

**MINUTES OF THE
REGULAR COUNCIL MEETING
CITY OF AUSTELL
FEBRUARY 3, 2014**

Present: Mayor Joe Jerkins
Kirsten Anderson
Ollie Clemons
Randy Green
Virginia Reagan
Scott Thomas
Suzanne Thomason

The regular meeting of the Mayor and City Council was held on Monday, February 3, 2014 at 7:00 P.M. at City Hall.

Also present were: Scott Kimbrough, City Attorney; Carolyn Duncan, City Clerk; Sandra Farmer, Deputy City Clerk; General Administration; Denise Soesbee, Finance Director; Randy Bowens, Public Works Director; Jim Graham, Community Development Director; Tim Williams, Fire Chief and Bob Starrett, Police Chief.

1. CALL TO ORDER

Mayor Jerkins called the meeting to order, Pastor Ridgeway gave the Invocation and Mayor Jerkins led the Pledge of Allegiance.

Mayor Jerkins asked the Council Members if they had any items to add to the Agenda. Ms. Anderson stated she would like to add Items 11B. – Approval of Road Resurfacing and Sidewalk Projects and 11C. – iWorq Work Management Software. Mr. Kimbrough stated he had two items to add 14A. - Agreement Regarding Provision of Fire Protection Services between Douglas County and the City of Austell. 14B. - Agreement Regarding Provision of Animal Control Services between Douglas County and City of Austell.

Mr. Thomas moved to follow the recommendation to approve the Items added to the Agenda. Seconded by Ms. Reagan. Motion passed (6-0).

2. CONSENT AGENDA – INFORMATION AND UPDATE

(No Action Required by Council – See Specific Department Director before Meeting.)

3. CONSENT AGENDA

- A. Approve Bills
- B. Approve Legal Bills \$600.00
- C. Approve Minutes of Regular Council Meeting January 6, 2014

Mr. Thomas moved to follow the recommendation of Mayor Jerkins to approve the Consent Agenda. Seconded by Mr. Green. Motion passed (6-0).

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4. EXCEPTION TO CONSENT AGENDA

5. CITIZENS REPORT

Mayor Jerkins asked if anyone would like to speak to the Mayor and Council. Ms. Trudie Causey stated her name and stated she would like to get an update on the property on Sanders Drive. Mayor Jerkins stated to Ms. Causey she could find her information in the Code Enforcement Report and he submitted a report to Ms. Causey. Mayor Jerkins asked if she had any other questions. Ms. Causey stated, yes, the property on Pine Street. Mayor Jerkins stated you can find that in the Code Enforcement Report. Ms. Causey asked if the report had been updated since she had been on the Council. Mayor Jerkins stated if not it will be in next month's report. Ms. Causey stated she would like an update on that and also an update on all the taxes. Mayor Jerkins stated it will be in next month's report. Ms. Causey stated that's fine. Mayor Jerkins asked if anyone else would like to speak to the Mayor and Council. No one spoke.

**6. GAS SYSTEM REPRESENTATIVE
JOE JERKINS**

Mr. Scott Kimbrough stated he attended the meeting and adopted the rate schedule applicable for this billing period. Also looking forward to a good January. I received an e-mail from Rob Register stating the broke the monthly distribution record that was set back in January of 2010. The number of MMBTU's that was pushed through the system was one million one hundred forty-nine thousand and sixty-one. As of last Friday at 10:39 a.m. they were pushing one million three hundred and twenty-five thousand and five hundred and seventeen MMBTU's. This is obviously the measurement they use for gas. It was a very good month and hopefully we will have more cold weather.

7. FINANCE REPORT

**VIRGINIA REAGAN, CHAIRPERSON
DENISE SOESBEE, DIRECTOR**

A. Financial Report

B. Purchase of New City Hall Computer (Server)

Ms. Reagan stated the computer server located in City Hall is over eight years old and is in need of replacement.

Although, it currently serves mostly as storage, the Finance Department would like to be able to use this particular server to do more processing and run more applications that will serve the Water and Fleet Maintenance Departments. The proposed new server will cost \$3,640.00.

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Ms. Reagan moved to follow the recommendation of the Finance Committee to approve the purchase of a new server for \$3,640.00 to be coded to 505/4410 – 54.1200. Seconded by Mr. Thomas. Motion passed (6-0),

C. Purchase of Computer Equipment

Ms. Reagan stated all work orders generated by the Finance Department are currently done on paper and sit in the Finance Department until picked up by Water Department employees.

The Finance Department with the cooperation of the Public Works Department would like to send these work orders electronically to the Water Department employees through a tablet. Work orders would be “picked up” and completed electronically, which would eliminate employees traveling back and forth from City Hall.

Ms. Reagan moved to follow the recommendation of the Finance Committee to approve the purchase of a new tablet for \$1,731.99 to be coded to 505/4440 – 54.1200. Seconded by Mr. Thomas. Motion passed (6-0).

**8. GENERAL ADMINISTRATION
KIRSTEN ANDERSON, CHAIRPERSON
Carolyn Duncan, Director**

A. No Report

**9. POLICE DEPARTMENT
VIRGINIA REAGAN, CHAIRPERSON
Bob Starrett, Police Chief**

A. Police Report

B. Code Enforcement Report

**10. FIRE DEPARTMENT
RANDY GREEN, CHAIRPERSON
Tim Williams, Fire Chief**

A. Fire Report

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B. Unsafe Building Abatement Hearing / 6043 Love Street

Mr. Green stated he would like to turn this over to Chief Williams to discuss. Chief Williams stated everything has been taken care of. The property has been cleaned up and the home has been demolished and they have already planted grass. Everything looks good.

C. Wellness Program / New Gym Facility

Mr. Green stated our Wellness Program throughout our City is off to an outstanding start. The grant award of \$5,000.00 from the Georgia Municipal Association has served as a way to start our program in the right direction. The formation of the City Wellness Committee has begun to plan and start programs that are vital to the overall health and wellness of our employees. The committee feels strongly that health and wellness goals for employees and their families will be critical in maintaining an affordable health insurance plan in the future.

A key component to the Wellness Program is to provide a Gym facility for employees and their families to exercise. Mr. Graham has begun renovation of approximately 5000 square feet in the rear Threadmill Complex building that will be used for this purpose. Obviously, the cost of renovation and equipment will far exceed the dollars from the grant award. In speaking with Mayor Jerkins, Mr. Graham, and the Wellness Committee, estimated cost fall into the amount of \$40,000.00 plus the additional grant award dollars.

*Mr. Green moved to follow the recommendation of the Fire Committee to approve the \$40,000.00 from the City Contingency fund for the new Gym facility.
Seconded by Ms. Anderson. Motion passed (6-0).*

11. PUBLIC WORKS DEPARTMENT

KIRSTEN ANDERSON, CHAIRPERSON

Randy Bowens, Director

A. Vacant and Foreclosed Property Ordinance

Ms. Anderson stated the purpose is to adopt a new Vacant and Foreclosed Property Registry ordinance. Since the September 2009 flood, our Department, along with Code Enforcement, have been aggressively addressing vacant and/or foreclosed properties that are in disrepair. We believe that by adopting the attached ordinance it will further assist us in collecting information through the registry so those vacant and/or foreclosed property owners can be held accountable.

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On July 1, 2012, the State of Georgia legislature passed House Bill 110. This new law governs how cities and counties handle vacant and foreclosed properties.

The intent of the Vacant and Foreclosed Property Registry ordinance is to help with vacant, abandoned, and foreclosed homes. The registry would require property owners or lenders in the process of repossessing the collateral on a loan to register their contact information with the City. The contact information would be used for quicker, more direct communication between the City and the property owner or the mortgagee of the property. This relationship is vital as many of the vacant homes in foreclosure have been abandoned by the owner. Once direct communication has been established, through the Code Enforcement department, we expect to gain added compliance on certain property issues relating to overgrowth and securing. Although these issues could be resolved by City resources, they would be at the expense of the City. In addition, while the costs for resolving the violation(s) would be placed on the property as an assessment, they may not be immediately recovered. In order to implement and process the registry, a non-refundable fee of \$100.00 would be paid by the property owner or lender and the information would be required to be updated periodically.

Ms. Anderson moved to follow the recommendation of the Public Works Committee for City Council to adopt the attached Vacant and Foreclosure Property Registry Ordinance. The Ordinance has been reviewed by the City Attorney and is found to be acceptable. Seconded by Mr. Green. Motion passed (6-0).

B. Approval of Road Resurfacing and Sidewalk Projects

Ms. Anderson stated the Department staff has received quotes for the following road resurfacing and/or sidewalk projects. These projects will be funded with the One Percent Special Land Option Sales Tax (SPLOST) and/or the Georgia Department of Transportation's Local Maintenance Improvement Grant (LMIG) program. Costs are based off the lowest bid received.

<u>Project Name</u>	<u>Resurfacing</u>	<u>Sidewalk</u>	<u>Funding</u>	<u>Project Cost</u>
Austell-Powder Springs Road (from Cureton Woods Subdivision to Legion Park)	\$70,744.80	\$133,136.00	SPLOST	\$203,880.80

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Greystone Place and Greystone Court (from Sweetwater Valley Road to Dead End)	\$27,746.86	Not Applicable	SPLOST	\$27,746.86
Love Street (from Douglas County Line To Jefferson Street)	\$81,008.29	Not Applicable	SPLOST/LMIG	\$81,008.29
Peco Lane (from Humphries Hill Road To Dead End)	\$24,865.65	Not Applicable	LMG	\$24,865.65
	<u>\$204,365.00</u>	<u>\$133,136.00</u>		<u>\$337,501.60</u>

Ms. Anderson moved to follow the recommendation of the Public Works Committee to award the following projects as follows:

- *Resurfacing projects, to include Austell-Powder Springs Road, Greystone Place, Greystone Court, Love Street, and Peco Lane) to Cruse Paving, Inc. in an amount not to exceed \$204,365.60.*
- *Sidewalk Projects, to include Austell-Powder Springs Road to DAF Concrete, Inc. in an amount not to exceed \$133,136.00.*

Ms. Reagan stated she had a question. Joe Jerkins Blvd., from the railroad tracks to Humphries Hill when will that be paved? Mr. Bowens stated he had met with several contractors on that and I have a proposal on it. One of the things we are concerned with is the amount of the heavy trucks that go in and out of there. I am in the process of meeting with a company PRI that actually did a demo for the Gas System. There are several areas on Joe Jerkins Blvd., that require some sub-grading and repairs before resurfacing. I don't want to be too quick to resurface that with a half inch overlay because some of those areas will start deteriorating rather quickly. We will be looking at a different process on Joe Jerkins. Ms. Reagan thanked Mr. Bowens and stated Joe Jerkins Blvd., was in dire need of repair.

Funding will come from the fiscal year 2014 SPLOST and LMIG program in an amount not to exceed \$337,501.60. Seconded by Mr. Thomas. Motion passed (6-0).

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C. iWorq Work Management Software

Ms. Anderson stated the purpose is to approve the purchase of an additional software application for project tracking, work order and service request management, road sign inventory, pavement inventory, and fleet maintenance management.

The City of Austell Community Development and Public Works departments currently use a permit management application through iWorqs. Public Works staff have viewed additional applications that would be an asset to the department as well as others within the City. The applications we would like to add include the following:

- **Work Management:** Used to track citizen complaints and work requests. All work requests created from the applications listed below are maintained within the master work management application. In addition, citizens can place a request through the City's website. Once the request has been submitted, they will receive an e-mail confirmation and work order number. They will have the ability to track the status of their request at any time.
- **Project Tracking:** Used for tracking all SPLOST and other projects along with personnel, equipment, and work order scheduling and maintain an up-to-date cost accounting.
- **Road Sign Inventory:** We are faced with new sign restorelectivity requirements from the Federal Highway Administration. This application will allow us to capture all the required information along with inspection and replacement dates.
- **Pavement Inventory:** This application will allow us to assess road conditions, asset valuation, repairs completed to any portion of the road, and analysis of maintenance strategies, multi-year budgeting, and reporting.
- **Fleet Management:** This application will work hand-in-hand with the tablets that will be deployed within the next few months. This program will allow detailed tracking of each city-owned vehicle and equipment, along with work order creation and management.

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Public Works staff has talked in depth with eleven other City and County agencies in Georgia that are currently using this and are completely satisfied. These include the cities of Griffin, Avondale Estates, and Lyons as well as Lamar, Whitfield, and Rockdale counties. Ms. Anderson asked Mr. Bowens to speak on this topic.

Mr. Bowens stated iWorq software was something we were approached with to help us with our needs here at the City of Austell. This program will work in conjunction with the new servers that Ms. Soesbee is purchasing for Finance Department. It will allow us to do all of our Fleet Maintenance and document this into a central database. Obviously, we will use the paper as a backup. If we would like to get the cost of one particular vehicle or equipment we would not have to sift through all those papers to find it. It would be stored on a central database. We could actually click a button and receive all the information on maintenance and what has been done to it the entire time it has belonged to the City of Austell. It will give a more accurate detail of all the equipment we have in the City. Also, this program will allow us to change all of our traffic control signs throughout the City like everyone else to the retro reflective signs. We are required to do this by the Federal Highway Administration. This includes the speed limit signs, stop signs, directional arrows and all those. We have until 2015 in order to do this. We are already in the process of changing out some of those signs in the central business district where the high traffic concerns are. Then we will move on to the subdivision signs. We will have to go all the way down to the street signs and we are in the process of doing that. This software will allow us to track that and we will be required to track it and monitor it and know when those signs will be changed out and the life expectancy of those signs and be able to document the information and present it on demand. On the other hand this program will actually do work orders through the City it will allow us the capability to actually put this on our website where if the citizens wish to report a repair or something that needs attention they can do this by going to our website and filling out a work order and they can track that work to see if the work has been completed or scheduled to be completed. I think the software package is good and a lot of the cities throughout are using this software. They are very pleased with it and it has so many capabilities we can utilize once we get the server in place and install into our system.

Ms. Anderson stated because these applications are transportation related, funding will come from the fiscal year 2014 SPLOST budget in an amount not to exceed \$3,995.00.

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Ms. Anderson moved to follow the recommendation to approve and authorize the addition of the application outlined herein. Motion made to approve the purchase of the additional software application for Work Management, Project Tracking, Road Sign Inventory, Pavement Inventory, and Fleet Management. Seconded by Mr. Green. Motion passed (6-0).

**12. PARKS DEPARTMENT
SCOTT THOMAS, CHAIRPERSON
Jim Graham, Director**

A. Christmas Tree Repairs

Mr. Thomas moved to follow the recommendation of the Parks Committee to approve the estimate from December Lights to repair the 34' Christmas Tree. Half of the cost for the repairs will be paid for using SPLOST funds. The remainder will be budgeted for next year to be paid out of special events. Seconded by Ms.Reagan. Motion passed (6-0).

B. Frog Rock Disc Golf Course Phase II

Mr. Thomas moved to follow the recommendation of the Parks Department to approve the Frog Rock Disc Golf Course Phase II project. Phase II will finish up the course by adding an additional nine holes. The project will be funded using money budgeted for in parks site improvements. The estimated cost of the project is \$12,000. Seconded by Mr. Green. Motion passed (6-0).

**13. COMMUNITY DEVELOPMENT DEPARTMENT
OLLIE CLEMONS, CHAIRPERSON
Jim Graham, Director**

A. No Report

14. ATTORNEY, DUPREE, & KIMBROUGH

A. Agreement Regarding Provision of Fire Protection Services

Mr. Kimbrough stated this is an agreement with Douglas County to extend the agreement that is already in place for the Provision of Fire Protection Services. Mr. Kimbrough stated to Chief Williams if we need Douglas County's assistance they will be there for us. Of course, this deals with just the city limits of Austell that are within Douglas County.

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There is an Intergovernmental Agreement in place this agreement is just extending it to the end of this year. The agreement we have now expires the end of this month or I should say March 1, 2014. We need a motion to approve this agreement for the Fire Protection Services.

Mr. Clemons moved to follow the recommendation of Mr. Kimbrough to approve the Agreement Regarding Provision of Fire Protection Services. Seconded Ms. Reagan. Motion passed (6-0).

B. Agreement Regarding Provision of Animal Control Services

Mr. Kimbrough stated this is the same concept with the animal control. If you recall several years ago City of Austell stopped handling the animal control services within the city and we contracted that out by an Intergovernmental Agreement with Cobb County as well as with Douglas County. The agreement with Douglas County expires March 1, 2014. What you have in front of you is an agreement with Douglas County to continue that service for the City of Austell and the portions which are in Douglas County through December 31, 2014. We need a motion to approve this agreement.

Mr. Thomas moved to follow the recommendation of Mr. Kimbrough to approve the Agreement Regarding Provision of Animal Control Services. Seconded by Ms. Reagan. Motion passed (6-0).

15. MAYOR'S REPORT

A. CMA MEETING

TIME:

LOCATION:

MARCH 11, 2014

6:30 P.M.

Powder Springs

Patricia C. Vaughn Arts Center

4181 Atlanta Street

Powder Springs, GA 30127

B. Proclamation – Kiwanis Club

Mr. Thomas moved to follow the recommendation of Mayor Jerkins to approve the Proclamation for the Kiwanis Club. Seconded by Ms. Reagan. Motion passed (6-0).

16. ADJOURN

Mr. Green moved to follow the recommendation to adjourn the meeting. Seconded by Mr. Thomas. Motion passed (6-0).