

**CITY OF METTER  
REGULAR MEETING  
MONDAY, APRIL 8, 2019  
5:30 P.M.**

A regular meeting was held at City Hall on Monday, April 8, 2019 at 5:30 p. m. in the Council Chambers.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd  
Councilwoman Amy Harrelson  
Councilwoman Chyrileen Kilcrease  
Councilman Rashida Taylor  
Councilman Brandon Sikes  
Councilman Paul MacGregor  
City Manager Mandi Cody  
City Clerk Angie Conner  
City Attorney Brent Carter  
Public Works Director Cliff Hendrix  
Assistant Public Works Director Billy Sandifer  
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:

Roberta Graham, Executive Director, Communities in Schools  
Bryan Aasheim, County Administrator, Candler County Board of Commissioners  
Glenn Thrift, Chairman, Candler County Board of Commissioners  
Grant Anderson, Better Farm Fresh  
Jimmy Burke, Better Farm Fresh  
Joey Burke, Better Farm Fresh  
Colby & Silos, Better Farm Fresh

**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.

Regular Meeting, April 8, 2019

## **INVOCATION**

Councilman Sikes gave the invocation.

## **APPROVAL OF AGENDA**

Councilman MacGregor made a motion to approve the agenda removing items 8c, 9, 10f, and adding an executive session. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

## **APPROVAL OF MINUTES**

- a) Regular Meeting, Monday, March 4, 2019, 5:30 p.m.
- b) Called Meeting/Public Hearings, Tuesday, March 19, 2019 5:30 p.m.

Motion made by Councilwoman Kilcrease, seconded by Councilwoman Harrelson, approved by unanimous vote.

## **PUBLIC COMMENTS**

No public comments.

## **PRESENTATIONS**

### **Communities in Schools**

Ms. Roberta Graham, Executive Director was present at the meeting to give the Mayor and Council an update on the operations of the Communities in Schools Program. Her presentation included the following:

- Started in 1990
- Main focus is to get students to graduation
- Back to School Carnival – Fall Festival
- Mentor Training
- Firemen and Deputies read to elementary students
- Maggie Hadden – Coordinator
- Reading Carnival – High School students read with elementary students – program called Pal/Paw
- 200 pair of tennis shoes donated by Reebok
- Help students with Prom (clothing, makeup, hair, etc.)
- Hold Thanksgiving Drive
- Kiwanis – donated 10 bicycles which were distributed at Christmas
- Mix K-Kids with CIS Kids for social networking
- Sam’s Contest – Student of the Month
- Read Across America Week – put on a play

**National Animal Care and Control Appreciation Week**

Mayor Boyd read a Proclamation recognizing National Animal Care and Control Appreciation Week for the week of April 8-15, 2019.

Mayor Boyd also announced that Animal Control Officer Tommy Condrey has been awarded Animal Control Officer of the Year by the State Organization. This is Tommy's second time receiving this award.

**OLD BUSINESS**

Old business was deleted from the agenda.

**NEW BUSINESS**

**Georgia Cities Week**

Councilwoman Kilcrease made a motion to approve the resolution recognizing Georgia Cities Week, April 21-27, 2019, and encouraging all citizens to support the celebration and corresponding activities. Councilman MacGregor seconded the motion, and the vote was unanimous.

**Lease Agreement – Better Fresh Farms**

Ms. Cody announced that Grant Anderson and Joey Burke, Better Fresh Farms, will be the first occupant and client in our incubator. Ms. Cody informed council that a draft copy of the agreement was included in the agenda packet. She said that there are still a few minor details to work out and ask council to give her authority to work with the lease agreement.

Councilwoman Kilcrease made a motion to approve for Mandi Cody, City Manager to have the authority to continue negotiating the lease agreement for business incubator space between the City of Metter and Better Fresh Farms, LLC. Councilman MacGregor seconded the motion, and the vote was unanimous.

**One Georgia Grant**

Ms. Cody informed council that staff has been working with other agencies to find funding for the renovations needed at the Terrell Street property for the incubator project. We can apply for a One Georgia Grant in the amount of \$200,000 plus dollars. This is a grant not a loan and there is no city match.

Councilwoman Kilcrease made a motion to approve the Mayor and City Manager submitting a One Georgia Authority grant application for \$200,000 plus in funding to support building renovations for the incubator property at South Terrell Street. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

**Contract – Focus Advertising**

Ms. Cody asked council to consider approving a contract for lease of billboard space between Visit Metter (on behalf of the City of Metter) and Focus Advertising. This is for three billboards which will be located on I-16 and I-75 for twelve months. This will get us great attention.

Councilwoman Harrelson made a motion to approve a contract for lease of billboard space between Visit Metter (on behalf of the City of Metter) and Focus Advertising. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

**Quitclaim Deed – 25 Daniel Street (Tax Parcel M32 048 001)**

Candler County Administrator Bryan Aasheim explained to council the need to move the Tax Commissioner’s office, Tax Assessor’s office and the Sunshine House to the building located at 25 Daniel Street due to space issues. Presently, this building houses the Adult Learning Center. There is a quitclaim deed on the property but not on the building. The quitclaim deed states that if the center property ceases to be used by Candler County for the intended purpose or other similar governmental purpose, the Center Property shall revert to the City of Metter. Mr. Aasheim said that he needs approval and guidance from council on the use. City Attorney Brent Carter and City Manager Mandi Cody agreed that this would be appropriate usage of the building under the quitclaim deed. Mr. Aasheim said that the county would really like something in writing. Ms. Cody suggested that County Attorney Kendall Gross and City Attorney Brent Carter work out the details and prepare legal documents.

Councilwoman Kilcrease made a motion for the city attorney to work out the details to quitclaim or otherwise release property located at 25 Daniel Street (tax parcel M32 048 001) to the Candler County Board of Commissioners. Councilman Sikes seconded the motion, and the vote was four in favor and one abstention. Councilwoman Taylor abstained from voting due to a possible conflict of interest.

**Pineland Mental Health**

This item was removed from the agenda and will be continued later at the request of Pineland Mental Health.

**Conflict of Interest – CDBG Project**

City Manager Mandi Cody announced that since Councilwoman Rashida Taylor and Councilwoman Chyrileen Kilcrease own property in the project activity location of the FY 2019 Community Development Block Grant (CDBG), this could be a potential conflict of interest. Councilwoman Taylor and Councilwoman Kilcrease have both agreed that they will comply with the Conflict of Interest guidelines by not discussing the FY 2019 CDBG project. Furthermore, at any meeting where the CDBG project is to be discussed, they will excuse themselves and leave the room until the discussion is concluded.

**Resolution Appointing Suzanne Tyson to the Candler County Library Board of Trustees**

Councilwoman Harrelson made a motion to approve a Resolution to appoint Ms. Suzanne J. Tyson to serve on the Candler County Library Board of Trustees for a three-year term beginning upon appointment and ending June 30, 2022 as recommended. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

**Resolution Reappointing Latrell Thomas to the Candler County Library Board of Trustees**

Councilwoman Kilcrease made a motion to approve a Resolution to re-appoint Ms. Latrell Thomas to serve on the Candler County Library Board of Trustees for a three-year term ending on June 30, 2022 as recommended. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

**Resolution Reappointing Kay Draughn to the Candler County Library Board of Trustees**

Councilwoman Kilcrease made a motion to approve a Resolution to re-appoint Ms. Kay Draughn to serve on the Candler County Library Board of Trustees for a three-year term ending on June 30, 2022 as recommended. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

**Resolution Appointing Harold Boston, Jr. to the City of Metter Planning Commission**

Councilwoman Kilcrease made a motion to approve a Resolution appointing Harold Boston, Jr. to serve on the City of Metter Planning Commission for a five-year term ending on September 11, 2024. Councilwoman Taylor seconded the motion, and the vote was unanimous.

**Bid Award – Metter Ford – Brush Truck – Fire Department**

Councilman Sikes made a motion to award a bid to Metter Ford in the amount of \$42,168.80 to purchase a brush truck for the fire department as planned in the FY 19 Capital Improvement Plan. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

**Bid Award – Daniels Bishop Chevrolet – Police Vehicles – Police Department**

Ms. Cody explained to council the need for 2 new police vehicles. These vehicles are not in this year's capital plan. She said that she has deleted the animal control vehicle from the capital budget and reallocated the money for one of the police vehicles. She said that she would have to find funds for the other one. These two vehicles are included in the long-term capital plan for FY 2020. We will work with lease program to work out payment

dates. Daniels Bishop Chevrolet is not the low bid. Bid specs were put out for this vehicle. Police Chief Robert Shore and City Manager Mandi Cody are recommending purchasing these vehicles from Daniels Bishop Chevrolet for the following reasons:

1. Daniels-Bishop has the vehicles in stock and wait time will only be for installation of required equipment.
2. The police department is currently operating with one vehicle short and one that needs major repairs.

Councilwoman Kilcrease made a motion to award a bid to purchase two Police Tahoe's in the amount of \$105,716 from Daniels Bishop Chevrolet, Metter, Georgia. Councilman McGregor seconded the motion, and the vote was unanimous.

### **Resolution Surplus Property**

City Manager Mandi Cody recommended to council to approve a Resolution declaring certain personal property of the City as surplus and authorizing its disposal:

1. A 2005 Club Car Carry All 2, VIN No. EG0548-5755016 that is assigned to the Street and Lane Department.
2. A 2000 Ford F-750 Garbage Truck VIN No. 3FDXF75N#YMA27532 that was assigned to the Sanitation Department.

Councilwoman Kilcrease made a motion to approve a Resolution declaring certain personal property of the City as surplus and authorizing its disposal as recommended above. Councilman Sikes seconded the motion, and the vote was unanimous.

## **DEPARTMENTAL REPORTS**

### **Police Department Report**

Chief Shore submitted a written report and added that one officer completed field sobriety training. The department is getting prepared for the mock inspection for certification scheduled for May 8<sup>th</sup> and 9<sup>th</sup>.

Chief Shore reported that Animal Control Officer Tommy Condrey fell and broke his ankle. He had surgery and will be out for 6 to 8 weeks. Officers and Deputies are helping with animal control. Jennifer is doing an outstanding job. Susan and Richard Williams are volunteers who also have been helping at the shelter. They had seventy volunteer hours last week. We are still maintaining while Tommy is out.

### **Public Works Report**

Mr. Hendrix submitted a written report. He announced that there will be a pre-bid meeting on Wednesday regarding the TIA Project, S. Kennedy, Burton Ave., and S. Williams.

Regular Meeting, April 8, 2019

Starting on road project at LAS and Animal Shelter once the rain quits. Also, helping with preparations for the Another Bloomin' Festival.

Mr. Hendrix introduced Mr. Billy Sandifer as the Assistant Public Works Director.

### **Fire Department Report**

Chief Douglas gave a brief presentation of the FY 20 Operations and Capital Improvement Program expected budget request. He met with the Fire Budget Advisory Committee, which consists of Marty Franklin from Pulaski, Brad Jones, Candler County Board of Commissioners and Brandon Sikes, City Council. He said that the committee went over the budget line by line.

Councilman Sikes stated that the Budget Advisory Committee met and agreed at the end on the FY 20 proposed budget. The committee will meet again to continue the discussion on the purchase of a truck.

### **Administration Report**

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

- Update on Great American Cleanup
- Financial Disclosure Reports due July 1<sup>st</sup>.
- All surveys, letters, and grant documents for the CDBG project have been completed and submitted to ALGA, Inc.
- Update on the GMA Conference Registration
- Announced GMA District 9 Meeting, Thursday, April 11, 2019, 6 pm at Cedar Lane Supper Club in McRae-Helena
- Update on Arbor Day Celebration held on March 22, 2019
- Completed and submitted 2019 Government Management Indicators (GOMI) Survey

### **Finance Report**

Ms. Cody reported that a representative with Edmunds & Associates has been onsite today working with the financials. We have a report through March 31<sup>st</sup>. Still need to do some minor tweaking. Should be able to provide council with reports very soon.

### **HR/Purchasing Report**

Mrs. Edenfield reported on the following:

- 3 open positions
- Bid opening on hoses and adapters
- Terrell and Lillian St move

### **Department of Economic Development/Welcome Center**

Ms. Jeffers introduced Grant Anderson, Jimmy Burke, Joey Burke and their cousins Colby and Silos. They are with Better Fresh Farms. Ms. Jeffers said that we are so excited about them relocating to Metter. Mayor Boyd welcomed them.

Ms. Jeffers also reported on the following:

- Department of Economic Development came for a visit
- Attending the Regional Information Conference next week
- Part of Georgia Grown Tour scheduled for May

### **City Manager's Report**

Ms. Cody reported on the following:

- Update on the Edmunds Software – A representative from Edmunds is onsite working on the financials. We have it down to the final tweaks on software. We will be able to take credit card payments inhouse in the next few weeks. We have budget comparison reports thru March 31<sup>st</sup> but still need to make corrections in CIP and SPLOST. Each department is at or below their budget and we are where we should be. Sanitation is a little behind, but we have not increased rates currently due to some discrepancies. This will adjust once the new rate structure is implemented. The capital projects are within budget. The FY 20 Budget Presentation is scheduled for May 7<sup>th</sup>.
- Read letter of appreciation for job well done by Glenell Eason and Jacob Johnson from Leonard W. Childs, Jr. Ms. Eason and Mr. Johnson work in the Streets and Lanes Department.
- Working on moving Public Works to the Lillian St. property and getting the Terrell St. property ready for the incubator project. Started by passing resolution to surplus old equipment. On Terrell St. we will be working on getting building pressure washed, sealing concrete, and creating an office area for Better Fresh Farms. We will also be working on the Georgia Southern University part of the building. We will be applying for the One Georgia Grant to help with financing.
- At the Lillian Street building the departments have identified their spaces. There is damage to the roof which in turn has caused water damage on the inside. We will need to remodel the bathrooms and add fencing to protect our fleet and equipment. This will be a shared space with public safety. The estimate on water damage, roof, fencing and bathrooms is around \$200,000. We are working with DCA to see if we can include this with the

One Georgia Grant. We have been notified by our insurance company that we have mold and mildew coverage so hopefully that will cover part of the repairs.

**MAYOR'S REPORT**

Mayor Boyd thanked staff for organizing and participating in the Great American Cleanup and especially Captain Joe Carter for heading up the committee. He thanked Bevrick's for providing the food and the Chamber for their participation. He asked that the city provide all the help we can to Victoria with the Bloomin Festival this year since she is with child.

Mayor Boyd thanked the representatives from Better Fresh Farms for attending the meeting. He also thanked Glynn Thrift and Bryan Aasheim with the Candler County Board of Commissioners for being at the meeting. He thanked the Communities in Schools for a great presentation. He also thanked city staff for the progress with keeping the streets clean.

Mayor Boyd announced that National Day of Prayer will be held in the park on May 2<sup>nd</sup>.

**EXECUTIVE SESSION**

The executive session was not needed, so it was removed from the agenda.

**ADJOURNMENT**

After no further business, Councilwoman Kilcrease made a motion to adjourn the meeting. Councilman MacGregor seconded the motion, and the vote was unanimous. The meeting was adjourned at 6:53 p.m.

---

Angie Conner, City Clerk