

**MINUTES
CITY COMMISSION REGULAR MEETING
May 17, 2022**

The Regular Meeting of the Cordele City Commission was held on May 17th, 5:30 p.m., Cordele City Hall Courtroom, 501 North 7th Street, Cordele, Georgia with the following present:

Joshua Deriso, Commission Chair	Vesta Beal-Shephard, Commissioner
Wesley Rainey, Commissioner	Isaac Owens, Commissioner
Angela Redding, City Manager	Janice Mumphery, Recording Secretary
Tommy Coleman, City Attorney	

Staff present: Capt. Jalon Heard - Police Chief, Irene Cantrell – HUD Director, Fire Chief Augusta Telfair, Debra Perry – City Clerk, Jack Wood, Sr. – Chief Codes Official, David Wade, - Personnel Director, Steve Fulford – Asst. City Manager/Public Works Director, Debbie Wright – UT&C Director, Cathy Mygrant – Asst. Financial Director, Nancy Crook – Asst. Municipal Court Clerk, Angela Craig – Stormwater Tech.

Others present: Ronald Michael, Charlie Butts, Velesia Grant, Michael Waters, George & Kenya Whitehead, J. Bolden, J. Royal, Carol Johnson, Charles Hardeman, Monica Rentfrow, Clinton Perry, Tiffany Johnson, Tracy Evers, Dr. Ruby Jackson, Devion Taylor.

Media present: Rick Smarr and Joshua Roden- South GA TV; Cordele Dispatch – Neil McGaHee.

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

Invocation: There was a moment of silent prayer.

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

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 – May 17, 2022: Commissioner Rainey moved to approve the Agenda for May 17, 2022; seconded by Commissioner Owens; the motion was approved by the Commission.

Approval of Regular Meeting Minutes – May 3, 2022: Commissioner Shephard moved to approve minutes for May 3, 2022; seconded by Commissioner Rainey; the minutes were approved by the Commission.

SPEAKERS ON A SPECIFIC AGENDA ITEM: No one appeared before the Commission.

DEPARTMENT HEAD GOALS AND ACCOMPLISHMENTS:

1. Finance Director –Elaine Kent, Financial Consultant Reported

- a) Ms. Kent stated that software demos have been seen by some of the staff, they have seen two and two more are scheduled.
- b) Attorneys have settled everything and Paychex should be moving forward.

2. Fire Chief – Chief Augusta Telfair Reported.

Accomplishments

- a. We are operating with a full staff per each shift
- b. We continue day to day training and education
- c. Engine 5 and Ladder 3 are back in service. This goal was reached ASAP to ensure we could continue to protect the lives and property of our citizens
- d. We completed yearly hose testing for all units and spare hoses. However, we had two of the following hoses to fail:
 - 5 inch hose
 - 1¾ inch hose
- e. All units have been serviced and ready for pump testing with the exception of Engine 4, which remains out of service.
- f. We were able to participate in two Community events
 - The Autism Stroll-hosted by Crisp Regional Hospital at The Perry Busbee Walking Track.
 - The Touch a Train-hosted by Sam’s Shortline

Goals Update

- a) Although we are continuing to work on and achieve goals from February 2022, we have had to deviate and/or postpone from our original plan(s) to be able to operate within the current budget.

3. Housing and Urban Development – Irene Cantrell Reported.

- a) **Goal** - Start and Complete the Ground Installation of Sewer Pumps and Sewer Line Improvements/Activities within the McCleod Subdivision for the (48) forty- eight households and complete the final improvements prior to the end of 2022.
Accomplishment - The Sewer Lines and Sewer Pumps Improvements We have received proposed Bids for construction in the McLeod S/D area. Upon DCA's approval of the apparent low Bidder then we can begin moving forward with the sewer improvements project.
- b) **Goal** - Start and complete the home improvements work to at least three (3) of four (4) homes with the CHIP 2018 grant funds. Be prepared to start the application process for additional CHIP funds in the next funding year.
Accomplishment - Certified Housing Rehab Contractors are preparing updated Bids due to the spike in the prices of building materials
- c) **Goal** - Work with the EDRLF Committee to develop a plan to better serve the loan recipients to arrange for timely monthly payments. Loans \$82,200.00
Accomplishment - The last meeting of the EDRLF Committee was 7/28/2021, and a meeting is scheduled for 7/28/2022, Thursday @ 10:00 a.m., to study, to consider interest rates and an improved Loan payment plan.

- d) **Goal** - Make all updates to the Official City Map and get the Cordele City Commission to accept and approve before the end of 2022.
Accomplishment - Working on the City's Official Map to include current annexations and current zoning amendments.
- e) **Goal** - Prepare for the Year 2023 CDBG Application – Housing Rehabilitation on the North West section of the City of Cordele.
Accomplishment - Consulting with the Grant Administrator.
- f) **Goal** - Continue organizing stored files in the Community Development Department.
Accomplishment - Work in Progress.

4. Chief Codes Official - Jack Wood, Sr.

- **Accomplishments:**
 - a) Established a business and citizen-oriented Code Enforcement office.
 - b) Working with any and all existing and in-coming businesses to ensure that they meet all of the City's requirements pertaining to zoning, construction codes, and safety.
 - c) Fast turn-around on plan reviews and approval for new businesses, additions, and upgrades.
 - d) Respond to inspection requests within 24 hours (usually sooner).
- **Goals:** To continue to provide prompt and professional service to all businesses and citizens of Cordele.
 - Goals Accomplished Year-To-Date
 - *Reviewed and approved for permits eight larger scale construction jobs.
 - Starbucks/T-Mobile
 - Patel Gas Station
 - Griffin Asphalt Plant
 - Waldrip Single Family Home
 - Rent-A-Center
 - Patel Single Family Home
 - Foam Works Car Wash
 - Hunt Brothers Pizza Warehouse
 - To continue to grow our knowledge of code requirements as they evolve.
 - Goals Accomplished Year-To-Date
 - *Participated in review and adoption of new Solar Installation Ordinance
 - *Staying up to date with ICC Codes and Georgia Amendments
 - *Jack Wood's Residential/Light Commercial Contractor License renewed.
 - To work towards the continued improvement of The City of Cordele by eliminating dilapidated properties and hazardous conditions.
 - Goals Accomplished Year-To-Date
 - *Five dilapidated houses torn down by owners at owner's expense.

5. Personnel Director – David Wade Reported.

Review and update of 2022 goals Personnel Department:

Goal 1.

Recruitment

1. Expanded the recruitment scope to include sites as Indeed.com and Zip Recruiter.

2. Currently working with South GA Technical College Marketing Management instructors to develop a recruitment marketing strategy as part of a class project.
3. Met with a representative of Eckerd Connects to discuss their on-the-job Training. The program is administered by the River Valley Regional Commission and funded by the Workforce Innovation Opportunities Act.

Goal 2. Improve the Employee Experience

1. Held a Women's Health Fair on February 28, 2022 hosted by the Howard Women's Center.
2. Holding three Lunch & Learn Sessions in June hosted by Premise Health. Topics are based on survey results submitted by employees.
3. Enhanced the retirement plan to include a 30-year retirement option.
4. On-boarding improvements will begin in July 2022 upon the implementation of the Paychex System.

Goal 3. Succession Planning

1. Succession assessment has to be conducted on a department level to identify skills and potential for advancement.
2. Several promotions to first-line supervisors have occurred. Two employees in the Police Department had a title change to Sergeant. A Foreman in the Water and Sewer Department was promoted to Assistant Superintendent.

Goal 4. Leveraging H.R. Technology

1. As stated in Goal 1, started utilizing on-line services to access a larger pool of candidates.
2. Entered into an agreement with Paychex for software to enhance the Application, on-boarding, and workflow process. The software will also allow employees to access their personal information, deductions, tax withholdings, leave accrual and request leave via a computer, kiosk and cellular phone app.

Review and update of 2022 goals Municipal Court:

Goal 1. Virtual Proceedings

1. No progress towards acquiring virtual capabilities as of yet. However, the lifting of various COVID protocols have allowed court sessions to resume at normal capacity.
2. Bond hearings are being conducted at the Crisp County Detention Center. This process provides a secure environment for the hearing and eliminates the need for Cordele Police personnel to transport those individuals to the Municipal Courtroom.

Goal 2. Software Communication

1. Due to software updates and patches, communication issues between Court ware and SSI are almost totally eliminated.

Goal 3. Pre-trial Diversion

1. Multiple pre-trial diversions and alternative sentences have been conducted to limit case load, expedite the adjudication process and reduce reportable offenses.

6. Police Chief – Chief Heard Reported.

Goals (Update):

1. Is still to maintain the day-to-day operations of the department and also address moral, staffing and salary issues.
2. Since being named Chief, we have filled one patrol position with a veteran officer and have two applicants in the hiring process.
3. We have received (5) applications, (1) in-house for the vacant Patrol Commander position and are in the process of assembling a board for interviews.
4. About (1) month ago there was a meeting with the sheriff's Department, County officials, 911 director, City Manager Redding and Elaine in finance to discuss 911 services provided to the city and to update the contract. We are very encouraged that an agreement will be reached soon.
5. The website redesign is on hold and we are waiting on the city to choose a company to be named to handle the website. We have nominated Lt. Pheil and Ofc. Wells to represent the department with future website meetings.

Accomplishments:

1. We have designed a case card to hand out to victims and other persons who file a police report. The case card has important contact information with CPD, county and court phone numbers. There is a section on how to apply to be a police officer which highlights our benefits and bonuses. Finally, there is a section which can be used to bring awareness to current trends/issues or to get the word out about upcoming events.
2. Applications received have increased over the past month.
3. Adjusted the rank structure. Detectives now hold the rank of Sergeant (changed from Corporal). This change was made to encourage career advancement within the department and to give our detectives seniority over crime scenes.

7. Public Works – Steve Fulford Reported.

1. Holding Ponds – the ponds need to be dredge but Public Works does not have the equipment to do this. Mr. Fulford stated that he has quotes to get that done and he will get with the City Manager Angela Redding concerning this matter.
2. 8th Street Project – Met with the engineers and contractor this morning and it is basically completed. There is a checklist of things that need to be completed.
3. Need more employees for Public Works; need more building maintenance personnel.

8. UC&T – Debbie Wright Reported.

Accomplishments:

1. The Air Header System in the Final Clarifiers has been completed and working fine.
2. The 48" Main Trunk Line into the WWTP is over 3/4 finished. This has been a major undertaking!
3. Penia Well has been pulled and the problem assessed. They retrieved the old screen and 30 feet of 8" pipe from down in the well. We had no idea all this was in the well. What we were told 37 years ago was substantially different than what was taken out!!
4. Debbie Wright passed the Qualified Water Loss Auditor Booster Class. I will still be able to conduct the annual Water Audit and certify it.

5. We received the Draft NPDES Permit for the WWTP. It will go into effect after a 30-day Public Hearing period. They have added 2 new tests: 1 for Heptachlor \$125/mo. and Cyanide \$55/mo. They took out the LTBOD test which was over \$2,500.
6. The Water Quality Report also called the Consumer Confidence Report (CCR) has been released and posted on the website. This is required every year by EPA.

AGENDA ITEMS

1. Swearing in to Serve on Boards:
Mr. Clinton J. Perry – Cordele Cemetery Committee – Sworn in by Commission Chair Joshua Deriso.
Mr. Jeff Davis – Cordele Plumbing Code Board – Mr. Davis was not present.
2. Proclamation – 53rd Annual Professional Municipal Clerk’s Week – May 1-7, 2022
Commissioner Owens presented the Proclamation to City Clerk Debra Perry and Assistant Municipal Court Clerk Nancy Crook
3. Proclamation – International Firefighters Day, May 4, 2022
Commissioner Rainey presented the Proclamation to Fire Chief Augusta Telfair.
4. Proclamation – National Hospital Week – May 8-14, 2022.
Presented to Steven Gautney – CEO of Crisp Regional Hospital. Commissioner Shephard Presented the Proclamation to Steven Gautney and staff.
5. Proclamation – National Police Week – May 11-17, 2022. Commission Chair Deriso presented the Proclamation to Police Chief Jalon Heard.
6. Proclamation – National Public Works Week – May 15-21, 2022. Commissioner Owens presented the Proclamation to Steve Fulford, Public Works Director.
7. Consider an Application for a Demonstration Permit, May 18, 2022 at 10:00 AM. Organizer is Davontae Hunt; proposed demonstration will be at the corner of Southwest GA United Building and across the street. Recommendation by Police Chief Jalon Heard. Commissioner Owens moved to grant the Demonstration Permit; seconded by Commissioner Shephard; the permit was granted by the Commission with a 3/1 vote. Commission Chair Deriso, Commissioners Owens and Shephard voted aye; Commissioner Rainey voted nay.
8. Consider an Application for a Beer Only – Consumed Off Premises License at Pine Hills F&B, LLC, 15 Aberdeen Circle, Cordele, GA. The Applicant’s name is John R. Cramer. The application was approved by Police Chief Jalon Heard on April 29, 2022. Commissioner Shephard moved to approved the Alcohol License; seconded by Commissioner Rainey; the motion was approved by the Commission.

9. Consider a Second Reading of an Ordinance to Amend the Zoning Ordinance of the City of Cordele, Georgia, to Designate Permissible Uses of Solar Electrical Systems; to Repeal all Ordinances In Conflict Therewith; and For Other Purposes. Commissioner Owens moved to transfer this Ordinance to the Planning Committee before the Commission make a decision; seconded by Commissioner Shephard; the motion was approved by the Commission.
10. Consider a Resolution to Adopt the Pre-Disaster Mitigation Plan for Crisp County; to Provide for Severability; and Other Purposes. Commissioner Owens moved to approve the Pre-Disaster Mitigation Resolution; seconded by Commissioner Rainey; the motion was approved by the Commission.
11. Consider the 2022-2023 Classic Main Street MOU.
Commissioner Shephard moved to approve the Classic Main Street MOU; seconded by Commissioner Owens; the motion was approved by the Commission. Commission Chair Joshua Deriso requested a quarterly report from Monica Rentfrow, Downtown Development Director; he asked for this reported to be submitted to each Commissioner and to give the report during a Commission Meeting.
12. Consider Request to Apply for the Rural Downtown Redevelopment Grant through the Georgia Department of Community Affairs for Improvements in the Downtown Area and to Appropriate the 10% Match
Background and Summary:
The proposed project is to replace the sidewalk, curb and gutter on 11th Avenue between 7th and 8th Streets and lighting. The project will make this area consistent with the sidewalk and lighting around Albany State University. Cost estimate is \$79,675.70 for this project; the 10% match is \$7, 967.57, the deadline to submit for this Grant is June 3, 2022.
Commissioner Shephard moved to approve this request to apply for the Downtown Redevelopment Grant through the GA Department of Community Affairs; seconded by Commissioner Rainey; the motion was approved by the Commission.
13. Consider a Resolution of the City of Cordele, Georgia Approving the Execution and Delivery of an Amendment to the Natural Gas Supply Agreement with Clarke-Mobile Counties Gas District and the Delivery of Other Documents Relating to Said Amendment. Commissioner Owens moved to approve the Resolution; seconded by Commissioner Shephard; the motion was approved by the Commission.
14. Consider appointment of Voting Delegate for the Georgia Municipal Association Annual Convention in Savannah. Commissioner Rainey nominated Commissioner Shephard to be the voting delegate; Commissioner Shephard declined. Commissioner Rainey moved for Commissioner Owens to be the voting delegate at the GA Municipal Association Annual Convention; seconded by Commissioner Shephard; the motion was approved by the Commission. The voting delegate will be Commissioner Isaac Owens. Commissioner Shephard volunteered to be the Flag Carrier.

15. Discussion of Master Plan for Cordele. Commission Chair Deriso stated that he would like for the Commission to set a time to have a telephone conference or Zoom call with Mr. Brown to discuss the Master Plan for the City. Commission agreed to meet with Mr. Brown, in reference to the Master Plan, in a setting similar to the way the Reapportioning Meeting was held. A Work Session will be scheduled for May 24, 2022 at 3:00 PM to discuss the Master Plan, E911 and the Industrial Park.
16. Discussion of Town Hall Meeting. The Commission agreed to the Town Hall Meeting. City Manager Angela Redding will check the availability of the Community Clubhouse and schedule the Town Hall Meeting.
17. **CITY MANAGER'S REPORT:** Angela Redding Reported.
 - a. Attended the Annual Law Enforcement Memorial Service, which was held on May 12, 2022 at Pinecrest Baptist Church.
 - b. The Official Swearing-In Ceremony for Chief of Police, Jalon Heard, will be held, Wednesday, May 25, 2022 at 5:00 PM at the Community Clubhouse. The Community is invited to attend the ceremony.
 - c. The Public Hearing for the Boys and Girls Club will be held tomorrow, May 18, 2022 at 5:30 PM, in the Courtroom.
 - d. Congratulations to Crisp County High School: Valedictorian, Reagan Wilkerson and Salutatorian, Kendall Long.
 - e. Commissioner Owens and City Manager Angela Redding attended the groundbreaking for Crisp Regional Facility, located on East 16th Ave.
 - f. The City will start on a Community Newsletter.
 - g. The City has received notification of our District Eight Officers. These are the names the Nominated Committee have on the ballot: President William B. Whitee, Mayor of Butler, GA, First Vice-President Jessie Simmons, Council Member Ft. Gaines, GA, Second Vice President James Carter, Mayor of Woodland, GA, Third Vice President Vesta Beal-Shephard, Commissioner City of Cordele, GA.
18. **CITY ATTORNEY'S REPORT:** No Report.
19. **EXECUTIVE SESSION:** (For Personnel, Litigation, Real Estate and Legal Matters)
No Executive Session.
20. **ADJOURNMENT:** Commissioner Shephard moved to adjourn the Meeting at 7:18 p.m.; seconded by Commissioner Rainey; the motion was approved by the Commission.

APPROVAL OF MINUTES: Commissioner Rainey moved to approve Regular Meeting Minutes of May 17, 2022; seconded by Commissioner Shephard; the minutes were approved by the Commission.