

City Council Meeting Minutes

City of Sylvester
City Council Regular Meeting
City Hall Council Chambers
Monday, October 6, 2025
Call to Order 6:00 p.m.

Attendees: Mayor Harold Proctor, Jr.
Councilman Melvin Powell, Ward 1
Councilman Mark Giddens, Ward 3
Mayor Pro-Tem Councilman Earnest Carter, Jr., Ward 4
City Manager Chris Davis
Assistant City Manager Richie Childers
Assistant City Manager Tanita Norris
City Attorney Lester Castellow
City Clerk Markesha Bivens

Absent: Councilman Isaac Jackson, Jr., Ward 2

Call to Order: Mayor Harold Proctor, Jr.

Invocation/Pledge: Dr. Willie Mae Marlin

Agenda

Upon a motion by Councilman Carter, seconded by Councilman Giddens, the council meeting agenda was approved. Voting in favor were Mayor Proctor and Councilmen Carter, Giddens, and Powell. The motion carried, 4-0.

Approval of Minutes

Upon motion by Councilman Giddens, seconded by Councilman Carter, the August 4, 2025 –Regular Meeting and August 18, 2025 – Regular Meeting Minutes gained approval. Voting in favor were Mayor Proctor and Councilmen Carter, Giddens, and Powell. The motion carried, 4-0.

Speakers Appearance: There were no comments from the public.

Presentation

Carter & Sloope Consulting Engineers Water Meter Bid Contract Award

Mr. Steven Rakestraw of Carter & Sloope, Inc., Consulting Engineers, presented a recommendation regarding the Water Meter Bid Contract Award for Automated Meter Reading Equipment. Four (4) bids were received and opened on August 28, 2025. Consolidated Pipe & Supply Company, Inc. was the highest scoring bidder with an average score of 96.75 and a base bid of \$1,299,585.00, supplying the Master Meter brand. Confirmation of the qualifications, review of references and project history, allows Carter & Sloope, Inc. to recommend the bid awarded to Consolidated Pipe & Supply Company, Inc.

Upon motion by Councilman Giddens, seconded by Councilman Powell, the Water Meter Bid Contract Award was approved and awarded to Consolidated Pipe & Supply Company, Inc. Voting in favor were Mayor Proctor and Councilmen Carter, Giddens, and Powell. The motion carried 4-0.

Additionally, Bids for Meter Installation Services were received and opened on August 28, 2025. Following a detailed review, Carter & Sloope, Inc. identified potential confusion regarding certain bid items. They advised that a future rebid would result in more accurate and competitive pricing, with specifications better aligned to the selected meter in Contract B. As a result, Carter & Sloope, Inc., recommended that all bids be rejected to ensure clarity and promote more accurate future submissions.

New Business

A. Event/Request to Close Street Applications

a. Praise in the Park

b. Veterans Day Parade

Mrs. Glenice Stephens, Community Development Director, presented details of two (2) event applications. She reported that *Praise in the Park* will take place at Jeffords Park on Saturday, October 11, 2025, from 6:00 p.m. to 7:00 p.m. This non-denominational community worship and praise event is open to the public.

Additionally, the American Legion Post 335 is organizing the *Veterans Day Parade* for November 8, 2025, honoring all veterans. The Saturday date was chosen to encourage greater attendance, where school organizations as well as the Mayor and Council have been invited to participate. Parade line-up begins at 9:00 a.m., the parade starts at 10:00 a.m. and should last one (1) hour. Event organizers have requested the standard parade route for street closures.

Upon motion by Councilman Powell, seconded by Councilman Giddens, the event applications for Praise in the Park and the Veterans Day Parade were approved. Voting in favor were Mayor Proctor and Councilmen Carter, Giddens, and Powell. The motion carried 4-0.

B. Land Bank Authority Board Appointment

Mr. Davis informed the Mayor and Council that he attended the last two Land Bank Authority Board meetings held at the Worth County Courthouse. He noted that Councilman Jackson was unable to attend those meetings and that both City representatives are required to be present. After consulting with Councilman Jackson, staff recommended appointing a new representative to the board. Councilman J. Mark Giddens volunteered to serve, and with no opposition, the appointment was approved unanimously.

C. Finance Department: Certificate of Deposit Recommendation

Ms. Tanita Norris, Assistant City Manager, provided information regarding three (3) Certificates of Deposit (CDs), currently at Renasant, Truist and Colony Banks held by the City of Sylvester. The total balance of these CDs is \$1,250,245.36 and the Finance Department recommends closing the CDs and transferring the funds to an operating account at South Georgia Banking Company.

It was explained that the Certificates of Deposit are earning little to no interest. Allowing the CDs to mature and transferring the funds to the operating account will enable the City to pay all outstanding invoices in a timely manner. After further discussion, cost savings, requests for financial reports, interest bearing account information, funding for projects and customer rebates were considered.

Councilman Powell made a motion, seconded by Councilman Giddens, to close three (3) Certificates of Deposit (CDs) and transfer the funds to the City's operating account at South Georgia Banking Company. The motion was approved. Voting in favor were Mayor Proctor and Councilmen Carter, Giddens, and Powell. The motion carried 4-0.

Reports/Remarks

Councilman J. Mark Giddens, Ward 3 – Councilman Giddens had no report.

Councilman Melvin Powell, Ward 1 – Councilman Powell had no report.

Councilman Isaac Jackson, Jr., Ward 2 – Councilman Jackson was absent.

Councilman Earnest Carter Jr., Ward 4 – Councilman Carter had no report.

Mayor Harold Proctor, Jr. – Mayor Proctor had no report.

City Attorney Lester Castellow – Attorney Castellow had no report.

City Manager Chris Davis – Mr. Davis reported on a recent meeting held with MEAG staff, focused on maintaining low utility rates. Mr. Davis noted that information will be shared with the public to update on the City's ongoing efforts to keep electric rates reasonable. Reminders of upcoming community events were provided: The 100-Mile Yard Sale on October 11; Peanut Festival events including a Concert in Jeffords Park on October 17, the Peanut Festival Parade at 10:00 a.m. on October 18, with vendors, food, and entertainment at the park throughout the day. The Haunted Depot will be held on October 24 and 25, with Pets and Pals Parade and Fall Festival Saturday. It was further noted that City Hall will be closed on October 13 in observance of Columbus Day.

Executive Session: None

Announcements: None

Adjournment

With all agenda items addressed, Councilman Giddens motioned to adjourn the meeting. Councilman Carter seconded the motion. Voting in favor were Mayor Proctor and Councilmen Carter, Giddens, and Powell. The motion carried unanimously, 4-0.

Mayor Proctor duly adjourned the meeting at 6:54 p.m.

CITY COUNCIL
SYLVESTER, GEORGIA

HAROLD PROCTOR, JR., MAYOR

ATTEST:

MARKESHA BIVENS, CITY CLERK