

City Council Meeting  
10 N. Public Square  
December 1, 2022  
8:00 A.M. – Work Session  
9:00 A.M. – Council Meeting

## **WORK SESSION**

Mayor Matthew Santini opened Work Session at 8:05 A.M. Council Members discussed each item from the agenda with corresponding Staff Members.

Council Member Wren made a motion to go into a Closed Session for the purposes of Potential Litigation. Council Member Fox seconded the motion. The motion carried unanimously. Vote: 5-0.

Mayor Santini closed the Work Session at 8:52 A.M.

## **OPENING MEETING**

Mayor Santini called the Council Meeting to order at 9:00 A.M.

Invocation by Council Member Cooley.

Pledge of Allegiance led by Council Member Stepp.

The City Council met in Regular Session with Matthew Santini, Mayor presiding, and the following present: Jayce Stepp, Council Member Ward Two; Cary Roth, Council Member Ward Three; Calvin Cooley, Council Member Ward Four; Gary Fox, Council Member Ward Five; Taff Wren, Council Member Ward Six; Dan Porta, City Manager; Samantha Fincher, Assistant City Clerk; and Keith Lovell, Assistant City Attorney.

Absent: Kari Hodge, Council Member Ward One

## **REGULAR AGENDA**

Mayor Santini opened the meeting by recognizing Frank McCann, Police Chief, and Hagen Champion, Fire Department Battalion Chief, on behalf of all emergency responders, across all agencies, who responded promptly to the report of an active shooter on Wednesday, December 30th, at Cartersville Highschool. The school immediately enacted lockdown procedures. Several schools across Georgia were victims of the hoax threat.

## **COUNCIL MEETING MINUTES**

### **1. November 17, 2022 Council Meeting Minutes**

Council Member Stepp made a motion to approve the November 17, 2022, Meeting Minutes. Council Member Fox seconded the motion. The motion carried unanimously. Vote: 5-0.

## **PUBLIC HEARING**

## 2. Approval of Capital Improvements Element (CIE) and Community Work Program

Randy Mannino, Planning and Development Director, stated Cartersville adopted Impact Fees in the last quarter of 2006. Said fees became effective starting in January of 2007. In accordance with the Development Impact Fee Regulations as outlined by the State, the City of Cartersville is required to file an annual update to the Capital Improvements Element (CIE) of the Comprehensive Plan and Community Work Program (CWP). The update gives the impact fee receipts and expenditures, which are none, for the fiscal year 2022 (July 1, 2021, through June 30, 2022), as well as updates to the CWP.

Furthermore, he stated that we are required to hold a public hearing regarding the update and forward it with a transmittal resolution to the Northwest Georgia Regional Commission (RC) and the Department of Community Affairs (DCA). After review from the RC and DCA, the document then needs to be adopted by the Council, and a copy sent to the RC (just like the Comp Plan process). At this time, the document is in "Draft" form and the final version will be distributed for review and comment prior to adoption.

Mayor Santini opened the floor for a public hearing.

With no one to come forward, the public hearing was closed.

Council Member Roth made a motion to approve the Capital Improvements Element and Community Work Program. Council Member Fox seconded the motion. The motion carried unanimously. Vote: 5-0.

### Resolution No. 33-22

TRANSMITTAL RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF CARTERSVILLE, GEORGIA.

#### Capital Improvements Element and Community Work Program

WHEREAS, The City of Cartersville adopted a Capital Improvements Element as an amendment to the *Cartersville Comprehensive Plan*; and

WHEREAS, The City of Cartersville has prepared an Annual Update to the adopted Capital Improvements Element; and

WHEREAS, the Capital Improvements Element Annual Update was prepared in accordance with the "Development Impact Fee Compliance Requirements" and the "Minimum Planning Standards and Procedures for Local Comprehensive Planning" adopted by the Board of Community Affairs pursuant to the Georgia Planning Act of 1989, and a duly advertised Public Hearing was held on December 1, 2022, at 9:00 A.M. in the City Council meeting room at Cartersville City Hall;

BE IT THEREFORE RESOLVED, that the City Council of the City of Cartersville does hereby submit the draft Capital Improvements Element Annual Update to the Northwest Georgia Regional Commission for Regional and State review, as per the requirements of the Development Impact Fee Compliance Requirements.

ADOPTED this the 1st day of December 2022.



  
Matthew J. Santini  
Mayor, City of Cartersville, Georgia

-ATTEST:  
  
Julia Drake  
City Clerk

## FIRST READING OF ORDINANCES

### 3. T22-05: Text Amendment to HPC – Section 9.25-32

David Hardegree, Planning and Development Assistant Director, stated the Text Amendment to Chapter 9.25, Historic Preservation, Article II, Historic Preservation Commission, Sec. 9.25-32 (c), is to amend the ordinance to comply with the state Historic Preservation Act regarding member qualifications. A discrepancy was identified during the Certified Local Government audit which is performed every 4 years.

Historic Preservation Commission recommends approval, 5-0.

This was the first reading. The amendment is scheduled to be voted on at the next City Council meeting on December 15, 2022.

## **APPOINTMENTS**

### **4. Bartow Board of Health**

Dan Porta, City Manager, stated that Tonya Emery is willing to continue serving as a board member of the Bartow County Board of Health with her new term expiring December 31, 2028.

Council Member Cooley made a motion to approve the reappointment of Tonya Emery for the Bartow Board of Health. Council Member Fox seconded the motion. The motion carried unanimously. Vote: 5-0.

## **RESOLUTIONS**

### **5. Georgia Highlands Medical Services - Grant Funding Letter**

Mr. Porta stated Georgia Highlands Medical Services has requested grant funding from the Bureau of Primary Health Care to serve the community and those who are low-income and struggle to access health care services. They have asked for a letter of support from the city to include with their grant application.

Council Member Roth made a motion to approve the Georgia Highlands Medical Services Grant Funding Letter. Council Member Fox seconded the motion. The motion carried unanimously. Vote: 5-0.

RESOLUTION 34-22

**RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF CARTERSVILLE APPROVING AND AUTHORIZING SUPPORT OF GEORGIA HIGHLANDS MEDICAL SERVICES**

WHEREAS, the Mayor and City Council feel that Georgia Highlands Medical Services provides essential and valuable medical and health services to the residents of Cartersville, Bartow County, and the surrounding communities; and

WHEREAS, the City of Cartersville supports the activities of Georgia Highlands Medical Services in our community; and

WHEREAS, Georgia Highlands Medical Services is in the process of growing and doubling its provision of family practice and mental health services in our community; and

WHEREAS, the Mayor and City Council of the City of Cartersville is pleased to offer its support to Georgia Highlands Medical Services' request for funding from the Bureau of Primary Health Care to aid in their provision of services to our community.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CARTERSVILLE, IN THE STATE OF GEORGIA, AS FOLLOWS:**

That the Mayor, on behalf of the City of Cartersville, is hereby authorized to execute the letter attached as Exhibit "A" hereto, in support of Georgia Highlands Medical Services' request for funding from the Bureau of Primary Health Care.

**BE IT AND IT IS HEREBY RESOLVED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CARTERSVILLE, this 1<sup>st</sup> day of December, 2022.**

ATTEST:

/s/   
Julia Drake, City Clerk  
City of Cartersville, Georgia



/s/   
Matthew J. Santini, Mayor  
City of Cartersville, Georgia



December 1, 2022

Todd Shifflet, CEO  
Georgia Highlands Medical Services  
475 Tribble Gap Road  
Cumming, GA 30040

Dear Mr. Shifflet:

The City of Cartersville is pleased to offer its support to Georgia Highlands Medical Services' request for funding from the Bureau of Primary Health Care to continue serving our community.

As you know, the City of Cartersville is a progressive, attractive community providing people the opportunity to work, learn, live and play in connection with one another. From a vibrant, pedestrian-friendly downtown with everything from retail, restaurants and historical sites to the Grand Theatre as well as home to the Etowah Indian Mounds Historic Site among many other attractions, the City of Cartersville is fairing extremely well. We are growing rapidly and we work at ensuring that we maintain the charm, quality of life, and small town feel that make Cartersville so appealing.

Before, during and well after this growth, we are also very aware that many in our community have limited income and struggle to access health care services. That number continues to increase. We are grateful that Georgia Highlands Medical is present and providing access to those residents daily. Your presence has dramatically increased access to health care and we believe it has improved the health and quality of life of our community. We are very pleased to hear that Georgia Highlands is in the process of growing and doubling its provision of family practice and mental health services in our community over the next year. You continue to partner and collaborate with other community organizations and support our City and community.

Likewise, Georgia Highlands Medical Services can count on the City of Cartersville for support in your work. We are committed to working with you to achieve better health for our community members and welcome the opportunity to assist in any way possible.

Sincerely,

Matthew J. Santini  
Mayor



*"Providing dependable service while preserving an exceptional quality of life."*

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## PROPOSALS

### 6. Proposal for January 20-21, 2023, City of Cartersville Visioning Session

Mr. Porta stated in preparation for our January 2023 City Council Visioning, it was proposed to contract with Catherine Bennett Consulting for facilitating the meetings. This is a budgeted item.

Council Member Fox made a motion to approve the proposal for the January 20-21, 2023, City of Cartersville Visioning Session. Council Member Roth seconded the motion. The motion carried unanimously. Vote: 5-0.

## BID AWARD/PURCHASES

## **7. Firefighters Cancer Insurance Policy Renewal**

Mr. Porta stated Terry Watkins Insurance has provided the city with the annual cancer insurance policy for city firefighters with a premium of \$13,320. This is a requirement under Georgia law for the city to provide this insurance and approval was recommended for this insurance premium.

Council Member Roth made a motion to approve the Firefighters Cancer Insurance Policy Renewal. Council Member Fox seconded the motion. The motion carried unanimously. Vote: 5-0.

## **8. Wellness Program for 2023**

Mr. Porta stated for the past four years, city employees, excluding fire personnel, have been required to have a biometric screening is done and one follow-up visit with a health coach. This service has been provided by Corporate Health Partners (CHP) and for 2023 they have proposed the cost for this same testing to be \$89.00 per employee, plus \$2,500 in management fees. For 233 employees, this totals \$23,881.00, which if approved, can be paid from the \$50,000 wellness credit given to us by Anthem (BCBS) Insurance.

Council Member Fox made a motion to approve the Wellness Program for 2023. Council Member Roth seconded the motion. The motion carried unanimously. Vote:5-0.

## **9. 1-Ton Dual Rear Wheel Diesel Dump Truck**

Freddy Morgan, Assistant City Manager, stated the Public Works Department requests authorization to purchase a 1-Ton dual rear wheel diesel dump truck to replace vehicle #6053 (2001 F-350 dump truck in significant need of repairs). One bid for the dump truck replacement from Prater Ford was received in the amount of \$71,748.60. The requested replacement dump truck is a budgeted item.

Council Member Cooley made a motion to approve the 1-Ton Dual Rear Wheel Diesel Dump Truck. Council Member Roth seconded the motion. The motion carried unanimously. Vote: 5-0.

## **10. ¾-Ton Work Trucks (2)**

Mr. Morgan stated the Electric Department requests authorization to purchase (2) two ¾-ton work trucks to replace vehicles #505 (2010 1500 series) and #510 (2006 F-150). One bid was received for the work trucks from Prater Ford in the amount of \$53,663.16. The total submittal for approval is \$107,326.32. The requested work truck replacements are a budgeted item.

Council Member Fox made a motion to approve the (2) ¾-ton Work Trucks. Council Member Roth seconded the motion. The motion carried unanimously. Vote: 5-0.

## **11. Medium Duty Work Truck**

Mr. Morgan stated the Gas Department requests authorization to purchase a medium-duty work truck to replace vehicle #922 (2005 F150). One bid was received for the work truck from Prater Ford in the amount of \$61,696.16. The requested work truck replacement is a budgeted item.

Council Member Fox made a motion to approve the Medium Duty Work Truck. Council Member Roth seconded the motion. The motion carried unanimously. Vote: 5-0.

## **SURPLUS EQUIPMENT**

### **12. Surplus Equipment**

Mr. Morgan requested approval to list vehicles/equipment deemed as surplus for sale on GovDeals.com. The surplus inventory was included for review.

Council Member Roth made a motion to approve the listing of Surplus Equipment. Council Member Fox seconded the motion. The motion carried unanimously. Vote: 5-0.

## **CONTRACTS/AGREEMENTS**

### **13. Probation Services Contract**

Mr. Morgan stated our existing contract for probationary services is up for renewal. There are two companies that currently serve our area, Professional Probation Services (PPS) and Supervision Services, Inc. (SSI). Our expiring contract is with Professional Probation Services. PPS had a local office for many years in Cartersville but now requires probationers to report to their Acworth location.

To provide our probationers with a Cartersville office location, Council approval is requested to contract with Supervision Services, Inc. for our probationary services. Supervision Services, Inc. also has offices in Calhoun, Cedartown, Dallas, and Rome which the probationers can report. Both companies provide their services at no cost to the City of Cartersville, all costs are borne by the probationer. Additionally, the probationers will not see an increase in their costs with this move.

Council Member Fox made a motion to approve the Probation Services Contract with Supervision Services, Inc. Council Member Roth seconded the motion. The motion carried unanimously. Vote: 5-0.

### **14. New Program Provider Contracts**

Tom Gilliam, Parks and Recreation Director, stated this item includes the Contracts for new Program Providers relating to new programs to be offered by Program Providers through the Parks and Recreation Department. Below are the Providers with their recommended Program offerings:

Integrated Therapy – Aqua Therapy at the SAC. The City shall be entitled to a payment of \$10.00 (ten dollars) per person per therapy session conducted by Integrated Therapy.

NGA Aerials – Aerial Classes at Gymnastics Center. The City shall be entitled to a commission of 25% of the gross registration fees paid by all Program Participants to NGA Aerials. The \$20.00 (twenty dollars) non-resident fee is fully payable to the city.

The proposed programs will not interrupt current services.

Council Member Roth made a motion to approve the New Program Provider Contracts. Council Member Fox seconded the motion. The motion carried unanimously. Vote: 5-0.

## **ENGINEERING SERVICES**

### **15. Topographic Information and Civil Engineered Design**

Mr. Gilliam stated the Parks & Recreation Department requests approval of Engineering Services for Topographic Information and Civil Engineered Design for the Pickleball Courts in the Tennis Center at Dellinger Park. The total amount for Stephenson Engineering, Inc. to provide these services is \$12,800.00. This is a budgeted item.

Council Member Cooley made a motion to approve the Topographic Information and Civil Engineered Design. Council Member Fox seconded the motion. The motion carried unanimously. Vote: 5-0.

## **CHANGE ORDER**

### **16. Mission Road Sewer Project Change Order**

Ed Mullinax, Water Department Assistant Director, stated K.M. Davis Contracting Co., Inc. is currently under contract to construct the Mission Road gravity sewer replacement. The Notice to Proceed was issued on January 31, 2021 and has experienced several delays since that time due to the CSX railroad bore, manhole manufacturing, delivery, and other sewer fitting supply chain delays.

The contractor has been proactive in pre-ordering material and working portions of the job in parallel as much as possible, the above-mentioned delays were not due to any negligence on the part of the Contractor.

The Contractor has requested a no-cost time extension for the project. After consulting with the project engineer, Rindt Engineering, a settlement upon a time extension of 168 days to Substantial Completion and 154 days to Final Completion was agreed to. This extends the project to Substantial Completion on April 14, 2023, and Final Completion on April 30, 2023.

Council Member Fox made a motion to approve the Mission Road Sewer Project Change Order. Council Member Roth seconded the motion. The motion carried unanimously. Vote: 5-0.

## **BID AWARD/PURCHASES**

### **17. Bioreactor Mixer Hoists**

Mr. Mullinax stated the submersible mixers in each of the three (3) bioreactors of the WPCP are held in place, suspended four (4) feet above the bottom and twelve (12) feet below the water surface by a rail and cable hoist system. The recent construction project included a single hoist for each bioreactor. An additional hoist for each bioreactor is needed. Mixer banks are located on opposite ends of the basins, requiring the complete disassembly of a hoist to move across the basin.

Three quotes for compatible hoists and manual winch assemblies have been received. Mr. Mullinax recommended the purchase of three of the 5PT20S hoists with M3 winch from the low bidder, Zoro Inc. for \$14,835.06.

This is a budgeted maintenance expense item.



Council Member Cooley made a motion to approve the Bioreactor Mixer Hoists. Council Member Roth seconded the motion. The motion carried unanimously. Vote: 5-0.

### **18. Annual Bulk Chemical Blanket P.O.**

Mr. Mullinax stated the following chemicals are purchased for the water treatment plant and wastewater treatment plant on a weekly, bi-weekly, monthly, semi-annual, or annual basis and frequently ordered for more than \$7,500.00. Fixed prices have been requested from each vendor for a period ending October 31, 2023. This will eliminate the need for multiple recurring agenda items throughout the year and will expedite our ability to order chemicals on an as-needed basis.

- Specialty Chemical Co., LLC – Sodium Hypochlorite, \$2.3275/gal
- Cedar Chem – Polymer, \$3.09/lb
- Southern Ionics – Sodium Bisulfite, \$2.27/gal
- C&S Chemical – Aluminum Sulfate, \$0.199/dry lb
- Hawkins – Ortho-poly Phosphate, \$2.87/lb
- Polytec, Inc. – Calcium Hydroxide (Lime Slurry), \$0.056/lb
- Brenntag – Sodium Silicofluoride, \$1.786/lb
- Brenntag – Chlorine Gas, \$0.7695/lb
- Univar – Hydrofluorosilicic Acid, \$2.80/gal
- JAT Energy – Diesel Fuel, Market Price/gal
- Gilreath Oil – Diesel Fuel, Market Price/gal
- Owenby Enterprises – Diesel Fuel, Market Price/gal

The list includes the unit pricing from each vendor. This is a budgeted item. If a less expensive alternative is found, the updated vendor/pricing information will be brought forward for Council approval.

Council Member Fox made a motion to approve the Annual Bulk Chemical Blanket P.O. Council Member Roth seconded the motion. The motion carried unanimously. Vote: 5-0.

### **19. Dell Computer Purchase**

Steven Grier, Fibercom Director, stated this item is the purchase of 21 Dell computers and accessories and is comprised of all budgeted computers in the 2022-2023 fiscal year. The total amount is \$28,523.60 and is a budgeted purchase to be paid from the 2020 SPLOST.

Council Member Cooley made a motion to approve the Dell Computer Purchase. Council Member Roth seconded the motion. The motion carried unanimously. Vote:5-0.

### **20. Cogsdale Annual Maintenance Invoice**

Mr. Grier stated this item is the annual Cogsdale maintenance invoice. Cogsdale is the city's third-party utility billing software vendor. The invoice is for \$102,127.49 and is a sole source vendor because of the utility billing function for the city. This is a budgeted item.

Council Member Fox made a motion to approve the Cogsdale Annual Maintenance Invoice. Council Member Roth seconded the motion. The motion carried unanimously. Vote: 5-0.

## **21. Flock Safety**

Frank McCann, Police Chief, requested approval to pay (\$12,000.00) Flock Safety for our six license plate readers (L.P.R.). It is a budgeted item, and it will be paid for utilizing federal asset forfeiture funds.

Council Member Wren made a motion to approve the Flock Safety purchase. Council Member Fox seconded the motion. The motion carried unanimously. Vote: 5-0.

## **22. 20 YD Rear Loader Garbage Truck**

Tommy Sanders, Public Works Director, stated bids were opened for a 20YD Rear Loader Garbage Truck to replace a 2012 truck that was recently taken out of service due to a terminal failure. Six bids were submitted, and it was recommended to accept the best bid from Environmental Products Group for \$201,836.45. This bid is for a Leach body on a Freightliner M2-106 chassis. The bid is out now because lead times can be as long as 360 days.

This item will be included in the FY 2024 budget.

Council Member Fox made a motion to approve the 20 YD Rear Loader Garbage Truck. Council Member Roth seconded the motion. The motion carried unanimously. Vote: 5-0.

## **CHANGE ORDER**

### **23. City Hall Roof Change Order**

Mr. Sanders stated during the City Hall Roof project, it was discovered that almost all the fascia and soffits had some level of rot or water damage and the contractor had to rebuild some of the 2x4 framings that supported the fascia and soffits. This change order covers the cost of labor and materials for carpenters to replace all the damaged wood. The Change Order is for \$40,072.50.

Even with the change order, the contractor is still the low bidder, so the city saved significant money on this project. Approval of the change order was recommended.

Council Member Roth made a motion to approve the City Hall Roof Change Order. Council Member Fox seconded the motion. The motion carried unanimously. Vote: 5-0.

## **OTHER**

Mr. Porta thanked the citizens of Cartersville for voting for the approval of SPLOST (Transportation Special Purpose Local Option Sales Tax). SPLOST funds were used to purchase a ladder fire truck in the amount of \$1.3 million. The last truck was purchased in 2004.

Mayor Santini announced that the Cartersville Christmas Parade starts at 6:00 P.M. tonight.

Mayor Santini congratulated Cartersville Canes for their successful football season. The playoff game will be Friday, December 2<sup>nd</sup>, against Warner Robins.

## **ADJOURNMENT**

With no other business to discuss, Council Member Cooley made a motion to adjourn.

Meeting Adjourned at 9:25 A.M.

/s/ \_\_\_\_\_  
Matthew J. Santini  
Mayor

ATTEST:  
/s/ \_\_\_\_\_  
Samantha Fincher  
Assistant City Clerk