

Regular Council Meeting
Tuesday, October 6, 2020 (6:00 p.m.)
Kayse Room

At the Regular Council Meeting held on the above date the following members were present:

Mayor: Matt Seale
City Council: Mona Paulk, Lemora Moses, Steven Hudson, and Claire Clayton
City Clerk: Lucile Middlebrooks
City Attorney: Warren Mixon
Police Chief: Billy Hancock
Assistant Public Director: Recarter Edge
Assistant Public Director: Corneilus Hall
Fire Chief: Will Towson
Absent: Councilwoman Patrice Y.W. Manley

- First: Mayor Matt Seale called the meeting to order and determined a quorum, prayer by City Attorney Warren Mixon, and then the Pledge of Allegiance to the Flag of the United States of America was pledged and spoken by everyone.
- Second: Mayor Matt Seale called for a motion to adopt the Agenda for Tuesday, October 6, 2020.
Motion by Councilman Lemora Moses and 2nd by Councilwoman Claire Clayton to adopt the Agenda for Tuesday, October 6, 2020.
All in favor say I – Voted 4 yes; Opposes none - Motion carries unanimously.
Councilwoman Patrice Y.W. Manley is absent.
- Third: Mayor Matt Seale called for a motion for the approval and adopting of the Minutes from the Regular Meeting of September 1, 2020
Motion by Councilwoman Mona Paulk and 2nd by Councilman Lemora Moses for the approval and adopting of the Minutes from the Regular Meeting of September 1, 2020.
All in favor say I -Voted 4 yes; Opposes none – Motion carries unanimously.
- Fourth: Keck+Wood Engineer's Recommendation of A.C. Blount as Contractor for Sidewalk Project on East Highway 32
Mayor Matt Seale referred back to the previous Council Meeting. The Council needed more information on how much the City would be paying the Contractor:

Lucile Middlebrooks

From: Casey Guyton <cguyton@keckwood.com>
Sent: Wednesday, September 2, 2020 12:52 PM
To: Lucile Middlebrooks
Cc: Michael Jacobs; Eric Pitts; Nick Andryusky
Subject: Re: PI 0010669 Irwin County - Ocilla TE Bid Recommendation Letter

Lucile,

Unfortunately, the City's responsibility will be more than that. Using the current contract amount for construction (\$364,715), GDOT will reimburse the City for \$237,600, leaving the City initially responsible for the rest (\$127,115). As Felecia mentioned, at the end of construction we will review the total construction costs. When construction is final, assuming the final construction cost remains exactly as the contract amount (\$364,715), the City can submit a supplemental agreement for more money. 80% of \$364,715 is \$291,772. So the supplemental agreement will be requesting the difference between the original GDOT funding amount (\$237,600) and 80% of the final construction cost (\$291,772). The supplemental agreement would be for an additional \$54,172.

If that scenario came to fruition, and the supplemental agreement was approved, the City would ultimately pay \$72,943 towards the construction costs.

Thanks,

Casey Guyton, P.E. | Project Engineer

Keck+Wood

(office) 678-417-4000 | (direct) 678-417-4018
cguyton@keckwood.com | keckwood.com

After reading the email for Keck+Wood's Project Engineer Casey Guyton and some discussion Mayor Matt Seale called for a motion.

Motion by Councilman Lemora Moses and 2nd by Councilman Steven Hudson to approve the engineer's recommendation to award A.C. Blount (\$364,715.00 bid) the contract for the Sidewalk project and the City will pay up to \$127,115.00

All in favor please raise your hand – Voted 4 yes; Opposes none – Motion carries unanimously.

Fifth: 2021 LMIG Project List
 Mayor Matt Seale stated that new 2021 LMIG Project List is normally voted on in December; however, he would like the Council to vote on it tonight. The projects are:

PRELIMINARY 2021 LMIG PROJECT REPORT
 CITY OF OCILLA
 IRWIN COUNTY

FY 2021 LMIG	\$54,522.85
Local 10% Match	\$5,452.29
Total	\$59,975.14

PROJECT NO.:
 SWE# 20-3334

SHEET 1 OF 1

PRI. NO.:	NAME OF ROAD	BEGIN	END	LENGTH MILES	DESCRIPTION OF WORK	PROJECT COST	COMMENTS
1	EAST PARK STREET	SOUTH CHERRY STREET	SOUTH ELM STREET	0.088	LEVELING AND RESURFACING	\$18,443.00	22' WIDE
2	HUDSON STREET	US 129/319	ALDER STREET	0.16	LEVELING AND RESURFACING	\$27,278.25	20' WIDE
3	EAST FIRST STREET	SOUTH CHERRY STREET	US 129/319	0.05	LEVELING AND RESURFACING	\$14,409.25	24' WIDE
TOTAL				0.298		\$60,130.50	

Mayor called for a motion.
 Motion by Councilwoman Mona Paulk and 2nd by Councilwoman Claire Clayton to approve the 2021 LMIG Project list as presented.
 All in favor raise your hand – Voted 4 yes; Opposes none – Motion carries unanimously.

Sixth: Municode Ordinance Update
Mayor Matt Seale stated that City Clerk Lucile Middlebrooks has been working with Municode and requested that she present the Council with the Municode quote. City Clerk Lucile Middlebrooks read the Council the following letter and reviewed the key points of the quote from Municode:

From the Desk of
Lucile Middlebrooks
City Clerk

(229) 468-9835 Voice

City of Ocilla
111 N. Irwin Avenue
P.O. Box 626
Ocilla, GA 31774
(229) 468-9447 Fax

October 6, 2020

To the Mayor and Council:

Attached is the quote from Municode for recodification, supplementation, and for Municode to be the City's online host for the City's Ordinances.

The City has worked with Municode before; however, the disks are out-dated and will not upload to our computers.

The Mayor has requested that the ordinance book be updated and republished. Once the process is completed, the Mayor, Council, employees, and the public will be able to go online and research the City of Ocilla's ordinances. There will be a link on the City's website to Municode.

It is a lot of material to read; however, the cost will be less than \$20,000.00 over the next two fiscal years.

I need your approval to proceed with this much needed upgrade of the Code of Ordinances and to have access to it via the web.

This will be an ongoing process to keep up with the City's ongoing changes.

Thank you,

City Clerk Lucile Middlebrooks



RECODIFICATION, SUPPLEMENTATION AND ONLINE CODE HOSTING SERVICES

City of Ocilla, Georgia

October 2, 2020 – Quote valid for 90 days



Susan Webb

Legal Account Manager

Office: 800-692-7119

Email swebb@municode.com

PO Box 2235 Tallahassee, FL 32316

**GovTech
100**

GovTech Top 100 Innovators in
2016, 2017 & 2018

municode
CONNECTING YOU & YOUR COMMUNITY

EXECUTIVE SUMMARY

Recodification, Supplementation and Online Hosting

*Logic: Give your municipality a fresh start. Engage our full-time attorneys to examine the legal sufficiency of your code from top to bottom. Clean up the pagination, reprint all pages and replace binders and tabs, if needed. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT***

- ★ **Recodification** **\$16,640¹**
Timeline **10-12 months**
The recodification base cost of \$16,640 is based on a 640-page, single column 10-point code (or 723 11-point pages or 800 12-point pages). Or 457-page, double column 10-point (or 557 11-point pages). We will work with you to determine the desired font, format and style of the new printed Code.

A full-time, Municode attorney will legally review the ordinances, not just a code editor. We will research all legislation against the State Constitution, State Law, and the Charter, and ordinances will be compared to Code content to determine if there are inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure. We will also provide State Law references within the code and hyperlinks to internal references within the code. We will provide a legal memorandum containing recommended options and conduct a conference to review the memorandum and recommendations. Our team will edit the text of your code to reflect proper grammar and stylistic consistency; create a subject matter index; create all tables (contents, State Law reference, prior code comparison, and ordinance disposition); and insert graphics into the printed and electronic versions of the code. A draft code will be provided to you for final review prior to printing and shipment.
- ★ **Supplement Service** (single column / double column per page rate) **\$20 / \$24**
Municode does not charge an extra fee for posting supplements online or printing your supplement pages. All of these services are already included in your supplement per page rate.
- ★ **Online hosting = MunicodeNEXT!** **\$550²**
The online code is only \$550 for our standard service. If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for only \$1,325 annually!

¹ Please see page 3 for additional pricing details.

² Please see page 5 for additional features and pricing available on our MunicodeNEXT platform.

RECODIFICATION QUOTATION SHEET

Recodification base cost, includes

\$16,640³

- ★ Receipt, review and organization of materials
- ★ Legal analysis & research by a full-time, Municode attorney
 - ★ Preparation of legal memorandum by a Municode attorney
- ★ Conference with attorney (make selections below)
- ★ Implementation of approved legal findings
 - ★ Updating State Law references
 - ★ Editorial preparation and proofreading
 - ★ Page formatting (make selections below)
 - ★ Indexing
- ★ Tables⁴, Graphics⁵ & tabular matter⁶
- ★ Final proofreading and corrections
- ★ Quality control review and printing
 - ★ 10 printed copies, to include 3-post stamped binders and tabs
 - ★ Sample adopting ordinance prepared by a Municode attorney

Project is based on the font size & pages below – please only select one:

- | | | | |
|----------------|---|--|---|
| Single Column: | <input type="checkbox"/> 10-point (640) | <input type="checkbox"/> 11-point (723) | <input type="checkbox"/> 12-Point (800) |
| Double Column: | <input type="checkbox"/> 10-point (457) | <input checked="" type="checkbox"/> 11-point (557) | <input type="checkbox"/> |

Binder Selection:

- | | | | | |
|------------------------|---|------------------------------------|--------------------------------|-----------------------------------|
| Binder Color: | <input checked="" type="checkbox"/> Semi-Bright Black | <input type="checkbox"/> Dark Blue | <input type="checkbox"/> Green | <input type="checkbox"/> Burgundy |
| Binder Stamping Color: | <input checked="" type="checkbox"/> Gold | <input type="checkbox"/> Silver | | |

Conference Selection:

- | | |
|---|---|
| <input type="checkbox"/> On-site conference, each | Attorney time, travel, lodging and per diem |
| <input type="checkbox"/> Teleconference or web-based conference, 3-hour session | No charge ⁷ |

Optional Services

- | | |
|--|-------|
| <input type="checkbox"/> Gender Neutralization of Code | \$640 |
|--|-------|

Items not included in base cost

- | | |
|---|--------------------------|
| ★ Pages <u>over</u> 640 10-point, single column / double column pages, per page (or equivalent) | \$20 / \$24 |
| ★ Freight | Actual |
| ★ State sales tax | If applicable |
| ★ Post your code on MunicodeNEXT | See selections on page 5 |

Payments for recodification project - Your project can be budgeted over two fiscal years

- | | |
|--------------------------------------|---------|
| ★ Execution of Agreement | \$5,825 |
| ★ Submission of the Legal Memorandum | \$4,160 |
| ★ Submission of Draft Code | \$4,160 |
| ★ Delivery | Balance |

³ Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee. Proofs not returned within 45 days may be subject to a proof update fee, if applicable.

⁴ The following tables will be created and are included in the base cost: supplement history table, code comparative table, State Law reference table and ordinance history table. An additional hourly charge applies for creation, modification, addition or updating of any table or schedule other than those enumerated in this footnote. This includes Traffic and Fee tables or schedules.

⁵ Includes printing all copies.

⁶ Tabular matter is defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

⁷ For the initial 3-hour session, then \$150 per hour thereafter.

SUPPLEMENTATION QUOTATION SHEET

Supplement Service Base Page Rate⁸

Page Format	Base Page Rate
Single Column	\$20 per page
Double Column	\$24 per page

Base page rate above includes:

- ★ Acknowledgement of material
- ★ Data conversion, as necessary
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index
- ★ Schedule as selected by you⁹
- ★ Updating electronic versions¹⁰ and online code
- ★ Printing 10 copies

Base page rate above excludes:

- ★ Freight
- ★ State sales tax
- ★ Images, Graphics¹¹ & tabular¹² matter, each
- ★ MyMunicode or online code

Actual
If applicable
\$10
Selections on page 5

Electronic media options for Code of Ordinances (sent via download)¹³

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Folio Bound Views | \$295 initially then \$100 per update |
| <input type="checkbox"/> WORD (DOCX) | \$150 initially then \$75 per update |
| <input type="checkbox"/> Adobe PDF of the code | \$150 initially then \$75 per update |
| <input type="checkbox"/> Adobe PDF of each supplement | \$75 per update |

Invoices for Supplements and Additional Services will be submitted upon shipment of project(s).

⁸ All prices quoted in this section may be increased annually in accordance with the Consumer Price Index (CPI) for All Urban Consumers.

⁹ Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

¹⁰ We do not charge a per page rate for updating the internet; however, a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

¹¹ Includes printing of all copies.

¹² Tabular matter is defined as tables, algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

¹³ "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as PDF, Folio or Word, via one of the aforementioned mediums.

ONLINE CODE HOSTING QUOTATION SHEET (MunicodeNEXT)

Online features can be purchased on an a la carte basis, or through our MyMunicode bundle for the best value. Please visit our online library of over 3,700 codes on MunicodeNEXT [here](#). Please check the appropriate box (es) to indicate your selection:

STANDARD CODE HOSTING

- ☐ **Online Code = MunicodeNEXT**, annually  **\$550**
Mobile friendly site. Full functionality and optimal screen resolution on all devices. In-line images & scrolling tables & charts. Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Hit buttons. Persistent breadcrumb trail. Print or Save as formatted WORD (DOCX). Google Translate supports over 90 languages. Social Media/Email. Share links to sections via email, Facebook, Twitter, etc.

OPTIONAL SERVICES

- ☐ **CodeBank** annually **\$150**
Permanent online collection of previous versions of the code.
- ☐ **OrdBank** annually (or per ordinance) **\$325 (\$35)**
Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. This service applies to amendatory (included) ordinances only.
- ☐ **OrdBank + OrdLink** annually (or per ordinance) **\$425 (\$60)**
Provides hyperlinks from newly adopted amendatory legislation to sections of the code to be amended.
- ☐ **CodeBank Compare + eNotify¹⁴** annually **\$250**
Compare any two versions of your online code (starting with the first Municode supplement). Notify provides readers email updates each time the code is updated.
- ☐ **MuniPRO** Service annually **\$295**
Search over 3,700 online codes/ordinances. Attach notes to codes and drafts of new legislation.
- ☐ **Custom Banner** one-time fee **\$250**
Customize MunicodeNEXT to match the look of your website.
- ☐ **MuniDocs¹⁵** annually, upgraded self-loading capabilities – *first 3 months service at no charge!* **\$350¹⁶**
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

My Municode - Value Pricing!

- ☒ **MyMunicode** annually **\$1,325¹⁷**
Includes **MunicodeNEXT** (Online Code), **OrdBank**, **CodeBank**, **CodeBank Compare + eNotify**, **MuniPRO**, and **Custom Banner**

¹⁴ Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

¹⁵ Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at ords@municode.com.

¹⁶ Includes up to 25 GB storage. Quote for additional storage is available upon request.

¹⁷ Total value if each item were to be purchased a la carte would be approximately \$1,820 per year with participation in our OrdBank service.

After some discussion, Mayor Matt Seale called for a motion.
Motion by Councilwoman Mona Paulk and 2nd by Councilwoman
Claire Clayton to proceed with the process of having Municode update, codify,
and create a link to the website for the City's Code Book.
All in favor please raise your hand – Voted 4 yes; Opposes none – Motion carries
unanimously.

Seventh: Backhoe Purchase
Mayor Matt Seale presented the Council with Earl Denham's email from Philip
Potter of GA Cities:

Lucile Middlebrooks

From: communitydev@cityofocillaga.net
Sent: Tuesday, September 29, 2020 10:41 AM
To: mayor@cityofocillaga.net; mseale@irwinomics.com
Cc: ocillalm@windstream.net
Subject: [FWD: RE: Backhoe Lease]

Here are the terms for leasing/purchasing the backhoe through Georgia Cities.

Thanks,
Earl

----- Original Message -----
Subject: RE: Backhoe Lease
From: Philip Potter <ppotter@gacities.com>
Date: Wed, September 16, 2020 10:31 am
To: "communitydev@cityofocillaga.net"
<communitydev@cityofocillaga.net>
Cc: Earl Denham <efdenham@gmail.com>

Thanks, Earl. The rates are still the same (but can change with the market), so summarizing below for a \$109,364.06 transaction:

<u>Term</u>	<u>Rate</u>	<u>Monthly Payment</u>
5 Years	2.88%	\$1,959.30
7 Years	3.30%	\$1,459.89

Please let us know if you need any other info. Thanks again. –Philip

Mayor Seale recommended that the Council vote to proceed with the 7-year lease
for a \$109,364.06 backhoe.

Mayor called for a motion.

Motion by Councilman Lemora Moses and 2nd by Councilman Steven Hudson to
purchase the \$109,364.06 backhoe, paying the monthly payment of \$1,456.89 for
seven years from the Water Fund.

All in favor, please raise your hand – Voted 4 yes; Opposes none – Motion carries
unanimously.

- Eighth: Appointment to Historic Preservation Commission
Mayor Matt Seale stated that Historic Preservation Commission request that Garrett Griffin be appointed to the Historic Preservation Commission.
Motion by Councilwoman Mona Paulk and 2nd by Councilwoman Claire Clayton to appoint Garrett Griffin to the Historic Preservation Commission.
All in favor, please raise your hand – Voted 4 yes; Opposes none – Motion carries unanimously.
- Ninth: Executive Session
Motion by Councilwoman Mona Paulk and 2nd by Councilman Lemora Moses to go into Executive Session for possible pending legal action.
All in favor, please raise your hand – Voted 4 yes; Opposes none – Motion carries unanimously.
- Motion by Councilwoman Claire Clayton and 2nd by Councilman Lemora Moses to come out of Executive Session.
All in favor, please raise your hand – Voted 4 yes; Opposes none – Motion carries unanimously.
- Motion by Councilman Lemora Moses and 2nd by Councilman Steven Hudson to proceed with the foreclosure of Tri-County Machine & Fab, LLC.
Tri-County Machine & Fab, LLC is delinquent in repaying the City’s Revolving Loan Fund. The amount owed is \$147,247.00
All in favor, please raise your hand – Voted 4 yes; Opposes none – Motion carries unanimously.
- Tenth: Reports from Committees
No Reports
- Eleventh: Mayor Matt Seale called for a motion to adjourn the meeting.
Motion by Councilwoman Mona Paulk and 2nd by Councilman Steven Hudson to adjourn the meeting.
All in favor say I – Voted 4 yes; Opposes none – Motion carries unanimously.

MEETING ADJOURNED:

MAYOR MATT SEALE

CITY CLERK LUCILE MIDDLEBROOKS