

**CITY OF METTER
REGULAR MEETING
MONDAY, MARCH 4, 2019
5:30 P.M.**

A regular meeting was held at City Hall on Monday, March 4, 2019 at 5:30 p. m. in the Council Chambers.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd
Councilwoman Amy Harrelson
Councilman Rashida Taylor
Councilman Brandon Sikes
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
Director of Tourism/Business Development Heidi Jeffers
Carvy Snell, Metter Advertiser

Attending the meeting were the following guests:

Members of the Grayson Trapnell Special Committee for Animal Services (Susan Williams, Cheryl Aasheim, Deborah Johns)
Victoria Gaitten – Chamber of Commerce
Bryan Aasheim – Candler County Administrator
Richard Williams

CALL TO ORDER AND WELCOME

Mayor Boyd called the meeting to order and welcomed everyone.

PLEDGE OF ALLEGIANCE

Councilwoman Harrelson led the Pledge of Allegiance.

INVOCATION

Councilman Sikes gave the invocation.

APPROVAL OF AGENDA

Councilwoman MacGregor made a motion to approve the agenda adding Item (I) consideration of a motion to award a bid from Robert's Trucking in the amount of \$146,954.69 to purchase a knuckle boom truck with a Pac Mac loader. Councilman Sikes seconded the motion, and the vote was unanimous.

APPROVAL OF MINUTES

Councilman Sikes made a motion to approve the following minutes:

- a) Regular Meeting, Monday, February 11, 2019 5:30 p.m.

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

PUBLIC COMMENTS

No public comments.

PRESENTATIONS

Presentation by Metter's Animal Services Committee

Committee Chair Susan Williams gave the presentation. Mrs. Williams asked that city council consider approving the use of the \$100,000 bequest for improvements at the Metter Animal Shelter. Improvements to include improving the cattery, adding a cat quarantine area, creating a visiting room for potential adopters, re-purposing the existing cat room into a storage and bathing area, and creating an improved reception and office area.

OLD BUSINESS

There was no old business listed on the agenda.

NEW BUSINESS

Request by Animal Services Committee to use the \$100,000 bequest for improvements to the Metter Animal Shelter

Councilwoman Harrelson made a motion to approve the use of the \$100,000 bequest for improvements at the Metter Animal Shelter as recommended by the Grayson Trapnell Special Committee for Animal Services – Improvements to include improving the cattery, adding a cat quarantine area, creating a visiting room for potential adopters, re-purposing the existing cat room into a storage and bathing area, and creating an improved reception and office area. Councilman MacGregor seconded the motion, and the vote was unanimous.

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City Manager, Mandi Cody stated that the City would announce the bid documents on the recommendations and will include the committee in the process.

Appointment to the Budget Review Committee- Metter Fire & Rescue Department

Councilman MacGregor made a motion to appoint Councilman Brandon Sikes as the City of Metter representative for the Budget Review Committee to serve with representative from the Town of Pulaski and Candler County to advise the City Council regarding the FY 20 operating and capital budgets for the Metter Fire & Rescue Department in accordance with the 2018 City of Metter/Candler County Service Delivery Strategy. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

2019 CDBG Grant Administration Contract and Agreement

The City of Metter received three applications for grant administration services. Staff used the Department of Community Affairs (DCA) grading metrics to grade the applications. Associates in Local Government Assistance, Inc. (ALGA) received the highest score and staff is recommending awarding the grant administration services contract to them.

Councilman MacGregor made a motion to award a contract and enter into an agreement for grant administration services for the preparation and administration of the 2019 Community Development Block Grant (CDBG) to Associates in Local Government Assistance, Inc. (ALGA). Councilwoman Taylor seconded the motion, and the vote was unanimous.

2019 CDBG Engineering Service Contract

The City of Metter received six proposals for grant engineering services. Staff used the Department of Community Affairs (DCA) grading metrics to grade the proposals. Parker Engineering received the highest score and staff is recommending awarding the engineering services contract to them.

Councilwoman Taylor made a motion to award engineering services for the preparation and design of the 2019 Community Development Block Grant (CDBG) to Parker Engineering. Councilman MacGregor seconded the motion, and the vote was unanimous.

Department of Community Affairs (DCA) Application Form 10 (DCA – 10)

Councilman MacGregor made a motion to approve Mayor Edwin O. Boyd and City Clerk Angie Conner to complete and sign the Department of Community Affairs (DCA) Application Form (DCA-10) which addresses Conflict of Interest Regulations along with all other certifications and assurances. Councilman Sikes seconded the motion, and the vote was unanimous.

Fire Hydrant Repair and Replacement Project

Public Works Director Cliff Hendrix and Fire Chief Jason Douglas gave a presentation on the Fire Hydrant Repair and Replacement Project. They received three bids for this project. They are recommending that council award the bid to Georgia Hydrant Services, Inc. with an ad alternative bid which includes insertion valves.

Councilman MacGregor made a motion to award a bid for the repair and replacement of identified fire hydrants (Project No. FD2019) to Georgia Hydrant Services, Inc. with the ad alternative bid using the insertion valves (ad Alternative bid using the insertion valves \$199,070.00) with project date beginning May 1, 2019. Councilwoman Taylor seconded the motion, and the vote was unanimous.

Resolution – Surplus Equipment

Councilwoman Harrelson made a motion to approve a Resolution to surplus equipment: 2001 Chevrolet pickup and 1989 GMC dump truck as identified in Memo and to authorize the HR/Purchasing Manager to advertise the property in the Metter Advertiser and on the Govdeal.com website for disposal. Councilman MacGregor seconded the motion, and the vote was unanimous.

Resolution – Adopting City of Metter Comprehensive Plan 2019-2029

Ms. Cody announced that after making a few map revisions, the City of Metter Comprehensive Plan 2019-2029 has been approved by the Georgia Department of Community Affairs. Once council adopts the plan, we will notify the state. We will begin implementing the plan during the FY 20 budget process.

Councilman MacGregor made a motion to approve a Resolution adopting the City of Metter Comprehensive Plan 2019-2029 as approved by the Georgia Department of Community Affairs. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

Bid Approval – Knuckle Boom Truck

Public Works Director Cliff Hendrix informed council that specs were written for a knuckle boom truck and put out for bid. We received nine quotes. We are not going to recommend the lowest or highest bid because some did not meet specs. This truck will need to last for at least 10 years. We are recommending purchasing the truck with a Pac Mac loader from Robert’s Trucking for a purchase price of \$146,954.69. We have bought trucks from Robert’s Trucking in the past and have received good service.

This truck and loader will be used to pick up yard waste. It will save the city trips to the landfill. We can use it to pick up junk which will free up a backhoe. It will be used for a dual purpose. This equipment is budgeted in the FY 2019 Capital Improvement Plan.

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Councilman MacGregor made a motion to award a bid from Robert's Trucking in the amount of \$146,954.69 to purchase a knuckle boom truck with a Pac Mac loader. Councilwoman Taylor seconded the motion, and the vote was unanimous.

DEPARTMENTAL REPORTS

Police Department Report

Chief Shore submitted a written report. Chief Shore and Captain Wadley completed taser instruction training. Officers completed spike sticks training. Officers also completed quarterly training which included pursuits and domestic violence. Lost one officer, Corey Williams and hired Kurt Thompson as his replacement. Friday will hold a meeting with local pastors for community outreach.

Public Works Report

Mr. Hendrix submitted a written report. He announced that we received notice from GDOT to advertise for the next TIA project which includes Burton Ave., S. Kennedy St., and S. Williams St. We are also working on the design phase of the next TIA project.

Fire Department Report

Chief Douglas submitted a written report. He reported that calls were slightly down for last month. He submitted a grant application to FEMA for generators. This grant is for approximately \$200,000. It could take up to a year. This application includes generators for pump stations and for one well. It also includes a portable generator. The radio project is almost complete. The new fire engine should be delivered by the middle of April. There is a \$100 per day penalty if not delivered by delivery date.

Administration Report

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

- Helped with CDBG surveys
- Posted audit to TED website as required
- Recent ordinances sent to Municipal Code for codification
- Announced Called Meeting/Public Hearing – USDA and Zoning Issues Tuesday, March 19, 2019 at 5:30 p.m.
- Announced Planning Commission meeting on Monday, March 11, 2019 at City Hall at 6:00 p.m.
- Annual SAM registration renewed
- BAS information submitted to Census
- Announced GMA Convention registration

Finance Report

Mrs. Collins reported the following:

- Still working with Edmunds to get correct financial statements
- Provided information to FEMA
- Talked with representative from USDA and they are reviewing our grant/loan application
- Auditor reviewing reports from Edmunds to make sure accounts are correct.

HR/Purchasing Report

Mrs. Edenfield didn't have anything to add since all her items were addressed during the meeting.

Department of Economic Development/Welcome Center

Ms. Jeffers reported the following:

- Attended Magnolia Midlands Retreat
- Gave a presentation to the Young Farmers Organization
- Meeting with people – Georgia Grown
- Meeting with business men from Germany (Farming Tour)

Victoria Gaitten, Executive Director, Chamber of Commerce reported on the following:

- Bloomin Festival
- Business After Hours – Mutt Muffins – 10-year anniversary
- Industrial Tour (Pineland Telephone, CPE, Linzer, and Crider)
- Youth Leadership
- Blessing of the Crop

City Manager's Report

Ms. Cody reported on the following:

- Paws, Hearts and Hands road race March 16th held by Metter Chiropractic – Money raised goes to the Metter Animal Shelter. – the city is certifying the route and will have city hall facilities open that day.
- Great American Cleanup will be held April 6th.

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- The surveys required for the CDBG application are slowly coming in. These are imperative. City staff will be going out on March 16th to assist citizens with these surveys.
- Attended a Federal Zones workshop and part of Metter is in the zone.
- We are getting closer to the end with Edmunds.
- Starting the budget process – Budget retreat will be held on May 7th at the Metter Police Department. Will be finalizing calendar and sending it out soon.
- Planning Commission will meet on Monday, March 11th at 6:00 p.m. on the conditional use application for properties located at 20 and 30 S. College St.
- Called Meeting/Public Hearing, Tuesday, March 19th, 5:30 p.m.

MAYOR'S REPORT

Mayor Boyd reported on the following:

- Expressed appreciation to all employees for all the hard work they are doing.
- Looking forward to the street repairs and the fire hydrant repairs and replacements.
- Sending prayers to the people who lost their lives in the bad weather in Alabama and Georgia over the weekend and thanks for sparing us.
- Looking forward to the festival. City is preparing to have town looking good. Working on correcting the problem with the grass in the park. Cleaning up the streets and lanes.

EXECUTIVE SESSION

At 6:18 p.m. Councilman MacGregor made a motion to go into executive session for real estate purposes. Councilman Sikes seconded the motion, and the vote was unanimous.

At 7:03 p.m., Councilman MacGregor made a motion to go back into open session. Councilwoman Taylor seconded the motion, and the vote was unanimous.

ADJOURNMENT

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

The meeting was adjourned at 7:05 p.m.

Angie Conner, City Clerk