

City Council Meeting  
City Hall – Council Chambers  
July 2, 2024  
6:00 P.M. – Work Session / 7:00 P.M. – Council Meeting

## **WORK SESSION**

Mayor Matthew Santini opened the Work Session at 6:02 P.M. Council Members discussed each item from the agenda with corresponding Staff Members.

Jim Croft came forward to give an overview of the proposed design for the new City Hall.

Mayor Santini closed Work Session at 6:43 P.M.

## **OPENING MEETING**

Mayor Santini called the Council Meeting to order at 6:59 P.M.

Invocation by Council Member Roth.

Pledge of Allegiance led by Council Member Hodge.

The City Council met in Regular Session with Matthew Santini, Mayor, presiding, and the following present: Kari Hodge, Council Member Ward One; Cary Roth, Council Member Ward Three; Calvin Cooley, Council Member Ward Four; Alyssa Cordell, Council Member Ward Six; Dan Porta, City Manager; Julia Drake, City Clerk; and David Archer, Assistant City Attorney.

Absent: Jayce Stepp, Council Member Ward Two

Via Phone: Gary Fox, Council Member Ward Five

## **REGULAR AGENDA**

### **COUNCIL MEETING MINUTES**

#### **1. June 20, 2024, Council Meeting Minutes**

Council Member Roth made a motion to approve the minutes from the June 20, 2024, Council Meeting. Council Member Hodge seconded the motion. Motion carried unanimously. Vote: 5-0

### **APPOINTMENTS**

#### **2. Appointment of Fire Chief**

Dan Porta, City Manager, stated Scott Carter, our current Fire Chief, will be retiring at the end of this month from the City of Cartersville after twenty years of service. It was recommended to appoint Hagen Champion as the new Cartersville Fire Chief effective August 1, 2024.

Council Member Cordell made a motion to appoint Hagen Champion as the Fire Chief effective August 1, 2024. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

Julia Drake, City Clerk, swore in Mr. Champion as the new Fire Chief effective August 1, 2024.

Mr. Champion took the opportunity to thank the Mayor, Council, and Management for the opportunity to serve as Fire Chief. Additionally, he thanked his team and stated it was an honor to serve the City of Cartersville.

## **PUBLIC HEARING – 2<sup>nd</sup> READING OF ZONING/ANNEXATION REQUESTS**

### **3. AZ24-03: 1440 Hwy 113**

Randy Mannino, Planning and Development Director, stated the applicant requests annexation of two (2) tracts identified as Tax Parcel 0055-0873-005 containing 0.42 +/- acres and Tax Parcel 0055-0873-006 containing 0.48 +/- acres. These parcels are in Land Lot 873 of the 4th District, 3rd Section, and are zoned A-1, Agricultural. The proposed zoning is H-I, Heavy Industrial.

Staff members are not opposed to the annexation or zoning. Planning Commission recommended approval.

Mayor Santini opened the public hearing for the zoning portion of the application.

Karl Lutjens, 114 Old Mill Rd., came forward to represent the application.

With no one else to come forward to speak for or against the zoning portion of the application, the public hearing was closed.

Mayor Santini opened the public hearing for the annexation portion of the application and stated that comments made for the zoning portion would be carried over and reflected for the annexation portion of the application.

With no one else to come forward to speak for or against the annexation portion of the application, the public hearing was closed.

Council Member Hodge made a motion to approve the annexation portion of AZ24-03. Council Member Cordell seconded the motion. Motion carried unanimously. Vote: 5-0

Council Member Hodge made a motion to approve the zoning portion of AZ24-03. Council Member Cordell seconded the motion. Motion carried unanimously. Vote: 5-0

Reference Ordinance #'s 29-24 and 30-24

### **4. AZ24-04: Walnut Grove Rd. at Cummings Rd.**

Mr. Mannino stated the applicant requests the de-annexation of a portion of the property on Walnut Grove Road at Cummings Road identified as Tax Parcel C074-0002-001 containing a total of 1.00 +/- acres. The subdivided tract to be de-annexed contains 0.29 acres +/- . This parcel is zoned P-I, Public Institutional.

If approved, the de-annexed tract will be combined with the larger development tract, Parcel ID 0073-0735-001.

Staff members are not opposed to the de-annexation. Planning Commission recommended approval.

Mayor Santini opened the public hearing.

Mr. Lutjens came forward to represent the application.

With no further comments, the public hearing was closed.

Council Member Roth made a motion to approve the AZ24-04. Council Member Cordell seconded the motion. Motion carried unanimously. Vote: 5-0

Reference Ordinance # 31-24

## **BID AWARD/PURCHASES**

### **5. City View – Annual Software Maintenance**

Mr. Mannino stated approval was recommended for the payment of Harris Computer Systems Invoice for CityView Software for \$24,112.23.

Council Member Cordell made a motion to approve the City View Annual Software Maintenance Invoice. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 5-0

### **6. Electric Department Office Furniture**

Freddy Morgan, Assistant City Manager, stated Office Furniture Expo has provided the cost to furnish the renovated Electric Department facility in the amount of \$86,206.75. This amount covers delivery, assembly, and installation in the facility.

Council Member Cordell made a motion to approve the Electric Department Office Furniture Purchase. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

## **SECOND READING OF ORDINANCES**

### **7. Amendment to Utilities Ordinance Regarding Electric Rates**

Mr. Morgan stated the proposed budget includes increases to electric rates. The Electric Department is proposing a rate increase based on the rate study provided by Electric Cities of Georgia and analysis of costs by staff due to general operations of the electric department increasing and increased costs of power generation. The proposed changes include an increase in the base rate of all rate classes. These changes were recommended for approval.

Council Member Cordell made a motion to approve the Amendment to Utilities Ordinance Regarding Electric Rates as amended. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

Reference Ordinance #'s: 32-24 and 33-24

## **CONTRACTS/AGREEMENTS**

### **8. Architectural Services Agreement for Depot Restroom Addition and Renovation**

Mr. Morgan stated this contract is for the architectural services with E Dunay Design for the Depot restroom addition and renovation in the amount of \$29,100.00 with provisions for additional services.

Council Member Cordell made a motion to approve the Architectural Services Agreement for Depot Restroom Addition and Renovation. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 5-0

## **9. Futura GIS Software License and Support Agreement**

Mr. Morgan stated Futura Systems has evaluated our Electric system CAD data and provided the cost to provide software to migrate and store our existing Electric CAD data in an ESRI GIS environment. The agreement amount is \$132,237.50 and covers FieldPro inspection and staking systems, GIS/Staking/FieldPro training, and upfront licenses.

Council Member Cordell made a motion to approve the Futura GIS Software License and Support Agreement once the legal department approves. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

## **10. Tree Trimming Services Contract**

Mr. Morgan stated an RFP for tree trimming services was initiated by the Electric Department and they received (4) four qualified bids. A panel of four evaluated the proposals and have recommended that we enter into an agreement with Bison Tree Services to perform tree trimming maintenance and service for our Electric system. Approval was recommended to move forward with Bison Tree Services as our designated tree trimming servicer.

Council Member Roth made a motion to approve the Tree Trimming Services Contract. Council Member Cordell seconded the motion. Motion carried unanimously. Vote: 5-0

Mr. Porta took a moment to thank Mr. Morgan for his time and dedication in managing the Electric Department and welcomed Tom McKee as the new Electric Department Director.

## **11. Structural Analysis for 19 N. Erwin Street**

Mr. Porta stated to verify if the two existing walls of the old fire station can be saved, we need to hire Croft and Associates to work with a structural engineer to assist. The cost for this work is \$9,400 and is recommended for your approval.

Council Member Cordell made a motion to approve the Structural Analysis for 19 N. Erwin Street. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

## **12. Water Department Cleaning Services Agreement**

Sidney Forsyth, Water Department Director, stated the Water Department received bids for janitorial and cleaning services for the new Bob Jones Water Department Administrative Complex. The lowest bid, meeting all cleaning requirements, was from Stratus Building Solutions, for a price of \$870.00 per month. This agreement requires a 12-month, renewable service contract. Approval of this service agreement was recommended

Council Member Cordell made a motion to approve the Water Department Cleaning Services Agreement. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

## **SURPLUS EQUIPMENT**

### **13. Surplus and Sale of Fire Trucks**

Scott Carter, Fire Chief, stated the two newest fire trucks are almost ready to go into service for emergencies. At that time, we would like to surplus two of our older trucks. The first one is a 2001 Pierce Saber with VIN # 4P1CTO2U4A001403, and the second one is a 2002 Pierce Saber with VIN # 4P1CT02U12A002543. We'd like to sell these trucks to Union County for use by their volunteer fire department. Union County has shown interest in purchasing these trucks and has offered \$10,000.00 for each. They have assured us that these trucks would be put to good use and would greatly benefit the county. After researching their value through our Pierce Dealer and Fire Trader, we found that their fair market value ranges from \$5,000.00 to \$15,000.00 each. We propose to sell both trucks to Union County for a total price of up to \$20,000.00. If approved, we would then ask for authorization from the legal team to handle the sale of these surplus fire trucks in their current condition.

Council Member Cordell made a motion to approve the Surplus and Sale of Fire Trucks. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 5-0

## **BID AWARD/PURCHASES**

### **14. Appliance Package for Station 5**

Mr. Carter stated that approval was requested to purchase the ten-piece appliance package for Fire Station #5 from Cartersville's Sam Franklin for \$18,049.90. This package includes all the necessary appliances except for the Gear Washer for protective equipment. Sam Franklin is our preferred vendor, as they can match the appliances we have installed in our other stations and are able to handle local maintenance warranties. This purchase falls within our construction budget under the FFE (Fixture, Furniture, and Equipment) line item.

Council Member Hodge made a motion to approve the Appliance Package for Station 5. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

Mr. Carter thanked everyone for the amazing opportunity to serve the City of Cartersville and stated it had been a pleasure.

Mr. Porta thanked Mr. Carter for his time and commitment that he had given to the City and wished him the best in his future endeavors.

### **15. Equipment Trailer Purchase**

Michael Dickson, Gas Department Director, stated the Gas System is requesting the purchase of a twenty-two foot, 8-ton, Better Built equipment trailer to support our recently approved fourth crew. Rinehart Equipment Co. of Rome, GA is the sole source provider in our area for this brand and type of trailer, and they submitted a bid of \$12,635.00. This is not a budgeted item but will be paid for with Gas revenues and Council's approval to accept this bid was recommended.

Council Member Cordell made a motion to approve the Equipment Trailer Purchase. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

### **16. Contractor Labor for Tapping and Stopping**

Mr. Dickson stated to install the natural gas service line for the SK Battery America project, we need to tap and stop two 12-inch line stopper fittings. The Gas System does not have the necessary tools or expertise for this operation, so we have requested a quote from the manufacturer's contractor, S.J.

Patterson Company, LLC. They have offered to perform the tapping and stopping operation for \$28,962.00. S.J. Patterson has successfully completed similar operations and construction projects for the Gas System in the past. This cost is within our budget, and we recommend the council's approval of this quote.

Council Member Hodge made a motion to approve the Contractor Labor for Tapping and Stopping. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

### **17. 12-inch Main Relocation**

Mr. Dickson stated that at the Council meeting on June 20, 2024, the City Council approved an easement for the construction of the project mentioned above with specific conditions. One of these conditions required the Gas System to move an existing 12" HP steel natural gas main that would conflict with future improvements to an existing driveway accessing the property owner's parcel. The Gas System requested proposals for this relocation from three (3) contractors experienced in the construction of natural gas facilities. Two (2) proposals were received, and the lowest proposal of \$96,641.00 was submitted by Southeastern Natural Gas Services of Rome, Inc. of Lindale, Georgia. A tabulation of the proposals is attached. Southeastern Natural Gas Services of Rome, Inc. has successfully completed numerous projects for the Gas System in the past and is fully capable of satisfactorily completing this project. Therefore, the Gas System recommends that the City Council award the construction of this project to Southeastern Natural Gas Services of Rome, Inc. for a total amount of \$96,641.00. This is a budgeted item, and Council's approval was recommended.

Council Member Cordell made a motion to approve the 12-inch Main Relocation. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 5-0

Council Member Cooley made a motion to add two (2) items to the agenda. Council Member Hodge seconded the motion. Motion carried unanimously. Vote: 5-0

### **18. Yard Waste Garbage Cart Purchase**

Wade Wilson, Public Works Director, stated the Solid Waste Division of Public Works received two quotes from responsive garbage cart suppliers for 200-yard waste (green) carts. The best price is from Otto Environmental Systems for a total price (including shipping) of \$11,210.00.

This is a budgeted item and Public Works recommends approval to purchase these garbage carts from Otto Environmental Systems.

Council Member Cooley made a motion to approve the Yard Waste Garbage Cart Purchase. Council Member Cordell seconded the motion. Motion carried unanimously. Vote: 5-0

### **19. GDOT PI No. 0016628, Grassdale Road Improvements**

Mr. Wilson stated the City of Cartersville has been requested to submit a Sponsor's Recommendation Letter for the Transportation Alternatives Program (TAP) grant process in conjunction with local endorsement of the project framework agreement (PFA) from GDOT. There has been \$3,506,749.00 approved for the construction and associated utility work through the Transportation Alternatives Program (TAP) grant. This grant is an 80/20 grant meaning the grant covers 80% of the total cost with there being a 20% local match between the City of Cartersville and Bartow County with each contributing \$350,674.90 or 10% of the overall construction costs.

The Sponsor's Recommendation Letter states that the City of Cartersville will retain the services of a consultant for construction oversight for \$193,440.00, which is proposed with Supplemental Agreement #4 through Southeastern Engineering. The \$193,440.00 for construction oversight will count towards the overall local match and will be a non-budgeted item that would be paid for by SPLOST and split evenly between Bartow County and the City of Cartersville.

Public Works recommended approval of the Sponsor's Recommendation Letter and Supplemental Agreement #4 to keep this project moving forward through bid award and construction.

Council Member Roth made a motion to approve the GDOT PI No. 0016628, Grassdale Rd. Improvements. Council Member Hodge seconded the motion. Motion carried unanimously. Vote: 5-0

## **ENGINEERING SERVICES**

### **20. Lee Street and Etowah Drive Stormwater Engineering Services**

Mr. Wilson stated several years ago, the City of Cartersville purchased property near the intersection of Etowah Drive and Lee Street by utilizing FEMA flood grants due to repetitive flooding of structures in this area. Though demolition of structures located on these properties has reduced the impervious area, it has been reported that flooding has occurred downstream of this city property. The city feels that additional measures may be taken to reduce impacts of floodwater during larger storm events. This will include a small regional pond that will also be used as a pocket park. To proceed with this concept, Public Works has reached out to a local design firm, Consolidated Technologies, Inc (CTI) for a proposal to perform engineering services design for storm drainage improvements and park design on this property.

The agreement from CTI includes the development of civil documents and includes field investigations, survey services, design services, bid services, and some miscellaneous construction assistance.

The agreement for these services is \$45,000.00. Public Works would utilize America Rescue Plan Act (ARPA) Funds for this project. To qualify for these funds, we feel that this project would help our stormwater division "manage, reduce, and recapture stormwater" drainage that would result in reduced flooding at this location. Therefore, this project would meet the requirements for eligibility of ARPA funds. This is a budgeted item.

Council Member Cordell made a motion to approve the Lee Street and Etowah Drive Stormwater Engineering Services. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 5-0

## **ADDED ITEMS:**

### **21. 2026 SPLOST Referendum and Resolution**

Mr. Porta stated this is the agreement and resolution pertaining to the 2026 SPLOST. Approval was recommended.

Council Member Hodge made a motion to approve the 2026 SPLOST Referendum and Resolution. Council Member Cordell seconded the motion. Motion carried unanimously. Vote: 5-0

Reference Resolution # 24-24

**22. CMO Basement Renovation**

Mr. Porta stated that Randy Cochran with Cochran’s Construction has provided a quote to renovate the basement of the City Managers Office in the amount of \$19,680.00. Approval was recommended.

Council Member Cordell made a motion to approve the CMO Basement Renovation. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 5-0

**OTHER**

Mayor Santini stated that all City offices would be closed on Thursday, July 4, 2024, in observance of Independence Day. Additionally, the July 4<sup>th</sup> Parade would begin at 9am in Downtown Cartersville and festivities will continue at Dellinger Park following the parade with fireworks beginning at dark.

Mayor Santini asked if there was any other business that needed to come before the Mayor and Council.

Jason Traynor, 18 Burnt Hickory Connector, came forward to speak in regard to water testing and the amount of toxins in our drinking water.

**ADJOURNMENT**

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

Meeting Adjourned at 7:36 P.M.

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

ATTEST:

/s/ \_\_\_\_\_  
Julia Drake  
City Clerk