

**MINUTES OF THE
REGULAR COUNCIL MEETING
CITY OF AUSTELL
MONDAY, MARCH 4, 2013**

Present: Mayor Joe Jerkins
Kirsten Anderson
Trudie Causey
Virginia Reagan
Martin Standard
Scott Thomas
Suzanne Thomason

The regular meeting of the Mayor and the City Council was held on Monday, March 4, 2013 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 Tim Ridgeway of Austell First Baptist Church gave the Invocation and Mayor Jerkins led the Pledge of Allegiance.

Mayor Jerkins asked the Council if they had any items to add to the Agenda. Ms. Anderson stated she would like to add 11B. - Purchase of Mini Excavator, 11C.- Purchase of Dump Truck, 11D. – Purchase of Air Compressor, 11E. – Purchase of Tablets. Ms. Reagan stated she would like to add 9C. – Alcohol Servers Permit.

Mr. Thomas moved to follow the recommendation of Mayor Jerkins to approve the items added to the Agenda. Seconded by Ms. Causey. 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 \$662.50
- C. Approve Minutes of Regular Council Meeting February 4, 2013

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

4. EXCEPTION TO CONSENT AGENDA

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Mayor Jerkins read the American Red Cross Proclamation and recommended a motion to approve the Proclamation.

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

The representative from the American Red Cross thanked Mayor Jerkins and the Council for the Proclamation and all their help in the Community of Austell. Mayor Jerkins thanked the representative for all the help they gave to the citizens during the flood in 2009.

5. CITIZENS REPORT

Mayor Jerkins asked if anyone would like to speak to the Mayor and Council. Mr. Carlos Bickers stated his name and stated he would like to speak. Mr. Bickers stated he was the new owner of the old Fat Cats and I know we have created a buzz parking our bus out front. I have been in touch with Mr. Graham's office and I am going to file a Special Land Use Permit for zoning next month because I was going to lease part of my space to possibly a tattoo shop. I know in the past the City of Austell has had trouble with the tattoo parlors and I just wanted to address this for a moment. Just a couple of things we will make sure no one is drinking before they go in to the tattoo parlor. We will have a test kit of some sort to do this and make sure no one is drinking and certain hours of the day like daylight hours that no one will be drinking. I have separated the building with two separate addresses and two separate entrances. Mr. Smith who is the one who is wanting to rent this space and he has been in this business thirty-seven years and has all this experience. We can address any health issues and also we are concerned about the City Council and how they view it. Mayor Jerkins stated this would have to come before the Mayor and Council next month. Mr. Bickers stated he just wanted to explain about the bus parked out in front of the building and seeing the tattoo advertisement. I know there are a lot of people that knows we will buy off of that permit and I just wanted to let the City Council know before the voting takes place next month. The questions that may come up I just wanted to go ahead and address some of those issues and put my input in. We don't want you to think we are trying to put a tattoo parlor in a bar. Mayor Jerkins stated after we get the paper work some of them will be here and can ask questions next month at the meeting. Mayor Jerkins asked if anyone else would like to speak to the Council. No one did.

**6. GAS SYSTEM REPRESENTATIVE
JOE JERKINS**

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Mayor Jerkins stated he attended the meeting and stated the Gas System's retirement has changed its policy to sixty-five years old to retire and also changed to fifty-five with so many years of service. Mayor Jerkins stated a little more gas was sold in the month of February than when they sold in February of last year and the prices are up a little bit.

**7. FINANCE DEPARTMENT
VIRGINIA REAGAN, CHAIRPERSON
Denise Soesbee, Director**

- A. Financial Report

**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
C. Alcohol Server Permit

Ms. Reagan stated she would like to turn this over to our City Attorney, Mr. Kimbrough. Mr. Kimbrough stated we have a lady who has applied for an alcohol server permit, Ms. Brittany Leigh Warthen and the reason we have to talk about this is because of your criminal history but I need your permission and consent to discuss in front of the Council and to inform them of your criminal history so they can make a decision about your application. Mr. Kimbrough asked Ms. Warthen if this was o.k. with her. She stated, yes, it was o.k. Mr. Kimbrough stated Ms. Warthen has one arrest back in 2007 and please correct me if I am wrong or you don't recall. In 2007 the arrest was for purchasing and furnishing alcohol to a minor there was no conviction it was handled under conditional discharge and she does not have any type of conviction on her record but there is that arrest. The arrest date was July 27, 2007 is that correct Ms. Warthen. Ms. Warthen stated, yes, that's correct. She obviously has applied to be a server and serve alcohol.

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Mayor Jerkins asked is it a work permit to serve alcohol. Mr. Kimbrough stated, yes, it is. Mr. Kimbrough asked, what is the name of the establishment she is applying for and serving in? Mr. Bickers stated the name is Austell Saloon and Grill and Gameroom and doing business as: B3 Bar and Grill. Ms. Warthen stated that was a long time and I was eighteen at the time and now I am twenty-five married with three children and a lot has changed since then and I am different now and I have never been arrested since then. Mr. Kimbrough stated you were arrested then and you haven't been arrested since then. Ms. Warthen stated, yes, that's correct and I don't plan on being arrested again.

Ms. Reagan moved to follow the recommendation to approve the server's permit for Brittany Leigh Warthen. Seconded by Mr. Thomas. Motion passed (6-0).

**10. FIRE DEPARTMENT
SCOTT THOMAS, CHAIRPERSON
Tim Williams, Fire Chief**

A. Fire Report

B. Austell Threadmill Complex Dry Standpipe Fire Suppression System

Mr. Thomas stated we have the following proposals for a Dry Standpipe Fire Suppression System at the Austell Threadmill Complex. The system installation will greatly enhance fire protection at our Threadmill Complex. Interior Fire Hose connections will be installed on each floor allowing Fire Department personnel quicker access points with shorter hose layouts. Exterior Fire Hose connections for Fire Pumpers will be installed allowing water to be easily pumped to the interior hose connections. Previously, our insurance provider in association with Local Government Risk Management Services (LGRMS) has recommended Fire Suppression improvements at the Threadmill Complex. The proposals are as follows:

- Dickinson Plumbing Co., Inc.....\$14,575.00
- Lewis Fire Protection, Inc.....\$25,270.00
- Fire Systems, Inc.....\$26,196.52

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Mr. Thomas moved to follow the recommendation for the lower proposal from Dickinson Plumbing, Inc. in the amount of \$14,575.00. With your approval, this purchase would come from the current Special Local Option Sales Tax (SPLOST) budget 325/4210 line item 54.1400. Seconded by Ms. Reagan. Motion passed (6-0).

11. PUBLIC WORKS DEPARTMENT

KIRSTEN ANDERSON, CHAIRPERSON

Randy Bowens, Director

1. Recommendation and Approval:

A. Proposal and Agreement for Cemetery Street Sidewalk Improvements

Ms. Anderson stated the Public Works Committee requests to utilize the services of Croy Engineering, LLC for the right-of-way acquisition and inspection and contract administration of the Cemetery Street Sidewalk Improvements project. Funding will come from the Special Purpose Local Option Tax in an amount not to exceed \$15,000.00.

Ms. Anderson moved to follow the recommendation of the Public Works Committee to approve the proposal and Agreement for Cemetery Street Sidewalk Improvements. Seconded by Mr. Thomas. Motion passed (6-0).

B. Purchase of Mini Excavator

Ms. Anderson stated the Public Works Committee requests the approval to purchase one new Caterpillar 303.5E Excavator in the amount of \$37,521.00. We obtained two quotes and feel the one we are requesting to purchase will meet our needs for the next several years. Because Austell Gas System purchases their equipment through Yancey, we were given a discount. Funding will come from the Special Purpose Local Option Sales Tax in an amount not to exceed \$37,521.00.

Ms. Anderson moved to follow the recommendation of the Public Works Committee to approve the purchase of the Mini Excavator. Seconded by Ms. Reagan. Motion passed (6-0).

C. Purchase of Dump Truck

Ms. Anderson stated the Public Works Department has been looking to purchase a used dump truck. The dump trucks were either out of state or already under contract by the time the staff is able to look at one in close proximity.

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The Public Works Committee would like to ask for approval to allow the Public Works Department to allot a maximum amount of \$80,000.00 for the purchase of a used dump truck. Funding will come from the Special Purpose Local Option Sales Tax.

Ms. Anderson moved to follow the recommendation of the Public Works Committee to approve the purchase of a dump truck. Seconded by Ms. Reagan. Motion passed (6-0).

D. Purchase of Air Compressor

Ms. Anderson stated the Public Works Department has received three quotes on used air compressors. The Public Works Committee recommends the purchase from Hertz Equipment Rental in the amount of \$10,000.00. Funding will come from the Special Purpose Local Option Sales Tax.

Ms. Anderson moved to follow the recommendation of the Public Works Committee to approve the purchase of an Air Compressor. Seconded by Ms. Reagan. Motion passed (6-0).

E. Purchase of Tablets

Ms. Anderson stated in an effort to save money, the Finance Department and Public Works Department are transitioning to a paperless system where feasible. As part of this effort, the Public Works Committee would like to recommend the approval of tablets that will be used within the Water Department and Fleet Maintenance. These tablets are designed to be used in the field because of their rugged durability.

Currently, when a customer contacts the City to request a work order to be placed, the call taker must enter the information into the computer system and print out the work order. The work order is then placed in a bin to be picked up by the Water Department. The use of the new tablets will eliminate transportation time to and from City Hall, it will allow the work order to be sent directly to the tablet. The employee handling the work order will be able to complete it in the field and automatically send it back to City Hall. Once received, the customer's account will be updated and the work order will be complete. This will also allow increased employee productivity while providing a much faster service to our customers.

A separate system for Fleet Maintenance and tracking of all vehicle repairs, costs, etc, is also being implemented.

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Staff from the Finance Department and Public Works met several times with representatives with InfoStream and we believe the product they have recommended will meet our needs.

The first phase would be to purchase two tablets (one for the Water Department and one for Fleet Maintenance) and the professional services required to get the technology implemented. It is estimated that the first phase will cost \$8,973.99. Once phase one has been implemented, additional tablets would be purchased for the Water Department. Funding will come from the following:

Water Fund: \$1,706.99

Special Purpose Local Option Sales Tax: \$7,267.00

Mr. Standard asked Professional Services at four and a half what. Ms. Soesbee, Finance Director stated four and a half hours to get the software in place. We have two systems to be uploaded. It will be the Maintenance System as well as the Water System. Mr. Bowens stated they basically have to build a program to fit our needs and that is part of the professional services they are charging. It will be a customized program to fit our needs. Mr. Standard stated so there will be a lot of work done beforehand. Ms. Soesbee stated it is not just one form that we are pushing back and forth it will be the design implementation of purchase orders, requisition requests, work order forms, etc. Each one of these forms have to be designed and a lot of is designing and customizing everything. Once the items are in place it will allow us to expand it like if we wanted to add Police Department it would eliminate handwriting some of their forms because the setup is already there. This is a onetime standard set of forms and then we can build on that. Mr. Standard stated this will also cut down on filing all the paperwork. Ms. Soesbee stated yes, it will, and it cuts down on back and forth from City Hall to Fleet Maintenance.

Ms. Anderson moved to follow the recommendation of the Public Works Committee to approve the purchase of two tablets. Seconded by Ms. Reagan. Motion passed (6-0).

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

A. Parks Equipment Purchase

Mr. Thomas stated the Parks Committee recommends approval to purchase a Lazer S 60 inch cut mower and a 6 horsepower vacuum with a hose kit at this time in the amount of \$10,703.42 to be paid for using SPLOST funds.

The Parks Department received multiple estimates attached for your review. After comparing the cost estimates and visiting the service department and parts department of all the companies, the Parks Committee recommends approval of purchasing the equipment from Douglasville Ace Hardware.

Mr. Thomas moved to follow the recommendation of the Parks Committee to approve the Parks Equipment Purchase. Seconded by Ms. Reagan. Motion approved (6-0).

B. Approval of GSA Lease of Legion Field

Mr. Thomas moved to follow the recommendation of the Parks Committee to table this item until next month so the necessary changes can be made to the lease agreement. Seconded by Mr. Standard. Motion tabled (6-0).

**13. COMMUNITY DEVELOPMENT DEPARTMENT
SUZANNE THOMASON, CHAIRPERSON
Jim Graham, Director**

A. CDBG 2013 Subrecipient Agreement

Ms. Thomason stated the Community Affairs Department recommends approval by Mayor Jerkins and Council of the 2013 CDBG Agreement.

The total amount of this year's funds has been amended and will now be \$17,601.00 and go toward constructing a recreation area behind the pavilion at Legion Park that will include a horseshoe pit, volley ball and swings.

Ms. Thomason moved to follow the recommendation of the Community Affairs Committee to approve the CDBG 2013 Subrecipient Agreement. Seconded by Mr. Thomas. Motion passed (6-0).

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ATTORNEY, DUPREE & KIMBROUGH

A. No Report

14. MAYOR'S REPORT

A. CMA MEETING	MARCH 12, 2013
TIME:	6:30 P.M.
LOCATION:	Hosted by Powder Springs at Cobb Chamber

B. Proclamation – American Red Cross

15.ADJOURN

Mr. Thomas moved to follow the recommendation of Mayor Jerkins to adjourn the meeting. Seconded by Ms. Causey. Motion passed (6-0).