

**CITY OF METTER
REGULAR MEETING
MONDAY, MAY 9, 2016
7:00 P.M.**

A regular meeting was held at City Hall on Monday, May 9, 2016, at 7:00 p. m. in the Council Chambers.

Attending the meeting were the following officials:

Mayor Billy Trapnell
Councilman Ed Boyd
Councilman Gregory Thomas
Councilwoman Marsha Colson
Councilman Paul MacGregor
City Manager Mandi Cody
City Clerk Angie Conner
Public Works Director Cliff Hendrix
Interim Chief of Police Justin Wells
Fire Chief Jason Douglas
City Attorney Brent Carter
Main Street Director Jaime Riggs
Carter Crawford, H.C. Crawford Consulting, Inc.
Carvy Snell, Metter Advertiser

Attending the meeting were the following guests:

Debbie Aylmer – Communities in Schools Director
Savanna – MHS Student representing Communities in Schools Program
Heidi Raposa
Shelly Strange
Laura Vine

CALL TO ORDER AND WELCOME

Mayor Trapnell called the meeting to order and welcomed everyone.

PLEDGE OF ALLEGIANCE

Councilman MacGregor led the Pledge of Allegiance.

INVOCATION

Councilwoman Colson gave the invocation.

APPROVAL OF AGENDA

Councilman MacGregor made a motion to approve the agenda as presented. Councilman Thomas seconded the motion, and the vote was unanimous.

APPROVAL OF MINUTES

Councilman MacGregor made a motion to approve the following minutes:
Regular Meeting – April 11, 2016
Councilwoman Colson seconded the motion, and the vote was unanimous.

WORK SESSION PRIOR TO REGUALR MEETING

Guest Recognition

Mrs. Debbie Aylmer, Director of Communities in Schools Program, was present at the meeting to give the past year's statics on the program. There was 100 % graduation rate last year. There was a 94% promotion rate for all schools. There was only a 1% dropout rate. Mrs. Aylmer introduced a senior named Savanna from Metter High School. Savanna went over how being in the program helped her to get her education. She is also the recipient of the \$250 Communities In Schools Scholarship award this year. Mrs. Aylmer informed mayor and council that this is a very successful program and we are asking the city to continue their support along with the Candler County Commissioners and the Candler County Board of Education. The amount the city contributes to the program is \$6,600 annually, Candler County \$12,000 and the Board of Education \$15,000. This pays the Board of Director's salary.

Items Discussed

The first item listed on the work session agenda to be discussed was the "Break the Silence on Sickle Cell Disease 5K"on Saturday, June 18, 2016 presented by Dana N. Gibson of Awareness2Cure which was approved by council in July 2015. Ms. Cody informed mayor and council that she met with this group earlier in the day and worked things out.

The next item listed to discuss was the reorganizing of the Planning Commission and the Zoning Appeals Board. Mr. Hendrix explained to mayor and council that there are vacancies on both boards. He said that he would like to look at reorganizing these boards and terms. He informed mayor and council that he and staff would come up with a plan of action and bring it back to council for approval.

Mrs. Laura Vines asked the mayor and council if she would be considered to serve on the Planning Commission or the Zoning Appeals Board since she sent in a letter requesting to be added along with a copy of her resume. Mayor Trapnell said that she would be considered during the reorganizing process.

Next council members decided to participate in the Parade of Flags at the Georgia Municipal Association Annual Convention and to appoint Councilwoman Kilcrease to carry the flag.

OLD BUSINESS

No old business to report.

NEW BUSINESS

Mutual Aide Agreement

Councilman Boyd made a motion to approve a Mutual Aide Agreement between the State of Georgia and City of Metter. Councilman MacGregor seconded the motion, and the vote was unanimous. The State of Georgia is vulnerable to a wide range of natural and man-made disasters and emergencies. The Georgia Emergency Management Act, as amended (The Act) gives the local governments of the State the authority to make agreements for mutual aid assistance in emergencies. Pre-existing agreements for mutual aid assistance in emergencies help to ensure the timely provision of mutual aid assistance and the reimbursement of costs incurred by those parties who render such assistance. This agreement runs through 2020.

Ordinance Ratifying the Mayor and Council's Agreement with City Manager Mandi Cody

An ordinance was introduced to Mayor and Council ratifying their agreement with City Manager, Mandi Cody dated April 11, 2016 for the first reading.

Policy and Procedures for Communication with Persons with Limited English Proficiency

Councilman Thomas made a motion to approve Policy and Procedures for Communication with persons with Limited English Proficiency. Councilman MacGregor seconded the motion, and the vote was unanimous. The City of Metter will take responsible steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs, and other benefits. The policy of the City of Metter is to ensure meaningful communication with LEP customers. The policy also provides for communication of information contained in vital documents. All interpreters, translators and other aids needed to comply with the policy shall be provided without cost to the person being served, and will be informed of the availability of such assistance free of charge.

Bank Resolutions Adding Mandi Cody, City Manager to Signature Cards

Councilwoman Colson made a motion to approve bank resolutions for Queensborough National Bank, Pineland State Bank, and Metter Bank allowing, City Manager, Mandi Cody to be placed on the signature cards for each city account. Councilman MacGregor seconded the motion and the vote was unanimous.

Voting Delegate for the 2016 GMA Annual Convention

Councilman MacGregor made a motion to appoint Councilwoman Kilcrease to serve as the City of Metter Voting Delegate for the Annual Membership Business Meeting at the 2016 GMA Annual Convention. Councilwoman Colson seconded the motion, and the vote was unanimous.

Harold Boston, Jr. Appointed to Zoning Appeals Board

Councilman Thomas made a motion to appoint Harold Boston, Jr. to the Zoning Appeals Board to fill the unexpired term of Tallmadge Mason which ends September 11, 2017. Councilman MacGregor seconded the motion and the vote was unanimous.

Jeffery Hildebrandt appointed to the Planning Commission

Councilwoman Colson made a motion to appoint Jeffery Hildebrandt to the Planning Commission for a five (5) year term, beginning May 10, 2016 and ending September 11, 2021 to replace Dan Parrish, Jr. Councilman MacGregor seconded the motion and the vote was unanimous.

Bid Approval for the Purchase of a Fire Command Vehicle from Metter Ford

Councilman Thomas made a motion to approve a bid from Metter Ford to purchase a fire command vehicle in the amount of \$48,050.22 and to authorize Mayor Billy Trapnell to execute a resolution for a GMA lease for this vehicle. Councilman MacGregor seconded the motion, and the vote was unanimous. Councilwoman Colson excused herself from the meeting during the discussion and vote of this issue due to a conflict of interest, that she is employed by Metter Ford. There were two bids submitted, Daniels-Bishop Chevrolet, Inc. - \$44,500.00 and Metter Ford - \$\$48,050.22. It was recommended to mayor and council to award the bid to Metter Ford. At the bid opening the apparent low bidder was Daniels-Bishop Chevrolet, Inc. After reviewing the bids, it was determined that Daniels-Bishop Chevrolet, Inc. did not include the Emergency Equipment package and the camper cover in their bid. Therefore, this bid was disqualified. The purchase of this vehicle was approved in the FY 2016 budget. The Candler County Commissioners have committed to paying half of this cost.

Bid Approval for Metter Pump Station 721 Upgrades from Y-Delta

Councilman Thomas made a motion to approve the low bid from Y-Delta in the amount of \$70,243.00 for the Metter Pump Station 721 Upgrades located on E. Lillian Street.

Councilman Boyd seconded the motion, and the vote was unanimous. There were two bids submitted: Y-Delta - \$70,243.00 and Tyson Utilities Construction - \$89,958.58. After review of the bids, it was recommended to mayor and council by the city engineers, EMC Engineering Services, to award the contract to the low bidder, Y-Delta, Inc. This will include adding a generator and upgrading the electrical system. This project was approved in the FY 2016 SPLOST budget.

Bid Approval for Phase III Streetscape Project – Y-Delta, Inc.

Councilman Thomas made a motion to approve the low bid with Y-Delta, Inc. in the amount of \$387,826.76 for the Phase III Streetscape Project. Councilwoman Colson seconded the motion, and the vote was unanimous. There were two bids received for the Phase III Streetscape Project. The bids were as follows:

Y-Delta, Inc. Statesboro, GA	
Base Bid-----	\$287,305.76
Add Alternate Options-----	\$211,087.24
Total Bid-----	\$498,393.00

Lavender & Associates, Inc. Statesboro, GA	
Base Bid-----	\$316,275.00
Add Alternate Options-----	\$190,350.00
Total Bid-----	\$506,625.00

After Mr. Hendrix and EMC Engineering compared the bids, it was their recommendation to award this project to Y-Delta, Inc. with a base bid of \$287,305.76 and to add the following add alternates to their base bid (1. Tree removal and 2. Permanent Grassing) for a total award of \$375,826.76.

The following items will be paid for or removed directly by the city:

1. Hose bib removal.
2. Water meter removal.
3. Lighting Std. Special design (to be done by Georgia Power)
4. Purchase of the benches and Waste Receptacles.

SPLOST funds will be used for the city’s matching part. The project should begin around June 1, 2016.

FY 2017 LMIG Project Submittal

Councilman Boyd made a motion to approve submitting to the Georgia Department of Transportation College Street between S.W. Broad Street and Pine Street for our FY 2017 LMIG Project. Councilwoman Colson seconded the motion, and the vote was unanimous. The total estimated cost for this project is \$57,430.12. The City will receive around \$49,000.00 in GDOT funds. With the city’s ten percent (10%) match we will have around \$53,900.00 for LMIG funding.

Executive Session

Councilwoman Colson made a motion to go into executive session to discuss pending and potential litigation. Councilman Boyd seconded the motion, and the vote was unanimous.

After the executive session was complete, Councilman Boyd made a motion to go back into open session. Councilman MacGregor seconded the motion, and the vote was unanimous.

MAYOR’S REPORT

Mayor Trapnell gave his report during the work session. He informed the council that HB370 dealing with fines from the State Ethics Commission was passed by Legislature

but was vetoed by the Governor. His reason was it would be unfair to the people who have already paid the fines.

STAFF REPORTS

All staff reports were presented during the work session.

City Manager's Report

Ms. Cody stated that she had a good first week on the job. She met with key staff, vendors, and partners at the county. She informed mayor and council that she will be making an assessment of the strengths and weaknesses. She will be setting some steps and goals. She said she would like to finish meeting with each council member.

Ms. Cody commended the Fire and Police Department on the way they handled the accident on Friday.

Police Department Report

Interim Chief Justin Wells submitted a written report. He also added that the police department is experiencing staffing issues. He said that he is looking at using some county deputies as part time officers to fill the gap temporarily. We will be looking for ways to attract fulltime officers. Metter is not the only place having staffing problems.

Mayor Trapnell thanked Interim Chief Wells for helping the city out during Chief Seckinger's illness.

Public Works Report

Mr. Hendrix submitted a written report.

Metter Classic Main Street Report

- DDA meeting was held on February 29th, 2016. The Chairman is Marcus McCray of Whitaker Funeral Home. The first set of goals were assisting with building inventory, strategizing on new DDA and Main Street district lines and creative ways for building owners to cover vacant storefront windows.
- Phase 3 streetscape architectural rendering were completed by Archway students and publicized by the Metter Advertiser.
- Assistance with a complete report of historic downtown amenities and building asset inventory has been approved by the Archway Executive Committee.
- The Chamber newsletter is currently highlighting all downtown business specials that are referred to the office by noon Thursdays. The newsletter also features any available downtown property that owners want to promote in the news.
- Shop, Buy, Think, Dine Local FIRST Campaign is in the paper and Good Morning Metter e-news.
- Festival revenue was steady and looks to be building for 2017. The 2017 Another Bloomin Festival will be April 15, 2017.
- Currently working with five buildings owners to lease or sell their space.
- Two ribbon cuttings were held in downtown in May, Georgia Hometown Realty and Baylee Lane's Boutique.
- Signage update: Mr. Hendrix and Mr. Brent Carter completed the private property agreements last month. In the process of waiting for GDOT's permit approval to move forward on the Hwy 46 sign location. Our committee approved moving the sign over and out of the GDOT right-of-way. The Rural Enhancement and Beautification Council Grant applications are being reviewed and we should find out soon if we were awarded a grant for landscaping at the Hwy 121 South location.

Mrs. Riggs distributed the tourism report.

Fire Department Report

Chief Douglas submitted a written report. He added that the Georgia Emergency Management Association will be here on June 21, 2016 for a training course on natural disasters.

Administration Report

Ms. Conner announced that there will be a reception to welcome Ms. Mandi Cody to the community on May 19, 2016 from 5:00 p.m. to 6:00 p.m. at the Depot.

Ms. Conner informed mayor and council that someone from the city auditor's office will be here soon to start the audit process on the Unforfeited Bond Account. This will help clear up the finding in the FY 2015 Audit Report.

ADJOURNMENT

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

The meeting was adjourned at 7:55 p.m.

Angie Conner, City Clerk

William M. Trapnell, Mayor