

City of Metter  
Regular Meeting  
Monday, February 11, 2019  
5:30 p.m.

A regular meeting was held in the Council Chambers at City Hall on Monday, February 11, 2019 at 5:30 p.m.

Attending were the following officials:

Mayor Ed Boyd  
Councilwoman Chyrileen Kilcrease  
Councilman Paul MacGregor  
Councilwoman Amy Harrelson  
Councilwoman Rashida Taylor  
Councilman Brandon Sikes  
City Manager Mandi Cody  
City Clerk Angie Conner  
Finance Manager Cindy Collins  
HR/Purchasing Manager Missy Edenfield  
Fire Chief Jason Douglas  
Police Captain Kevin Wadley  
Public Works Director Cliff Hendrix  
Director of Tourism/Business Development Heidi Jeffers  
City Auditor Richard Deal  
City Auditor Blake Bloser  
Welcome Center Attendant Jasmine Sandifer-Lee  
Carvy Snell, Metter Advertiser

The following guests were present:

Bryan Aasheim – Candler County Administrator  
Victoria Gaitten, Executive Director, Chamber of Commerce  
Steve Waller – Historical Society  
James Lamb – Historical Society

**CALL TO ORDER AND WELCOME**

Mayor Boyd called the meeting to order and welcomed everyone.

**PLEDGE OF ALLEGIANCE**

Councilman Sikes led the Pledge of Allegiance.

**INVOCATION**

Councilwoman Taylor gave the invocation.

**APPROVAL OF AGENDA**

Councilwoman Kilcrease made a motion to approve the agenda adding Item D, Consideration of a motion to award engineering contract for TIA Band 2 project and #13, Motion to go into executive session for real estate purposes. Councilwoman Taylor seconded the motion, and the vote was unanimous.

**APPROVAL OF MINUTES**

Councilwoman Kilcrease made a motion to approve the minutes from the Regular Meeting held on Monday, January 14, 2019. 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 report.

**PRESENTATIONS**

**Candler County Historical Society**

Steve Waller, President of the Historical Society gave a presentation requesting support from Mayor and City Council in bringing more visitors into the history museum and by doing so more visitors to Metter. He addressed the following:

1. The Historical Society would like to have been involved when the city was putting together the comprehensive plan.
2. They would like to see the plans for the inside renovations of the Welcome Center before they are approved by city council.
3. They wanted the bricks that were removed from the sidewalk wall on Vertia Street to use to make a handicap ramp at the back of the building. The contractors hauled them off. They have been in touch with the contractor trying to retrieve them.
4. There is a gap where the wall was removed that needs to be fixed.
5. Problem with neighbors across the street dumping yard trash on the Museum property.
6. They want to work with the city to promote tourism.

### **City of Metter Fiscal Year 2018 Audit**

Richard Deal with Lanier, Deal, and Proctor CPA's presented the City of Metter Fiscal Year 2018 Audit of all city funds and accounts. The financial highlights included the following:

1. The City had total net position (assets exceeded liabilities) of \$26,007,549 at June 30, 2018.
2. Total net position is comprised of the following:
  - a) Net investment in capital assets of \$21,330,256 includes property and equipment, net of accumulated depreciation, reduced by outstanding debt related to the purchase or construction of capital assets.
  - b) Net position of \$2,690,784 is restricted by constraints imposed from outside the City such as debt covenants, grantors, laws, or regulations.
  - c) Unrestricted net position of \$1,986,509 represents the portion available to maintain the City's continuing obligations to citizens and creditors.
3. The city's governmental funds reported total ending fund balance of \$3,568,145, compared to \$3,356,099 for the year ended June 30, 2017. This is a \$212,046 (or 6.3%) increase.
4. At June 30, 2018, unassigned fund balance for the General Fund was \$740,930, or 21.6% of total General Fund expenditures.

### **2019 Community Development Block Grant Application**

Presentation by Public Works Director Cliff Hendrix regarding scope of work for the 2019 Community Development Block Grant Application. Mr. Hendrix presented the following:

- Segment A – N. Leroy St. from E. Lee St. to End – 1) curb & gutter, 2) drainage improvements, 3) sewer repair, 4) sidewalk
- Segment B – N. Terrell St. from E. Lee St. to End – 1) Sewer repair – (From E. Lee St. to E. Lillian St.) – 2) drainage improvements, 3) curb & gutter, 4) resurfacing, 5) sidewalks
- Segment C – N. Trapnell St. from E. Lee St. to Cotton Ave. – 1) sewer repair – (From E. Lee St. to E. Lillian St.) – 2) curb & gutter, 3) sidewalks, 4) drainage improvements, 5) resurfacing
- Segment D – E. Lillian St. from N. Lewis to Green St. – 1) upgrade water main from D.I. to PVC

The grant application is due April 1, 2019. We sent out proposals for engineers and grant writers. We are in the grading process. Once this is complete, we will make a recommendation to council. One criterion is that the location be in a low to moderate income area. This is a Community Development Block Grant in the amount of \$750,000. It is a very competitive grant. There is a public hearing scheduled for Wednesday, February 13, 2019 at City Hall at 11:00 a.m.

## **NEW BUSINESS**

### **Request for Benches**

Mr. Jimmy Hershberger has made a request for the City of Metter to surplus certain benches at the old Metter Middle School property (presently city property where the Boys & Girls Club is located) and make those benches available for donation. Mr. Hershberger was not present at the meeting to explain his request. Mayor Boyd suggested contacting the Board of Education since some of these benches could have been donated by certain classes from the school.

### **Community Service Policy for the City of Metter Municipal Court**

Captain Kevin Wadley gave a presentation on the Community Service Policy. Captain Wadley explained the purpose of this policy is to establish guidelines for the implementation of defendants required to participate in the City of Metter Community Service Program. This includes both restitution activities ordered by the City of Metter Municipal Court and restitution activities ordered by other jurisdictions. Councilwoman Kilcrease made a motion to approve the Community Service Policy for the City of Metter Municipal Court. Councilman MacGregor seconded the motion, and the vote was unanimous.

### **Bid Award for Road Improvements**

Public Works Director Cliff Hendrix gave a presentation on the road improvement project entering the Land Application System. This project will include regrading ditches, replacing pipes, and adding 4-inch crush-n-run. Councilwoman Harrelson made a motion to award a bid for road improvements entering the Land Application System and Metter Animal Shelter to Coursey Construction in the amount of \$33,350.00. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

### **Bid Award for Engineering Contract for TIA Band 2 Project**

Councilwoman Kilcrease made a motion to award an engineering contract for TIA Band 2 Project to EMC Engineering in the amount of \$23,610. Councilman MacGregor seconded the motion, and the vote was unanimous.

## **DEPARTMENTAL REPORTS**

### **Police Department**

Chief Shore submitted a written report for the Police Department and for Animal Control. Chief Shore was not present at the meeting because he was at the Chief's Conference.

### **Public Works**

Mr. Hendrix submitted a written report. He added that the Vertia Street project is almost complete. There are three items left to complete, 1) sidewalk, 2) raise some of the water meters, and 3) stripe the pavement once it dries.

## **Fire Department**

Chief Douglas submitted a written report. Chief Douglas also reported on the following:

1. The fire department has received the Georgia Forestry Commission Volunteer Fire Assistance Grant.
2. The radio project is about 90% complete. The Fire Department is operating on the new system but still missing some batteries.

## **Administration**

Mrs. Conner submitted a written report. Still working on some issues with Edmunds. Customers can now pay online. Credit/Debit Card payment in-house is forthcoming.

## **Finance**

Mrs. Collins reported that she is working with Edmunds on the payroll module. For some reason, the payroll figures are hitting the financials twice. She said that she is moving along with the USDA Loan/Grant for the firetruck and radios. She is also still working with FEMA on the hurricane.

## **HR/PURCHASING**

Mrs. Edenfield announced that she has submitted the insurance renewals to GIRMA. She also reported that the Police Department is losing one officer.

## **Department of Economic Development**

Ms. Jeffers reported the following;

- 690 visitors at Welcome Center for the month
- 2 new vendors – Hunter Cattle and Salt Table
- Thanked Wanda and Jasmine for a great job working the Welcome Center
- 490 Followers on Social Media
- Attended festival at Jekyll Island.
- Had a meeting with the Downtown Development Authority
- Will hold listening sessions in March facilitated by DCA for Main Street Program.
- Hope to have results from the incubator study soon.
- Tom Neville will be here on January 31<sup>st</sup> and Georgia Southern University will meet with agribusiness members at the Board of Education.
- Attended the Southeastern Fruit and Vegetable Conference. Commissioner Black likes what we are doing with Georgia Grown.
- International Trade will visit Metter.

- Submitting Georgia Grown promotions package and visiting symposium in Macon.
- There are 8 locations throughout the state for Georgia Grown billboards. Also looking at banners for downtown.
- Working on a TV Pilot Program with Georgia Grown.

### **City Manager**

Ms. Cody reported the following:

- The City, County, and Chamber are joining together to support the Great American Cleanup, which will be held on April 6<sup>th</sup>. Captain Joe Carter is heading up this activity.
- Thanked the Metter Advertiser for their 2019 Wish List. She encouraged them to look for some of these issues to be addressed during the 2020 Budget Work Sessions.
- No bids were received for the generator or the drainage grants.

### **MAYOR'S REPORT**

Mayor Boyd reported on the following:

- Committee is working on the 2019 Bloomin Festival.
- Commended all departments for making progress.
- Thanked Candler County for helping City employees with the new software and thanked Bryan Aasheim for attending the city council meeting.
- Thanked Council for participating in Mayors Day.
- Attended two classes at Mayors' Day – Living Beyond Expectations and Money, Money, Money.
- Councilwoman Taylor and Councilwoman Kilcrease received certificates at Mayors' Day.

Victoria Gaitten, Executive Director of the Chamber of Commerce, reminded council of the Industrial Authority Tour.

### **EXECUTIVE SESSION**

Councilwoman Kilcrease made a motion to go into executive session for the purpose of real estate at 7:30 p.m. Councilman Sikes seconded the motion, and the vote was unanimous.

At 7:50 p.m., Councilman Sikes made a motion to go back into open session. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

### **Chapter 12 – Vehicle Operations – Metter Police Department Standard Operating Procedures**

Councilwoman Kilcrease made a motion to approve Chapter 12 – Vehicle Operations – including pursuits – Metter Police Department Standard Operating Procedure Manual. Councilwoman Harrelson seconded the motion, and the vote was unanimous.

**ADJOURNMENT**

At 7:51 p.m., Councilwoman Harrelson made a motion to adjourn the meeting. Councilwoman Taylor seconded the motion, and the vote was unanimous.

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Angie Conner, City Clerk