

**CITY OF METTER
REGULAR MEETING
MONDAY, SEPTEMBER 13, 2021
5:30 P.M.**

A regular meeting was held on Monday, September 13, 2021, at 5:30 p.m. in the Training Room at the Metter Police Department located at 805 E. Lillian St.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd
Councilwoman Rashida Taylor
Councilwoman Chyrileen Kilcrease
Councilman Brandon Sikes
Councilman James D. McKie
Councilman Paul MacGregor
City Manager Carter Crawford
Fire Chief Jason Douglas
Director of Tourism/Business Development Heidi Jeffers
HR/Purchasing Manager Missy Edenfield
Police Chief Robert Shore
Public Works Director Cliff Hendrix
Jerri Goodman – Metter Advertiser

Attending the meeting were the following guests:

Juwan Taylor – Metter Fire Department
Wes Douglas – Metter Fire Department
Grant Anderson – Better Fresh Farms
Greg Stewart – In-coming Councilmember
Ben McKay – Georgia Southern University
Phil Boymon – Georgia Southern University

CALL TO ORDER AND WELCOME

Mayor Boyd called the meeting to order and welcomed everyone.

PLEDGE OF ALLEGIANCE

Councilman McKie led the Pledge of Allegiance.

INVOCATION

Councilman Sikes gave the invocation.

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APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Councilwoman Kilcrease made a motion to approve the following minutes:

- a) Regular Meeting, Monday, August 16, 2021, 5:30 p.m.
- b) Called Meeting, Thursday, August 19, 2021, 5:00 p.m.

Councilman Sikes seconded the motion, and the vote was unanimous.

PRESENTATIONS

Metter Fire Department

Fire Chief Jason Douglas recognized Firefighters Wes Douglas and Juwan Taylor for their bravery in rescuing a child from a burning house on Broad Street.

Commercial Kitchen Feasibility Study

Mr. Ben McKay and Mr. Phil Boymon, representatives of Georgia Southern University, gave a presentation regarding the results of the Commercial Kitchen Feasibility Study Analysis conducted by Center for Business Analytics and Economic Research (CBAER)/Georgia Southern University.

Conclusion – Development

- Shared kitchen idea is popular with those surveyed
- Requires additional money for construction and operations
- Shared kitchens operate as value-added food producers
- Finding two anchor tenants will improve sustainability
- Total cost \$550,000 not including property acquisition
 - Using specs for a 3,000 square foot building, \$300,000 to build, \$150,000 for standard equipment, and \$100,000 for specialty equipment
- Hire design consultant for shared-use commercial kitchen
- Requires additional monetary support for operations
- Facility shares key personnel and partners with Georgia Grown Innovation Center
- Regional market must provide support
- Shared resources are pathway to success
- Pro-forma personnel expenditures 35 percent and operating expenditures 65 percent of total expenditures.
- Kitchen coordinator should have experience operating and maintaining equipment

Next Steps – Development

- Identify a suitable location
- Facility should be designed for value-added manufacturing
- Identify a list of potential anchor tenants
- Secure anchor tenants to increase sustainability for this project
- Identify/hire a kitchen consultant
- Identify/obtain grant support for construction
- Offer variable membership levels based on monthly usage
- Require fees to be paid in advance on a monthly basis
- Obtain financial support for operations provided for 2 – 3 years
- Center must have a clear value proposition
- Find operational funds to support facility

At the end of the presentation, Councilman McKie asked for a copy of the full report.

American Rescue Plan Act

City Manager Carter Crawford gave a presentation regarding the proposed American Rescue Plan Act expenditures. The city has received \$736,043.00 in revenue from the American Rescue Act and will receive an additional \$736,043.00 in 2022. The use of these funds is restricted to the allowable uses spelled out by the Act. The funds must be spent by December 31, 2024. If they are used for an infrastructure project, then the City has until December 31, 2026, to spend the funds.

Use of Funds

The Coronavirus State and Local Fiscal Recovery Funds provide eligible state, local, territorial, and Tribal governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, and more equitable economy as the country recovers. Recipients may use these funds to:

- Support public health expenditures, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff
- Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector
- Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic
- Provide premium pay for essential workers, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors

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- Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet

Within these overall categories, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities.

City of Metter Proposed Use of American Rescue Plan Funds

Support Public Health Expenditures

• 8 portable defibrillators plus supplies	\$15,241.00
• 45 bleed control kits	\$2,857.00
• 20 protective hazmat suits	<u>\$1,249.00</u>
Total	\$19,347.00

Address negative Economic Impacts

- Credit each City water customer, who has been a customer for a minimum of 12 months, \$100.00 toward their water bill. Cost \$185,800.00
- Conduct a study to determine how other cities are assisting small businesses in their community. The city will use this information to develop a small business assistance plan for our existing small businesses. Proposed funding \$120,000.00.

Replace Lost public Sector Revenue

- No loss per Federal Formula.

Provide Premium Pay for Essential Workers

- The American Rescue Plan identifies public safety and public works employees as essential workers. It is our recommendation that all public safety and public works employees who have been employed by the city for a minimum of 12 months receive a one-time lump sum payment of \$2,000.00 and the volunteer firefighters a lump sum payment of \$600.00. Total cost, including benefits would be \$65,917.00.

Invest in Water and Sewer Infrastructure

- \$391,064.00

OLD BUSINESS

No old business.

NEW BUSINESS

Commercial Kitchen Feasibility Study Analysis

Councilwoman Taylor made a motion to approve the Commercial Kitchen Feasibility Study Analysis as presented by Mr. Ben McKay and Mr. Phil Boymon of Georgia Southern University and allow Heidi Jeffers, Director of Economic Development to proceed with searching for funding sources and partners. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Policy for Leasing City Property

Councilman Sikes made a motion to approve a policy establishing guidelines and standards governing non-profit organizations leasing properties owned by City of Metter as presented. Councilwoman Taylor seconded the motion, and the vote was unanimous.

Lowcountry Foundation Repair

Councilwoman Taylor made a motion to approve a quote from Lowcountry Foundation Repair in the amount of \$12,487.75 for foundation repairs to the Metter Depot; funding source FY 2022 General Fund Reserve for Contingencies. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Approval of Quote from Bound Tree

Councilman McKie made a motion to approve a quote from Bound Tree in the amount of \$ 2,857.05 for bleeding control kits, funding source American Rescue Plan Act. Councilman Sikes seconded the motion, and the vote was unanimous.

Approval of Quote from Stryker Medical

Councilman Sikes made a motion to approve a quote from Stryker Medical in the amount of \$15,241.98 for defibrillators and supplies, funding source American Rescue Plan Act. Councilman McKie seconded the motion, and the vote was unanimous.

Purchase of Hazmat Suites

Councilman Sikes made a motion to approve the purchase of 20 protective coverall hazmat suits in the amount of \$1,248.60. Councilwoman Taylor seconded the motion, and the vote was unanimous.

Approval of Resolution Entering a Loan Agreement with Georgia Environmental Finance Authority (GEFA)

Councilwoman Kilcrease made a motion to approve a Resolution to enter into a loan agreement with the Georgia Environmental Finance Authority (GEFA) in the amount of

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\$1,130,000.00 from the Clean Water State Revolving Fund and to designate and authorize Mayor Edwin O. Boyd to execute all necessary documents and City Clerk Angie Conner to attest. Councilwoman Taylor seconded the motion, and the vote was unanimous.

DEPARTMENTAL REPORTS

Departmental written reports were placed in the agenda packet for council's review.

CITY MANAGER'S REPORT

Mr. Crawford reported on the following:

1. Since the City has such a strong broad band network, we are planning to conduct a feasibility study to promote Metter as a location for in-home internet workers.
2. The city will be applying for the following grants:
 - Federal EDA grant for the construction of the proposed shared kitchen facility
 - Federal EDA grant for the proposed splash pad
 - State Fiscal Recovery Fund Grant for the Georgia Grown Innovation Center and equipment for the proposed Shared Kitchen. This is a joint application by Georgia Grown, Georgia Southern University and City of Metter.
 - State Fiscal Recovery Fund grant for City utility improvements.
 - State Department of Natural Resources Trails Grant.
3. Georgia Grown Innovation Center (GGIC) update.
4. We will be developing recommended updates and revisions to the rules for renting the community center and the depot for presentation at the October City Council meeting.

MAYOR'S REPORT

Mayor Boyd explained his recent medical emergency and how important it is for people to get the COVID-19 vaccine.

ADJOURNMENT

After no further discussion, Councilwoman Kilcrease made a motion to adjourn the meeting at 7:00 p.m. Councilman McKie seconded the motion, and the vote was unanimous.

Angie Conner, City Clerk