

**CITY OF METTER
REGULAR MEETING
TUESDAY, NOVEMBER 13, 2018
5:30 P.M.**

A regular meeting was held in the City Council Chambers at City Hall on Tuesday, November 13, 2018 at 5:30 p. m.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd
Mayor Pro tem Chyrileen Kilcrease
Councilwoman Amy Harrelson
Councilman Rashida Taylor
Councilman Brandon Sikes
Councilman Paul MacGregor
City Manager Mandi Cody
City Clerk Angie Conner
Public Works Director Cliff Hendrix
Chief of Police Robert Shore
Fire Chief Jason Douglas
Finance Manager Cindy Collins
HR/Purchasing Manager Missy Edenfield
Director of Tourism/Business Development Heidi Jeffers
Carvy Snell, Metter Advertiser

Attending the meeting were the following guests:

Erin Sikes
Layton Sikes
Peyson Sikes
Victoria Gaitten – Executive Director – Chamber of Commerce
Bryan Aasheim – Candler County Administrator
Carol Smith

CALL TO ORDER AND WELCOME

Mayor Boyd called the meeting to order and welcomed everyone.

PLEDGE OF ALLEGIANCE

Councilwoman Harrelson led the Pledge of Allegiance.

INVOCATION

Councilwoman Kilcrease gave the invocation.

SWEARING-IN CEREMONY

Mayor Boyd performed the ceremony swearing-in Carroll Brandon Sikes.

APPROVAL OF AGENDA

Councilwoman Kilcrease made a motion to approve the agenda tabling Item A, Presentation and Consideration of request from Pineland Mental Health to utilize City of Metter facilities (former school property) located at Register Street (Boys & Girls Club). Councilman MacGregor seconded the motion, and the vote was unanimous.

APPROVAL OF MINUTES

Councilwoman Kilcrease made a motion to approve the following minutes:

Regular Meeting, Monday, October 8, 2018

Councilman MacGregor seconded the motion, and the vote was unanimous.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Pineland Mental Health Request

This item was tabled in the motion to approve the agenda.

Metter Tree Board Appointment

Councilwoman Kilcrease made a motion to approve a resolution reappointing Ms. Lucille Adams to the Metter Tree Board for a three-year term ending November 14, 2021. Councilman MacGregor seconded the motion, and the vote was unanimous.

Resolution Waiving Adoption Fees

Councilwoman Harrelson made a motion to approve a resolution waiving adoption fees for the Metter Animal Shelter from November 22, 2018 to December 31, 2018 to encourage adoptions through the holiday season. Councilman MacGregor seconded the motion, and the vote was unanimous.

Appointment of a Public Defender

Councilman MacGregor made a motion to approve a resolution reappointing Paul Cook as the Public Defender for the Metter Municipal Court. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Budget Amendment

Councilwoman Kilcrease made a motion to amend the FY 2019 budget and authorized compensation for the Prosecutor and Public Defender of the Metter Municipal Court from an hourly rate to a flat fee of \$500 per month for each position. Councilman MacGregor seconded the motion, and the vote was unanimous.

Amendment to the City of Metter Personnel Policy

In preparing the Fiscal Year 2019 Budget, the Metter Police Department found that they had been consistently over budget each year approximately \$45,000 a year in the salary budget. In an attempt to obtain State Certification and to control salary expenses, the Metter City Council authorized Sergeant Timothy Platt to be reassigned to the title of Uniform Patrol Commander. In this new role, SGT Platt was placed on salary and was tasked with reducing the overtime expenses generated by the Uniform Patrol Division. Sgt Platt scheduled himself and other Non-Uniform employees to cover patrol shifts to reduce the salary expenses. At the end of September, SGT Platt completed an analysis of the shift coverage and determined that he had saved over \$6,000 in the salary budget. Chief Shore then looked at the FY 2019 budget and learned that the police department was already several thousand dollars over budget. Chief Shore reviewed the budget along with salary that had been paid in FY 2019 and determined that several factors were not accounted for in the budget.

The City of Metter currently has a total of 8 officers that are assigned to patrol duties. Each officer works 12 hour shifts and work an average of 42 hours a week. Shifts are split into a morning and night shifts and officers are schedule to work 15 days out of a month. The 8-patrol officers always allow the police department to have 2 patrol officers on duty. Overtime for patrol officers is calculated by FLSA Standards by paying overtime for hours worked over 171 in a 28-work period. Each patrol officer is paid 168 days each 28-work period.

Each patrol officer is currently paid for 11 holidays, which includes an anniversary/birthday. 12 hours is paid to each officer on each of the holidays regardless if they work or are off. Additionally, most patrol officers are granted 12 hours of vacation time each month, while 2 officers are granted 18 hours of vacation each month. When an officer takes vacation or sick day, the shift is filled by Uniform Patrol Commander (UPC) or a patrol officer. While reviewing the FY 2019 salary budget, it was determined that the holiday pay, vacation pay, and the 3 hours between 168 and 171 were

not figured into the FY 2019 salary budget. The total value for these items were more than \$40,000.

In looking for possible solutions, the following solutions are recommended:

- Officers vacation time should be reduced to 8 hours a month for employees under 5 years and to 12 hours a month for employees over 5 years. Currently this is the policy for all other full-time city employees.
- Each officer should be paid 8 hours for the 11 holidays. Each city employee is currently allowed 11 holidays in which they are not required to work.
- The vacation and holiday pay should be effective as of February 1, 2019, allowing for notification to the affected patrol officers.
- It is also recommended that adjustment be made to the police department salary budget in the total amount of \$32,736.00 (\$16,130.56-Salary and \$16,605.44-Overtime) to cover the payments for holiday, vacation, and the pay between 168-171.

After careful review, Chief Shore makes these recommendations and it is requested that these changes be adopted as outlined above.

Councilman MacGregor made a motion to approve amending the City of Metter Personnel Policy and FY 2019 General Fund Budget in accordance with staff recommendations regarding over time and holiday compensation for officers of the Metter Police Department. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Amendment to the Zoning Code

There was a first reading to amend Appendix A of the Metter Municipal Code to abolish the Zoning Board of Appeals and re-assign its responsibilities to the Metter City Council. No action, this will be brought back at the next regular meeting for a second reading and a vote.

There is a 30-day gap time in the zoning appeals process. It is very cumbersome for the customer. Ms. Cody proposed amending the ordinance to take out the Zoning Appeals Board. Any applications will go to staff, then to the Planning Commission, and then on to City Council for a final decision. This will eliminate any free time during the process. No other regulations were changed. We will advertise in the newspaper for at least 15 days prior to the Public Hearing, then City Council will vote on it in December and it will become effective after the meeting.

Amendment to Chapter 13.16 of the Metter Municipal Code Refuse and Collection Services

There was a first reading to amend Chapter 13.16 of the Metter Municipal Code regarding Refuse and Collection Services. No action taken – this will be brought back at the next regular meeting for a second reading and a vote.

Ms. Cody informed the mayor and council that the Sanitation Ordinance was silent on several issues and there are some inconsistencies in the regulations and what we're doing. The present ordinance does not address the rate structure. We will bring this back to council in December for approval with an effective date and a rate structure.

Request for Qualifications

Metter City Council has approved the construction of a new fire station for the Metter Fire Department. The acquisition of any needed property, design, and construction have allocated funding through the 2005, 2011, and 2018 Special Purpose Local Option Sales Tax (SPLOST) and has been approved in the FY 2019 Capital Improvement Plan.

The Metter Fire Chief and City Manager have researched the needs and opportunities of the Metter Fire Department and developed a list of specifications that the station will need to meet in order to serve the City of Metter for at least the next twenty (20) years. The Fire Chief and City Manager have also studied possible site locations and reviewed previous plans for a new department. We have also researched designs, needs, material selections, and other components of recently constructed stations in other communities in the Southeast.

Pursuant to best practices and the City's Purchasing Policy, the appropriate procurement process for this project is to release a Request for Qualifications for architect and engineering services to design the site and building(s) for the new department. After reviewing staff's recommendation, City Council will award design services to the most qualified bidder. The selected designer will work with Council and staff to develop appropriate site plans, construction plans, and cost estimates for the site and building work that will need to be completed. These plans will then be placed out for bid through a Request for Proposals / Qualifications for construction.

This process and the accompanying documents are highly technical and speak to the worlds of architecture, engineering, and commercial / institutional construction. Generally, such a process would be led by a city staff member holding a license as a Professional Engineer (PE) and working within the City's engineering department. As the City of Metter does not have this expertise on our staff, the City Manager and Fire Chief are asking to engage a PE consultant to work with us through the procurement and selection process, design and construction, and to assist with the technical elements of this process that would typically be provided by a staff PE. Fees for this assistance would be provided by the SPLOST / CIP budget for the overall project.

Regular Meeting, November 13, 2018

Councilman MacGregor made a motion to authorize the City Manager to release a Request for Qualifications seeking a professional design and construction project manager to aid the City of Metter in the design and construction of a new station for the Metter Fire Department. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

MAYOR'S REPORT

Mayor Boyd thanked Bryan Aasheim and Victoria Gaitten for the jobs they do through the County and the Chamber of Commerce. He thanked Victoria for having an excellent food truck festival and Bryan for working with city staff on the new Edmunds software.

Mayor Boyd announced that he would be attending the 2018 GMA Mayors' Motorcade in Savannah on December 5th.

Mayor Boyd informed council that the Hospital Authority and the County Commissioners are working together to bring healthcare successfully forward.

Mayor Boyd announced that he attended the "Let Freedom Sing" program on Veterans' Day out at Guido's. This program was put on by the local VFW. It was well done and attended. He also asked them to keep Larry and Mary Guido in their prayers; they are not feeling well.

Mayor Boyd reminded everyone of the Chamber Gala on December 8th at CPE. He encouraged everyone to attend and have a good time.

STAFF REPORTS

Police Department Report

Chief Shore submitted a written report. He also reported on several training sessions held in the past month.

Public Works Report

Mr. Hendrix submitted a written report. He also reported that the water portion of the Vertia Street Project is complete. Next week they will be working on the storm drain portion then on to curbing and paving.

We will be starting soon on the generator project on Matthew Street.

Fire Department Report

Chief Douglas submitted a written report. He added the following:

1. Training at the schools on Fire Safety Education.
2. Flushing hydrants.

Regular Meeting, November 13, 2018

3. 5-K Run went well
4. Installing Fire Protectors

Administration Report

Mrs. Conner reported on the following:

1. Working with Edmunds & Associates on implementation and training. We will go live with Utility Billing and Business License in about two weeks. The go-live date was pushed back two weeks due to the hurricane. We are in the process of getting prices together to see if it is cost effective by having an outside vendor handle the mailing of our water bills. We may decide to bring this back in-house. We are also reviewing our billing process to see if we can streamline it to be more efficient.
2. We have begun the 2018 Mayors' Christmas Motorcade Campaign. We have sent out letters and put the collection boxes at the banks.
3. We will invoice for 2019 Occupational Taxes during November.
4. Registration for Mayors' Day 2019 is underway.
5. At last week's department head meeting, it was decided to combine the Thanksgiving luncheon and the Christmas dinner into an Awards Banquet. It will be held at the depot on December 11, 2018 at 6:30 p.m. Each department will be issuing awards and there will be an overall employee of the year.
6. Ms. Snyder and Mrs. Conner attended Georgia Municipal Court Clerk training in Savannah to keep our certification current.

Finance Report

Mrs. Collins reported that she is very close to getting all accounts balanced in the new Edmunds system. She thanked council for purchasing the Edmunds software. She said that she really likes it and can see where it will be very beneficial.

HR/Purchasing Report

Mrs. Edenfield said that she can also see where the new software is going to be very beneficial.

Her report included the following:

1. Open Enrollment meeting – Oct. 18, 2018.

Regular Meeting, November 13, 2018

2. Interviews held for the Water/Sewer Helper and Water/Sewer Assistant positions.
3. Interviews held for the Assistant Public Works Director position.

The City of Metter accepted sealed proposals for the installation of a Heating and A/C unit in the small room of the Metter Community Center. A bid opening was held on October 24, 2018. Two bids were received:

Davis Heating and Air	\$ 3,500.00
Southern Comfort Air	\$ 5,517.00

Proposals were reviewed, and this bid was awarded to Davis Heating and Air in the amount of three thousand five hundred dollars (\$3,500).

Department of Economic Development/Welcome Center

Ms. Jeffers submitted a written report. She added the following:

1. Working on Social Media (Facebook, Instagram, and Twitter)
2. Working on the Mainstreet and DDA Programs
3. Waiting on cost estimates for improvements at the Welcome Center
4. Met with Georgia Grown representatives and others
5. Baldino's and Nephews Kitchen qualifies for the incentive program
6. Working on the Lighting of Metter
7. Banners for marketing
8. Attended the Savannah Food and Wine Festival

City Manager's Report

Ms. Cody reported that the Edmunds conversion has been a painful process, but we are excited about the outcome. We will be producing financial statements as soon as possible. We have been working through a conversion issue. Edmunds has been great to work with. Online payments will be available very soon. The utility bills will look different. Ms. Cody sent out a press release informing the public. We are also making internal changes by bringing the billing back in city hall.

Ms. Cody reported that she has been working with the Police Officers on code enforcement. Ms. Cody said that she will be putting a letter in with Business Licenses informing them of the process. We are working on educating and helping come up with a

Regular Meeting, November 13, 2018

plan for code violators and if that don't work then we will issue a warning and give them time to come into compliance.

Ms. Cody invited the mayor and council to attend the Employee Awards Banquet on December 11th at the Depot at 6:00 p.m. We will be giving out Employee Choice Awards, Safety Awards, Employee of the Year Award, and Years of Service Awards.

Ms. Cody said that she is putting together a leadership program for employees who want to grow in their career.

ADJOURNMENT

After no further discussion, Councilwoman Harrelson made a motion to adjourn the meeting. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

The meeting was adjourned at 6:35 p.m.

Angie Conner, City Clerk