014 Special Called Meeting. Councilmember Bagley seconded motion.

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

**Agenda Item # 1:** Councilmember Towe made **MOTION TO APPROVE** the 2015 Budget for the City of Adairsville.

The attached budget represents the 2015 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. Including it in our overall City budget adoption eliminates the issue experienced in the 2013 Audit. Any expenditure from this fund will be approved by the City Council. Revenues from seized assets are deposited into this fund. Reconciliation will be done as part of the 2015 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.

Also attached is a 2015 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.

Councilmember Holcomb seconded motion.

Post 1, Towe – Motion, Yes

Post 2, Holcomb – Second, Yes

Post 3, Castro – Absent

Post 4, Bagley – Yes

Motion passes 4-0

**Agenda Item # 2:** Councilmember Bagley made **MOTION TO APPROVE** personnel cap for the City of Adairsville of 43 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 2, Holcomb – Second, Yes

Post 3, Castro – Absent

Post 4, Bagley – Motion, Yes

Motion passes 4-0

**Agenda Item # 3:** Councilmember Bagley made **MOTION TO APPROVE 2<sup>nd</sup> Reading** Alcoholic Beverages Ordinance Chapter 6 of the City of Adairsville Code of Ordinances as amended.

The attached amended proposed Ordinance is a re-write of Chapter 6 and includes Sunday pouring and package sales, as well as the special events permit previously approved by the Council for inclusion in the Ordinance. The attached includes a strike through and underlined version of the proposed amendments by staff and the attorney.

Fees and charges will remain the same and be included in a resolution that will come before the Council as part of the MuniCode rewrite. The current charges are attached for your reference.

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 # 4:** Councilmember Bagley made **MOTION TO APPROVE** reconciliation of the Confiscated Assets Fund from the 2014 surplus sale, including the general fund purchase of the Toyota Tacoma.

In March 2014 the City held a surplus sale for both general fund and seized assets. At the time staff agreed to a “swap” of general fund items for a seized vehicle to be used by Code Enforcement. However, to be fully compliant with Statutes governing seized assets, staff will be transferring \$11,200 from the confiscated assets fund to the general fund and then \$2,000 from the general fund to the confiscated assets fund to cover the blue book value of the Toyota Tacoma.

This will resolve all outstanding issues from the surplus sale.

The process that is now in place with resolve this type of accounting issue occurring in the future.

Staff recommends approval of this item.

There is no fiscal impact associated with this item as the \$2,000 will be funded from the general fund assets that were sold at the 2014 surplus sale.

Councilmember Towe seconded motion.

Post 1, Towe – Second, Yes

Post 2, Holcomb – Yes

Post 3, Castro – Absent

Post 4, Bagley – Motion, Yes

Motion passes 4-0

**Agenda Item # 5:** Councilmember Bagley made **MOTION TO APPROVE** the purchase of a 2004 Ford F-150, which is a confiscated vehicle, for use by the public works department.

In March of 2014, Public Works staff had items purchased at the surplus sale totaling a value of \$11,200.00. \$2,000.00 was spent to purchase the code enforcement truck that is now being used in community development and \$6,500.00 of the remaining balance will be transferred to the confiscated assets fund to cover the blue book value of this 2004 Ford F-150.

Staff recommends approval of this item.

There is no fiscal impact associated with this item as the \$6,500.00 will be funded from the general fund assets that were sold at the 2014 surplus sale. A budget transfer will be made into the confiscated assets 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 # 6:** Councilmember Holcomb made **MOTION TO APPROVE** surplus of 1991 GMC Fire Truck, with proceeds being deposited in to the general fund vehicle replacement fund.

In July 2014 the Council approved the surplus of the bed of this fire truck for sale on Govdeals.com. The removal of the bed from the truck and subsequent delivery/pick up of same complicated the sale. Staff has resolved outstanding issues with both the purchaser and Govdeals and recommends surplus of the Fire Truck at this time to be sold at the next surplus sale held by the City.

Staff recommends approval of this item.

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 # 7:** Councilmember Bagley made **MOTION TO NOTE FOR THE RECORD** two emergencies repairs at the Water Treatment Plant.

In the past six weeks there have been two emergency repairs that required immediate attention at the Water Treatment Plant.

- The switch gear for the generator had two contacts melt causing complete failure of the switch gear and a total loss power at the water plant. This required staff and an electrician to work to remediate the problem over the course of several days, while ensuring the appropriate treatment of water to the system. This repair, including parts and labor is \$20,900.00 for the purchase and installation of the new switch gear. The cost of the temporary repairs made by the electricians are \$2,535.94
- The electrical control panel for the #1 High Service Pump was destroyed in an electrical fire. The cause is believed to be a mounting bracket that had loosened over time creating a small arc between two pieces of metal that became larger and burned hotter over time. The cost for the replacement of the control panel is approximately \$20,000.00.

Staff recommends approval of this item.

Funding for these repairs has been absorbed in the 2014 Water Fund within available unspent capital.

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 Bagley made **MOTION TO APPROVE** the replacement of a wood shake roof on the Old Courthouse.

The Old Courthouse is in need of repair, the area most in need is the roof. To-date the companies that have provided estimates on the roof have recommended that we not use the current metal roofing material due to the fact that it is not original to the building and that the material is not durable. There is a significant amount of rot around the window seals and shutters.

Staff has conducted some research and this building was originally moved to the City of Adairsville from the New Echota. Mr. Clent Coker, historian for Barnsley Gardens was consulted on the matter. The buildings from that area were originally wood shake roofs.

Absent the adoption of the City's own historic guidelines, staff consulted with the Northwest Georgia Regional Commission on appropriate building materials for the courthouse. They recommended the identification of an old picture of researching the origin of the courthouse, in lieu of a photograph, a visit to the New Echota site provided the observation of a building much

like the old court house. The doors, windows, roof design, siding, and other materials are almost identical to the old court house.

Wood shakes will offer a longer roof life for the structure.

Funding is available from a 2009 insurance claim that was paid for the roof damage. Cost in excess of the claim will be identified and presented as part of the year end budget amendment.

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 # 9:** Councilmember Bagley made **MOTION TO ADOPT** Resolution # 2014-0020, as amended, establishing the Utility Collections Process and Fee structure associated with the City's gas, water and wastewater utilities.

Commercial water and gas deposits were modified to reflect what has been the past practice which was not accurately reflected in the previous resolution.

The addition of the gas shut off valve for new taps is included in this modification. The Georgia building code was amended to require a gas shut off valve on new construction. However, when it was implemented earlier this year, the City required it to be done following any service interruption or for new customers. While, this assists with an operational issue of a resident being required to be home before gas can be turned on, it does go beyond the state law requirement and has caused a great deal of confusion.

Therefore, the valve will be installed when a new tap is installed. The City will install the valve as the expense is limited when the new tap is going in. The City will provide this service as long as an acknowledgement and release is signed understanding that the valve becomes the property of the property owner and the City is released from liability.

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 # 10:** Councilmember Towe made **MOTION TO ADOPT** Resolution #14-0025 relating to the Cartersville Bartow County Metropolitan Planning Organization's Policy Committee.

The City of Adairsville as a member of the Cartersville Bartow County MPO designates representatives to serve on the Policy Committee and the Technical Coordinating Committee.

The City previously designated the City Manager to serve on the TCC and this item designates Mayor Carson to serve on the Policy Committee with Councilmember Lee Castro as the voting alternate in the event the Mayor is unable to attend.

Staff recommends approval of this item.

Councilmember Holcomb seconded motion.

Post 1, Towe – Motion, Yes

Post 2, Holcomb – Yes

Post 3, Castro – Absent

Post 4, Bagley – Second, Yes

Motion passes 4-0

**Agenda Item # 11:** Councilmember Bagley made

**A. MOTION TO APPOINT** Josh Earwood to serve as the Chief Judge of the Adairsville Municipal Court.

**B. MOTION TO APPOINT** Terry Wheeler to serve as an alternate Judge for the Adairsville Municipal Court.

Due to the resignation of the previously appointed Municipal Court Judge, staff conducted a general recruitment to fill the position. The City Manager and Municipal Court Clerk meet with the four candidates that submitted resumes for consideration.

During the process, one candidate withdrew due to a conflict and this item is the recommendation of staff.

Staff recommends approval of this item.

Funding for this item is included in the 2014 Adopted 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 # 12:** Councilmember Bagley made **MOTION TO ACCEPT** donation of a display case for use at the Police Department.

As part of the Police Department aesthetic improvements, the staff wants to display some items that include the history of the City's police department. Mr. Joseph Somerfield has offered the display case for use for this purpose.

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

**Citizens wishing to speak**

- **Jorge Alvarez**
  - Agenda Item # 3: When Sunday Sale will start
- **Darlene Payne**
  - Thank you to the City of Adairsville

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

Councilmember Bagley made motion to adjourn; 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

MINUTES ADOPTED:

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Kenneth J. Carson, Mayor

DATE OF: **1-8-2015**

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Nicole Scoggins, City Clerk