

**CITY OF CLEVELAND
CITY COUNCIL MEETING
JULY 9, 2018
MINUTES**

CITY COUNCIL MEETING

The City Council Meeting of the Mayor and Council of the City of Cleveland was called to order by Mayor Shan Ash at 6:30 p.m.

COUNCIL MEMBERS PRESENT: Nan Bowen, Annie Sutton, Kevin Stanley, and Bradley Greene.

APPROVAL OF AGENDA

On motion by Annie Sutton, seconded by Nan Bowen, in favor – Kevin Stanley and Bradley Greene, and carried unanimously, the Mayor and Council voted to approve the agenda for the July 9, 2018 City Council Meeting.

Mayor Ash rearranged the agenda to accommodate Angela Steedley to set up for a presentation.

CHIEF RICKY PRUITT – FIRE DEPARTMENT

Assistant Fire Chief Michael Armour was present in the absence of Chief Pruitt. Asst. Fire Chief Armour presented the stats from January 1, 2018 through June 30, 2018.

The fire department recorded 491 calls during this time period, with 53.56% being rescue and emergency medical service incidents and 7.74% related to fire calls.

The department recorded 74 calls for the month of June – 47 calls within the city; 27 calls outside the city with 6 of those calls being outside the automatic aid area.

Annie Sutton asked if it seemed the city was making more calls outside the city. Asst. Fire Chief Armour stated, in his opinion, no, the department has been running less outside the city. This is due to the county employing more fire personnel to man stations.

CHIEF JOHN FOSTER – POLICE DEPARTMENT

On motion by Bradley Greene, seconded by Annie Sutton, in favor – Nan Bowen and Kevin Stanley, and carried unanimously, the Mayor and Council approved the class requests for Officer Pete Dorsey and Captain Aaron Weiland. The two will attend training that will address how to handle an active shooter in schools.

Chief Foster informed the new “hands free” law is in effect. Chief Foster has been working patrol and informing those using devices while driving of the new law. Chief Foster has issued warnings to these motorists. The Georgia State Patrol has been aggressively enforcing the new law. Chief Foster stated he has observed less cell phone use since the law went into effect.

GRANT KEENE – CITY ATTORNEY

Grant Keene, City Attorney, did not have new business to discuss, but will have an item for executive session concerning real estate.

TOM O'BRYANT – CITY ADMINISTRATOR

Tom O'Bryant, City Administrator, did not have new business to discuss.

NEW BUSINESS

1. Michelle Ash, Historical Society Board Member, informed the Mayor and Council of the pottery show and book signing by Emory Jones celebrating the life and works of Cheever Meaders. The book is titled "Memories Etched in Pott'ry". The book signing will be held at the Folk Pottery Museum, Friday, July 13, 2018. The White County Historic Courthouse and Historical Society will host a book signing on Saturday, July 28, 2018. A play has been written, based on the book, and will be held in August at the Sautee Nacoochee Center.
2. Debbie Gilbert asked about who approved the exit at the new Subway restaurant. Ms. Gilbert was informed GDOT approved the right-turn exit only onto West Underwood Street.

OLD BUSINESS

1. The minutes of June 2018 were signed.

ANGELA STEEDLEY – THE STEEDLEY FIRM – DISCUSSION OF THE TALON PROJECT

Ms. Angela Steedley, The Steedley Firm, reviewed the actions of the council from 2015. In 2015, the council issued a request for proposals from several architect/engineering firms. For various reasons, the council did not choose a firm to move forward with the Talon project. Ms. Steedley informed the submitted proposals were outdated and there are new procedures that must be followed if the city plans to acquire federal funding.

In accordance to 2 CFR §200.320 part 200 – Methods of Procurement, the city must enact the following procedures:

1. Develop a list of at least 10 known service providers. This includes engineers, architects, and grant writers/administrators.
2. Develop a Request for Qualifications (RFQ) and Evaluation Criteria. There is a thirty-day response time.
3. Advertise the RFQ and Evaluation Criteria in the local paper, on the city's website, and if desired the glga.org website.
4. Solicit via certified mail/return receipt RFQs, Evaluation Criteria and Preliminary Report Requirements to at least 10 known service providers.
5. Establish Evaluation Team of at least three members.
6. Evaluate each proposal based on established criteria. Price does not have to be a deciding factor in the evaluation. This means the city can determine the best provider based on merit and experience rather than lowest price.
7. Interview and negotiate with desired firms.
8. Submit recommendation/memorandum of the selection to the council.
9. Attorney contract review and written recommendation.
10. Retain all records at least three years after project completion.

Ms. Steedley asked what would be the funding source for the Talon project. Mr. O'Bryant answered the city is looking at funding through a loan program offered by Georgia Municipal Association. At this time, the city does not have an estimated cost for the project. Mr. O'Bryant indicated the city may inquire about USDA funding and is considering all options.

**ANGELA STEEDLEY – THE STEEDLEY FIRM – DISCUSSION OF THE TALON PROJECT
– continued**

Ms. Steedley offered a template for the grading system to use as proposals are submitted. The city can expand the grading system as it sees fit to meet the needs of the project. Ms. Steedley expressed the importance of the review committee understanding the guidelines of the grading/scoring system.

Mr. O'Bryant asked if the guidelines applied to a city engineer. Ms. Steedley answered if the engineer was a city employee, no, but if appointed, that engineer would have to follow the new procedures.

Mr. O'Bryant asked how long a proposal is valid. Ms. Steedley informed proposals are typically valid for ninety-days, but the city could include in the RFQ the proposal is good for a specific time period such as the city's budget year.

Mr. O'Bryant asked if the procedures would apply if a state agency was serving as a pass through or if non-federal funds via the state agency were part of a project. Ms. Steedley answered that each state agency would most likely make that decision. She stated that some funding sources, like GEFA, claim that they are a lending agency versus a state grant funding agency and so the procedures may not apply to their loan projects.

The Mayor and Council thanked Ms. Steedley for her presentation and guidance on the Talon project.

EXECUTIVE SESSION – PERSONNEL AND REAL ESTATE

On motion by Bradley Greene, seconded by Annie Sutton, in favor – Nan Bowen and Kevin Stanley, and carried unanimously, the Mayor and Council voted to enter into an executive session to discuss real estate and personnel at 7:17 p.m.

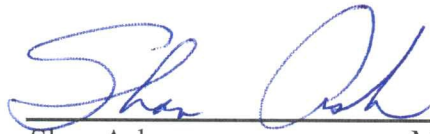
RETURN TO COUNCIL MEETING

On motion by Nan Bowen, seconded by Kevin Stanley, in favor Annie Sutton and Bradley Greene, and carried unanimously, the Mayor and Council voted to return to the council meeting at 9:15 p.m. Personnel evaluations were approved

ADJOURNMENT

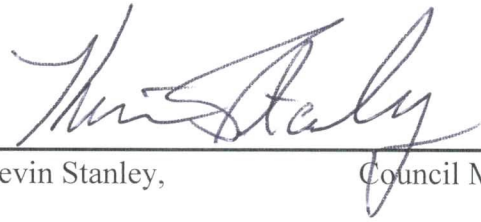
On motion by Bradley Greene seconded by Kevin Stanley, in favor – Nan Bowen and Annie Sutton, and carried unanimously, the Mayor and Council voted to adjourn the City Council Meeting of July 9, 2018 at 9:16 p.m.

Signatures next page



Shan Ash,

Mayor



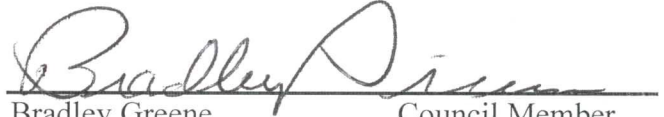
Kevin Stanley,

Council Member



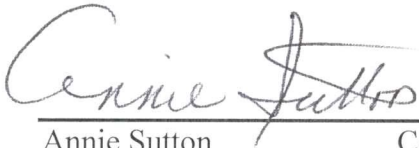
Nan Bowen,

Council Member



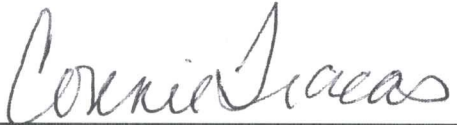
Bradley Greene,

Council Member



Annie Sutton,

Council Member

ATTEST: 

Connie Tracas,

City Clerk

