

**CITY OF METTER
REGULAR MEETING
MONDAY, OCTOBER 14, 2019
5:30 P.M.**

A regular meeting was held at the Metter Police Department on Monday, October 14, 2019 at 5:30 p. m.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd
Councilwoman Chyrileen Kilcrease
Councilwoman Rashida Taylor
Councilman Brandon Sikes
Councilwoman Amy Harrelson
Councilman Paul MacGregor
Interim City Manager Carter Crawford
City Attorney Brent Carter
City Clerk Angie Conner
Finance Manager Cindy Collins
Public Works Director Cliff Hendrix
Chief of Police Robert Shore
Fire Chief Jason Douglas
HR/Purchasing Manager Missy Edenfield
Director of Tourism/Business Development Heidi Jeffers
Carvy Snell, Metter Advertiser

Attending the meeting were the following guests:

Cheryl Aasheim – Animal Services Committee
Wesley Walker – Georgia Association Chief of Police President
Billy Trapnell – former Mayor
Grant Anderson – Owner Better Fresh Farms
Kevin Wadley – Captain Metter Police Department
Tim Platt – Metter Police Department
Johnny Carter – Metter Police Department
McKinley Lewis – Metter Police Department
Ricky Lovett – Metter Police Department
Ray Smith – Metter Police Department
Chris Story – Metter Police Department
Brian Bahorich – Metter Police Department
Joshua Blake – Metter Police Department
Reggie Bruno – Metter Police Department
Robert English – Metter Police Department
Cherie Snyder – Metter Police Department

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CALL TO ORDER AND WELCOME

Mayor Boyd called the meeting to order and welcomed everyone.

PLEDGE OF ALLEGIANCE

Councilman MacGregor led the Pledge of Allegiance.

INVOCATION

Councilwoman Kilcrease gave the invocation.

APPROVAL OF AGENDA

Councilwoman Kilcrease made a motion to approve the agenda as presented. Councilman Sikes seconded the motion, and the vote was unanimous.

APPROVAL OF MINUTES

A motion was made by Councilwoman Kilcrease to approve the following minutes:

- a) Regular Meeting, Monday, September 09, 2019, 5:30 p.m.
- b) Called Meeting, Wednesday, September 11, 2019, 5:30 p.m.
- c) Public Hearing, Wednesday, September 11, 2019, 5:30 p.m.
- d) Called Meeting, Wednesday, October 09, 2019, 5:30 p.m.

Councilwoman Harrelson seconded the motion, and the vote was unanimous.

PUBLIC COMMENTS/PRESENTATIONS

Georgia Association of Chief of Police President Wesley Walker presented the Metter Police Department with the Georgia State Certification Award. He explained that this is a very prestigious award. It is an in-depth process which the department had to meet 129 standards. Mayor, Council, and citizens should be proud of the Metter Police Department for reaching this milestone.

OLD BUSINESS

There was no old business listed on the agenda.

NEW BUSINESS

Fire Inspection Fees

The City of Metter is enacting a fire prevention fee that will provide an equitable, stable, and fair source of revenue to help support fire-rescue services. The fee will be collected monthly from each commercial and industrial structure within the City of Metter. The fee is the most fair and equitable method of collection chosen that is based on the square footage of the commercial structures. A discount will be available for buildings with an active sprinkler system that are current with an annual NFPA inspection and compliance tag. The annual pre fire plan inspection will be conducted on each commercial and industrial structure. The fee will also encourage behaviors that reduce the fire risk, thus reducing the potential risk to life and property for the residents of Metter and the firefighters of the Metter Fire-Rescue Department.

Fire Prevention Fees

<u>Square Footage</u>	<u>Fee</u>
Up to 5,000	\$85
5,001 – 10,000	\$125
10,001 – 15,000	\$150
15,001 – 20,000	\$160
20,001 – 25,000	\$170
25,001 – 30,000	\$180
30,001 – 35,000	\$190
35,001 – 40,000	\$200
40,001 – 45,000	\$210
45,001 – 50,000	\$220
50,001 – 55,000	\$230
55,001 – 60,000	\$240
60,001 – 65,000	\$250
65,001 – 70,000	\$260
70,001 – 75,000	\$270
75,001 – 80,000	\$280
More than 80,000	\$290 + \$10 for each additional 5000 sq. ft

A 50% discount will be applied to those structures that have a fire sprinkler system in place that is compliant with the State of Georgia Code § 25-12.

Councilwoman Kilcrease made a motion to approve the proposed rate schedule for fire inspection fees. Councilwoman Taylor seconded the motion. The vote was four in favor and one opposed. Councilman MacGregor cast the opposing vote. Motion carried.

Tethering Ordinance

The City of Metter Code of Ordinance amended to read as follows:

That §6.04.080 (f) be added to §6.04.080 which is currently titled “Caring for Dogs”. The language of said Section shall be as follows:

“(f) Any tether used to temporarily confine an animal while attended by its owner must be attached to a collar or harness and shall not be wrapped directly around the animal’s neck. Such tether shall not be excessively heavy or weighted so as to inhibit the animal’s movement. It shall be unlawful for any person to secure an animal by any leash, cord, or rope that is less than 10 feet in length and not tangle resistant. Any animal maintained on any leash, cord, or rope that is appropriate under this ordinance section shall be permitted adequate daily time to exercise off such tether.”

This is the second reading of this ordinance. The first reading was at the regular meeting of city council held on September 9, 2019.

Councilwoman Harrelson made a motion to approve the adoption of an ordinance amending Chapter 6.04 of the City of Metter’s Dog Ordinance to clarify terms and expand ordinance in the best interest of the public. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Resolution – Certified City of Ethics

Several years ago, the Board of Directors of the Georgia Municipal Association has established a Certified City of Ethics program. The City of Metter has been a member of this program for many years. The City of Metter wishes to be certified as a Certified City of Ethics under the GMA program. Part of the certification process requires the Mayor and Council to subscribe to the ethics principles approved by the GMA board. The governing authority of the City of Metter as a group and as individuals subscribes to the following ethics principles and pledges to conduct its affairs accordingly:

- Serve Others, Not Ourselves
- Use Resources with Efficiency and Economy
- Treat All People Fairly
- Use the Power of Our Position for The Well Being of Our Constituents
- Create an Environment of Honesty, Openness and Integrity

Councilwoman Kilcrease made a motion to approve a Resolution recertifying the City of Metter as a Certified City of Ethics under the Georgia Municipal Association Program. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

Memorandum of Understanding (MOU) – Main Street Metter, Inc.

The City desires to retain the services of Main Street Metter, Inc. (MSM), a destination marketing organization and a private sector nonprofit organization, to plan, conduct, promote, attract, advertise, and stimulate tourism, conventions and trade shows in the City of Metter, Georgia.

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Councilwoman Kilcrease made a motion to approve a Memorandum of Understanding (MOU) between the City of Metter and Main Street Metter, Inc. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

Lease Agreement – Better Fresh Farms, LLC

The City of Metter through it Mayor and Council have voted to dedicate the City owned building located at 25 South Terrell Street in Metter, Georgia as a business incubator space for the purpose of improving the general welfare of the citizens of Metter, and encourage economic growth and entrepreneurial development within the City. The City of Metter Incubator is to be operated by Georgia Southern University. Grant W. Anderson is the Manager of Better Fresh Farms, a duly registered and licensed limited liability company in the State of Georgia and has the full and complete authority to bind and contract Better Fresh Farms, LLC. Participant will execute a Metter Business Incubator Center Program contract with Georgia Southern University, and in connection therewith desires to lease certain space in the building located at 25 South Terrell Street in Metter, Georgia (“Building”) upon the terms and conditions of this Agreement.

Councilwoman Harrelson made a motion to approve a lease extension agreement between the City of Metter and Better Fresh Farms, Inc. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Intergovernmental Rental Agreement – Board of Regents of the University System of Georgia

The Board of Regents of the University System of Georgia desires to operate a business incubator program in the city owned building located at 25 S. Terrell St.

Councilwoman Harrelson made a motion to approve an intergovernmental rental agreement between the City of Metter and the Board of Regents of the University System of Georgia regarding the incubator program. Councilman Sikes seconded the motion, and the vote was unanimous.

Alcohol Beverage License Application

Councilwoman Harrelson made a motion to approve a retail alcohol beverage license per package sales for off premises consumption of beer and wine for Rashad Keel, Gregory M. Parker, Inc. DBA Parker’s #44 located at 300 SW Broad St., Metter, GA. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Alcohol Beverage License Application

Councilwoman Kilcrease made a motion to approve a retail alcohol beverage license per package sales for off premises consumption of beer and wine for Rashad Keel, Gregory M. Parker, Inc. DBA Parker’s #49 located at 1118 S. Lewis St., Metter, GA. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

Lease Purchase Agreement through the Georgia Municipal Association

Councilwoman Kilcrease made a motion to approve a lease purchase agreement between the City of Metter and the Georgia Municipal Association, in the amount of \$42,168.80, for the purchase of a 2019 Ford F250 Brush Truck (VIN# 1FT7W2B66KEF72593) for Metter Fire & Rescue and to approve for Mayor Edwin O. Boyd to execute all necessary documents. Councilman Sikes seconded the motion, and the vote was unanimous.

Resolution to Open New Bank Account

Councilwoman Harrelson made a motion to approve a resolution allowing finance Manger Cindy Collins to open a new bank account at Queensborough National Bank & Trust for Hotel Motel Tax Funds. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Bid Approval – Weathercoat, Inc.

Councilwoman Kilcrease made a motion to approve a bid from Weathercoat, Inc., of Athens, Georgia in the amount of \$64,700.00 for roof repairs at the S. Terrell Street facility. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

Bid Approval – Engineering Services – 2019 LMIG Project

On September 10, 2019 bids were received for Engineering Services for the 2019 LMIG Project. There were three bids received and after review and evaluation of Qualifications and their Proposal, it is the recommendation of the Public Works Director to award the bid to EMC Engineering Services of Statesboro, GA in the amount of \$16,900.00. The three bids were as follows:

- | | |
|---|--------------|
| 1. EMC Engineering Services, States, GA | \$16,900.00 |
| 2. Roberts Civil Engineering, Savannah, GA | \$15,700.00, |
| plus unknown mobilization fee and mileage fee at \$190.00 per mile for sewer/road evaluation. | |
| 3. Parker Engineering Services, Statesboro, GA | \$26,500.00 |

Councilwoman Kilcrease made a motion to approve a bid from EMC Engineering Services, Inc. in the amount of \$16,900.00 for engineering services for the 2019 LMIG project on S. College Street between W. Pine Street and W. Hiawatha Street as recommended by Public Works Director Cliff Hendrix. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

Request to Close Woodcock Street

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Before the discussion on partially closing Woodcock Street, Mayor Ed Boyd and Councilman Pau MacGregor exited the room due to a possible conflict of interest since they both are members of the Methodist Church which is making the request.

Councilwoman Taylor made a motion to approve the partial closing of Woodcock Street from Larry Hadden's property line back to Lillian Street. Councilman Sikes seconded the motion and the vote was unanimous.

After the discussion was complete and the vote was made, Mayor Ed Boyd and Councilman Paul MacGregor reentered the meeting.

Executive Session

Councilwoman Kilcrease made a motion to go into executive session regarding potential litigation. Councilman Sikes seconded the motion, and the vote was unanimous.

No vote was taken.

DEPARTMENTAL REPORTS

Police Department Report

Chief Shore submitted a written report. He also reported on the following:

- Captain Wadley attended Chief of Police training
- Hired a new officer
- Received State Certification
- Tommy Condrey, Animal Control Officer has been cleared to come back to work.

Mayor Boyd commended the police department for the work they done to obtain state certification.

Public Works Report

Mr. Hendrix submitted a written report. He also reported on the following:

- Starting to work on the next TIA project.

Fire Department Report

Chief Douglas submitted a written report. He informed council that the fire department has received the new brush truck. Fire calls were up this month. Juan Taylor completed Instructor 1 Certification.

Administration Report

Mrs. Conner submitted a written report and highlighted the following:

- Outsourcing the printing of water bills.
- Implementing the streetlight fee on October water bills.

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- Filed paperwork with Tax Commissioner and the Georgia Department of Revenue regarding the city millage rate.
- Entered the FY 2020 budget on to the University of Georgia TED site as required by HB 122.
- Mailed out business license renewal forms for calendar year 2020.
- Reviewing the 2020 Census LUCA feedback materials.
- Angie Conner and Shauna Goodman will be attending the Georgia Business Tax Officials Conference on October 20-22 at Unicoi State Park & Lodge.
- We have two terms expiring in November on the Tree Board – Eddy Jones and Elon Flack. There has also been a vacant seat on that board for several years. Please be thinking of nominations for the next council meeting.

Finance Report

Mrs. Collins said that things are looking up with the new Edmunds software. She is in the process of working with the auditor.

HR/Purchasing Report

Mrs. Edenfield reported that she has a replacement vehicle for the police department out for bids.

Department of Economic Development/Welcome Center

Ms. Jeffers reported on the following:

- Camera Ready Project. Took a week to get everything done including finding a location and another week to get the commercial done. We have had two more requests since then.
- We have a new business; Baldino's.
- There are some new businesses looking at Metter.

City Manager's Report

Mr. Crawford reported on the following:

- Spending freeze – Due to the lack of general fund revenues, a spending freeze is in effect until October 31, 2019.
- SPLOST – We have finished the 2018 SPLOST expense calendar for the 2020 fiscal year.
- CIP – We will begin to update the City's 5-Year Capital Improvement Plan (CIP) this month.
- Economic Development – Heidi Jeffers and Carter Crawford met with Steve Hotchkiss, Utility Director for the City of Statesboro, to discuss the promotion of the availability of natural gas for the City's Economic Development Program.

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- Continuous Improvement Program – The City’s Continuous Improvement process is scheduled to start tomorrow. All full time City employees will be placed on discussion teams. We are looking forward to employee input.

Mayor Boyd said that he appreciates Carter’s hard work on getting the budget straightened out and underway. He also thanked council for the part they played in the budget process.

MAYOR’S REPORT

Mayor Boyd reported on the following:

- Mayor Boyd congratulated the Metter Police Department for receiving State Certification. It has been a long process but rewarding to know that we now have correct policies in place, and we are trained on them.
- Mayor Boyd thanked Heidi Jeffers for all the good things going on with Economic Development.
- Mayor Boyd thanked the administration staff for their hard work on the Edmunds software.
- Mayor Boyd thanked Cliff Hendrix for all his work on the street repair projects.
- Mayor Boyd thanked Fire and Rescue for their hard work and said that other cities are always bragging on the Metter Fire and Rescue Department.
- Mayor Boyd thanked Grant Anderson with Better Fresh Farms for choosing Metter to move to and open a new business.
- Mayor Boyd thanked Carter Crawford for a great job filling in as Interim City Manager.

Councilwoman Kilcrease said that she has received a request to change the name of the end of Cotton Ave to Linda Grant Lane. Mayor Boyd said that council could study this and check on the procedures.

Councilwoman Harrelson said that she attended the Broad Band Summit and learned that we are ready to become broad band certified. There is no cost for this. We need to fill out the paperwork. The fiber is already laid.

ADJOURNMENT

After no further business, Councilwoman Kilcrease made a motion to adjourn the meeting. Councilwoman Taylor seconded the motion, and the vote was unanimous. The meeting was adjourned at 7:30 p.m.

Angie Conner, City Clerk