

**CITY OF METTER
REGULAR MEETING
MONDAY, MAY 14, 2018
5:30 P.M.**

A regular meeting was held at City Hall on Monday, May 14, 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 Rashida Taylor
Councilwoman Marsha Colson
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
City Attorney Brent Carter
Carvy Snell, Metter Advertiser

Attending the meeting were the following guests:

Warren Tillery – Smith, Webb, Welch & White
Andy Welch – Smith, Webb, Welch & White
Joey Williams – Attorney at Law
Mr. & Mrs. Alton Slater

CALL TO ORDER AND WELCOME

Mayor Boyd called the meeting to order and welcomed everyone.

PLEDGE OF ALLEGIANCE

Councilwoman Taylor led the Pledge of Allegiance.

INVOCATION

Councilwoman Colson gave the invocation.

Regular Meeting, May 14, 2018

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Councilwoman Colson made a motion to approve the following minutes:

Regular Meeting held on Monday, April 9, 2018
Coffee and Conversation with Council held on Tuesday, April 24, 2018
Coffee and Conversation with Council held on Thursday, April 26, 2018

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

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Request to Close Woodcock Street

City Manager Mandi Cody informed council that she has received a request from Metter United Methodist Church to close Woodcock Street from Lillian Street on the south to their property line on the north. In their opinion, the closure of this street will not have a negative impact on traffic and will allow the church membership to better utilize their property. Ms. Cody stated that she and staff done some research and can not find where this is a deeded city street. There is a legal process that we will have to complete to close the street. Ms. Cody suggested that we continue to do some research and bring it back to council. All council members agreed.

Contract between Edmunds & Associates and the City of Metter

Councilman MacGregor made a motion to approve a contract which defines the responsibilities of the City of Metter, GA purchasing MCSJ computer system application software and/or hardware from Edmunds & Associates, Inc. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Agreement with Edmunds & Associates

Councilwoman Colson made a motion to approve an agreement with Edmunds & Associates, Inc. to provide a long-term contract arrangement under which Edmunds & Associates, Inc. will provide exclusive MCSJ hosting services on behalf of the City of Metter; agreement will automatically renew for successive three (3) year terms with annual cost and payment terms as follows:

	<u>Up to 10 concurrent users</u>
Year 1	\$ 4,800.00
Year 2	\$ 3,750.00
Year 3	\$ 3,950.00
Year 4	\$ 4,150.00
Year 5	\$ 4,360.00

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

Standard Operating Procedures for Georgia Crime Information Center (GCIC)

Councilwoman Kilcrease made a motion to approve the following Standard Operation Procedures:

- a) Media Protection Policy Standard Operating Procedure for information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network.
- b) Man-Made/Natural Disaster Policy Standard Operating Procedure for information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network.
- c) Disciplinary Policy Standard Operating Procedure for violation or actions involving misuse of information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network.

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

Resolution Appointing Joseph Williams as Indigent Defense Attorney

Councilwoman Kilcrease made a motion to approve a resolution appointing Joseph Williams as the City of Metter Municipal Court Indigent Defense Attorney. Councilman MacGregor seconded the motion, and the vote was unanimous.

Bid Approval for Engineering Services

Councilwoman Kilcrease made a motion to approve a recommendation by Public Works Director Cliff Hendrix and HR/Purchasing Manager Missy Edenfield to award the bid for engineering services for the 2018 LMIG Project to Parker Engineering out of Statesboro, Georgia in the amount of \$4,500.00. Councilwoman Colson seconded the motion, and the vote was unanimous.

Bid Approval for Exercise Fence

Councilwoman Colson made a motion to approve a recommendation by HR/Purchasing Manager Missy Edenfield to accept the bid for installation of an exercise fence at the

Regular Meeting, May 14, 2018

Metter Animal Shelter from the sole bidder, Middleground Construction in the amount of \$6,680.00. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Bid Approval for Infrastructure Upgrades

Councilman MacGregor made a motion to approve a recommendation by Public Works Director Cliff Hendrix and HR/Purchasing Manager Missy Edenfield to award the bid for infrastructure upgrades and add alternate work on West Vertia Street and South College Street to Sikes Brothers, Inc. in the amount of \$657,398.70. Councilwoman Colson seconded the motion, and the vote was unanimous. The \$657,398.70 includes the add alternate work in the amount of \$190,540.00.

Temporary Vendor Permit Fee

Councilwoman Kilcrease made a motion to approve an administrative fee of \$70 for purchase of a Temporary Vendor permit. Councilwoman Colson seconded the motion, and the vote was unanimous.

MAYOR'S REPORT

Mayor Boyd announced that the city had a great budget session. It was professionally prepared. He commended staff for their requests and commended council for attending. He said that we trying to put together a budget with the addition of the Service Delivery Strategy negotiations going on. The budget requests were in line with our vision to move the city forward.

Mayor Boyd and City Manger Mandi Cody attended the kick-off of Skilled Nursing Support Week at Pleasant View Nursing Home.

STAFF REPORTS

Police Department Report

Chief Shore submitted a written report. He added that the Parvo issue at the Animal Shelter has been corrected. The Department of Agriculture was pleased with the response on an outstanding job taken.

Investigator Tim Platt attended Internal Affairs training. Chief Shore attended Chief school.

There was a theft of a vehicle on Saturday morning, where someone snatched a woman out of her car and fled in it. The woman was injured. The suspect has not been found at this time. There is evidence that this is an isolated incident.

Public Works Report

Public Works Director Cliff Hendrix submitted a written report. He added that the engineers have completed the generator design for the main well. They are also working on other street project designs.

Fire Department Report

Chief Douglas submitted a written report. He added that the calls in the city were down last month but not the overall calls.

Administration Report

City Clerk Angie Conner submitted a written report. She gave a highlight of Georgia Cities Week.

Finance Report

Finance Manger Cindy Collins submitted the financial statements. She commented that we have been very busy working on FY 2019 budget.

HR/Purchasing Report

HR/Purchasing Manger Missy Edenfield submitted a written report. She added that she is having to regroup on the fire hydrant repair bids and the animal shelter repair bids. She has submitted a revision to the city's personnel policy. Staff members will review the policy and then bring to council. Mrs. Edenfield informed council that she has new email addresses for them and will get with them to get everything set up. She said that she is also working on new branding.

Department of Economic Development/Welcome Center

Director of Tourism/Business Development Heidi Jeffers informed council that she and staff had attended the Regional Visitors Center Workshop in Statesboro. We hosted a Georgia Economic Development Association (GEDA) stop-over at our Welcome Center.

Councilwoman Taylor asked Ms. Jeffers if she could report the number of visitors at the Welcome Center each month.

City Manager's Report

City Manager Mandi Cody said that Ms. Jeffers and others are working on more good things to come. Candler County Hospital representatives met with city employees to roll out the new hospital savings plan to government employees. The Department Heads are taking a series of Supervisor Training classes. Ms. Cody said that she appreciates the positive comments on the budget work session. She said that we can call another meeting

Regular Meeting, May 14, 2018

or work from feedback from council. She recommended to come back together to present feedback. A called meeting/budget workshop was scheduled for Monday, May 21, 2018 at 5:00 p.m. at City Hall.

EXECUTIVE SESSION

Councilwoman Kilcrease made a motion to go into executive session for attorney-client privilege to consult and meet with legal counsel pertaining to potential litigation. Councilwoman Colson seconded the motion, and the vote was unanimous. The meeting went into executive session at 6:24 p.m.

The meeting was brought back into open session at 8:01 p.m.

Councilwoman Colson made a motion to authorize city staff to execute a plan to further support Candler County Hospital in it's provision of medical services for the citizens of Metter. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

ADJOURNMENT

After no further discussion, Councilwoman Kilcrease made a motion to adjourn the meeting. Councilwoman Colson seconded the motion, and the vote was unanimous.

The meeting was adjourned at 8:02 p.m.

Angie Conner, City Clerk

Edwin O. Boyd, Mayor