

**CITY OF SYLVESTER WORK SESSION MINUTES
CITY HALL COUNCIL CHAMBERS
MONDAY, NOVEMBER 4, 2019 @7:00 PM**

PRESENT: Mayor Pro Tem Charles Jones, Councilmen Larry Johnson, Melvin Powell, Randy Hill; City Manager, John Hayes; City Clerk, Carolyn Williams; City Attorney, Kimberly Reid

CALL TO ORDER: Mayor Pro Tem Charles Jones

INVOCATION AND PLEDGE: Dr. Willie Mae Marlin

1) SPEAKER APPEARANCES - NONE

2) SWEARING IN CEREMONY CHIEF OF POLICE – SHAWN URQUHART

Mayor Pro Tem Jones swore in Ms. Urquhart as the new Chief of Police for the City of Sylvester. A host of family, friends, and well-wishers were present to congratulate the Chief. Amid applause, Chief Urquhart was welcomed to the City of Sylvester.

3) SYLVESTER AIRPORT FY 2021-2025 –ANTHONY BROWN/MR. HAYES
MR. BARKER

Mr. Barker introduced Anthony Brown from Croy Civil Engineering to go over the 5-year CIP for the airport. Mr. Brown began by stating that they update the 5-year plan to keep the airport in good condition, and identify funds to help pay for items on the CIP. Each year the airport gets \$150,000 from GDOT to keep it in good repair. To keep the \$150,000 you must have 10-based aircrafts, which Sylvester Airport does not have. The plan is to improve on the Airport and get the 10-based aircrafts, to be able to keep the \$150,000 toward improvements. Projects for next year are pavement rehabilitation, runway extension and the apron. The Disadvantaged Business Enterprise (DBE) plan is required when over \$250,000 of federal funds are being sought. Paving the runway is #1 on the list, which will help towards meeting safety guidelines. GDOT did a safety audit and identified several minor items of which were fixed by Mr. Barker. The beacon and the wind cone are outstanding. The Federal Government has allowed a 2-year exemption on the 10-plane rule.

4) CYBER SECURITY-JACK TUTTEN

Mr. Hayes asked Mr. Tuten with NTS to appear and state the present condition of our security. He stated the approach is perimeter security to deploy a next generation firewall. This firewall filters off of a multitude of different aspects of the traffic, destination ports, and filters for known malware and viruses. They have deployed a

**CITY OF SYLVESTER WORK SESSION MINUTES
CITY HALL COUNCIL CHAMBERS
MONDAY, NOVEMBER 4, 2019 @7:00 PM**

dynamic block list to filter off known malicious IP's to prevent those connections from being made. The company also block countries from outside the US. Endpoint protection is installed on workstations and centrally managed and monitored. All computers on the network are centrally managed to make sure they are up to date with windows patches. They require passwords to be changed on a routine basis. Access to the email server is limited to the city's network. Areas to improve-start employing third party patching management on per device cost. We need to look at updating the present computers and servers because windows 2010 is coming to end of life. The warranty of the server can be extended out a year or two.

Mr. Powell wanted to know if they had an outsider come in and try to hack their system. Mr. Tutton replied that certified hackers were on staff to perform that security task. Mr. Powell asked if they had insurance to cover if the city was hacked, but he was not sure.

Mr. Johnson questioned whether they had to replace the computers or just download the program. Mr. Tutton replied that there were two options available for initiating the upgrade. The present computers are approximately 5 years old. There is a question of vulnerability in the coming months if the windows issue is not addressed.

5) BFHS CHRISTMAS CHILI NIGHT – BRANDA FARROW

Mr. McPhaul spoke on behalf of Ms. Farrow and requested a chili sale for a fundraiser. *Consent Agenda*

6) STEAM FESTIVAL/DEPOT – WC ROBOTICS TEAM MICHELLE SMITH

Ms. Smith, Coach of the Robotics Club, was present to ask the Council's permission to have a fundraiser with a Polar Express theme in conjunction with the Christmas Parade. Members of the Club were present and gave an overview of STEAM (Science, Technology, Engineering, Arts, and Mathematics). Their goal is to increase community awareness and inspire others to get involved with activities surrounding STEAM. *Consent Agenda*

7) GEORGIA PEANUT FESTIVAL CONCERT – KAREN RACKLEY

Ms. Singletary presented the request on behalf of Ms. Rackley. She briefed the Council on activities that were cancelled at the Peanut Festival due to weather. Ms. Singletary asks Council approval to allow the bands to perform at the Art Gala, and vendors to set-up free of charge. *Consent Agenda*

**CITY OF SYLVESTER WORK SESSION MINUTES
CITY HALL COUNCIL CHAMBERS
MONDAY, NOVEMBER 4, 2019 @7:00 PM**

- 8) COUNTY RECREATION BLDG. PROJ. – C. ROWLAND, COUNTY ADMIN
Mr. Hayes informed Council that Mr. Rowland and County Counsel presented information to challenge the City's position on the safety concerns of the building. Ms. Reid told Council she had spoken to Mr. Powell, County Attorney, and unofficially they will sign an indemnification agreement, which will be drafted by the County Attorney and forwarded to Attorney Reid. Council agreed, when Ms. Reid receive and review the agreement, it will be e-mailed to them and then placed on the next agenda for ratification. If Claims are filed, the County will indemnify the City. Moving forward, the County should use the standard permit process. The agreement will be broad enough to cover any claim arising out of negligence.

- 9) RESOLUTION NO:2019-18 CHIP GRANT APP CERTIFIED ASSURANCES
Mr. Hayes informed Council that there were a series of recurring standard Resolutions required for submission of the CHIP grant application – *Consent Agenda*

- 10) RESOLUTION NO: 2019-19 IN-KIND SERVICES WAIVE BLDG PERMIT FEE
DCA asks for permit fees to be waived for contractors participating in CHIP – *Consent Agenda*

- 11) RESOLUTION NO: 2019 20 – ADOPTION OF HOUSING
This Resolution is associated with funding for targeted areas of the City – *Consent Agenda*

- 12) RESOLUTION NO: 2019-21-ADOPTION OF SECTION 3 POLICY FOR CHIP
This Resolution is also part of the requirement for participation in the program *Consent Agenda*

- 13) RESOLUTION NO: 2019-22 – AUTHORIZE FILING WITH GDOT FOR PUBLIC TRANSPORTATION
This is a requirement for participation in this State/Federal Program- *Consent Agenda*

- 14) RESOLUTION NO: 2019-23 – MEAG MUNICIPAL COMPETITIVE TRUST
This is a continuing Resolution for renewal of participation in the Competitive Trust through MEAG – *Consent Agenda*

**CITY OF SYLVESTER WORK SESSION MINUTES
CITY HALL COUNCIL CHAMBERS
MONDAY, NOVEMBER 4, 2019 @7:00 PM**

15) INCUMBENCY AND SIGNATORY CERTIFICATE

This certificate authorizes the City Manager and Mayor Pro Tem to sign documents on behalf of the City – *Consent Agenda*

CITY MANAGER

- Expenses are down from last year, but will bring report at a later date
- The Finance Department was awarded the Certificate of Achievement for Excellence in Financial Reporting by GFOA
- The inmate crews are a growing concern, most recent discovery of contraband. Meeting with warden to get more details and Department Heads are also looking into situation. \$46,000 was budgeted and it is currently \$91,000 for two crews. Mr. Powell would like a recommendation from the City Manager on how to fix the problem because of the potential liability. Mr. Johnson suggested only use during the summer.

CITY ATTORNEY

- Attorney Reid will get information from County Attorney regarding IGA for elections by the end of the week

WARD 1 – NONE

WARD 2 –NONE

WARD 3 (Mayor Pro Tem)

- Two members of the Housing Authority has resigned. Karen Rackley and Glenice Stephens have volunteered for the position, but there is a potential conflict with Ms. Stephens. Mr. Jones will make the selections to fill the positions.

WARD 4 – NONE

Mr. Johnson motioned to convene an Executive Session for discussion of land acquisition and a second was offered by Mr. Hill – *Motion Carries*

EXECUTIVE SESSION: 7:58 pm

After discussion of land acquisition, no official action was proposed or taken and regular session reconvened.

**CITY OF SYLVESTER WORK SESSION MINUTES
CITY HALL COUNCIL CHAMBERS
MONDAY, NOVEMBER 4, 2019 @7:00 PM**

REGULAR SESSION RECONVENED: 8:25

Mr. Powell motioned to accept the minutes as read in Executive Session and it was seconded by Mr. Johnson – *4-0 Motion Carries*

Mr. Johnson motioned to adjourn and was seconded by Mr. Hill – *4-0 Motion Carries*

Mayor Pro Tem duly adjourned the meeting at 8:26 pm – *Unanimous Consent*

Charles Jones, Mayor Pro Tem

Carolyn Williams, City Clerk