

SUMMARY

City of Carrollton Mayor and Council Meeting

November 7, 2016

6:00 p.m.

Public Safety Complex, Court/Council Chambers, 115 West Center Street, Carrollton, Georgia

I. CALL TO ORDER

The Mayor and Council met in a regular session on Monday, November 7, 2016, in the Public Safety Complex, Court/Council Chambers, 115 West Center Street, Carrollton, Georgia. Mayor Hollingsworth called the meeting to order at 6:00 p.m. Members present: Mayor Walt Hollingsworth, Mayor Pro-Tem Gerald Byrd, Councilmember Met Lane, Councilmember Jim Watters, and Councilmember Rory Wojcik. Members absent: None.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Hollingsworth.

III. INVOCATION

The invocation was offered by Police Chaplain Doug Hardy.

IV. CITIZEN COMMENTS

Ms. Paula Waters, President of the West Metro Board of Realtors (WMBR) expressed appreciation to the Mayor and Council for their assistance in focusing on the issues and requested any consideration for amendments to the UDO regarding density be postponed.

Ms. Annie Boykin, resident of 139 Carter Street, expressed appreciation for the installation of sidewalk on Carter Street.

V. MINUTES (September 12, 2016 and September 21, 2016)

Motion by Councilmember Wojcik, seconded by Councilmember Lane to approve the minutes of the September 12, 2016 and September 21, 2016 meetings. (Motion passed 5-0).

VI. APPROVAL OF AGENDA ITEMS FOR CONSIDERATION

Motion by Mayor Pro-Tem Byrd, seconded by Councilmember Watters to adopt the Agenda as presented. (Motion passed 5-0).

1. Recognition: West Georgia Warriors

Mayor Pro-Tem Byrd read a Certificate of Recognition honoring the members of the West Georgia Warriors 13 and Under Baseball Team for winning back to back tournaments in the 2016 USSA Global Major World Series 13 and Under Major Championship Division.

2. Recognition: Water Filter Plant Superintendent Connie Nelms

City Manager Tim Grizzard recognized Water Filter Plant Superintendent Connie Nelms. Superintendent Nelms was recently elected Chairperson of the Georgia Section of the American Water Works Association (GAWWA). As GAWWA Chairperson, Superintendent Nelms will have general supervision over the affairs of the Georgia Section of GAWWA.

3. Resolution: 21-2016 - Unified Development Ordinance Amendment

Community Development Director Erica Studdard presented Resolution 21-2016 amending the Unified Development Ordinance to limit the density in multi-family developments to six (6) units per acre unless the petitioner obtains a special use permit. Director Studdard pointed out that this amendment was

initially proposed so that the Mayor and Council could look at each multi-family development on a case by case basis. Director Studdard reported that staff had added language to the Resolution directing that the City Manager place the density limit on the November 2017 Mayor and Council Meeting Agenda. Director Studdard noted at that point in time the Mayor and Council will review the density limits; and move forward by keeping it at six (6) units or if desired; the Mayor and Council may choose to change the density limits.

Motion by Councilmember Wojcik, seconded by Councilmember Watters to approve Resolution - 21-2016 amending the Unified Development Ordinance as presented (as follows):

...
2.01.02 Residential Zoning Districts

The following residential zoning districts are established:

- G. R-M, Residential Multifamily (Maximum 6 units per acre, unless a special use permit is obtained allowing a greater density). This district is intended to provide an area for moderate- and high-density residential development. The regulations for this district are designed to provide areas for apartment complexes and other high-density residential development.**

...
4.02.03 Design Standards for Multifamily Developments

- ...
E. Density. The density of any multifamily development shall not exceed six (6) units per acre, unless a special use permit pursuant to Section 2.04.24(B) is obtained from the Mayor and City Council allowing a greater density.
F. "Unit" defined. For purposes of multifamily development, each unit shall have a kitchen and no unit shall exceed four (4) bedrooms.

...
Additionally, the Mayor and City Council of Carrollton do hereby direct the City Manager to place the density limit on the agenda for the November, 2017 regular meeting of the Mayor and City Council for further review and discussion. (Motion passed 4-1 with Mayor Pro-Tem Byrd voting opposed).

4. Resolution: 25-2016 - Little Free Pantry Program

Director Studdard presented Resolution 25-2016 authorizing the creation of the Little Free Pantry Program. Director Studdard reported that Mayor Pro-Tem Byrd and Councilmember Wojcik requested staff to research and study the potential project. Director Studdard reported that the Little Free Pantry Program was similar in concept to the Little Free Library Program. Small boxes would be built and located throughout the City to house donated non-perishable items; including diapers and such to be available for those in need. Director Studdard stated that this is a program that is being implemented in other parts of the country. Director Studdard reported that with the help of City Attorney Chuck Conerly, Resolution 25-2016 was drafted outlining rules and procedures of the Little Free Pantry Program. City Attorney Conerly stated he had researched the program, and found state and federal laws that provide a degree of immunity when providing donated food, so from a liability standpoint the Little Free Pantry Program is of little concern. Director Studdard stated that the City may want to partner with other non-profit organizations in the City to help monitor and stock the pantries.

Motion by Mayor Pro-Tem Byrd, seconded by Councilmember Wojcik to approve Resolution 25-2016 establishing the "Little Free Pantry" program in Carrollton. (Motion passed 5-0).

5. Resolution: 26-2016 - Hotel/Motel Tax

Director Studdard presented Resolution 26-2016 increasing the hotel/motel tax in the City of Carrollton from five percent (5%) to eight percent (8%). Director Studdard reported that state law permits the City to levy an excise tax on the use of hotels and motels within the City with the general purpose of the tax received utilized to promote and attract conventions, tourism and economic development within the City. Carrollton is currently authorized to levy an excise tax at the rate of five percent (5%) of the amount paid for a guest room in a hotel or motel within the City, unless an exemption applies for extended stay. The revenues generated from the five percent (5%) tax are currently used to promote, attract, stimulate, and develop conventions, tourism and economic development within the City. Allocations are as follows:

- 2% = Carrollton Area Convention and Visitors Bureau (40%)
- 2% = City of Carrollton General Fund (40%)

1% = Chamber of Commerce (20%)

Director Studdard reported that state law provides that cities may charge a hotel/motel tax at a rate up to eight percent (8%); provided that the City adopts a Resolution specifying the tax rate, identifying the projects or tourism product development purposes to be funded by the tax, and specifying the allocation of the proceeds. Director Studdard stated that should the Mayor and Council approve Resolution 26-2016, the proposed increase to the hotel/motel tax must then be approved through the enactment of a local Act by the Georgia General Assembly.

Director Studdard pointed out that staff believes increasing the hotel/motel tax would be a great revenue source to fund renovations to the Carrollton Cultural Arts Center, fund a spur from the Carrollton Greenbelt to Adamson Square, corridor and gateway improvements, and signage and any/all other physical improvements associated with a community "branding" campaign. Director Studdard stated that the current funding allocations to the Carrollton Convention and Visitors Bureau and Chamber of Commerce are not affected by this change.

The proposed new allocation of the eight percent (8%) hotel/motel excise tax would be allocated as follows:

1. 3½% shall be allocated for the purpose of promoting tourism, conventions and trade shows within the City. (2% CACVB, 1% COC, ½% City of Carrollton)
2. 1½% shall be allocated towards tourism product development purposes, including renovations to the Carrollton Cultural Arts Center, a spur from the Carrollton Greenbelt to Adamson Square, corridor and gateway improvements, and signage and any/all other physical improvements associated with a community "branding" and any other permissible use under O.C.G.A. § 48-13-50.
3. 3% shall be allocated to the general fund of the City of Carrollton, Georgia.

Following a brief discussion, ***motion by Mayor Pro-Tem Byrd, seconded by Councilmember Lane to approve Resolution 26-2016 to increase the Hotel/Motel Tax charged within the City of Carrollton from five percent to eight percent and request that legislation be presented at the next session of the Georgia General Assembly. (Motion passed 5-0).***

6. Bid Award: Alabama Street Sidewalk Project

City Manager Grizzard presented the Engineering Department's received RFP's for the Alabama Street Sidewalk Project. The proposed sidewalk project will consist of approximately 9,000 square feet of concrete sidewalk along the south side of Alabama Street from the existing sidewalk at Dollar General just east of Brumbelow Road to Longbon Street.

The following bids were opened November 3, 2016:

JHC Corporation	\$380,075.00
Georgia-Alabama Woodlands, Inc	\$232,699.00
Lewallen Construction Co. Inc.	\$195,873.40

City Manager Grizzard reported that all contractors are reputable and qualified. City Manager Grizzard noted that the project was originally listed on the SPLOST Project List. However, the City intends to fund the project from the Sanitation Fund transfer designated for Street Paving & Improvements. City Manager recommended that the Mayor and Council award the Alabama Street Sidewalk Project to Lewallen Construction, Inc. in the amount of \$195,873.40.

Motion by Mayor Pro-Tem Byrd, seconded by Councilmember Wojcik to award the Alabama Street Sidewalk Project to Lewallen Construction Company for \$195,873.40. (Motion passed 5-0).

7. Bid Award: Almon Road Culvert Improvements Project

City Manager Grizzard presented the Engineering Department's received RFP's for the Almon Road Culvert Improvements Project. City Manager Grizzard reported that the culvert on Almon Road, near

Lake Carroll Boulevard was damaged during the December 2015 flood event. Temporary repairs were made to reopen the roadway for traffic.

The following bids were opened October 13, 2016:

Site Engineering	\$746,730.00
Baldwin Paving	\$493,863.42
Georgia Bridge & Concrete, LLC	\$486,209.00
Southeastern Site Development	\$420,398.62
Carl Owen Construction	\$278,932.00

City Manager Grizzard reported that all contractors are reputable and qualified. City Manager Grizzard recommended that the Mayor and Council award the Almon Road Culvert Improvements Project to the low bidder, Carl Owen Construction. City Manager Grizzard noted that the Federal Emergency Management Agency (FEMA), along with the Georgia Emergency Management Agency (GEMA), has provided grant funding to repair and improve the damage caused by the flood event. The FEMA/GEMA grant requires that the federal share of the cost be 75%, the state share at 10%, and the City share at 15%. The City portion of this contract is estimated to be \$41,839.80.

Motion by Councilmember Wojcik, seconded by Councilmember Watters to award the Almon Road Culvert Improvements Project to the low bidder, Carl Owens Construction for \$278,932.00. (Motion passed 5-0).

8. Bid Award: GreenBelt – Highway 27 Crossing at Kingsbridge Road Project

City Manager Grizzard presented the Engineering Department's received RFP's for the GreenBelt – Highway 27 Crossing at Kingsbridge Road Project.

The following bids were opened October 13, 2016:

Lewallen Construction Co. Inc.	\$152,469.00
JCH Corporation	\$252,300.00

City Manager Grizzard reported that all contractors are reputable and qualified. City Manager Grizzard stated that the project is partially funded by the Georgia DOT (Off System Safety LMIG). City Manager Grizzard recommended that the Mayor and Council award the GreenBelt-Hwy 27 Crossing at Kingsbridge Road Project to the low bidder, Lewallen Construction Company.

Motion by Councilmember Watters, seconded by Councilmember Wojcik to award the GreenBelt – Highway 27 Crossing at Kingsbridge Road Project to the low bidder, Lewallen Construction Company for \$152,469.00. (Motion passed 5-0.)

9. Carrollton Housing Authority – West Carrollton / CHIP Grant Update

Carrollton Housing Authority Executive Director Charles Griffin gave an informative update on the Community Home Investment Program (CHIP) grant with a focus on housing in need of repairs in the West Carrollton area. Director Griffin reported that the Housing Authority received \$300,000 in funding from the CHIP grant and Georgia Department of Community Affairs, which will go toward home repairs and restorations.

Director Griffin reported that phone lines opened for program participants, with approximately 50 calls received. Director Griffin stated that site visits had been performed at some of the homes to determine the exact repairs needed, including reroofing, updating the electrical wiring and/or making improvements as for handicapped accessibility. The selected homes are those which qualified for renovations and the property owner qualified as low income under the terms of the CHIP grant

Director Griffin noted that there was a slight delay from Georgia's State Historic Preservation Office which reviews improvements on buildings built prior to the 1960s. Director Griffin stated he was very familiar with the preservation program and understood they were looking at the historical characteristics of the exterior of the homes.

Director Griffin stated that plans were to commence the renovations at the start of the new year.

10. Railroad Agreement Update

City Manager Grizzard gave an update on the agreement with Norfolk Southern and shared photographs of the structural issues of the Croft Street wooden bridge. City Manager Grizzard reported delays in the repair of the bridge were because of issues with the potential railroad contractor wanting to be indemnified by the City. The contractor's price to repair the bridge was an estimated \$30,000. A recommendation was made to contact GRC Stonewater to perform the structural repairs on the Croft Street wooden bridge.

11. Sidewalk/Trail to County Complex Update

City Manager Grizzard reported that he had requested Community Development Director Studdard to pull together the GreenBelt Team and look at including a GreenBelt spur or connector to the County Complexes on Newnan Road. City Manager Grizzard noted that if the City proceeded with a trail to the County Complex, the City needed to make certain it would work. City Manager Grizzard pointed out that currently there are no funds available to create this sidewalk/trail, but the project could be included in a future SPLOST.

12. Main Street Board Election: Ballot Consideration for Approval

Motion by Mayor Pro-Tem Byrd, seconded by Councilmember Watters to approve the individuals (Scott Lingrell, Faith Mallory, Mark Sullivan, Kelly Meigs, Melanie Drew and Caroline Aycock) for the Main Street Board Ballot as presented. (Motion passed 5-0).

13. Appointment of Non-Profit Financial Assistance Committee

Motion by Councilmember Lane, seconded by Councilmember Watters to table the appointments to the Non-Profit Financial Assistance Committee until the December meeting of the Mayor and Council. (Motion passed 5-0).

14. Appointment: Corridor Development and Beautification Committee (1)

Councilmember Wojcik opened the nominations by nominating Christina Davis for the Corridor Development and Beautification Committee. **Motion by Councilmember Lane, seconded by Councilmember Watters to close the nominations. (Motion passed, 5-0).**

Motion by Councilmember Wojcik, seconded by Councilmember Watters to appoint Ms. Christina Davis to the Corridor Development and Beautification Committee. (Motion passed, 5-0).

15. Appointment: Carrollton Area Convention & Visitors Bureau (4)

Motion by Councilmember Lane, seconded by Councilmember Watters to reappoint Mike Hart and Chris Duffey to new terms on the Carrollton Area Convention and Visitors Bureau (terms expiring June 30, 2019) and appoint Shannon Munday (with term expiring June 30, 2018) to fill an unexpired term of Nicole Clark and appoint Daryl Johnson (with term expiring June 30, 2017) to fill an unexpired term of Trudy Crunkleton. (Motion passed, 5-0).

VII. MAYOR AND COUNCIL ANNOUNCEMENTS

Mayor Pro-Tem Byrd:

- Welcomed City staff member Libby Duke back to the Mayor and Council meeting.
- Commended the Carrollton City School Superintendent (Mark Albertus) on the beautiful new City school currently being constructed.
- Expressed appreciation to the Police and Fire Departments for their work and assistance in Target's Down Syndrome Walk, and the Drug Walk in West Carrollton.
- Commended Recreation Director Peter Maierhofer and his staff in the opening of Legends West Park and Parks Superintendent Kent Johnston for the beautiful landscape and hard work on the Butterfly Park in at Legends West Park.

- Expressed appreciation to the Fire Department for putting the fire out immediately at the East Carrollton Parks Department storage shed; noting that with the drought we are experiencing; the fire could have been much worse.
- Thanked the Fire Departments for coming out to Moore's Chapel and doing crafts in the streets with the kids. Standout firefighters at the event included: Captain Kinnard, Jason Westbrook and Chris Bradley.
- Commended Mayor Hollingsworth and Lori Blackmon for judging the Miss Sparkle Pageant with him last weekend. Applauded Police Chief Joel Richard's daughter, Miss Abby Richards on being crowned a queen at the pageant.
- Invited everyone to the Face to Face event to be held at the Catherine Hardy Lavender Recreation Center on Saturday, November 19, 2016 from 10:00 a.m. to 12:00 p.m., with lunch provided. Carroll County inmates will have conversations with youth and parents in the community and discuss what they have experienced in prison and what life is like in prison.
- Recognized Boy Scout Logan Moore in attendance at the meeting and requested Mayor Hollingsworth permit Boy Scout Moore to adjourn the meeting at the appropriate time.
- Wished everyone a very Happy Thanksgiving.

Councilmember Lane:

- Noted he would not be at the next Council meeting as he is taking his family to Orlando, Florida.
- Stated that he had received three constituent issues earlier in the day, of which he requested City Manager Grizzard handle and Mr. Grizzard had dealt with them all. Reported that all three constituents had reported back to him that the issues were resolved by City employees and they were all were pleased with the results. Expressed appreciation to City Manager Grizzard and the employees for their prompt response.
- Expressed appreciation to the Mayor and Council for being productive and pointed out that more than 90% of the votes in meeting had been unanimous.
- Reminded everyone of all the Mayor and Council accomplishments this year, including:
 - o Passed a Resolution to change the Mayor and Council Meeting time from 4:30 pm. to 6:00 p.m.
 - o Passed the Keeping Citizens Informed Resolution. Noted that he was looking forward to the annual newsletter which will be provided by the City Manager within the next few weeks.
 - o Passed the Town Hall Meetings Resolution, which Mayor Pro-Tem Byrd and Councilmember Wojcik have been successful with already this year.
 - o Passed the Facilities Fairness and Accessibility Resolution where the City now post the rental rates for City facilities in a conspicuous location on the City website.
 - o Passed the Customer Service Skills Resolution for all employees that interact with the public. City Manager Grizzard confirmed the training was completed for all employees in September 2016.
 - o Noted that the Mayor and Council had hosted several work sessions this year.
 - o Stated the Keeping Citizens Informed Resolution called for more advance notice of the Agenda. Noted he was grateful for having the Agenda and supporting documents published 5 business days in advance of meetings.
 - o Passed a Resolution requiring that the City financials, including the SPLOST financials be published on the City website.
 - o Passed a Resolution repealing the Elected Officials Retirement.
 - o Passed a Multifamily Housing Moratorium to allow the City time to gather information and act on the information to move towards creating balance of the City's housing.
- Expressed appreciation to the City Attorney and the Mayor and Councilmembers.
- Wished everyone a Happy Thanksgiving and Merry Christmas.

Councilmember Wojcik:

- Expressed appreciation to City Engineer Tommy Holland and Community Development Director Erica Studdard for working with him on re-stripping and signage on Stewart Street for bicycle friendly streets and facilities.
- Expressed appreciation to Parks Superintendent Kent Johnston and Supervisor Carrie Burnett for their work on a tree planting event at Safari Park.
- Thanked Police Chief Joel Richards for the phenomenal work he and his department do for our City.

- Stated that with the City having City Manager Grizzard and Water Filter Plant Superintendent Nelms, we don't concern ourselves with the drought conditions as much, as everyone else is experiencing. Noted that this was a true testament to what good employees the City has.
- Reported he was excited about the progress on the Library renovation, noting that an architect would be selected soon.
- Excited to see the "last leg" of the GreenBelt almost completed.

Councilmember Watters:

No comments.

Mayor Hollingsworth:

- Thanked the Public Safety Department's (first responders), as they have had a busy month.
- Expressed appreciation to Public Works Director Mike Green and his crews for keeping everything cleaned up, including the leaves/debris, sewers and storm sewers.
- Expressed appreciation to everyone, noting he is hearing great responses from the community.
- Thanked Gradick Communications for broadcasting the meetings on the web this year.

VIII. CITY MANAGER ANNOUNCEMENTS

City Manager Grizzard

- Reminded the Mayor and Council of Mayor's Day Conference to be held in January 2017. Libby Duke is the contact to arrange to participate in the conference.
- Noted that "Save the Dates" will be emailed to all City appointed board members for a Christmas Party to be held on December 17, 2016. Stated that the Christmas Party had been requested by several Councilmembers to allow everyone to meet one another.
- Staff is planning a budget work session for a Saturday and a Sunday in February, 2017 at a venue similar to the Lodge at Calloway, if not Calloway. Staff will poll the Mayor and Council within the month to select a good weekend for everyone.
- Reported the Police Department had seized a 2013 Ford F250 in a recent drug raid. The Police Department wants to keep the vehicle to use within the Department. State laws that governs drug vehicle seizures require the City pay for 10% of the book value and storage of the vehicle. The City has purchased the vehicle (F250) for \$7,071.88 out of the drug fund.

IX. ADJOURN

There being no additional business to address, Boy Scout Logan Moore adjourned the meeting by lowering the gavel at 7:45 p.m.

The Agenda for each Mayor and Council Meetings is available for review in the City Manager's Office, 315 Bradley Street, Carrollton, Georgia and the City's website, www.carrollton-ga.gov five (5) business days prior to a Mayor and Council Meeting. A summary of Agenda items acted upon is available within 48 hours of the meeting at the address and website listed above. Minutes to any previous meeting (once adopted) are available upon request at or the City's website, www.carrollton-ga.gov. The City complies with the Americans with Disabilities Act (ADA). If you will need special assistance at a meeting, the City will try to accommodate you in every reasonable manner. Please call (770) 830-2000 from 8:30 a.m. to 5:00 p.m. Monday through Friday at least 48 hours prior to the meeting.