

**CITY OF EUHARLEE
CITY COUNCIL WORK SESSION MINUTES
November 4, 2025 – 6:00 PM**

Mayor Craig Guyton called the meeting to order with the invocation, followed by the Pledge of Allegiance.

The following were present: Mayor Craig Guyton, Council Members Tim Abbott, Joe Turner, Greg Free, and Jayson Frederick, City Manager James Stephens, and Police Chief Jody Matthews.

UNFINISHED AND NEW BUSINESS

Request from Euharlee Baptist Church to Use Amphitheater - James Stephens

City Manager James Stephens presented the request from Euharlee Baptist Church to use the amphitheater for a concert following the Christmas parade on December 1st. The church plans to host a youth band performance and believes the timing after the parade would attract community attendance. Mr. Stephens noted that the city has not yet established rental fees for the amphitheater but recommended approval with the requirement that the church provide a certificate of insurance naming the city as insured with \$1 million coverage for the event.

Discussion included consideration of establishing nonprofit rental rates in the future. Council Member Jayson Frederick suggested the city should not charge churches given their relationship with the city. Council Member Tim Abbott agreed but emphasized the need for established standards to avoid inconsistent pricing of different organizations. Council Member Joe Turner stated the city should not charge the church due to the relationship the city has with the church. The council also discussed the entertainment district ordinance and whether alcohol restrictions would apply during the Christmas parade, with agreement that communication with the church about the entertainment district would be appropriate.

LWCF Master Contract and Resolution – James Stephens / Brielle Shinall

City Manager James Stephen deferred the discussion to Brielle Shinall, Grant Specialist, to present the information about the Land and Water Conservation Fund master services agreement. The agreement will help expedite the project and keep the city in compliance.

Ms. Shinall explained that Bartow County and the City of Euharlee published an architectural and engineering request for qualifications in February 2024, receiving 11 responses in March 2024. The contracts are valid through April of 2026. The agreement includes contingency clauses for architectural and engineering services that become effective when grant applications are funded. The City of Euharlee received notification in August 2025 of grant funding from the Georgia Department of Natural Resources through the Land and Water Conservation Fund to develop Osborne Park. After carefully reviewing the responses from the RFQ, the recommended firms for the on-demand master services agreement include CPL, Croy Engineering, LLC, CTI Engineering, Inc., Foresite Group, Goodwyn Mills & Cawood, LLC, LDDBlueLine, RINDT, Inc., Southeastern Engineering Inc., Southland Engineering, Inc., Stephenson Engineering, Inc., and TurnipSeed Engineers; to complete design associated with the development of Osborne Park, city leadership and the Land and Water Conservation Fund project team will request and evaluate project specific proposals from appropriate architectural and engineering firms. It is the responsibility of the architect or engineer to be aware of and familiar with local, state, and federal grant compliance requirements of such projects. This contract action will lead to the design of improvements to the Euharlee creek water trail in Osborne Park. The resolution and the associated contract are

recommended for approval. Council Member Tim Abbott asked for clarification about working with multiple firms, and Ms. Shinall explained that these were the qualified respondents to the RFQ and the city would select from this group for specific projects. The RFQ was through direct advertisement, online and publication in the local newspaper. Council Member Greg Free asked if Bartow County had a similar agreement. Ms. Shinall stated the county has an existing agreement and the city of Cartersville has had agreements.

Rental Agreements – James Stephens

City Manager James Stephens presented the venue rental summary and agreements for all city venues. The summary includes a 50% residential discount that was previously discussed. Key features of the agreement's include:

- Noise disclosure for venues near the outpost.
- Alcohol addendum requiring licensed bartender, off-duty officer, and \$1 million event insurance and a change to the deposit amount.
- Recognition that venues are within the entertainment district.

The discussion continued focused on rental durations and pricing:

- Council Member Jayson Frederick questioned whether the Osborne pavilion should be rented for full days at \$75 or broken into four-hour increments. Council agreed to change several venues from all-day to four-hour rentals at the same price. Council Member Tim Abbott suggested adding the Welcome Center as a rental venue. Discussion of half-day versus full day options for the various venues.

Public Comments

Ron Hartman, resident, asked about the 11 firms that responded to the engineering RFQ and whether previous firms that worked on Osborne Park had applied. Mr. Stephens explained that the RFQ document was advertised back in 2024. This agreement is in place at the county level and worded to allow municipalities within Bartow county to add on. The 11 that responded was back in 2024 to an advertisement the county put together.

Allison Heins, resident, supported the half-day rental option, particularly for historic sites like the mill ruins to ensure visitor access.

Additional discussion occurred about pavilion usage policies, the condition of the barbecue pit at the old pavilion, and safety concerns regarding grills and open flames in rental areas. The council also discussed practical matters such as signage for reserved pavilions and website calendar availability to prevent conflicts with walk-up users.

Executive Session

Council Member Jayson Frederick motioned to go into Executive Session for the purpose of Real Estate at 6:31 pm. Council Member Greg Free seconded the motion. Motion passed unanimously. The council returned from Executive Session at 6:59 pm with no votes or actions taken and no further votes or action that need to be discussed.

Adjournment

With no further discussion the meeting adjourned at 6:59 pm.

**CITY OF EUHARLEE
CITY COUNCIL MEETING MINUTES
NOVEMBER 4, 2025 – 7:00 PM**

Mayor Craig Guyton called the City Council Meeting to order at 7:00 pm.

UNFINISHED AND NEW BUSINESS

Public Comments

No public comments were made regarding agenda items.

Approval of Minutes

Council Member Greg Free motioned to approve the minutes of the Work Session and City Council Meeting from October 21, 2025. Council Member Joe Turner seconded the motion. The motion passed unanimously.

Amphitheater Use - Euharlee Baptist Church – James Stephens

City Manager James Stephens recommended approval of non-fee usage of the amphitheater on December 1st after the Christmas parade for Euharlee Baptist Church with the stipulation that they provide a certificate of insurance for \$1 million.

Council Member Joe Turner motioned to approve the use of the amphitheater. Council Member Greg Free seconded the motion. Motion passed unanimously.

LWCF Master Contract and Resolution – James Stephens

City Manager James Stephens recommended passing the resolution first, then approving the contract second for the LWCF engineering master contract.

Council Member Greg Free motioned to approve the resolution as written for the LWCF grant. Council Member Jayson Frederick seconded the motion. Motion passed unanimously.

Council Member Jayson Frederick motioned to approve the LWCF contract as written. Council Member Greg Free seconded the motion. Motion passed unanimously.

Rental Agreements – James Stephens

City Manager James Stephens presented the rental fee summary with recommended changes to edit the mill ruins, Covered Bridge pavilion, and Osborne pavilion from all-day rentals to four-hour rentals at \$75, maintaining the 50% residential discount.

Council Member Jayson Frederick motioned to approve the venue rentals with changes to the three specified city-owned properties going to four hours at the same rate as previously proposed for all day. Council Member Greg Free seconded the motion. Motion passed unanimously.

Adjournment

Council Member Jayson Frederick made a motion to adjourn the meeting at 7:07 pm.

Council Member Greg Free seconded the motion. The motion passed unanimously.

With no further discussion the meeting adjourned at 7:07pm.