

**CITY OF METTER  
REGULAR MEETING  
MONDAY, JUNE 9, 2014 7:00 P.M.**

A regular meeting was held at City Hall on Monday, June 9, 2014 at 7:00 p. m. in the Council Chambers.

Attending the meeting were the following officials:

Mayor Billy Trapnell  
Mayor Pro tem Chyrileen Kilcrease  
Councilman Ed Boyd  
Councilman Gregory Thomas  
Councilwoman Marsha Colson  
City Manager Joseph Mosley  
City Clerk Angie Conner  
Public Works Director Cliff Hendrix  
Chief of Police Dennis Nelson  
Carvey Snell, Metter Advertiser

Attending the meeting were the following guests:

Captain Calvin Walker – Metter Police Department  
Fire Chief Jason Douglas and wife Alicia – Metter Fire and Rescue  
Captain Wes Douglas – Metter Fire and Rescue  
Lieutenant Charles Stewart – Metter Fire and Rescue  
Lieutenant Dustin Rogers – Metter Fire and Rescue  
Deputy Chief David Spaid – Metter Fire and Rescue  
Mark Knowles – University of Georgia Carl Vinson Institute of Government  
Alex Daman – University of Georgia Carl Vinson Institute of Government

**CALL TO ORDER AND WELCOME**

Mayor Trapnell called the meeting to order and welcomed everyone.

**PLEDGE OF ALLEGIANCE**

Councilman Boyd led the Pledge of Allegiance.

**INVOCATION**

Councilman Thomas gave the invocation.

**APPROVAL OF AGENDA**

Councilwoman Kilcrease made a motion to approve the agenda adding an Executive Session to discuss real estate. Councilman Boyd seconded the motion, and the vote was unanimous.

**APPROVAL OF MINUTES**

Councilwoman Colson made a motion to approve the following minutes:

Regular Meeting – May 12, 2014  
Called Meeting – June 2, 2014

Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

**GUEST RECOGNITIONS**

**Captain/Deputy Chief Calvin Walker Recognized**

In the work session prior to the council meeting, Captain/Deputy Chief Calvin Walker, Metter Police Department, was presented a plaque for 35 years of loyal and dedicated service to the City of Metter (1979-2014).

**Metter Fire and Rescue Proposal**

Fire Chief Jason Douglas gave a presentation to the mayor and council in the work session prior to the council meeting proposing that the City of Metter hire a full-time Fire Chief and 2 employees. This would be a total budget increase of **\$162,679.01**. The fire station would be manned 24 hours a day, seven days a week. At the present time, the city has an ISO rating of 4 and the county 9. With the full-time department, it could possibly reduce the ISO rating to 3. Also with the full-time department, a truck could be out in 80 seconds. The Fire Chief would report directly to the City Manager and the fire-fighters would report to the Fire Chief. By adding two full-time employees and a Fire Chief, the following could be accomplished:

- Training could be managed by an employee instead of a volunteer.
- Fire Inspections on buildings (not done at present).
- Pre Fire Plans could be drawn up every six months.
- Hydrant Inspection Testing could be done every six months.
- Sprinkler System inspections (main drain test) could be done every year.
- Visit businesses and schools to teach Fire Safety Education.
- Recruitment Retention (hard to get due to the economy)
- Lower and maintain ISO rating.
- Better Administrative Structure.
- Reduced response time.

**Pay-plan Review and Job Descriptions**

Mr. Alex Daman and Mr. Mark Knowles with the University of Georgia Carl Vinson Institute of Government presented the preliminary report for the City of Metter, Georgia Classification and Compensation Plan. The objectives of the study are as follows:

- Review and upgrade the current classification system and pay plan for all employees in the City.
- Produce an updated description of each job in the City and produce a classification system based on job content analysis.
- Collect wage survey data and produce a recommended pay plan based on job analysis, job evaluation and wage survey data.
- Provide technical assistance in implementing study recommendations.

First we conducted a project orientation, distributed position questionnaires and then met with department directors and employees to review their position questionnaires and to discuss their classification and compensation concerns. Once that was complete, we collected and analyzed published salary survey data from the Georgia Department of Community Affairs, Bureau of Labor Statistics and ICMA. A classification system was developed and then we designed competitive salary scales for the City’s consideration.

Two pay plans were proposed. One was an open range plan which was recommended because it is more flexible.

**Proposed Cost of Implementation Schedule**

	<b>Classification Changes (Mandatory to adopt a plan)</b>	<b>Equity Adjustment (Highly recommended – not mandatory)</b>	<b>Total Implementation Cost (FICA not reflected or retirement)</b>
Plan A (Table II-A)	\$10,386 (0.75%)	\$46,256 (3.33%)	\$56,642
Plan B (Table II-B)	\$4,638 (0.34%)	\$45,807 (3.31%)	\$50,445

- Increases are projected based on current payroll total of **\$1,377,403**. Excluded from this figure are salaries for elected officials and contract employees. The figures presented are exclusive of benefit costs.
- Figures presented are the estimated cost of equity adjusted increases. The calculations for Plans A and B are based on a maximum 2.2% increase for employees with 2-4 years of service and a 4.4% increase for employees with 4 or more years of service as of June 30, 2014.

The new pay scales are competitive in the relevant labor market. The new plans further professionalize and strengthen the administrative infrastructure of the City. UGA will work with the city to implement the new system.

### **OLD BUSINESS**

There was no old business listed on the agenda.

### **NEW BUSINESS**

#### **Appointments to the Metter Housing Authority Board**

Councilman Thomas made a motion to appoint the following individuals to the Metter Housing Authority Board: (1) Martha Cannady, Judy Swint, Juanita Lott and Allen Tyler for a five (5) year term; and (2) Angela Mack to a one (1) year term as resident commissioner. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

#### **Intergovernmental Agreement with the Board of Education to acquire Metter Elementary School Property**

Councilman Thomas made a motion to approve the Intergovernmental Agreement with the Board of Education to acquire the Metter Elementary School Property. Councilwoman Colson seconded the motion, and the vote was unanimous.

#### **FY 2015 Contract with Family Connections – City Fiscal Agent**

Councilwoman Kilcrease made a motion to approve the FY 2015 Contract with Family Connections in order for the City of Metter to become the fiscal agent. Councilman Thomas seconded the motion, and the vote was unanimous.

#### **Moving Forward with 24hr Operation for the Metter Fire & Rescue Department**

Councilwoman Kilcrease made a motion to approve moving forward with hiring staff and rearranging schedules for a 24hr operation of the Metter Fire and Rescue Department. Councilman Boyd seconded the motion. Councilman Thomas asked if the city has money in the present budget to cover this move. City Manager Mosley said there is money to start phasing in this move. The vote was unanimous.

### **MAYOR'S REPORT**

Mayor Trapnell gave an update on the latest with the Wallace closing and land site. He said that Mrs. Riggs, Chamber Director, is representing the city to Gulf Stream suppliers. She has gotten some positive vibes.

Mayor Trapnell, Mr. Mosley and Mr. Hendrix met with FEMA officials to execute documents to receive 75% of **\$10,400.00** for the City's portion of the February storm.

Mayor Trapnell said that he met with County officials and Concerted Services representatives to discuss their funding issues. On the funds they presently have, they can run approximately 9 more months. They could potentially receive more from the State of Georgia. Also, the sequestered funds (federal funds) could be reinstated.

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Mayor Trapnell will meet with GBI officials on Wednesday, June 11<sup>th</sup> to discuss acquisition and modifications to the building and property (Metter Elementary School Property).

Mayor Trapnell reported that Peterbilt is moving forward rapidly. They will be hiring employees for the parts department. They also have 6 bays in the back to work on trucks and will be hiring mechanics eventually.

## **STAFF REPORTS**

### **City Manager's Report**

Mr. Mosley reported that nine (9) local streets have been paved and we are waiting for them to be striped.

Mr. Mosley informed mayor and council that we are waiting on information from the County Attorney's office to complete the Recreation Department Agreement.

Mr. Mosley met with Dustin Durden, Jaime Riggs, Cliff Hendrix and Stuart Bowen to discuss Wi-Fi in the West End Park. We are presently examining the costs.

Mr. Mosley announced that he has scheduled an Energy Audit on the Elementary and Intermediate Schools for Friday, June 20<sup>th</sup>.

Mr. Mosley thanked the mayor and council for the opportunity to visit China.

### **Police Department Report**

Chief Nelson submitted a written report. He added that he hired a new officer, Nathaniel Seal, on May 5<sup>th</sup>.

### **Public Works Report**

Mr. Hendrix submitted a written report. He added that the sewer extension south of I-16 is 20 % complete. Resurfacing of city streets are in progress. We are also cleaning up from the storm.

### **Main Street Affiliate Program Report**

No report at this time.

### **Fire Department Report**

Mr. Hendrix submitted a written report. He added that there was some storm damage to the Fire Building in Pulaski so the fire truck has been brought to Metter.

### **Administration Report**

Mrs. Conner reported that the Local Government Report of Finances has been submitted. She also encouraged the mayor and council to make sure she receives their Personal Financial Disclosure Statement by June 30<sup>th</sup>.

## **EXECUTIVE SESSION**

Councilwoman Kilcrease made a motion to enter into executive session to discuss land acquisition. Councilwoman Colson seconded the motion, and the vote was unanimous.

After some discussion, Councilwoman Colson made a motion to re-open the regular meeting. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

No votes were taken in open meeting.

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**ADJOURNMENT**

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

The meeting was adjourned at 7:40 p.m.

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Angie Conner, City Clerk

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William M. Trapnell, Mayor