**Council Minutes**

**Regular Meeting**

**September 3, 2019**

A regular meeting of the Millen City Council was held on September 3, 2019 at 6:00 P.M. in the Council Chambers at City Hall. Present were Mayor King Rocker, Council Members Darrel Clifton, Regina Coney, Ed Fuller, Robin Scott, and Walter Thomas. Also present were City Manager Jeff Brantley and City Attorney Hubert Reeves.

1. **Call to Order**

Mayor Rocker called the meeting to order at 6:00 P.M.

1. **Invocation**

City Attorney Reeves gave the invocation.

1. **Consent Agenda**

**Approve Minutes from August 6, 2019 Regular Meeting**

Council Member Scott made a motion, seconded by Council Member Coney to approve the August 6, 2019 Regular Meeting Minutes. The motion carried by unanimous vote.

1. **Approval of bid for Wetland Outfall Structure Improvements at WWTP:**

**Y-Delta, Inc - $19,945.15**

**Shockley Plumbing, Inc - $21,100.00**

Council Member Fuller made a motion, seconded by Council Member Clifton to approve the low bid from Y-Delta, Inc in the amount of $19,945.15 for improvements to the Outfall Structure at the Waste Water Treatment Plant. The improvements are to be paid from the General Fund. The motion carried by unanimous vote.

1. **Approve paving of Harvey Street and Daniel Street between Winthrope Avenue and Cotton Avenue along with the Streetscape Project. The price by Y-Delta, Inc is $14.70/SY which is estimated at $27,195.00**

Council Member Clifton made a motion, seconded by Council Member Coney to approve the asphalt paving price from Y-Delta, Inc at $14.70 per square yard, and to be paid from T- Splost funds. The paving is for Daniel and Harvey Streets between Winthrope and Cotton Avenues. The motion carried by unanimous vote. A cost estimate is attached to the minutes.

1. **Approve and Adopt the following documents related to the City of Millen’s 2019 CHIP Grant Award:**

* **City of Millen Language Access Plan (LAP)**
* **MBE/WBE Outreach Plan**
* **CHIP Grant Homeowners Eligibility Requirements**
* **Resolution for O.C.G.A. 36-80-23(2010)**
* **Policies and Procedures and Program Design for CHIP Grant**
* **Section 3 Policy for Covered HUD Funded Activities**
* **Contract for Technical Services between the City of Millen and the CSRA Regional Commission**
* **DCA Addendum to Administrative Services Contract – CHIP Program**

Council Member Coney made a motion, seconded by Council Member Fuller to approve the following policies and resolutions for the City of Millen’s 2019 CHIP Grant:

* City of Millen Language Access Plan
* MBE/WBE Outreach Plan
* CHIP Grant Homeowners Eligibility Requirements
* Resolution for O.C.G.A. 36-80-23(2010)
* Policies and Procedures and Program Design for CHIP Grant
* Section 3 Policy for Covered HUD Funded Activities
* Contract for Technical Services between the City of Millen and the CSRA Regional Commission
* DCA Addendum to Administrative Services Contract – CHIP Program

The motion carried by unanimous vote. A copy of the policies are attached to the minutes.

1. **Approve the purchase of a work truck for the water department at upcoming auction and set spending limit**

Council Member Clifton made a motion, seconded by Council Member Thomas to approve the purchase of a work truck for the water department from an upcoming auction with a spend limit of $15,000.00 for the truck. The purchase is to be paid from Splost 6 funds. The motion carried by unanimous vote.

1. **City Manager Report**
2. **Financials**

The financials were reviewed by City Manager Brantley.

1. **2016 CDBG Update**

Mayor and Council were informed the 2016 CDBG was complete except for a few punch-list items to be completed by the contractor. The final draw was received and there were $15,346.98 of grant funds that were unused and de-obligated back to the DCA. A public hearing to close out the grant will be set up shortly by the Regional Commission.

1. **RDF Grant – 601 Cotton Ave. Update**

Mayor and Council were informed that construction was on schedule. Part of the building support steel had been installed and the remainder was on site and should be installed in the next week.

1. **School Sewer Improvement Update**

Mayor and Council were informed that the project was complete. GEFA has made a final inspection and the closeout documents were being processed. The loan would be moved from a construction loan to permanent financing in the next month.

1. **Streetscape Update**

Mayor and Council were informed that work was progressing. The paving, irrigation and sod laying work should be completed by September 12, 2019. The work on Gray Street was progressing and excess money may be available to complete the West side of Gray Street. Once paving is complete the contractor would have a better estimate of excess funds.

1. **US Silica – Grand Opening September 12, 2019 at plant site: 3888 Clayton Road, Millen 1:00 PM. Mayor and Council Invited.**
2. **Property Tax Sale Update**

Mayor and Council were updated on the results of the City’s property tax sale held the morning of September 3, 2019. Two properties were presented for sale, one sold and one no sold.

1. **Computer Upgrades to Windows 10**

City Manager Brantley discussed the current needs of the City to upgrade the computer operating systems from Windows 7 to Windows 10. After January 2020, Windows will no longer provide any support or security patches for Windows 7. He discussed the plans in place to ensure all computers are upgraded by the end of 2019.

1. **GEFA Application for Water Meter Replacement**

By common consent Mayor and Council agreed to submit a GEFA loan application for a Water Conservation loan to replace all city water meters. The application process will open in September.

1. **GIS Mapping of City Infrastructure**

City Manager Brantley informed Mayor and Council that he was getting a proposal to have the City’s water, sewer, gas, and storm water lines GIS mapped. The process could be completed over several years to spread out the cost.

1. **Mayor’s Report**

Nothing to Report

1. **City Attorney Report**

City Attorney Reeves presented Mayor and Council with a sample Charter and Ordinance change to review before next months meeting.

1. **Executive Session – If Needed**

Not needed

1. **Adjournment**

There being no further business Mayor Rocker adjourned the meeting at 6:57 P.M.

**Approved by Mayor and Council: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mayor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attest by City Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**