

A G E N D A

City Council Meeting

Monday, October 7, 2019 – 6:00 p.m.

➤ **OPENING**

- Call to Order
- Invocation by Pastor Jonathan Phillips, Silk Hope Baptist Church
- Pledge of Allegiance
- Roll Call

➤ **RECEIVE INFORMAL PUBLIC COMMENT**

➤ **RECEIVE FORMAL PUBLIC COMMENT**

➤ **CONDUCT PUBLIC HEARINGS**

➤ **Approval of City Council Minutes**

- Consideration of City Council Minutes (9/16/19)

➤ **Staff Reports**

- Receive Monthly Departmental Report from Director of Human Resources
- Receive Monthly Departmental Report from Director of Information Technology
- Receive Monthly Departmental Report from Director of Parks & Recreation

➤ **City Manager's Updates & Announcements**

➤ **ITEMS FOR CONSIDERATION**

- **Resolution, Sewer Rehab Bid Award:** Award of a construction bid to Savannah River Utilities Company in the amount of \$293,790 for the replacement of the City's sanitary sewer line under the active CSX railroad track near the intersection of Bishop Avenue and Nelson Avenue.

➤ **ADJOURN**

MINUTES
City Council Meeting
Monday, September 16, 2019 – 6:00 p.m.

Call to Order: Mayor Bethune called the meeting to order at 6:00 p.m.

Opening: Pastor Ashely Randall, Garden City United Methodist Church gave the invocation and Mayor Bethune led City Council in the pledge of allegiance to the flag.

Roll Call: Members: Mayor Bethune presided. Council Members: Mayor Pro-tem Bessie Kicklighter, Councilmember Bruce Campbell, Councilmember Rosetta Cody, Councilmember Marcia Daniel, Councilmember Ruiz and Councilmember Tice.

Staff: Ron Feldner, City Manager; James P. Gerard, City Attorney; Rhonda Ferrell-Bowles, Clerk of Council; Pam Franklin, HR Director; Ben Brengman, IT Director; Cliff Ducey, Recreation Director; Ron Alexander, Planning Director; Cliff Davis, Public Works Supervisor; Gilbert Ballard, Chief of Police; Corbin Medeiros, Fire Chief; Jackie Jackson, Special Projects Coordinator; Scott Robider, Code Enforcement Supervisor; and Chris Snider, IT Technician. Absent: Benny Googe, Public Works Director

Presentation: Chief Ballard said Sgt. Michael Epley is retiring from the Garden City Police Department after twenty-four years of service. Mayor and City Council congratulated Sgt. Michael Epley on his retirement and thanked him for his service. Sgt. Epley said the City has been good to me over the years and I would like to thank the Mayor, City Council, and staff for their support. Sgt. Epley said the Garden City Police Department is one of the most respected Police Departments in the County.

Informal Public Comment: Mayor Bethune opened the floor to receive public comment from the audience. There being no questions or comments from the audience, Mayor Bethune closed the informal public comment portion of the meeting.

City Council Minutes: Upon motion by Councilmember Kicklighter, seconded by Councilmember Cody, City Council voted unanimously to approve the city council minutes dated 8/19/19 and workshop synopsis dated 8/26/19.

Staff Reports:

HR Director presented the human resources department's report for the month of August. HR Director said we got approved for another Health and Wellness grant. This grant is for \$5,000.

IT Director presented the information technology department's report for the month of August.

Recreation Director presented the parks and recreation department's report for the month of August.

Planning Director presented the planning department's report for the month of August.

Police Chief presented the police department's report for the month of August.

Fire Chief presented the fire department's report for the month of August.

Mayor Bethune asked the City Manager give an update on the City's recent preparation for Hurricane Dorian.

City Manager's Updates & Announcements: City Manager said in preparation of Hurricane Dorian the Fire Chief stood up the commend center City Hall. The decision was made to man the switchboard and a lot of calls came in about court, trash pickup, etc. Chatham County Emergency Management was in full emergency operations mode and there was good collaboration amongst the municipalities and the County.

Items for Consideration:

First Reading - Ordinance, Zoning Ordinance Text Amendment: Clerk of Council read the first reading of the heading of an ordinance to amend the zoning ordinance of Garden City for the purpose of amending Paragraph 83 of Section 90-47(b) to permit business establishments selling building, heating, plumbing, electrical, and related supplies and materials, to operate in all mixed use zoning districts located within the City with the approval of the Board of Zoning Appeals.

Upon motion by Councilmember Tice, seconded by Councilmember Kicklighter, City Council voted unanimously to approve the ordinance on the first reading.

Upon motion by Councilmember Kicklighter, seconded by Councilmember Campbell, City Council voted unanimously to suspend the rules of council and hold the second reading of the ordinance

Second Reading - Ordinance, Zoning Ordinance Text Amendment: Clerk of Council read the second reading of the heading of an ordinance to amend the zoning ordinance of Garden City for the purpose of amending Paragraph 83 of Section 90-47(b) to permit business establishments selling building, heating, plumbing, electrical, and related supplies and materials, to operate in all mixed use zoning districts located within the City with the approval of the Board of Zoning Appeals.

Upon motion by Councilmember Kicklighter, seconded by Councilmember Tice, City Council voted unanimously to adopt the ordinance on the second reading.

First Reading - Ordinance, Charter Amendment: Clerk of Council read the first reading of the heading of an ordinance to amend Article IV, Section 4.11, of the Charter of Garden City, Georgia, to create and define the office of Chief Municipal Court Judge and Associate Municipal Court Judge; to provide for service agreements and maximum terms of office for the Municipal Court Judges and Judges Pro-tem.

Upon motion by Councilmember Campbell, seconded by Councilmember Tice, City Council voted unanimously to approve the ordinance on the first reading.

City Attorney said the ordinance has to be published in the newspaper for three weeks before the second reading can be held.

Resolution, Chain Field Lease Agreement: Clerk of Council read the heading of a resolution to enter lease with CG Baseball, LLC, for use of Diamond No. 6 at Bazemore Ball Park.

Upon motion by Councilmember Campbell, seconded by Councilmember Cody, City Council voted unanimously to adopt the resolution.

Resolution, Old Dean Forest Road Right-of-Way Acquisition: Clerk of Council read a resolution authorizing the City of Garden City to purchase a 0.023 acre portion of the Old Dean Forest Road right-of-way owned by Dean Forest Partners, LP, in proximity to the intersection of Dean Forest Road and Prosperity Drive, which is needed to permit a future traffic signal at said intersection through the Georgia Department of Transportation; and to authorize the City Manager to execute the sales contract on behalf of the City.

Upon motion by Councilmember Tice, seconded by Councilmember Daniel, City Council voted unanimously to adopt the resolution.

Resolution, Clearwater Solutions Contract Amendment: Clerk of Council read the heading of a resolution authorizing the City of Garden City to amend its service contract with Clearwater Solutions, LLC, to include the provision of development services by qualified personnel and to authorize the City Manager to execute the services contract amendment for such services.

Upon motion by Councilmember Campbell, seconded by Councilmember Kicklighter, City Council voted unanimously to adopt the resolution.

Resolution, Police Vehicle Replacement: Clerk of Council read the heading of a resolution to authorize the Chief of Police to solicit bids for the purchase of a patrol vehicle to replace one of the three patrol cars which have recently been taken out of service; and to authorize the City Manager to sign a purchase contract for such a vehicle.

Upon motion by Councilmember Kicklighter, seconded by Councilmember Cody, City Council voted unanimously to adopt the resolution.

Adjournment: Upon motion by Councilmember Campbell, seconded by Councilmember Cody, City Council voted unanimously to adjourn the meeting at 6:37 p.m.

*Transcribed & submitted by: Clerk of Council
Accepted & approved by: City Council 10/7/19*

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR AND CITY COUNCIL DATE: October 7, 2019

SUBJECT: Human Resources Department Report for September 2019

Report in Brief

Attached is the Human Resources Department's Month End Report.

Prepared by: Pam Franklin

Title: Human Resources Director

Reviewed by: _____

Title _____

City Manager

Attachment(s)

Human Resources Department / Month End Report

Recruitment/Positions filled

The City has immediate openings to fill in Public Works for A Sr. Water Repair Tech and a Water Repair. The City has continuous recruitment for Police Officer and/or Police Officer Recruit and Part-time Firefighters.

New Hires

The City welcomes Police Officer Recruit Wesley Soroken and Police Records Clerk, Ashley Hunter!

Employment Terminations

Three employees separated from employment in September.

City Employment

The City's full-time employee count is 107.

The chart below illustrates the percentage distribution by department of full-time employees with actual employee count by department to the right of each department.

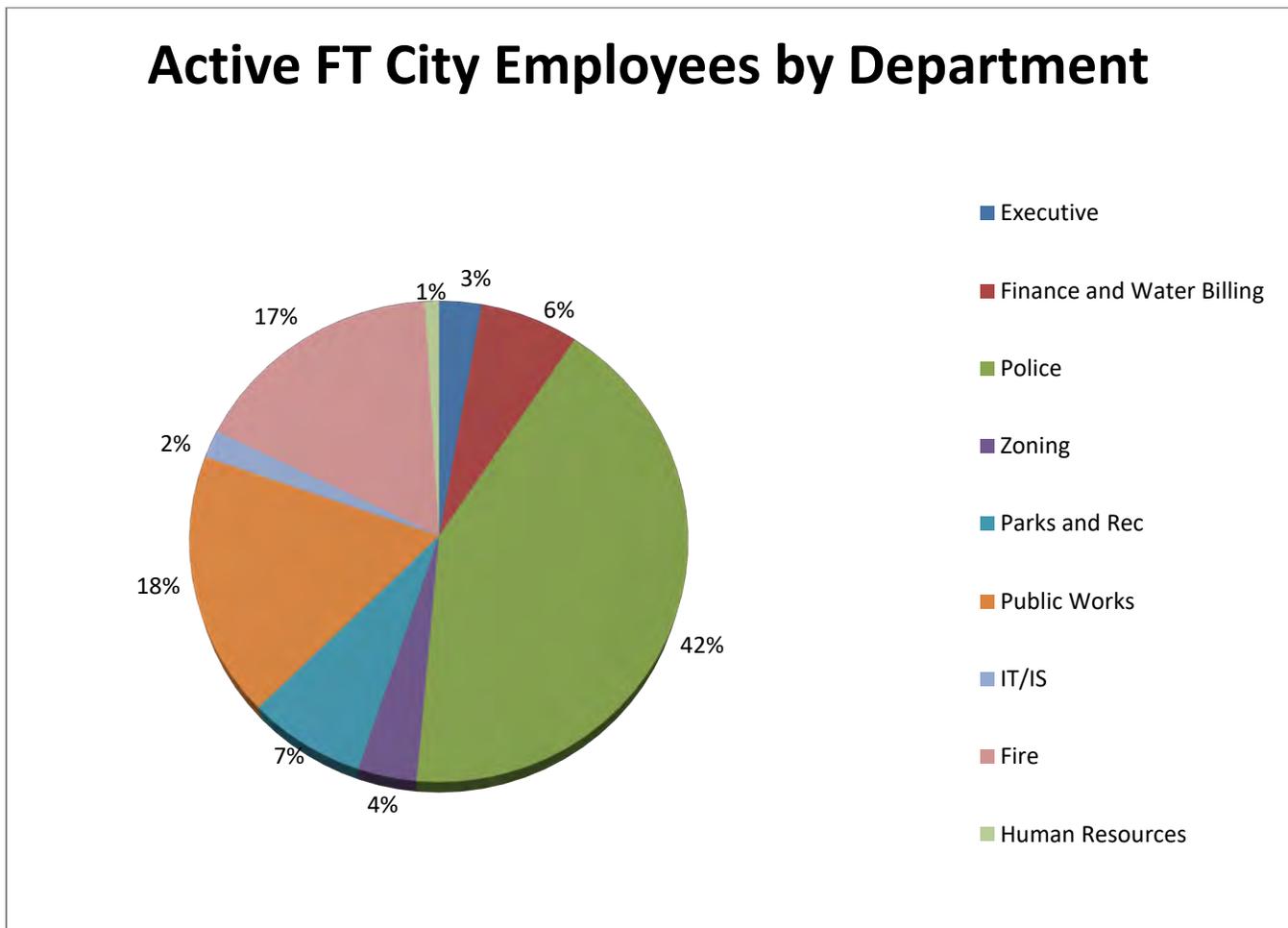


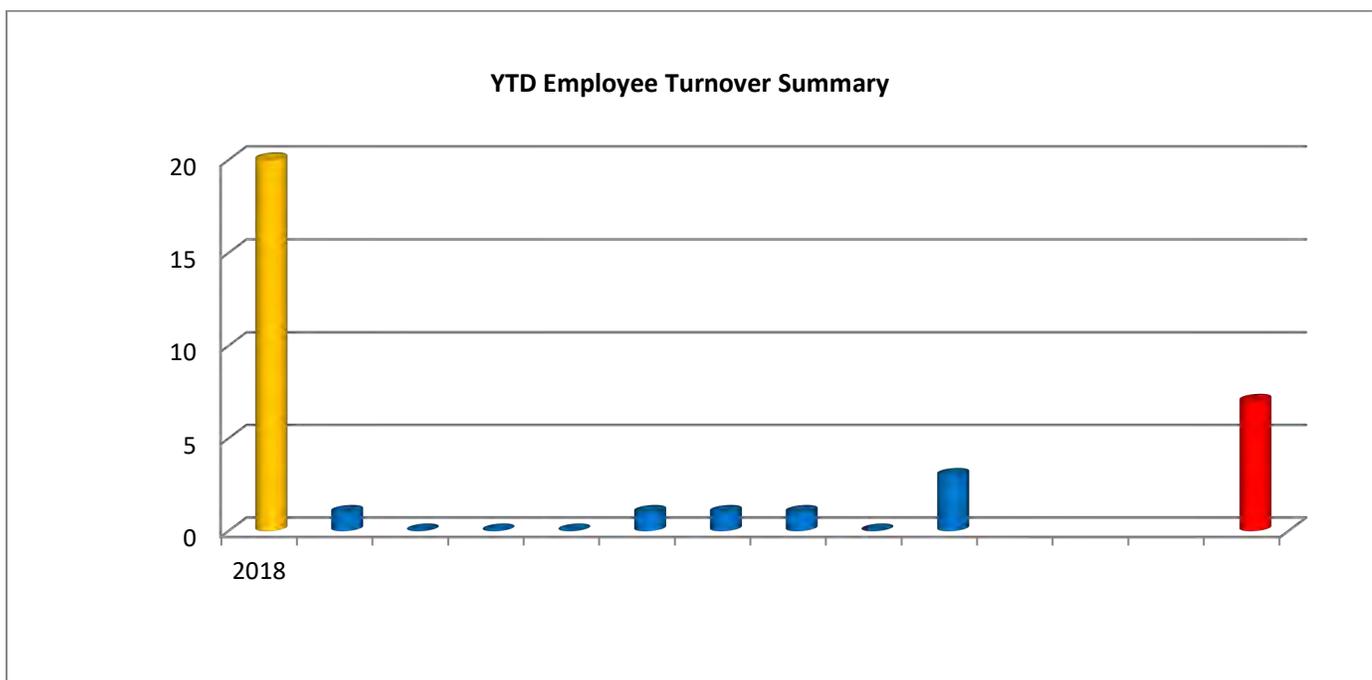
FIGURE 1 NOTE: 2019 TOTAL COUNCIL APPROVED/BUDGETED POSITIONS IS

EMPLOYEE TURNOVER DATA

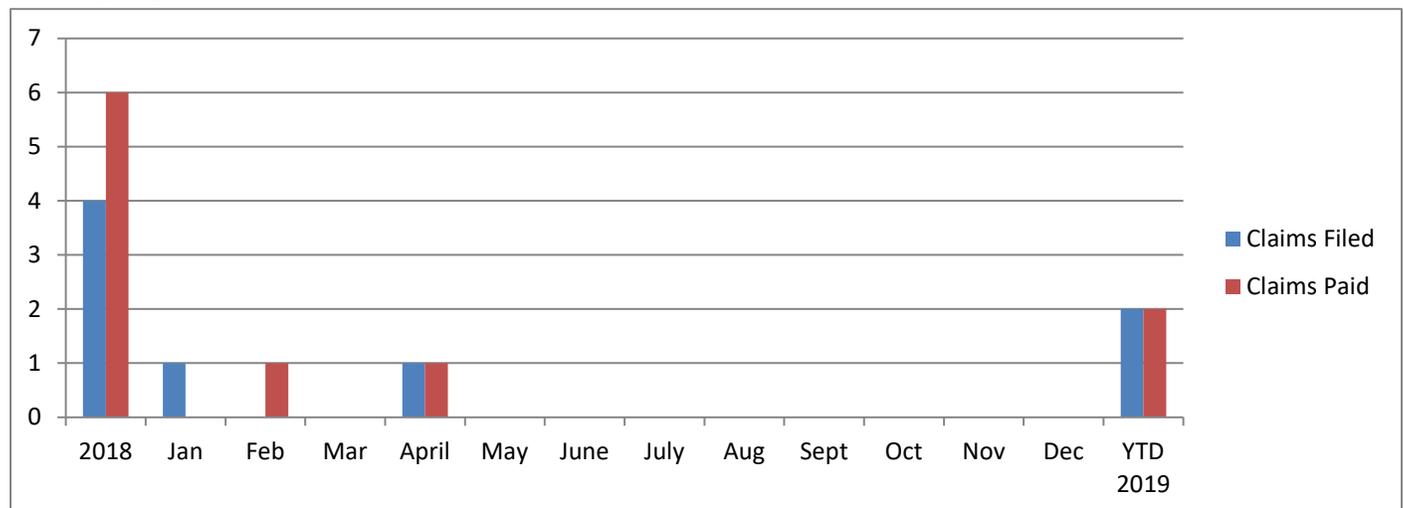
The City's turnover rate per month

- January 1%
- February 0
- March 0
- April 0
- May 1%
- June 1%
- July 1%
- Aug 0
- Sept 3%

The graph below illustrates turnover in full time positions for current year 2019 compared to turnover occurring in the previous year.

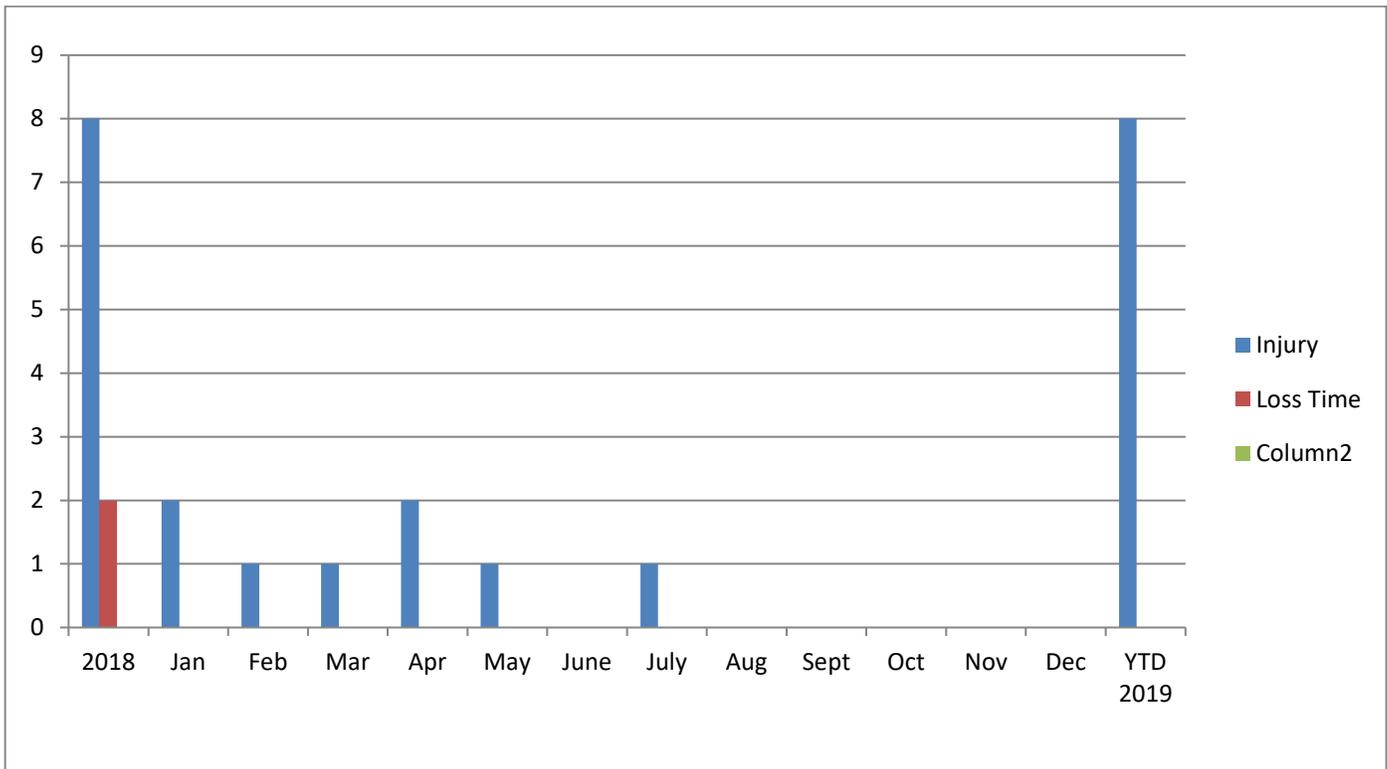


Unemployment Claims: No unemployment claims received for September.



Workers Compensation

No workplace accidents this month.



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR AND CITY COUNCIL DATE: 10/7/2019
SUBJECT: *Technology Department Report for the Month of September 2019*

Report in Brief

The Technology Department Monthly Status Report includes a wide variety of information in an effort to better inform the public and the City Council.

Prepared by: Benjamin Brengman
Title Director of Information Technology

Reviewed by: _____
Title _____

Ron Feldner, City Manager

Attachment(s)

Technology Report

- Upgraded two computers.
- Installed one new desktop computer.
- Upgraded the Watch guard server.
- Continued the SSI project – Police record management system.
- Working on the upgrade to the Recording and camera system in the Council Chambers/Courtroom.

Social Media

- Currently we have 1145 followers on Facebook and 495 followers on twitter.

Building Maintenance

- Finished the fountain transformation.
- Repaired the ERU above Council Chambers.

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM
Parks & Recreation

TO: THE HONORABLE MAYOR AND CITY COUNCIL **DATE:** October, 2nd 2019

SUBJECT: *Parks & Recreation 2019 September Report*

Report in Brief

The Parks & Recreation Monthly Status Report includes a summary of the monthly activities and projects of all divisions within the Department. This report also provides information regarding key items of interest and/or activities throughout the month. Garden City Parks and Recreation Department August report. Our staff continues to relish opportunities to provide quality programming and facilities to our residents. We encourage all residents to participate in a program of choice and begin reaping the emotions and physical rewards associated with teamwork, interaction and physical and mental activity.

The operations detail contained in this report is for the Month of September 2019 and all related information is current as of October 2, 2019.

Prepared by: Cliff Ducey
Title Parks & Recreation Director

Reviewed by: _____
Title _____

Ron Feldner, City Manager

Attachment(s)

**Parks & Recreation Department
Status Report
Summary - September 2019**

Adult/Youth/Sports Programs & Community Relations Activities/Events

Adult Programs

Senior Center

During the Month of September an average of 41 Senior Citizens attended/participated in adult programs at the Senior Center. Total number of lunch meals served 575. And 83 Breakfast meals were served. ***Activities included: Devotion time, bingo, trivia, puzzles, dominoes, bridge, cards, pool and line dancing and muscle strengthening exercise.***

➤ ***Monthly Programs Offered***

October Senior News

- 1. The breakfast numbers were down due to Center being closed 4 days this month because of the storm. We served 83 breakfasts and 575 lunches.
- 2. Pruitt Health Care from Port Wentworth visited on October 1st and did a Nursing Home 101 for us. She brought info that the Seniors needed to know. She also brought Dunking Donuts for all!
- 3. Two great trips are planned for Hilton Head this month.
- 4. A trip to Driggers Farm in Claxton is planned for Tuesday Oct. 15th! Not only will the Seniors be able to visit a working farm but also get to pick up their own sweet potatoes!
- 5. A program on the "Benefits of Apples" will be held on October 17th . Apple Cider, Apple Tarts, and Apples will be provided!
- 6. We are adding another game night to the month. This game night will be interactive as 1 group instead of breaking down into separate groups for games.
- 7. October 22nd, Rep. Carl Gilliard will visit the center.
- 8. "Eat Out Night" will be at Love's Seafood on October 24th!

- 9. On October 28th, 28 Seniors will be leaving for cooler air and autumn leaves for a trip to Pigeon Forge! DollyWood, 3 shows, and the exhibit Titanic is on their schedule!
- Ongoing: Pool table, workout room, on line computer, Wi-Fi, card games, group exercise classes, bingo, Wednesday morning devotionals, well stocked library, and brain games are also still on every month's calendar! Of course the coffee pot, donuts, and fresh lemonade are offered up everyday!

Youth Programs

Cooper Center

During the month of September, 15 per day Youths attended/participated in youth programs.

Activities included: Ping-Pong, indoor board games and playground.

➤ ***Monthly Programs Offered***

- After school activities
- Outdoor fenced in playground and basketball court.

September

Republic Services and with Habitat for Humanity along with the City of Garden City had their 3rd volunteer work day at the Cooper Center on October 5th, 9am-2pm.

We painted the outside of the building.

Sports Programs/Activities

- **Upcoming Sports Programs/Events Fall sports signups underway**
- Football Practice Began – August 1st
- Soccer Practice Began – August 19th

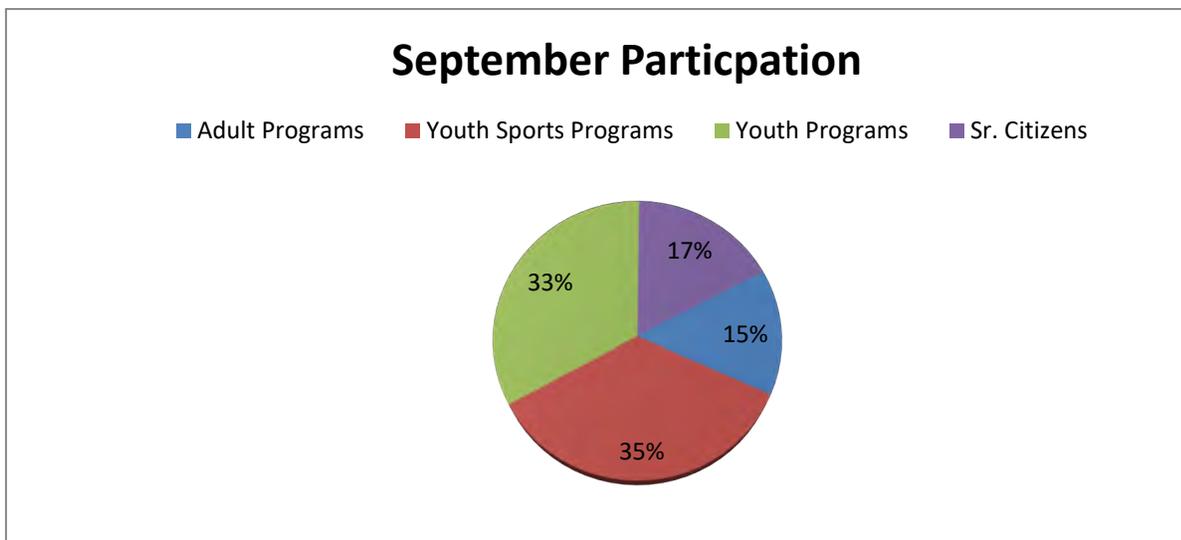
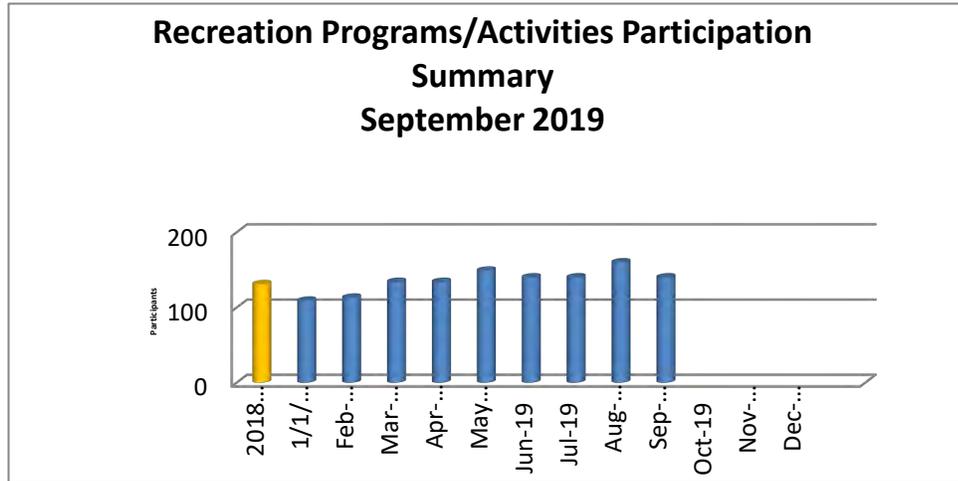
Community Relations Activities/Events

- **Garden City Eagle Football & Soccer**

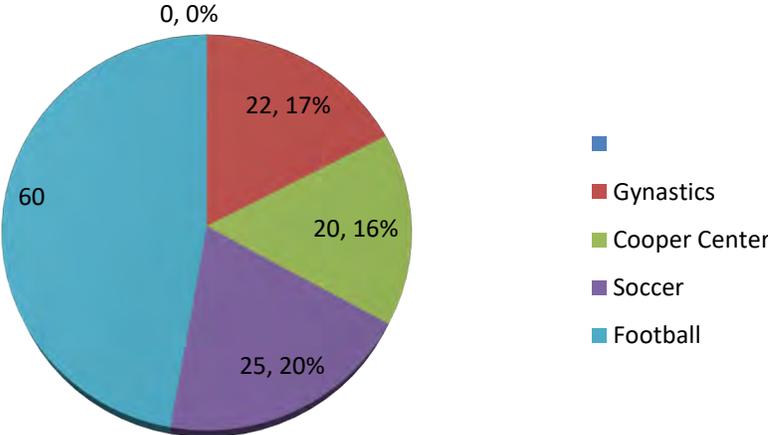
3 Football teams

4 soccer teams

The graphs below are visual summaries of the number of participants in Garden City's Recreation Programs/Activities.



Top Activities September 2019



▣ Parks Maintenance/Improvement Projects

Project Name: Cooper Center Renovation.

Start Date: June 2019

Status: Continuous for the fall

GARDEN CITY RESOLUTION

WHEREAS, Garden City, Georgia, desires to enter into a contract for the replacement of a sewer line running along Nelson Avenue and crossing Bishop Avenue and the CSX right-of-way crossing in accordance with plans put forth by the engineering firm of Goodwyn, Mills, and Cawood, Inc.(the "Contract Work"); and,

WHEREAS, the City, through Goodwyn, Mills, and Cawood, Inc., solicited competitive bids pursuant to Official Code of Georgia Annotated Section 36-91-21 for the performance of the Contract Work; and,

WHEREAS, the bid solicitation resulted in the City's receipt of two bids which were opened by Goodwyn, Mills, and Cawood, Inc., on September 19, 2019, at 2 p.m. o'clock, disclosing responsive proposals from the following two contractors at the indicated bid amounts:

<u>Contractor</u>	<u>Bid Amount</u>
Savannah River Utilities Co.	\$298,790.00
BRW Construction Group, LLC	\$341,785.00

WHEREAS, after reviewing the two bid proposals, Goodwyn, Mills, and Cawood, Inc., has recommended awarding a contract for the performance of the Contract Work to the low bidder, Savannah River Utilities Co., in the amount of \$293,790.00 (the contractor's bid amount being reduced by \$5,000.00 by reason of the cost for a CSX Railroad flagman being removed from the scope of the contract), having determined that said contractor is qualified to perform the Contract Work in a responsible manner;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Garden City, Georgia, that Savannah River Utilities Co. is determined to be the lowest responsible bidder at the bid amount of \$293,790.00, and that a contract for the performance of the Contract Work be awarded to such bidder.

BE IT FURTHER RESOLVED that the City Manager, with the advice and counseling of the City Attorney, be authorized to negotiate and execute on behalf of the City a contract with Savannah River Utilities Co. containing the terms and conditions set forth in the contractor's bid proposal as appropriately fine-tuned by him, and that he be further authorized to require from the contractor and/or execute any other documents which he and the City Attorney deem necessary to carry out the

terms of the contract and/or to further the intent of this Resolution.

ADOPTED AND APPROVED this ____ day of October, 2019.

RHONDA FERRELL-BOWLES, Clerk of Council

RECEIVED AND APPROVED this _____ day of October, 2019.

DON BETHUNE, Mayor



Ronald A. Feldner, P.E.
City Manager

MEMORANDUM

To: Mayor and City Council
From: Ron Feldner, City Manager
Date: October 1, 2019
Re: Sewer Line repair - Bishop Avenue/Nelson Avenue Under CSX Rail Line

The purpose of this memorandum is to provide a summary of the contractor bids received on September 19, 2019 for the referenced project and to recommend award of the contract. The attached documents from the City's consulting engineer (GMC) summarize the data for the two contractor bids received. The table below summarizes the bid data:

Contractor	Bid Amount
Savannah River Utilities (SRU)	\$298,790*
BRW Construction Group, LLC	\$341,785

**See information below*

The consulting engineer (GMC) was able to negotiate with the low bidder (SRU) to reduce their final base bid to **\$293,790** so that is the recommended award amount for this project. In addition, the City will need to pay certain fees to CSX Railroad with respect to their assistance with the project under the terms of our Right of Way Encroachment Agreement with CSX. As such, it is recommended that an additional \$25,000 of funding be allocated to cover the anticipated CSX fees that will be incurred. Review of the FY2019 budget information as it relates to the Water & Sewer Fund indicates that the estimated amount for project construction can be accommodated.

The City Manager should be authorized to execute any reasonable and necessary contract Change Orders with SRU that may arise through the course of the work.

Please contact me with any questions regarding the information contained in this memo.



Goodwyn Mills Cawood

35 Abercorn Street
Suite 210
Savannah, GA 31401

T (912) 226-1667

www.gmcnetwork.com

September 26, 2019

Mr. Ronald Feldner, P.E.
City Manager
City of Garden City
100 Central Avenue
Garden City, Georgia 31405

**RE: Bids Received
Bishop & Nelson Ave. CSX RR Sewer Replacement**

Dear Mr. Feldner:

Goodwyn Mills and Cawood, Inc. (GMC) has reviewed the bids for the City of Garden City (City) Bishop & Nelson Ave. CSX RR Sewer Replacement project, received by the City on September 19, 2019 at 2:00 pm. Enclosed is a tabulation of the bids received.

After reviewing the bid proposals, GMC recommends awarding the contract to the low bidder, Savannah River Utilities Co. (SRU) in the amount of **\$293,790.00**. The total bid is being reduced by \$5,000.00, eliminating CSX Railroad Flagman costs which will be paid for by the City.

If the City concurs with the GMC recommendation, four copies of the Notice of Award (NOA) are enclosed. Upon acceptance of the NOA by SRU, GMC will transmit the contract documents to the contractor with instructions to obtain the Payment Bond, Performance Bond, and insurance certificates. After receipt of these documents from the contractor and a satisfactory review by the City's Attorney and GMC, a pre-construction conference will be scheduled. We will then execute the contracts and issue a Notice to Proceed date to begin construction.

Please contact our office if you have any questions regarding the post-bid procedures.

Sincerely,

Goodwyn, Mills and Cawood Inc.

James Vaughn, Jr., P.E.

Enclosure(s)



CITY OF GARDEN CITY
 BISHOP & NELSON AVE. CSX RR SEWER
 REPLACEMENT
 BID DATE: SEPTEMBER 19, 2019
 DUE: 2:00 P.M.



Item No.	Description	Estimated Quantity	Unit of Measure	SAYANNAH RIVER UTILITIES CO.		BRW CONSTRUCTION, LLC	
				Unit Price	Total Price	Unit Price	Total Price
GRAVITY SEWER SYSTEM							
1.	8" SDR 26 PVC						
a.	10.1'-20' Depth	64	L.F.	\$ 500.00	\$ 32,000.00	\$ 1,050.00	\$ 67,200.00
2.	10" Class 56 DIP (Includes all RJ & Protecto 401)						
a.	10.1'-20' Depth	120	L.F.	\$ 600.00	\$ 72,000.00	\$ 140.00	\$ 16,800.00
3.	16" Welded Steel Casing (Jack & Bore)	105	L.F.	\$ 1,100.00	\$ 115,500.00	\$ 1,725.00	\$ 181,125.00
4.	Standard 4' Diameter Manhole (0-10' Depth w/Invert)	1	EA.	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00
5.	Extra Depth for Standard 4' Diameter Manhole	10.8	V.F.	\$ 1,050.00	\$ 11,340.00	\$ 550.00	\$ 5,940.00
6.	Manhole Frame and Cover	1	EA.	\$ 1,200.00	\$ 1,200.00	\$ 500.00	\$ 500.00
7.	Reconstruct Manhole Invert	2	EA.	\$ 7,500.00	\$ 15,000.00	\$ 8,000.00	\$ 16,000.00
MISCELLANEOUS							
8.	Connect Gravity Sewer to Exist. Manhole (Core Method)	2	EA.	\$ 5,000.00	\$ 10,000.00	\$ 8,000.00	\$ 16,000.00
9.	Remove and Replace Asphalt or Concrete Pavement	100	S.F.	\$ 100.00	\$ 10,000.00	\$ 80.00	\$ 8,000.00
10.	Remove & Replace Storm Drain Pipe, RCP, H 1-10						
a.	15-inch	18	L.F.	\$ 150.00	\$ 2,700.00	\$ 90.00	\$ 1,620.00
11.	Stabilization Stone	6.0	Tons	\$ 300.00	\$ 1,800.00	\$ 100.00	\$ 600.00
	Cement Grout Filled Abandoned Sewer Pipelines as						
	Approved by CSX	1	L.S.	\$ 10,000.00	\$ 10,000.00	N/A	N/A
13.	Remove and Replace Unsuitable Material	25.0	C.Y.	\$ 50.00	\$ 1,250.00	\$ 40.00	\$ 1,000.00
14.	Erosion and Sediment Controls Measures (Sta. 0+00 to 1+84)	1	L.S.	\$ 1,000.00	\$ 1,000.00	\$ 7,000.00	\$ 7,000.00
Total Amount Base Bid					\$ 298,790.00		\$ 341,785.00
					(In Figures)		(In Figures)

LEGEND:

Bid line items multiplied incorrectly on proposals. Totals on bids are therefore incorrect. Correct amounts shown in spreadsheet. Miscalculations do not affect who is the low bidder.

The undersigned certifies that this is a true and accurate tabulation of Bids received for the above project on the date

Jim Vaughn, PE
 Goodwyn, Mills and Cawood Inc.

**SECTION 00510
NOTICE OF AWARD**

To: Savannah River Utilities Co. Date: _____
1992 GA Hwy. 21 North Project: Bishop & Nelson Ave. CSX RR
Springfield, GA 31329 Sewer Replacement

The OWNER has considered the BID submitted by you dated **September 19, 2019**, for the above described WORK in response to its Advertisement for Bids and Instructions to Bidders.

You are hereby notified that your BID has been accepted for items in the amount of **\$293,790.00**.

You are required by the Instructions to Bidders to execute the Agreement, submit the Payment Bond, Performance Bond and Certificates of Insurance, within fifteen (15) calendar days from the date of this Notice to you.

Failure to comply with these conditions within the time specified will entitle OWNER to consider you in default, annul this Notice of Award and declare your Bid Security forfeited.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this _____ day of _____, 20____

City of Garden City

Owner

By _____

(s) _____

Title _____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by

Dated this ____ day of _____, 20____. Savannah River Utilities Co.
Contractor

By _____

(s) _____

Title _____

END OF SECTION