

**CITY OF METTER
REGULAR MEETING/PUBLIC HEARING
MONDAY, MARCH 12, 2018
5:30 P.M.**

A regular meeting/public hearing was held at City Hall on Monday, March 12, 2018 at 5:30 p. m. in the Council Chambers.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd
Mayor Pro tem Chyrileen Kilcrease
Councilwoman Amy Harrelson
Councilwoman Rashida Taylor
Councilwoman Marsha Colson
Councilman Paul MacGregor
City Manager Mandi Cody
City Clerk Angie Conner
Public Works Director Cliff Hendrix
Chief of Police Robert Shore
Fire Chief Jason Douglas
Finance Manager Cindy Collins
HR/Purchasing Manager Missy Edenfield
Chamber/Visitor Services Manager Victoria Gaitten
Director of Tourism/Business Development Heidi Jeffers
Jerri Goodman, Metter Advertiser

Attending the meeting were the following guests:

Andre Donaldson
Glenelle Eason
McKinley Lewis
Corey Williams
Chandra Brown
Simona Perry
Molly Olsen
Members of the Grayson Trapnell Special Committee for Animal Services

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.

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INVOCATION

Councilwoman Colson gave the invocation.

APPROVAL OF AGENDA

Councilman MacGregor made a motion to approve the agenda deleting Item I. Councilwoman Colson seconded the motion, and the vote was unanimous.

APPROVAL OF MINUTES

Councilwoman Colson made a motion to approve the following minutes:

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

PRESENTATIONS

Mayor Boyd presented Streets and Lanes employees, Glenelle Eason and Andre Donaldson a certificate for their willingness to go above and beyond by helping a distressed citizen.

Mayor Boyd presented, Police Officers, McKinley Lewis and Corey Williams a certificate for their willingness to go above and beyond in helping a high school student.

Chandra Brown and Simona Perry were present to ask the Council to pass a Resolution in support of HR158, a measure allowing the Georgia General Assembly to dedicate fee collections for their Statutorily Designated Programs. After the presentation, Councilwoman Kilcrease made a motion to pass a Resolution in support of HR 158. Councilman MacGregor seconded the motion, and the vote was unanimous.

Heidi Jeffers, Director of Tourism/Business Development with the City of Metter, and Lori Henisee, Project Manager with the Georgia Department of Economic Development, Tourism Division, gave a presentation on the implementation of the City of Metter Business Development through Tourism strategy; formation of the Business Development Team; and partnership with the Georgia Department of Economic Development for the purpose of encouraging commercial businesses to locate in Metter in furtherance of economic development.

Ms. Jeffers and Ms. Henisee gave a presentation on the need for adopting the City of Metter Business Incentive Program authorizing the waiver of certain fees and charges to encourage commercial development within the City of Metter. Their presentation also included asking for authorization for the City's Director of Tourism and Business

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Development to submit an application for Tourism Product Development Assessment to the Georgia Department of Economic Development.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Resolution

Councilman MacGregor made a motion to approve a Resolution approving the implementation of the City of Metter Business Development through Tourism strategy; formation of the Business Development Team; and partnership with the Georgia Department of Economic Development for the purpose of encouraging commercial businesses to locate in Metter in furtherance of economic development. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Resolution

Councilwoman Colson made a motion to approve a Resolution approving and adopting the City of Metter Business Incentive Program authorizing the waiver of certain fees and charges to encourage commercial development within the City of Metter. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Resolution

Councilwoman Kilcrease made a motion to approve a Resolution authorizing the City's Director of Tourism and Business Development to submit an application for Tourism Product Development Assessment to the Georgia Department of Economic Development. Councilwoman Colson seconded the motion, and the vote was unanimous.

Ordinance Amendment (First Reading)

Councilwoman Taylor made a motion to approve the first reading of an ordinance amending Title 5 Business Licenses and Regulations of the Metter Municipal Code to adopt Chapter 5.29 regarding the regulation of temporary vendors and yard sales with a provision for black-out dates. Councilwoman Colson seconded the motion, and the vote was unanimous.

Public Hearing – Conditional Use Variance

Mayor Boyd called the public hearing to order at 6:15 p.m. The purpose of the hearing was to consider an application for a conditional use variance to allow for sale of package

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sales for off premises consumption of beer and wine for Fred's Stores of Tennessee, Inc. dba Fred's Store #2308 located at 978 Southeast Broad Street, Metter, Georgia.

After no comments from the public, Mayor Boyd called for the close of the public hearing at 6:24 p.m.

Councilwoman Colson made a motion to approve the conditional use variance to allow for sale of package sales for off premises consumption of beer and wine for Fred's Stores of Tennessee, Inc. dba Fred's Store #2308 located at 978 Southeast Broad Street, Metter, Georgia. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Alcohol License Application

Councilwoman Colson made a motion to approve an alcohol license for package sales for off premises consumption of beer and wine for Fred's Stores of Tennessee, Inc. dba Fred's Store #2308 located at 978 Southeast Broad Street, Metter, Georgia. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Ordinance Amendment

Councilwoman Kilcrease made a motion to approve the first reading of an ordinance to amend Chapter 6 Animals of the Metter Municipal Code to require and define adequate food, shelter, space, water, and sanitary condition for dogs. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

Revisions to Purchasing Policy

Councilman MacGregor made a motion to adopt the revised City of Metter Purchasing Policy with an immediate effective date. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Bid Award

Councilwoman Kilcrease made a motion to approve the bid to purchase liquid polyphosphate, gas chlorine bottles, and HFS Fluoride for purposes of water treatment to Hawkins, Inc. as the low bidder – prices to be effective for the next twelve months. Councilwoman Colson seconded the motion, and the vote was unanimous.

MAYOR'S REPORT

Mayor Boyd reported the following:

1. Mayor Boyd, along with Councilwoman Kilcrease and Councilwoman Colson, attended the Freedom Banquet which was held on Saturday, February 23, 2018.
2. Attended the RDC meeting on February 22, 2018.
3. Proud of good deeds performed by public works and police departments.

4. Kudos to Ms. Jeffers and Ms. Cody on the Economic Development Incentive Plan to approve the quality of life. Hope this program is a huge success.
5. Hope to have success with Candler County on shared services.
6. Met with the Industrial Authority. Their emphasis is on developing reliable sources for funding. They have on-going projects. Mayor Boyd thanked Ms. Olsen for what she does for the community.

STAFF REPORTS

Police Department Report

Chief Shore submitted written monthly reports for Animal Control and the Police Department. He added the following:

1. Department of Agriculture came to the animal shelter for inspection. There were some problems with the floor and drain. Everything else was good. They will be back every 3 months for follow-up.
2. Officer Chris Storey is State Certified to instruct.
3. Working through the video projects with the new body cams and car cams. Trying to get them integrated.

Public Works Report

Cliff Hendrix submitted a written monthly report. He also added that there are several projects out for bid. Some of the employees are working on advanced training.

Councilwoman Kilcrease stated that Mr. Charles NeSmith contacted her requesting speed bumps on the Lee Street Extension between Green and Hayman Streets.

Fire Department Report

Chief Douglas submitted a written report. He added the following:

1. Evaluated all fire hydrants. Made a repair list and sent it out for bid.
2. Hosted Youth Leadership.
3. Read to students.
4. Flushed hydrants.
5. Started on pre-plans for emergencies for all businesses.
6. Applied for a Fire House Sub Grant – Forceable Entry Door
7. Will attend confined space and harassment training.

Administration Report

Mrs. Conner submitted a written report. She pointed out the highlights as follows:

1. Gave the Development Team report.
2. Bid opening on the financial software package.
3. Required training completed to use the ORI number to run criminal histories for alcohol license applicants.

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4. Registration for the GMA Annual Convention complete.
5. Completed the Clifton Strengths exercise.
6. Completed the Boundary and Annexation Survey by the deadline March 1, 2018.
7. Hosted the Youth Leadership Class.
8. Arbor Day Celebration, February 15, 2018. Arbor Day Proclamation was presented by Councilwoman Kilcrease.
9. Preparing for Georgia Cities Week.
10. Preparing for Another Bloomin' Festival.
11. Beginning the FY 2019 budget process.
12. Updates for City Code books.

Finance Report

Mrs. Collins submitted the monthly financial statements. She attended training. She reported that the city has been approved for an estimated \$75,000 from Federal Emergency Management Association (FEMA) for Hurricane Irma.

HR/Purchasing Report

Mrs. Edenfield submitted a written report. She added that she submitted bids for the infrastructure on W. Vertia Street which is part of the TIA project. She also submitted bids for resurfacing and the sewer main upgrade on South College Street which is part of the LMIG project. The bid opening will be May 30, 2018. We will rebid for the sewer enzymes and the bid opening will be on March 29, 2018.

We also have bids out for a firetruck, fence, drains and floor repairs for the animal shelter, and hydraulic tools for the Fire Department.

Ms. Edenfield reported that she is working with Office 365 to get the .gov domain set-up. City emails will be changing soon.

She reported that she has scheduled harassment training for supervisors and all employees. She invited the council to join the training. Councilwoman Colson and Councilwoman Taylor were interested in attending.

Department of Economic Development/Welcome Center

Ms. Jeffers reported the following:

1. Working on the website and social media.
2. Updating the Welcome Center website.
3. Training – Georgia on My Mind – Great networking and new information.
4. Completed two days of training at the I95 Welcome Center. Saw around 6,000 people in two days.

City Manager's Report

Ms. Cody announced to Mayor and Council that the City of Metter Public Defender, Paul Cook, has resigned. She said that she would get a recommendation for his replacement.

Ms. Cody met with the department heads about the FY 2019 budget process. We talked about vision statements and chartered functions along with missions and how to construct a performance based budget. We discussed how to identify objectives and how to measure them. We will meet with council on May 7th to give our FY 2019 Budget Presentation. Council agreed for other entities to present their requests that day too.

Industrial Authority

Mayor Boyd called on Ms. Olsen to give an update on the Industrial Authority. She said that they are working to be more strategic with funding and more strategic with development. She is working with the Authority on 5 to 10 year programs.

ADJOURNMENT

After no further discussion, Councilwoman Kilcrease made a motion to adjourn the meeting. Councilman MacGregor seconded the motion, and the vote was unanimous.

The meeting was adjourned at 7:30 p.m.

Angie Conner, City Clerk

Edwin O. Boyd, Mayor