

**CITY OF METTER
REGULAR MEETING
MONDAY, SEPTEMBER 10, 2018
5:30 P.M.**

A regular meeting was held at City Hall on Monday, September 10, 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
Councilman Paul MacGregor
City Manager Mandi Cody
City Clerk Angie Conner
Public Works Director Cliff Hendrix
Chief of Police Robert Shore
Captain Kevin Wadley
Fire Chief Jason Douglas
Finance Manager Cindy Collins
Director of Tourism/Business Development Heidi Jeffers
Carvy Snell, Metter Advertiser

Attending the meeting were the following guests:

Jason Grimes– Chamber of Commerce
James McKie - Candidate
Cherie Snyder – Metter Police Department
Victoria Gaitten – Executive Director – Chamber of Commerce
Corporal Ray Smith – Metter Police Department
Chuck Perry – EMC Engineering
Molly Olson – Executive Director – Candler County Industrial Authority
Brian Tootle – Candler County Industrial Authority

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 Taylor gave the invocation.

APPROVAL OF AGENDA

Councilman MacGregor made a motion to approve the agenda adding the first item under New Business; a motion to approve the 2018 Service Delivery Strategy with Candler County with revisions as required by the Georgia Department of Community Affairs. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

APPROVAL OF MINUTES

Councilwoman Kilcrease made a motion to approve the following minutes:

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

OLD BUSINESS

There was no old business to report.

PRESENTATIONS

Mayor Boyd presented Corporal Ray Smith with a Certificate of Appreciation for his success in organizing a “Kids Day”. There were 93 school bags given away that day. Corporal Smith did a great job.

Captain Kevin Wadley gave a presentation regarding the State Certification Program for the City of Metter Police Department. Captain Wadley stated that applying for this certification is a lot of work. The Police Department has stepped up and taking the initiative to make the necessary changes. This is a positive change for our agency. We have a three -year window to complete the process. The whole reason for state certification is to show that we are a fair and balanced police department. City Manager Mandi Cody said that the city will receive two rewards from this; 1) we will get a stamp of approval as being one of the highest quality departments, and 2) it will reduce our police liability insurance premium.

NEW BUSINESS

Service Delivery Strategy

The Service Delivery Strategy has been reviewed by the Georgia Department of Community Affairs. They have asked for some revisions and the attorneys have made them. We now need to adopt the revised version for submittal back to DCA.

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Councilman MacGregor made a motion to approve the 2018 Candler County/City of Metter Service Delivery Strategy as previously approved by Council with required revisions from the Georgia Department of Community Affairs. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Addendum to Change Scope of Engineering Services

Chuck Perry with EMC Engineering Services gave a presentation to council regarding an addendum to change the scope of engineering services for the TIA Project on Burton Avenue, South Kennedy Street and South Williams Street (EMC Job No.: 18-2025 – Work Order #73). EMC Engineering Services completed survey and engineering tasks for Work Order Number 73 and submitted final construction Documents and an Opinion of Probable Cost to the Public Works Department (Cliff Hendrix) on April 30th, 2018.

After review of the Plans and Opinion of Probable Cost, Mr. Hendrix requested EMC compile an Additional Services Agreement to increase the scope of the project. The additional scope of work proposed under Work Order 73 Amendment 01 includes survey, engineering, bidding assistance, and construction administration services the following tasks:

- **South Williams Street Water Upgrades:** Replacement of the existing water main along South Williams Street (between Broad Street/Hwy 46 to West Vertia Street). Please note that this work will require additional permitting through the Georgia DOT to connect the proposed water main into the existing main located within the Highway 46 Right of Way.
- **South Williams Street Sewer Rehabilitation:** Sanitary sewer pipe bursting and manhole repairs along South Williams (between Broad Street/Hwy 46 to West Vertia Street, and from Hiawatha Street north to the terminus of the sanitary sewer line).
- **Stormwater Ditch Piping:** installation of an underground stormwater conveyance system along the existing ditch running parallel to Pine Street, between Preston Street and the Alley located between South College Street and South Kennedy Street.
- **Hydrologic Study:** Hydrologic study of the contributing drainage basin into the ditch. To determine adequate pipe sizing and structure types/sizing and structure types/sizes/locations. Please note that if the Hydrologic Study is not performed, the proposed pipes will be sized to match the existing, and EMC Engineering Services, Inc. will assume no liability for any associated drainage problems that may occur in the future due to pipe/structure design inadequacies.

Councilwoman Kilcrease made a motion to approve an addendum to change the scope of engineering services for the TIA Project on Burton Avenue, South Kennedy Street, and South Williams Street. Councilman MacGregor seconded the motion, and the vote was unanimous.

Food Truck Festival

Victoria Gaitten, Executive Director of the Chamber of Commerce, gave a presentation to council requesting that they consider allowing alcohol in the downtown park during the Food Truck Festival scheduled for Saturday, November 10, 2018. This festival will be set-up similar to the Bloomin Festival in the downtown park. There will be a vendor there to serve the alcohol. Each participant will be issued 3 to 4 tickets. This would be located in the greenspace area of the park with law enforcement present.

Ms. Cody informed council that the Chamber has applied for a special event permit and for the use of the downtown park to hold a Food Truck Festival. The special event permit allows for alcohol if it follows imposed conditions, but our downtown park regulations do not. She is asking council to consider allowing alcohol in the downtown park during the Food Truck Festival.

Councilwoman Kilcrease made a motion to allow alcohol in the downtown park during the Food Truck Festival scheduled for Saturday, November 10, 2018 as long as the requirements of the City of Metter Municipal Code Chapter 5.008.200 (C) Special Event Permits are followed. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

City of Metter Economic Development Incentive Plan

Molly Olson, Executive Director Candler County Industrial Authority, gave a presentation asking council to consider approving the City of Metter Economic Development Plan to encourage the attraction, retention, and expansion of Manufacturing, Warehousing and Storage, and E Commerce Centers within the City of Metter. She thanked City Manager Mandi Cody for drafting and working with her on the Incentive Policy. She said that this is a very important document to have. It will provide a standard tool for request for information for new businesses. This tool will put us at an even playing field with other communities. It will also apply to expansions and existing businesses. Ms. Olson said the Development Authority will continue to review and bring back to council and ask for a vote at a later date.

City of Metter Business Development Incentive Plan Application for the Butcher Barn

Ms. Cody explained to council that the Butcher Barn does not meet all the requirements for the Incentive Plan, but it does meet the foody destination concept that is spelled out in the City of Metter Comprehensive Plan and the Georgia Grown Initiative. Approval of this application will waive an estimate of \$200 in fees. This application was brought to council for approval or denial since it doesn't meet all the criteria. Council agreed that since it met the foody destination concept and the Georgia Grown Incentive to approve the application. Councilwoman Kilcrease made a motion to approve an application for the City of Metter Business Development Incentive Plan Application for The Butcher

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Barn, located at 288 n. Trapnell St., Metter, GA applied for by Stephanie Colson and Dwight Gay. Councilwoman Taylor seconded the motion, and the vote was unanimous.

City of Metter Retirement Plan

Transamerica is changing the fee structure on the City of Metter Retirement Plan from commission based to asset based. The fee will remain at 1.1%. These changes are necessary to meet federal regulations. Councilman MacGregor made a motion to approve the adoption and implementation of necessary changes to the pricing structure to the City of Metter Retirement Plan as required by Transamerica. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Planning Commission Appointments

Ms. Cody announced that there are two positions which need to be filled on the Planning Commission. Greg Strickland's term will expire on September 11, 2018. He has agreed to be reappointed if council so desires. Jeffery Hildebrandt has moved to the county, which means he is no longer qualified to hold a position on the Planning Commission. His term will expire on September 11, 2021.

Councilman MacGregor made a motion to appoint Greg Strickland to another five-year term on the City of Metter Planning Commission, term ending September 11, 2023. Councilwoman Taylor seconded the motion, and the vote was unanimous.

Council did not have any nominations to replace Jeffery Hildebrandt currently.

Request to Place Pineland Telephone Signs in the William "Billy" Trapnell Downtown Park

Mayor Boyd announced the request from Pineland Telephone to place signs in the William "Billy" Trapnell Downtown Park announcing free wi-fi in the park. Technically, this signage is off-site signage prohibited by the zoning ordinance. Given that Pineland provided the grant, funds and labor to install free wi-fi in the park, it is better that Council review this request. Councilwoman Taylor made a motion to allow Pineland Telephone to place signs in the William "Billy" Trapnell Downtown Park announcing free wi-fi. Councilman MacGregor seconded the motion, and the vote was three in favor and one abstention. Councilwoman Harrelson abstained from voting since she is an employee of Pineland Telephone.

Date Set for Trick-or-Treat

Councilwoman Kilcrease made a motion to set the date for Trick-or-Treat for Wednesday, October 31, 2018 from 6:00 p.m. to 8:00 p.m. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

MAYOR'S REPORT

Mayor Boyd reported that he set on a Service Delivery Panel for GMA in Braselton. He had a good meeting with the Industrial Authority on the incentive program. He met with the County Health Department on the statewide efforts on the opioid problem.

Mayor Boyd said that he appreciates city residents being patient with the construction on Vertia Street and S. College Street.

STAFF REPORTS

Police Department Report

Chief Shore submitted a written report. Chief Shore announced that they are in Phase I of the radio project.

Chief Shore informed council that the renovations at the animal shelter are complete and the shelter is back open. The shelter is fully in compliance with the Georgia Department of Agriculture.

Public Works Report

Mr. Hendrix submitted a written report. Mr. Hendrix announced that we are making progress on Vertia Street. S. College Street looks like a war zone. We are installing storm boxes in that area. The sewer upgrades are complete, and the water upgrades are 90 % complete.

The contract for the new generator at the well has been sent for the city attorney to review. We will repurpose the old generator to the Police Department.

Fire Department Report

Chief Douglas submitted a written report. Chief Douglas announced that the Fire Department installed 55 smoke detectors which were funded by the 5-K Run.

Administration Report

Mrs. Conner submitted a written report. She gave an update on the implementation of the new financial software. She also announced that there will be a dedication ceremony for the park benches on Saturday, October 6, 2018 at 11:00 a.m. in the downtown park.

Finance Report

Mrs. Collins reported that she is working with the auditors on the accruals for the FY 2018 Audit Report and with Edmunds on the software conversion.

HR/Purchasing Report

No report currently.

Department of Economic Development/Welcome Center

Ms. Jeffers reported the following:

- Met with DCA and looked at the Welcome Center (done rendering for outside)
- 656 visitors at the Welcome Center August 8th – August 29th
- Attended Downtown Development Training and Conference
- Attended Georgia Conference for Tourism
- Moving forward with the Georgia Grown Initiatives
- Met with new marketing group
- Presented the Georgia Grown Program to the County Commissioners

Ms. Jeffers said she would like to see a workshop for input on the Welcome Center renovations to accommodate the Georgia Grown Retail Store. She said we could put this project out to bid asking for their opinion. It could be a design competition through the bid process. She asked council to give Ms. Cody feedback on how to continue.

City Manager's Report

Ms. Cody reminded council of the public hearing which is scheduled for Wednesday, September 12, 2018 at 5:30 p.m. for public input on the proposed millage rate increase.

Chamber of Commerce

Mrs. Gaitten gave an update on the festival which will be held downtown on September 22, 2018. She announced that the annual magazine is almost complete.

ADJOURNMENT

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

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

Angie Conner, City Clerk