

**CITY OF METTER
REGULAR MEETING
MONDAY, DECEMBER 09, 2019
5:30 P.M.**

A regular meeting was held in the council chambers at city hall on Monday, December 9, 2019 at 5:30 p. m.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd
Councilwoman Chyrileen Kilcrease
Councilman Brandon Sikes
Councilwoman Amy Harrelson
Councilman Paul MacGregor
Councilwoman Rashida Taylor
Interim City Manager Carter Crawford
City Clerk Angie Conner
City Attorney Brent Carter
Finance Manager Cindy Collins
Public Works Director Cliff Hendrix
Director of Tourism/Business Development Heidi Jeffers
Carvy Snell, Metter Advertiser

Attending the meeting were the following guests:

Pernal Franklin
Cheryl Aasheim
Bryan Aasheim
Joe DeLoach
Larry Hadden
Grady Franklin
Greg Strickland
Victoria Gaitten
Bobby Jones
Deborah Johns
Dustin Vernon
Susan Williams

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.

INVOCATION

Councilman Sikes gave the invocation.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

A motion was made by Councilwoman Kilcrease to approve the following minutes:

- a) Regular Meeting, Monday, November 4, 2019, 5:30 p.m.
- b) Called Meeting, Monday, November 8, 2019, 5:30 p.m.

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

PUBLIC COMMENTS/PRESENTATIONS

Presentation by Animal Services Committee

Mrs. Susan Williams, Chair of the Grayson Trapnell Special Committee for Animal Services, gave a presentation regarding the renovation plans for the Metter Animal Shelter. Mrs. Williams presented council with drawings of the renovations which were prepared by a Georgia Southern student. She explained the drawings thoroughly to council. She said that the committee is so excited about this project and are 100% behind it. There is no action required on this tonight since council has already voted to proceed with bids for stamped drawings. Mayor Boyd thanked the committee for all their hard work and dedication.

2020 CDBG – Conflict of Interest

Council Members Rashida Taylor and Chyrileen Kilcrease publicly disclosed that they own property in the 2020 Community Development Block Grant (CDBG) area, which could be considered a conflict of interest and they agreed to comply with the Conflict of Interest guidelines by not discussing the FY 2020 CDBG project. At any meeting where the CDBG project is to be discussed, they agreed to excuse themselves and leave the room until the discussion is concluded. Councilwoman Kilcrease disclosed that she owns the property located at 514 S. Leroy Street and that her brother lives there. Councilwoman Taylor disclosed that she owns the property located at 355 N. Terrell St., 325 N. Terrell St., 365 N. Terrell St., and oversees her mother's property located at 10 Lincoln Street.

Presentation by Cliff Hendrix – New Water & Sewer Rates and Fees

Mr. Hendrix explained that the new water and sewer rates and fees will begin January 2020 and remain until July 1, 2021. These rates are based on a five-year plan. We will evaluate it each budget year. We have infrastructure in need of repairs and replacing. We have brown water problems from old lines. We presently have a debt load of \$137,000. Our GEFA note is scheduled to be paid off in 2023. Next year we will need to look at applying for a million dollar note. The FY 20 projected expenses have a three percent inflation factored in. The five-year plan will help us get to where we need to be. Our present base rate for water and for sewer is \$9.00. The new base rate is \$14.00, which includes the first 1,000 gallons used. We are presenting a tiered rate which is required by the Environmental Protection Division (EPD). The new rates are tired into 3 levels. Mr. Hendrix said that the city has not increased water and sewer rates since 2017.

Mr. Hendrix explained that the water and sewer fee schedule for tap fees have not increased since 2005. These new rates will be effective January 1, 2020.

OLD BUSINESS

There was no old business listed on the agenda.

NEW BUSINESS

Executive Session

Councilwoman Harrelson made a motion to go into executive session regarding attorney client privilege in order to consult and meet with legal counsel pertaining to potential litigation. Councilman Sikes seconded the motion, and the vote was unanimous.

Open Session

Councilwoman Kilcrease made a motion to go back into open session. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

Conditional Use Application – Perdan Properties

Councilwoman Kilcrease made a motion to deny a conditional use application from Perdan Properties requesting the City to lease three parking spaces in front of 39 N.E. Broad Street (Parcel M44 072) for the purpose of using the area to install a dining deck for Taqueria El Sol Mexican Restaurant. Councilwoman Taylor seconded the motion. Council expressed their concerns on safety issues and asked Mr. Franklin to explore other options. Councilwoman Kilcrease said that her concern is with traffic safety and parking. She said that she doesn't want to see anyone get hurt as much as she would like to see the area enhanced. Councilwoman Taylor said that she likes the concept but is concerned over the city's liability. Councilwoman Harrelson suggested that Mr. Franklin work with

something on the sidewalk. The vote was unanimous to deny the conditional use application from Perdan Properties.

New Water and Sewer Rates

Councilman Sikes made a motion to approve the proposed new water and sewer rates as presented by Public Works Director Cliff Hendrix beginning January 2020 for the next six months and review again during the budget process. Councilwoman Taylor seconded the motion. Councilman MacGregor said that he could not support the water and sewer rate increase. He said that it is too much too soon for the lower income people. Councilwoman Harrelson asked to push this back until July. City Manager Carter Crawford informed council that the water fund is already in the hole \$60,000. Councilwoman Taylor said that these rates will be reviewed again in 6 months. Mayor Boyd called for the vote. The vote was four in favor and one against. Councilman MacGregor voted against the motion.

The new approved water and sewer rates beginning January 1, 2020 are as follows:

Water Residential Inside and Outside City	\$14.00 base bill per month plus First 1,000 gal. included in base rate 1,001 – 3,000 – \$3.00/1,000 3,001 – 10,000 - \$4.00/1,000 10,001 – 40,000 - \$5.00/1,000 Over 40,001 - \$5.00/1,000
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Sewer Residential Inside and Outside City	\$14.00 base bill per month plus First 1,000 gal. included in base rate 1,001 – 3,000 – \$3.25/1,000 3,001 – 10,000 - \$4.25/1,000 10,001 – 40,000 - \$5.25/1,000 Over 40,001 - \$5.25/1,000
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Water Commercial Inside and Outside City	\$15.00 base bill per month plus First 1,000 gal. included in base rate 1,001 – 3,000 – \$3.00/1,000 3,001 – 10,000 - \$4.00/1,000 10,001 – 40,000 - \$5.00/1,000 Over 40,001 - \$5.00/1,000
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Sewer Commercial Inside and Outside City	\$15.00 base bill per month plus First 1,000 gal. included in base rate 1,001 – 3,000 – \$3.25/1,000 3,001 – 10,000 - \$4.25/1,000 10,001 – 40,000 - \$5.25/1,000 Over 40,001 - \$5.25/1,000
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New Water and Sewer Fee Schedule

Councilwoman Kilcrease made a motion to approve the proposed new water and sewer fee schedule as presented by Public Works Director Cliff Hendrix with an effective date of January 2020. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

The new approved water and sewer fee schedule is as follows beginning January 1, 2020:

Fire Line Access Fee	2 inch	\$30.00
	3 inch	\$35.00
	4 inch	\$40.00
	6 inch	\$50.00
	8 inch	\$60.00
	10 inch	\$70.00
Water Connection ¾ inch		\$1,220.00
Water Connection 1 inch		\$1,520.00
Water Connection 1 ½ inch		\$2,740.00
Water Connection 2 inch		\$3,800.00
Water Connection 3 inch		\$5,320.00
Water Connection 4 inch		\$8,365.00
Water Connection 6 inch		\$12,930.00
Water Connection 8 inch		\$19,010.00
Water Connection 10 inch		\$23,575.00

In addition to the tap fees if the city has to cut the roadway there will be an additional pavement break fee of \$50.00 for the cut and then \$25.00 per foot per width of road, also if the city has to hire a contractor to make the tap, then the customer will pay the full contractor cost.

Sewer Connection 4 inch	\$1,400.00
Sewer Connection 6 inch	\$1,600.00
Sewer Connection 8 inch	\$2,900.00
Sewer Connection 10 inch	\$3,900.00

In addition to the tap fees if the city has to cut the roadway there will be an additional pavement break fee of \$50.00 for the cut and then \$25.00 per foot per width of road, also if the city has to hire a contractor to make the tap, then the customer will pay the full contractor cost.

Water Deposit	\$125.00
Service Fee	\$ 40.00
Check Meter	\$ 5.00
Dumping Fee	A rate of 0.04 cents per gallon

	this includes county leachate
Temporary Service no longer than 10 days	\$ 45.00
One day clean up	\$ 30.00
Reconnection fee	\$ 45.00
Fire Station Fill Area	\$ 35.00 Registration fee plus \$1.00 per 100 gallons
Fire Hydrant Meters	\$250.00 Deposit plus .30 cents per 100 gallons used with a \$25.00 minimum charge
Infill Development Fees	Water \$2,500.00 per meter Sewer \$3,500.00 per unit

In addition to the Infill Development fee the customer will pay a tap fee for each service.

Fines for unauthorized usage

Anybody obtaining water from an unauthorized source

First Offense Warning

Second Offense \$500 fine

Third Offense Usage rights revoked and possible criminal charges

Notes:

Base charges for accounts served by a Master Water Meter shall be calculated by multiplying the number of entities served times the appropriate base charge.

Example:

30 apartments/townhomes on water and sewer inside city =
30 x \$9.00 = \$270.00 base charge

New water deposit rate structure:

Water deposit for residential/regular businesses	\$125.00
Water deposit for motels/hotels	\$550.00
Water deposit for restaurants	\$275.00
Water deposit for apartments with a single meter with 20 units or less	\$325.00
Water deposit for apartments with a single meter with 20 units or more	\$975.00
Water deposit for apartments with each unit having its own meter	\$125.00

Bid Approval – Brannen Motor Company

Councilwoman Kilcrease made a motion to approve a bid from Brannen Motor Company in the amount of \$27,660.00 for the purchase of a ½ ton pickup truck for the sanitation department as recommended by Public Works Director Cliff Hendrix. Councilwoman Taylor seconded the motion, and the vote was unanimous.

Bid Approval – Metter Ford

Councilwoman Kilcrease made a motion to approve a bid from Metter Ford in the amount of \$31,474.00 for the purchase of a ¾ ton pickup with a utility body for the water/sewer department as recommended by Public Works Director Cliff Hendrix. Councilwoman Taylor seconded the motion, and the vote was unanimous.

Contract Approval – HC Crawford Consulting, Inc.

Councilwoman Kilcrease made a motion to approve the following modifications to the current contract between the City of Metter and HC Crawford Consulting, Inc. by changing the current contract to a 12 months contract beginning on January 1, 2020 and ending December 31, 2020 with H. Carter Crawford serving as City Manager for a monthly cost of \$4,200.00 per month. Councilwoman Taylor seconded the motion, and the vote was unanimous.

DCA – Tourism Product Development Resource Funding Matching Grant

Councilwoman Kilcrease made a motion to allow Director of Economic Development Heidi Jeffers to apply for tourism product development resource funding matching grant from the Georgia Department of Economic Development for signage for the wayfinding and Metter Welcome Center. Councilman Sikes seconded the motion, and the vote was unanimous.

Ordinance – Broadband Ready Community

Councilwoman Harrelson made a motion to allow Director of Economic Development Heidi Jeffers to apply for Broadband Community Certification and to approve the first reading of an Ordinance for a Broadband Ready Community. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Resolution Declaring Surplus

Councilwoman Kilcrease made a motion to approve a resolution declaring the following as surplus property and allowing HR/Purchasing Manager Missy Edenfield to advertise for bids:

1. A 1987 GMC Fire Truck, VIN # 1GDM7DIG9HV524323 that was assigned to the Fire Department.
2. A 1999 Chevrolet K2500 Pickup, VIN # GK29J2F070879 that was assigned to the Fire Department.

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

DEPARTMENTAL REPORTS

Police Department Report

Chief Shore submitted a written report.

Public Works Report

Mr. Hendrix submitted a written report and gave an update on the TIA projects.

Fire Department Report

Chief Douglas submitted a written report.

Administration Report

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

- The Administration Department participated in the SWOT training presented by City Manager Carter Crawford.
- We have two terms expiring in November on the Tree Board – Eddy Jones and Elon Flack. There has also been a vacant seat on that board for several years. Please be thinking of nominations for the next council meeting.
- Angie Conner and Cherie Snyder attended the Municipal Court Clerk training held at the King & Prince on St. Simons Island.
- Collected donations for the GMA Mayors Motorcade. Mayor Boyd and Fire Chief Douglas participated in the Mayors’ Motorcade parade, which began at the National Guard Armory in Savannah and ended at the Georgia Regional Hospital.
- Sent out business license bills for 2020 and have started collecting these funds.
- Participated on the committee for the Lighting of Metter.
- Organized the City Christmas dinner which will be held at the Metter Depot on Tuesday, December 10, 2019 beginning at 6:30 p.m.
- Working with the City Attorney Brent Carter and Public Works Director Cliff Hendrix on a flea market ordinance to present to council.
- Working with the City Attorney Brent Carter and Economic Development Director Heidi Jeffers to prepare documents for the City to become Broad Band Certified.

Finance Report

Mrs. Collins stated that she is working with the auditors to get the FY 2019 audit complete.

HR/Purchasing Report

No report

Department of Economic Development/Welcome Center

Ms. Jeffers reported on the following:

- 2019 Lighting of Metter
- Incubators Popping up throughout Georgia
- Tesla Supercharger opens at I-16
- A tourism group from sister centers will be here tomorrow to tour downtown.
- We are moving forward on the Terrell Street building.

City Manager's Report

Mr. Crawford reported on the following:

- Possible new franchise fee.
- Received loan for new fire engine and will receive loan for Fire Dept. radio within the month. The first loan repayments will not be due until November and December of 2020.
- We are in the process of developing a finance team to investigate ways to reduce costs and find additional revenues.
- We are in the process of developing a grant research team to make an organized effort to obtain additional grants for the City.
- We will be starting a wellness program for City employees in January 2020. The purpose is to improve the health of our employees and to lower health insurance costs. We will be applying for a \$5,000.00 wellness grant from GMA in September 2020.
- The City employees have completed the SWOT analysis and will be dividing up into teams to address the most pressing issues for the City.

MAYOR'S REPORT

Mayor Boyd reported on the following:

- Mayors' Motorcade in Savannah
- Lighting of Metter
- Gave an update on the incubator project being in the Georgia Cities Magazine.
- Reminded council of the City Christmas Dinner.

ADJOURNMENT

After no further business, Councilwoman Harrelson made a motion to adjourn the meeting. Councilwoman Kilcrease seconded the motion, and the vote was unanimous. The meeting was adjourned at 6:55 p.m.

Angie Conner, City Clerk