

City Council Meeting
City Hall – Council Chambers
May 15, 2025
6:00 P. M – Work Session / 7:00 P.M. – Council Meeting

WORK SESSION

Mayor Matthew J. Santini opened the Work Session at 6:02 P.M. Council Members discussed each item on the agenda with the corresponding staff members.

Mayor Santini closed the Work Session at 6:27 P.M.

OPENING MEETING

Mayor Santini called the Council Meeting to order at 7:00 P.M.

Invocation by Council Member Cooley.

Pledge of Allegiance led by Council Member Roth.

The City Council met in a Regular Session with Matthew J. 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; Alyssa Cordell, Council Member Ward Six; Freddy Morgan, Assistant City Manager; Julia Drake, City Clerk; and David Archer, Assistant City Attorney.

Absent: Kari Hodge, Council Member Ward One

COUNCIL MEETING MINUTES

1. May 1, 2025, Council Meeting Minutes

Council Member Fox made a motion to approve May 1, 2025, Council Meeting Minutes. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 5-0

APPOINTMENTS

2. Alcohol Control Board

Julia Drake, City Clerk, stated Chairman Ric Napps term is to expire on June 3, 2025. Mr. Napps is willing to continue to serve as the mayor’s appointee. If reappointed, his term will expire June 3, 2028.

Council Member Fox made a motion to approve the Alcohol Control Board Appointment. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

OTHER

3. Quit Claim Deed – 19 Roving Rd.

Freddy Morgan, Assistant City Manager, stated this property was purchased as part of the “First Time Homebuyers Program”. The applicant has fulfilled her obligation of five years’ ownership as set forth in the program. She has requested the release of the Quit Claim Deed.

This is a standard process, and since the applicant has fulfilled her obligation, staff recommended approval to authorize said release.

Council Member Cordell made a motion to approve the Quit Claim Deed for 19 Roving Rd. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 5-0

PUBLIC HEARING – 1st READING OF ZONING/ANNEXATION REQUESTS

4. T25-03: Amendment to Sign Ordinance

David Hardegree, Planning and Development Assistant Director, stated the applicant is requesting a text amendment to the Sign Ordinance, Section 20-25(2)(b), regarding Electronic Freestanding Signs. The amendment seeks to add Charley Harper Drive as a permitted street segment for electronic freestanding signs on non-residential use properties. Currently, electronic signs are not permitted on any portion of Charley Harper Drive.

Staff have no objection to the proposed amendment. Planning Commission recommended denial of the request with a vote of 4-0.

Mayor Santini opened the public hearing and with no one to speak for or against the application, the public hearing was closed.

This was the first reading and would be voted on at the June 5, 2025, City Council Meeting.

5. Z24-08: Center Rd.

Mr. Hardegree gave the history of this application and stated that this was brought before the City Council in December 2024. However, with a new traffic study being provided, the City Council recommended it to be reviewed again by the Planning Commission.

Planning Commission reviewed it again and recommended denial of the rezoning request by a vote of 6-0.

Mayor Santini opened the public hearing.

Bryan Muddiman, 3820 Mansell Rd., Alpharetta, came forward to represent the application and gave an overview of who Starlight Homes is. Continuing, he gave an overview of the application and stated that currently, with the existing zoning, 315 single family homes could be added. However, in an attempt to satisfy the surrounding neighborhoods, Starlight Homes was decreasing the number of units to 70 single family homes and 113 townhomes, which would drastically cut down the amount of traffic flowing onto Overlook Parkway and Center Rd.

Council Member Roth inquired if the private streets in the townhouse community would be built to city standards that would allow school buses, EMT vehicles, etc., adequate space to which Mr. Muddiman stated yes, they would be.

Kathy Gunter, 25 Autumn Canyon Path, came forward to speak against the application due to the loss of trees and the density of the houses in the area. Additionally, she referenced three (3) photographs that staff were working on to present.

Mayor Santini stated that when staff were successful at obtaining the photographs, he would ask Ms. Gunter to return to explain the photographs.

Arthur Smith, 25 Autumn Canyon Path, came forward to speak against the application due to the Homeowners Association inability to enforce on-street parking and due to the increase of traffic on Center Rd. Additionally, he was concerned with the ability to provide water and water pressure to these new homes due to the elevation.

Ms. Gunter returned to the podium and explained the photographs presented. The photographs represented the removal of trees on adjacent properties and an aerial view of the developments in the area.

Sidney Forsyth, Water Department Director, came forward at the request of Mayor Santini. Mayor Santini asked if there was any concern with the elevation and the ability to provide adequate water service and water pressure to these proposed homes. Mr. Forsyth stated that there is no concern and Cartersville Water would be able to serve these homes with no negative impact on the water pressure.

Brandon Hughes, 22 Autumn Canyon Pt., came forward to speak against the application due to the product being presented as ‘starter homes’ at a price point of \$400,000 and with the trees being removed, the sounds from I-75 would increase.

Mr. Smith returned to the podium and reiterated the comments from Mr. Hughes regarding the increased sounds from I-75.

Mr. Muddiman returned to the podium to state that Starlight Homes had been in constant contact with the Water Department to ensure that no issues would arise and that adequate water service could be provided.

With no one else to speak for or against the application, the public hearing was closed.

This was the first reading and would be voted on at the June 5, 2025, City Council Meeting.

SURPLUS EQUIPMENT

Mayor Santini stated that item 6 and 7 would be combined due to both items pertaining to surplus vehicles/equipment.

6. Request for Surplus Vehicles/Equipment

Mr. Morgan stated the request to authorize the surplus of the following vehicles and equipment. These assets have been replaced with new vehicles and equipment and are no longer needed for departmental operations.

Year / Make / Model	Unit #	VIN	Tag #	Mileage
2007 Ford Crown Victoria	4003	2FAFP71W27X125830	GV95490	51,438
2015 Dodge Charger	4250	2C3CDXAT8FH726829	GV4498E	105,270
2015 Dodge Charger	4254	2C3CDXATXFH726833	GV2438F	109,934
2016 Dodge Charger	4257	2C3CDXAT4GH123023	GV9967E	105,569
Power Trailer	4515	1011379979	N/A	N/A
2006 Ford E-350 Van	4522	1FBNE31L76DA81795	GV95520	35,129
2013 Audi Q7 (White)	4540	WA1LGAFE8DD002475	SET3910	154,185
2015 Ford F-150 (Burgundy)	4831	1FTEW1EFXFFC03278	RWB8346	143,793

Surplus Vehicles/Equipment May 2025					
Department	Asset #	VIN/Serial #	Description	Mileage	Problems
Electric	501	1FTPW14V08KC50024	2008 Ford F150 4-door	160,909	Age, mileage
Police	4254	2C3CDXATXFH726833	2015 Dodge Charger 5.7L	109,986	front end loose, age
	4522	1FBNE31L76DA81795	2006 Ford E 350 Van	35,183	misfire, a/c, age
	4250	2C3CDXAT8FH726829	2015 Dodge Charger 5.7L	105,375	front end loose, age
	4257	2C3CDXAT4GH123023	2016 Dodge Charger 5.7L	106,385	front end loose, age
	4003	2FAFP71W27X125830	2007 Ford Crown Victoria	51,442	paint,age
	4540	WA1LGAFE8DD002475	2013 Audi Q7	154,538	engine damage
	4831	1FTEW1EFXFFC03278	2015 Ford F150 5.0L 4WD	144,376	wheel damage, age
	4515	1011379979	Generator Trailer	127hrs	does not run
Water	n/a	n/a	Hyster Forklift	1,243	does not run, age
	n/a	n/a	Water Pump	n/a	does not run, age
	864	1FDZU90L4SVA40951	1995 FORD LN9000	30,544	cylinders leaking, age
	8306	JAF0273261	1999 CASE SKID STEER	1,873hrs	lift cylinders leaking, age

Council Member Fox made a motion to approve the list of surplus vehicles and equipment. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 6-0

CERTIFICATION

7. Community Rating System (CRS) – Five-Year Cycle Verification

Wade Wilson, Public Works Director, stated the City of Cartersville continues to participate in the Community Rating System (CRS) to maintain eligibility for reduced flood insurance rates through the National Flood Insurance Program for properties within city limits.

Public Works requested the mayor's signature on the CRS Verification Application. This form, along with the required Program Data Form and supporting documentation, will be submitted as part of the City's upcoming five-year cycle verification with CRS.

Council Member Cordell made a motion to approve the Community Rating System (CRS). Council Member Fox seconded the motion. Motion carried unanimously. Vote: 5-0

CONTRACTS/AGREEMENTS

8. Mission Road/West Cherokee Avenue Sidewalk Improvement Project (GDOT PI No. 0021159) – Project Framework Agreement with GDOT

Mr. Wilson stated the Georgia Department of Transportation (GDOT) has submitted the Project Framework Agreement (PFA) for the Mission Road/West Cherokee Avenue Sidewalk Improvement Project (GDOT PI No. 0021159) to the City of Cartersville for approval.

The agreement outlines funding for preliminary engineering (PE) through the Transportation Alternatives Program (TAP) grant. This is an 80/20 matching grant, under which GDOT will fund 80% of the PE costs—up to \$1,120,000.00 of the total \$1,400,000.00 budget—while the City of Cartersville will provide the remaining 20%, estimated at \$280,000.00. These PE expenses, which include various preconstruction activities, are currently unbudgeted and will be covered by SPLOST.

Mr. Wilson recommended approval of the PFA to ensure continued progress of the project toward construction. Upon full execution of the agreement, the City will issue a Request for Qualifications (RFQ) for preliminary engineering services. Qualified consultants will be invited to submit proposals, which will then be evaluated to select the most suitable firm to design the project.

Council Member Fox made a motion to approve the Mission Road/West Cherokee Avenue Sidewalk Improvement Project (GDOT PI No. 0021159) – Project Framework Agreement with GDOT. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

9. 2025-2026 GEMS Main Street Program Memorandum of Understanding (MOU)

Lillie Read, Downtown Development Authority Director, stated this MOU outlines the City of Cartersville's continued participation in the Georgia Exceptional Main Street (GEMS) Program for the 2025–2026 program year. The agreement is between the city, the Main Street Board of Directors, the Downtown Manager, and the Georgia Department of Community Affairs (DCA). It sets forth expectations for maintaining an accredited Main Street Program, including requirements for staffing, board operations, strategic planning, training, data reporting, and community engagement. In return, DCA provides training, resources, strategic guidance, and program support. The agreement is valid through June 30, 2026.

Staff recommended approval and execution of the MOU to maintain GEMS designation and continued access to state-level Main Street resources and support.

Council Member Fox made a motion to approve the 2025-2026 GEMS Main Street Program Memorandum of Understanding (MOU). Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

10. Beauflor USA Interconnection Agreement

Tom McKee, Electric Department Director, stated the Electric Department requests approval of an Electrical Interconnection and Power Exchange Agreement between the City and Beauflor USA, for a solar system installed on the customer's facility at 1 Beauflor Way, White, GA 30184.

Council Member Fox made a motion to approve the Beauflor USA Interconnection Agreement. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

11. Sheet Metal Components Interconnection Agreement

Mr. McKee stated the Electric Department requests approval of an Electrical Interconnection and Power Exchange Agreement between the City and Sheet Metal Components, for a system installed on the customer's facility at 84 Zena Dr, Cartersville, GA 30121.

Council Member Fox made a motion to approve the Sheet Metal Components Interconnection Agreement. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

12. Visitors Center Cleaning Agreement

Mr. Morgan stated All Klean Janitorial LLC will perform the cleaning inside the Depot starting May 19, 2025. Approval was recommended to enter into this agreement.

Council Member Cordell made a motion to approve the Visitor Center Cleaning Agreement. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 5-0

BID AWARD/PURCHASES

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

13. Center Road Pump Repair

Mr. Forsyth stated one of the two water booster pumps at the Center Road station requires rebuilding. The cost to rebuild the pump is \$11,900.00 and includes a one-year parts warranty. A new replacement pump carries the same warranty but has a longer lead time and a higher cost of \$16,250.00. Given the price difference and comparable warranty, it was recommended to proceed with the \$11,900.00 rebuild by Cornerstone H2O, LLC. This is a budgeted maintenance item.

Council Member Cordell made a motion to approve the Center Road Pump Repair. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 5-0

14. Pioneer Trail Water Main Replacement

Mr. Forsyth stated the existing water mains along Pioneer Trail consist of approximately 8,160 feet of small-diameter, galvanized pipe that is over 60 years old and located on the city's high-pressure system. The Water Department received twelve (12) bids for the replacement of this system with 12-inch and 8-inch ductile iron mains, including the installation of seventeen new fire hydrants.

In agreement with the consulting engineer, Goodwyn Mills Cawood, it was recommended to award the contract to the lowest responsive bidder, Smith Pipeline, Inc., in the amount of \$1,348,447.50. This is a budgeted project expense.

Council Member Fox made a motion to approve the Pioneer Trail Water Main Replacement. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

15. Wade Road Tree Removal

Mr. Forsyth stated the property at 151 Wade Road is bordered on three sides by the City-owned biosolids land application farm. Approximately 150 trees near this property line have been infested with pine beetles and require removal. This issue has been discussed with, and agreed to by, the property owner. The Water Department obtained three quotes for complete tree removal. It was recommended to award the work to the lowest bidder, AJ's Tree Service and Landscaping LLC, at a cost of \$13,500.00.

This is a budgeted property maintenance expense.

Council Member Roth made a motion to approve the Wade Road Tree Removal. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 5-0

ADDED ITEMS

16. Insertion Valve Installation

Mr. Forsyth stated on Tuesday, May 13, 2025, a substantial leak occurred near 850 Joe Frank Harris Parkway on a 12" water main. To isolate this leak with currently installed valves would require interrupting the water service to hundreds of customers. To minimize interruptions now and in the future for maintenance on this line, a 12" insertion valve was installed at a strategic, upstream location. The cost of this valve, including same day installation, was \$18,695.00 by Consolidated Pipe & Supply Company of Acworth, GA.

This is a budgeted maintenance expense and was recommended for approval.

Council Member Fox made a motion to approve the Insertion Valve Installation. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

17. WPCP Construction Contract Amendment #1

Mr. Forsyth stated on July 18, 2024, the city entered into a CMAR agreement with Archer Western Construction for pre-construction services for the WPCP 10 MGD expansion. On April 17, 2025, the Guaranteed Maximum Price (GMP) was approved for the initial Work Package 0. Prior to issuing a Notice to Proceed for this work package, a contract amendment must be approved by the city to allow Phase 2 of the contract, Construction Services, to commence.

This contract amendment has been negotiated and agreed to by city staff and Archer Western Construction, and it was recommended for approval.

Council Member Fox made a motion to approve the WPCP Construction Contract Amendment #1. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

BID AWARD/PURCHASES

18. Welding Machine Purchase

Michael Dickson, Gas Department Director, stated the Gas System is requesting the purchase of two Lincoln gasoline driven welding machines to replace current ones in need of repair. Three quotes for the welding machines were received and ADF Welding & Medical Inc. provided the lowest quote of \$16,915.67. These are budgeted items and Council's approval to accept this quote was recommended.

Council Member Cordell made a motion to approve the Welding Machine Purchase. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 5-0

19. Steel Pipe Purchase

Mr. Dickson stated the Gas System is requesting the purchase of 1,900 feet of 6-inch steel pipe for a loop feed to the Highland 75 Park. Three bids were requested but only two bids were submitted. Irby Utilities of Kennesaw, GA submitted the low bid of \$30,020.00. This is a budgeted item and Council's approval to accept this bid was recommended.

Council Member Cordell made a motion to approve the Steel Pipe Purchase. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 5-0

20. Wisestamp Renewal

Logan Bagley, Public Relations & Communications Manager, stated this request is for approval of the annual renewal with WiseStamp, our centralized email signature management solution integrated with Microsoft Outlook.

This platform ensures a cohesive digital identity across all City communications, while providing administrative efficiency through automated updates and department-level customization. Additionally, it supports timely public engagement through campaign banners and consistent branding.

Council Member Cordell made a motion to approve the Wisestamp Renewal. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 5-0

21. Dellinger Park Softball Field Stadium Seating Fields 1 and 2 Bid Rejection

David Archer, Jr., Parks and Recreation Director, stated on March 18, 2025, the City of Cartersville released a Request for Proposals related to the Dellinger Park Softball Field Stadium Seating Fields 1 and 2. Two bid proposals for the RFP were received and opened on April 17, 2025. Neither of those bid proposals met the requirements presented in the RFP.

Approval was requested to reject all bids as allowed in GA Code 32-4-118 and subsequently cancel the RFP. Staff recommended approval.

Council Member Fox made a motion to approve the Bid Rejection for Dellinger Park Softball Field Stadium Seating Fields 1 and 2. Council Member Cordell seconded the motion. Motion carried unanimously. Vote: 5-0

RESOLUTIONS

22. Temporary Extension of Alcohol Consumption Hours for June 1, 2025 – Big BRAG Event

Mr. Morgan stated the proposed resolution is in support of the 2025 Big BRAG bicycle event scheduled for Sunday, June 1, 2025. Sundays are typically excluded from permitted hours. However, pursuant to City Code Section 4-106(g)(2), the Mayor and City Council may authorize alternative hours for alcohol consumption in public areas by resolution. In anticipation of the event's tourism and economic impact, it was recommended to temporarily extend the Downtown Entertainment Zone hours, to include Sunday, June 1, 2025, from 11:00 a.m. to 10:00 p.m.

Council Member Fox stated that he appreciated the support, and this was the first time that the Big BRAG Event would come to Cartersville since 2006.

Mayor Santini stated this is a one-time exception to the alcohol regulations and that this was a statewide event to benefit tourism.

Council Member Fox made a motion to approve the Temporary Extension of Alcohol Consumption Hours for June 1, 2025 – Big BRAG Event. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 5-0

Reference Resolution # 12-25

23. Resolution to Update One GA Fund 1 Accounts

Tom Rhinehart, Finance Director, stated this was an updated resolution from GA Fund 1. In 2024, when the city changed banks, the resolution was revised to reflect the new banking institution; however, officials from US Bank were inadvertently removed. To allow reimbursement of the Water Fund from the 2018 Water Bond issue, US Bank officials must have access to the account. This amendment designates US Bank representatives as "Additional Authorized Representatives of the Participant," granting them authority to process withdrawals as needed.

Council Member Cordell made a motion to approve the Resolution to Update One GA Fund 1 Accounts. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 5-0

Reference Resolution # 13-25

MONTHLY FINANCIAL STATEMENT

24. March 2025 Financial Report

Mr. Rhinehart reviewed the financial report from March 2025 and compared the numbers to March 2024.

OTHER

Mayor Santini expressed his gratitude to Mr. Rhinehart for his 16 years of service, dedication, and leadership to the City of Cartersville and wished Mr. Rhinehart the best in his retirement.

Mr. Rhinehart stated he was pleased to have been given the opportunity to serve the City of Cartersville in the capacity of Finance Director and thanked the Mayor and City Council for their continued support.

ADJOURNMENT

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

Meeting Adjourned at 8:02 P.M.

/s/ _____
Matthew J. Santini
Mayor

ATTEST:

/s/ _____
Julia Drake
City Clerk