

**MINUTES
CITY COMMISSION REGULAR MEETING
August 16, 2022**

The Regular Meeting of the Cordele City Commission was held on August 16th, 5:30 p.m., Cordele City Hall Courtroom, 501 North 7th Street, Cordele, Georgia with the following present:

Joshua Deriso, Commission Chair
Wesley Rainey, Commissioner
Angela Redding, City Manager

Vesta Beal-Shephard, Commissioner
Isaac Owens, Commissioner
Janice Mumphery, Recording Secretary

Absent: Tommy Coleman – City Attorney

Staff absent: Debbie Wright

Staff present: Police Chief Jalon Heard, Irene Cantrell – HUD Director, Fire Chief Augusta Telfair, Jack Wood., Sr. Chief Codes Official, David Wade – Human Resources Director, Teddy Hubbard – Water Superintendent, Bobby Stennett – Information Technology, Steve Fulford – Public Works Director/Asst. City Manager.

Media present: Ricky Smarr - South GA TV; Cordele Dispatch – Kerri Klatt.

Call to Order: Commission Chair Joshua Deriso called the meeting to order at 5:30 p.m.

Invocation: There was a silent moment of prayer.

Pledge Allegiance to the United States Flag: The Pledge of Allegiance was led by Commissioner Shephard.

Roll Call: A quorum was established.

Attendee's Name	Title	Absent	Present
Joshua Deriso	Commission Chairman		✓
Vesta Beal-Shephard	Commissioner Ward 1		✓
Isaac Owens	Commissioner Ward 3		✓
Wesley Rainey	Commissioner Ward 4		✓

Approval of Agenda – August 16, 2022: Commissioner Rainey moved to approve the Agenda for August 16, 2022; seconded by Commissioner Shephard; the motion was approved by the Commission.

Approval of Meeting Minutes – July 19, 2022: Commissioner Shephard moved to approve the Minutes of July 19, 2022; seconded by Commissioner Rainey; the motion was carried by the Commission.

SPEAKERS APPEARANCES: Speakers will have five (5) minutes
No Requests.

SPEAKERS ON A SPECIFIC AGENDA ITEM: Speakers will have three (3) minutes.
No Requests.

DOWNTOWN CORDELE QUARTERLY REPORT: Monica Rentfrow, Downtown Cordele Director – Mrs. Rentfrow gave an update on the quarterly report for Downtown Cordele.

- June - Day out with Thomas: 6100 visitors
- Murder Mystery, Wine and Cheese Train has sold out.
- Downtown Conference is next week, Monica Rentfrow will present a session on Cordele Railway Park.
- To Date Railway Park Economic Impact: \$235,907.00

CORDELE-CRISP CHAMBER OF COMMERCE PRESENTATION: Valerie Roberson, Monica Simmons and Tamala Mathis was not present, they will present at the next City of Cordele Commission Meeting, September 6, 2022

SMALL BUSINESS DEVELOPMENT PRESENTATION: Brandon Simpson, Small Business Development Specialist, Southwest Georgia United in Downtown Cordele.

- Assist businesses to get legalize.
- Assist with the business plan.
- Assist with Grants, provide loans to businesses and individuals.

COMMUNITY CLUBHOUSE COMMITTEE UPDATE: City Manager Angela Redding Reported.

The Community Clubhouse Committee had their very first meeting on July 21, 2022. There are new changes to the Community Clubhouse that the public needs to be aware of:

- Hours for rental: 6:00 AM until 11:00 PM; those who paid a deposit for rental before the changes were made, the City of Cordele will honor the hours of 6:00 – 1:00 AM, the paperwork that was signed indicates the hours.
- The Committee made the decision to change the locks and staff will open and close the Community Clubhouse, the renters will not be given a key.
- The Committee approved a new freezer for the Community Clubhouse and also changes to the guidelines; no waterslides or bouncy houses, unless it is a City sponsored event.
- The Committee did implement if any tables or chairs are not being used, those items will have to come before the Committee to be declared surplus items.
- The next meeting will be held in sixty (60) days.

DEPARTMENT HEADS GOALS AND ACCOMPLISHMENTS:

1. Finance Department: City Manager Angela Redding Reported.

Payroll period for employees on Friday, August 12, 2022 was the first payroll processed with the new Paychex System, the process went very smoothly. Time clocks and swipe cards will be arriving soon and the anticipated date to go-live is September 12, 2022.

2. Fire Chief – Chief Augusta Telfair Reported.

Goals:

To fill the vacant Firefighter Position.

Updating CPR Certification on August 9th & 10th, for a two-year period.

An extrication class has been scheduled for Tuesday, August 16th & Wednesday, August 17th.

Accomplishments:

All Fire Department Personnel have successfully passed CPR/AED Certification Training, which is valid for two-years.

3. Housing and Urban Development – Irene Cantrell Reported.

Goal:

CDBG 2020 – McLeod Subdivision Project:

Prior to the end of the year 2022, we would like to start and complete the ground installation of the sewer pumps and sewer line improvements/activities within the McLeod Subdivision for the forty-eight (48) households.

Accomplishments:

On August 3, 2022, the Project Engineers conducted the pre-construction conference; on August 9, 2022 the Project Engineers issued the “Notice to proceed” to the Contractor, RPI Underground, Inc.

Goal: EDRLF Committee

To work with the EDRLF Committee to develop a plan to better serve the loan recipients and to make some type of arrangements for a timelier monthly loan payment.

Accomplishment:

A meeting is scheduled for Thursday, July 28, 2022 at 10:00 AM, but was cancelled due to a lack of a quorum. The meeting will be rescheduled.

4. Codes Report – Jack Wood, Sr. Reported

Accomplishment:

Respond to inspection requests within twenty-four (24) hours (usually sooner).

Goals:

To continue to provide prompt and professional service to all businesses and citizens of Cordele.

5. Personnel Director – David Wade Reported

Goal 1. Recruitment

On July 27th, David Wade met with Susan Fuller and they have exchanged several phone calls and e-mails regarding the Work based Learning Program at Crisp High School.

Goal 3. Succession Planning

Hired a Sergeant in the Police Department on July 18, 2022.

Goal 4. Leveraging H. R. Technology

Participated in a kick-off phone conference with representatives of Paychex on June 1, 2022.

Participated in a phone conference with representatives of Paychex on July 12, 2022.

Documents needed to proceed with the project implementation were also submitted.

6. Municipal Court: No Report.

7. Police Chief – Chief Heard Reported

Goals:

Faith and Blue Event: October 7-10, 2022 (currently in the planning stages). It is a community event which involves any faith-based organization, (example: drug awareness walk,

neighborhood clean-up, officer meet and greet). We are planning a drug awareness walk and blood drive and still looking into other events.

Accomplishments:

We have three (3) applicants in our hiring process (1 certified, 2 noncertified).

8. Public Works – Steve Fulford Reported

Goal 6: To make our Street Department a more productive department within the City and improve the overall function and aesthetics of our streets, alleys and rights-of-way.

Culvert Pipe Replacement on 6th Avenue at Norfolk Southern RR-Works is almost complete. The pipes are in place, secure and functioning properly. Remaining work consists of squaring up utility cut and re-asphalting. This will take place around the first week of August, when we will be installing the new road through Bethel Cemetery Annex.

9. UC&T – Teddy Hubbard Reported.

Accomplishments:

1. Penia Well has been pulled and the problem assessed. The recommendation is to replace the failed pump with a Goulds 5 stage pump. This set-up should give us approximately 1100 gpm at 400 ft. of head. We have given them the go ahead with the proposal. The project should be completed in four weeks.
2. The work on Digester #1 is complete and it is being put back in service. Digester #2 is almost completed with draining and work on it should begin immediately.
3. We had an EPD Inspection on August 8th. Things went very well, a couple of items, we will address.

10. Information Technology Update – Bobby Stennett Reported: No Report

AGENDA ITEMS

1. EXECUTIVE SESSION: (For Personnel, Litigation, Real Estate and Legal Matters):

There was not an Executive Session.

2. Discuss and Consider the Travel and Expense Reimbursement Policy for Employees:

City Manager Angela Redding discussed the proposed Travel and Expense Reimbursement Policy for City Employees.

The City of Cordele Employees will utilize GSA, US General Services Administration Per-diem Policy. With this policy, the employee will go to the GSA website, the employee will put in their traveling destination and this will give the employee the per-diem, the meals, incidentals expense amount for that particular trip. City Manager Angela Redding discussed in detailed how beneficial this will be for the employees. Mrs. Redding asked the Commission to consider and approve the policy and make it effective September 1, 2022. Commissioner Rainey moved to implement the Travel and Expense Reimbursement Policy and make it effective September 1, 2022; seconded by Commissioner Shephard; the Policy was approved by the Commission.

3. Establishing a Grant Writer Position for the City: City Manager Angela Redding gave options for a Grant Writer; the first option is the Georgia Grants Professional Association, they have consultants that are available to assist in writing Grants, they work by hourly basis or project

basis. The second option for a Grant Writer is the Grant Writer that was hired in the Police Department (Danny Hicks), he is very versed in Grant Writing. The City also pays an annual fee to River Valley and they write Grants for the City based on their expertise in certain areas. Commissioner Shephard suggested utilizing River Valley, Danny Hicks in the Police Dept., Mr. Simpson from Southwest GA United and the Georgia Grants Professional Association to see if the City can benefit and this will not interfere with the current budget.

4. CITY MANAGER'S REPORT: Angela Redding Reported.

1. The Planning Commission held a meeting this morning, August 16, 2022, on the Solar Panel Ordinance; the next step is for the City Commission to schedule a Public Hearing on the Ordinance.
2. The installation of the new rail that was announced at the last meeting, the four Railroad crossings, which was on 3rd Street, 2nd Street, 1st Street and South Pecan Steet have been cancelled until further notice. However, work is now scheduled for the following Railroad crossings beginning August 29th; Griffin Lumber, Drayton Road, and Elbert Road.
3. City Manager Angela Redding stated that she is currently preparing an RFP for janitorial services at City Hall and the Employee Clinic; she will provide an update to the Commission once the RFP is available.
4. The Land Bank Meeting was held on August 9, 2022, discussed some initiatives for the Land Bank, more information will be brought forward once we move forward with the Land Bank.
5. Attended a closed USDA Meeting under Secretary Torres, she was here discussing rural and housing issues in Cordele. There was a tour of the area for the Christian Homes Community Project.

5. CITY ATTORNEY'S REPORT: N/A

- 6. ADJOURNMENT:** Commissioner Shephard moved to adjourn the meeting at 6:30 p.m.; seconded by Commissioner Rainey; the motion was approved by the Commission.