

City Council Meeting
City Hall – Council Chambers
April 17, 2025
6:00 P. M – Work Session / 7:00 P.M. – Council Meeting

WORK SESSION

Mayor Matthew J. Santini opened the Work Session at 6:05 P.M. Council Members discussed each item on the agenda with the corresponding Staff Members.

Mayor Santini closed the Work Session at 6:47P.M.

OPENING MEETING

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

Invocation by Council Member Roth.

Pledge of Allegiance led by Council Member Hodge.

The City Council met in a Regular Session with Matthew J. Santini, Mayor, presiding, and the following present: Kari Hodge, Council Member Ward One and Jayce Stepp, Council Member Ward Two; Cary Roth, Council Member Ward Three; Calvin Cooley, Council Member Ward Five; Alyssa Cordell, Council Member Ward Six; Dan Porta, City Manager; Julia Drake, City Clerk; and Keith Lovell, City Attorney.

Absent: Council Member Ward Four; Gary Fox

COUNCIL MEETING MINUTES

1. April 3, 2025, Council Meeting Minutes

Council Member Hodge made a motion to approve the minutes of the April 3, 2025, Council Meeting. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

APPOINTMENTS

2. Finance Director

Dan Porta, City Manager, recommended the appointment of Diana DeSanto as Finance Director for the City of Cartersville. With the approval of the City Council, she will start working for the city on May 5th, and officially become the Finance Director on May 31, 2025, upon Tom Rhinehart's retirement.

Council Member Roth made a motion to approve the new Finance Director, Council Member Cordell seconded the motion. Motion carried unanimously. Vote: 5-0

Julia Drake, City Clerk, swore in Ms. DeSanto as the new Finance Director effective May 31, 2025.

PROCLAMATION

3. Motorcycle Awareness Month

Mayor Santini removed this item from the agenda and stated that it was presented to the Motorcycle Safety Commission during work session.

SECOND READING OF ORDINANCES

4. Sec. 15-13 – Senior Aquatic Center Non-Resident Fees

David Archer, Jr., Parks and Recreation Director, stated the City of Cartersville is amending its Code of Ordinances to add a new section under Sec. 15-13 – Nonresident Fees. This update introduces non-resident fees for the Senior Aquatic Facility, with rates for daily, quarterly, semi-annual, and annual passes.

Council Member Cooley made a motion to approve Sec. 15-13 Senior Aquatic Center Non-Resident Fee. Council Member Cordell seconded the motion. Motion carried unanimously. Vote: 5-0

Reference Ordinance # 13-25

RESOLUTIONS

5. MEAG Power Communication Management

Keith Lovell, City Attorney, stated the City of Cartersville is updating its procedures for managing trust communications. Going forward, all written directions to MEAG Power and the Trustee must be jointly signed by both the Electric Superintendent and the City Manager. This change, requested by MEAG Power, is intended to improve the notification process. The resolution also authorizes these officials and their successors to execute necessary documents, with the City Clerk attesting as needed.

Council Member Roth made a motion to approve the MEAG Power Communication Management. Council Member Hodge seconded the motion. Motion carried unanimously. Vote: 5-0

Reference Resolution # 10-25

6. Appointment of Open Records Officers

Mr. Lovell stated this resolution serves to appoint Open Records Officers to ensure compliance with Georgia's open records laws. Effective May 5, 2025, the City Clerk will serve as the Open Records Officer for the City, and the Captain - Administrative Division Commander will serve as the Open Records Officer for the Police Department. Each may designate assistants, and the City Attorney will ensure public notification as required by law.

Council Member Cooley made a motion to approve the Appointment of Open Records Officers. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

FIRST READING OF ORDINANCES

7. Amendment of Sec. 10-114 – Compliance with Other Ordinances

Mr. Lovell stated this amendment will require all applicants for business licenses—new or renewals—who may generate waste potentially entering the city's stormwater system to sign a statement acknowledging their understanding of related waste disposal laws. This statement must be signed before any license is issued or renewed.

This was the first reading and would be voted on at the May 1, 2025, City Council Meeting

CONTRACTS/AGREEMENTS

8. Parking License Agreement

Mr. Porta stated this agreement between the City of Cartersville and the Cartersville-Bartow County Chamber of Commerce grants the City a non-exclusive license to use eighty-one designated parking spaces located at 122 W. Main Street, Cartersville, Georgia.

Council Member Hodge made a motion to approve the Parking License Agreement and to allow the city Manager to fill in the effective date on the agreement. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

9. DCA Grant Local Government Approval Form

Mr. Porta stated the Good Neighbor Homeless Shelter is applying for a Department of Community Affairs Grant for emergency shelter funding. One of the requirements of the grant application is for the applicant to make the city aware that they are operating a shelter program and for the Mayor to sign the application. Good Neighbor Homeless Shelter will be responsible for how the funds are spent and the city will not be responsible if the grant funds are misspent; therefore, approval was recommended.

Council Member Roth made a motion to approve the DCA Grant Local Government Approval Form. Council Member Cordell 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

10. Temporary Encroachment Agreement - Cartersville Firing Range

Freddy Morgan, Assistant City Manager, stated this is a temporary encroachment agreement with Georgia Power for our soil boring contractor to perform work in the right-of-way at the firing range site. Once the work is completed the temporary encroachment agreement will cease. We are asking for Council approval to retroactively approve this agreement.

Council Member Roth made a motion to approve the Temporary Encroachment Agreement – Cartersville Firing Range. Council Member Cordell seconded the motion. Motion carried unanimously. Vote: 5-0

11. Geo-Hydro Engineers Contract Agreements for Firing Range, Matthew Hill Park and Recreation Center Projects

Mr. Morgan stated Geo-Hydro Engineers will provide construction materials testing, special inspection, and NPDES compliance services for the new CPD firing range, Matthew Hill Park and Recreation Center projects. These services are needed throughout the entire construction process for each project. Council approval was recommended to enter into these agreements for each respective project.

Council Member Cooley made a motion to approve the Geo-Hydro Engineers Contract Agreements for Firing Range, Matthew Hill Park and Recreation Center Projects. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

12. GDOT Contract for Miscellaneous Airfield Improvements at Cartersville-Bartow County Airport

Mr. Morgan stated this is a request for Council to authorize the Mayor to sign a contract that addresses multiple items at the airport. The final document will be forwarded to the Mayor and City Clerk from GDOT via DocuSign. Approval is required before these federal funds can be committed to the performance of the work.

Council Member Roth made a motion to approve the GDOT Contract for Miscellaneous Airfield Improvements at Cartersville-Bartow County Airport. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 5-0

BID AWARD/PURCHASES

13. 4th Quarter 2024 Motorola Radio Invoice

Mr. Morgan stated Bartow County has submitted the fourth quarter 2024 invoice for the Motorola radio system, which is utilized by our Police, Fire, Gas, FiberCom, Electric, Public Works, and Recreation Departments.

Council Member Roth made a motion to approve the 4th Quarter 2024 Motorola Radio Invoice. Council Member Hodge seconded the motion. Motion carried unanimously. Vote: 5-0

14. HVAC Replacement at the Bartow County Library

Mr. Morga stated the Bartow County Library Cartersville branch [429 W. Main Street] has a rooftop HVAC unit that failed. Our Public Works staff has secured and forwarded the best quote to replace the unit with Mike Jones HVAC for \$9,154.00. Council approval to have this unit replaced by Mike Jones HVAC was recommended.

Council Member Cordell made a motion to approve the HVAC Replacement at the Bartow County Library. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 5-0

15. Water Department Vehicle Replacements

Mr. Morgan stated several Water Department vehicles are due for replacement. Bids for the new vehicles were opened during the week of April 7, 2025. The vehicles being replaced serve the Water Pollution Control Plant, the Distribution System, and the Water Laboratory. They include:

- 1999 Sterling dump truck
- 2013 Ford Expedition (95,000 miles)
- 2006 Ford F-150 (160,000 miles)
- 2013 Ford F-150 (195,000 miles)
- 2012 Ford F-150 (98,000 miles)

It was recommended to approve the lowest responsive bids that meet specifications as follows:

- Prater Ford for the three F-150s: \$134,733
- Prater Ford for the SUV: \$58,362.40
- Peach State Ford for the dump truck: \$106,953.56

Vehicles that can be delivered within the current fiscal year are already budgeted. Those scheduled for delivery in the next fiscal year will be included in that year's budget.

Council Member Cooley made a motion to approve the Water Department Vehicle Replacements. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

16. Bucket Truck Purchase

Tom McKee, Electric Department Director, stated the Electric Department is requesting approval to purchase an 88' Bucket Truck. We have located the specifications for an Altec AA55E-E88, which meets our desired specifications and matches equipment that our crews are familiar with operating, which is quoted via Sourcewell. The said truck will be replacing a 2000 Altec Bucket Truck. Authorization to purchase this vehicle from Altec Industries, Inc via Sourcewell Contract# 110421-ALT in the amount of \$533,435.00 was requested. This will be a budgeted expense.

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

17. Laptop and Vehicle Mount Purchase and Installation

Mr. McKee stated the Electric Department is requesting approval to purchase a total of twenty-one (21) Dell-rugged laptops and associated hardware from Dell Technologies. This will replace existing desktop computers for all employees and allow for use in-the-field. The total amount is \$82,718.79 and it is recommended for approval. In addition, Approval was requested for the installation of these units by Dana Safety Supply, Inc., for \$14,049.00.

Council Member Roth made a motion to approve the Laptop and Vehicle Mount Purchase and Installation. Council Member Cordell seconded the motion. Motion carried unanimously. Vote: 5-0

18. Automated Side Loader Repair

Wade Wilson, Public Works Director, stated the Solid Waste Division of Public Works is experiencing mechanical issues with its newest Automated Side Loader (ASL) Solid Waste Truck, purchased in 2021. The truck's compactor blades and tracks have been damaged, likely due to the compaction of inappropriate materials placed in a residential container. The necessary repairs must be done by the manufacturer, Carolina Environmental Systems, Inc.

The estimated cost for the repairs is \$33,978.33, to be funded by the Solid Waste Division's Vehicle and Equipment Maintenance line item (540-3200-52-2360). Public Works recommended approval of this repair to restore the truck to operational condition.

Council Member Hodge made a motion to approve the Automated Side Loader Repair. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

19. Sign Shop Equipment Purchase

Mr. Wilson stated City staff have expressed a strong interest in enhancing the production capabilities of the Public Works Sign Shop. To meet this need, an equipment upgrade is necessary to improve efficiency and align operations with modern sign shop standards. Currently, the shop utilizes a vinyl cutter, which is significantly slower and less efficient than today's advanced sign printing technology.

To address this, quotes were solicited from three specialized sign vendors for a package that includes a modern sign printer, accompanying software, a laminator, and a layout table. The quotes received ranged from \$46,187.21 to \$79,580.00.

Public Works recommended moving forward with the purchase of this equipment from Grimco, which provided the lowest quote of \$46,187.21. In addition to offering the most competitive price, Grimco is also the closest vendor geographically, which is expected to result in more responsive service and support.

While the original budget for this fiscal year included funds for replacing a smaller printer, the proposed equipment package exceeds that allocation due to the expanded scope of the upgrade. However, the investment is necessary to meet the growing operational demands.

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

20. Storm Pipe Repair

Mr. Wilson stated in December 2024, the Stormwater Division of the Public Works Department entered into a contract with Inliner Solutions of Stone Mountain, Georgia, to perform storm pipe repairs using spray casting and cured-in-place pipe (CIPP) methods.

Since then, we have identified a failed section of 48-inch diameter stormwater pipe running north to south beneath Felton Road. Inliner Solutions has submitted a change order proposal to repair this 360-foot section using spray casting at a cost of \$107,640.00. Approval was sought to proceed with this change order.

Public Works intends to utilize funds from the American Rescue Plan Act (ARPA) to cover the cost of this project. We believe the repair qualifies for ARPA funding under the category of improving stormwater infrastructure, specifically by helping the division "manage, reduce, and recapture stormwater" in this area. As this work constitutes a change order to an existing contract, it falls within the scope of eligible expenditures under ARPA.

Although this specific repair was not individually budgeted, it remains within the overall allocation of our ARPA funding plan.

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

21. Skid Steer Loader Purchase

Sidney Forsyth, Water Department Director, stated the current skid steer loader at the Water Pollution Control Plant (WPCP) is a 2003 Case 85XT. It is primarily used for field and road maintenance at the city's biosolids farm, as well as for regular cleanup at the treatment plant. While the unit has been well maintained, critical components—including the wiring, control valves, and hydraulic cylinders—now require complete replacement or rebuilding. The estimated cost of repairs is approximately \$12,000.00, which exceeds the current value of the equipment.

Bids for a replacement unit were solicited and opened, with Haney Farm & Ranch Supply submitting the lowest responsive bid. All bid units were inspected and tested by plant personnel and were found to meet operational requirements.

It was recommended to purchase the Case TR340B compact track loader from the lowest bidder, Haney Farm & Ranch Supply, in the amount of \$74,500.00. This is a budgeted item and is currently in stock.

Council Member Hodge made a motion to approve the Skid Steer Loader Purchase. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

22. WPCP Construction GMP #1

Mr. Forsyth stated the Guaranteed Maximum Price (GMP) for Work Package Zero of the Water Pollution Control Plant (WPCP) expansion project has been successfully negotiated with the Construction Manager at Risk (CMAR), Archer Western Construction. This initial GMP covers early procurement of long lead-time equipment, selected civil site work, and demolition, with a total amount of \$22,640,234.00.

Approval was recommended of this GMP, along with a 5% owner contingency, bringing the total authorization to \$23,772,245.00.

Additional GMPs will be presented as the plant design progresses. This initial package is consistent with the projected overall project cost and has been budgeted accordingly.

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

CONTRACTS/AGREEMENTS

23. Cartersville Water Master Service Agreement

Mr. Forsyth stated the Water Department solicited Croy Engineering to enter into a Master Services Agreement for the provision of professional engineering services. These services include design, surveying, permitting, and construction management for various water and sewer replacement projects.

The specific scope of services associated fees and schedules will be detailed in individual task orders submitted under this agreement.

Approval was recommended of the Master Services Agreement between Croy Engineering and the City of Cartersville.

Council Member Roth made a motion to approve the Cartersville Water Master Service Agreement. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 5-0

ENGINEERING SERVICES

24. Granger Drive Sewer Replacement Engineering

Mr. Forsyth stated that a downstream segment of the sanitary sewer system along Granger Drive is shallow and in poor condition due to multiple damaged sections of clay pipe.

Croy Engineering has submitted Task Order #2 under the existing Master Services Agreement to provide design, surveying, and construction management services for the replacement of approximately 425 feet of 8-inch clay sewer pipe along Granger Drive, as well as an additional 1,000 feet of 8-inch clay pipe downstream.

The proposed cost for these services is \$69,670.00. This project is included in the budgeted capital expenses.

Council Member Roth made a motion to approve the Granger Drive Sewer Replacement Engineering. Council Member Cordell seconded the motion. Motion carried unanimously. Vote: 5-0

25. Main Street Sewer Replacement Engineering

Mr. Forsyth stated a section of the sanitary sewer along West Main Street from the corner of Erwin Street to a manhole near Friendship Plaza is in poor condition and includes a damaged segment of clay pipe.

Croy Engineering has submitted Task Order #1 under the Master Services Agreement to provide design, surveying, and construction management services for the replacement of approximately 325 feet of 6-inch clay sewer pipe. The proposed cost for these services is \$51,845.00. This project is included in the budgeted capital expenses.

Council Member Roth made a motion to approve the Main Street Sewer Replacement Engineering. Council Member Cooley seconded the motion. Motion carried unanimously. Vote: 5-0

ADDED ITEMS

26. ROW Dedication for Water and Public Works – Jackson Farm Phase 2 Unit 2

Mr. Lovell stated this right of way dedication was for Public Works and Water for Jackson Farm Ph. 2, Unit 2. This is in the regular course of business, and it was requested to be approved.

Council Member Cooley made a motion to approve the ROW Dedication for Water and Public Works - Jackson Farm Phase 2 Unit 2. Council Member Cordell seconded the motion. Motion carried unanimously. Vote: 5-0

27. Travelers Fiduciary Insurance Policy Renewal

Mr. Porta stated the City has received an insurance renewal policy with Travelers Insurance Company for fiduciary insurance coverage for \$11,891.00. This is a budgeted request and recommended for approval.

Council Member Cordell made a motion to approve the Travelers Fiduciary Insurance Policy Renewal. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 5-0

MONTHLY FINANCIAL STATEMENT

28. February 2025 Financial Report

Tom Rhinehart, Finance Director, came forward to review the financial report from February 2025 and compared the numbers to February 2024.

TABLED

29. Z24-08 (REV.) Center Rd.

OTHER

Mayor Santini and Mr. Porta expressed their appreciation to Tom Rhinehart for his leadership over the last 16 years and wished him well in his retirement.

Bob Moore, 220 Parkview Dr., came forward to express his concern pertaining to the traffic and increase in accidents due to the overpopulation of the area.

Mike Taylor, City of Cartersville retiree, came forward to present a statement to Mayor and Council requesting a much-needed cost of living raise due to the extreme rise in the cost of living. Additionally, he requested, on behalf of the Cartersville retirees, that the insurance premiums for retirees be absorbed by the City of Cartersville.

ADJOURNMENT

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

Meeting Adjourned at 7:48 P.M.

/s/ _____
Matthew J. Santini
Mayor

ATTEST:

/s/ _____
Julia Drake
City Clerk