

**CITY OF METTER  
REGULAR MEETING  
MONDAY, OCTOBER 10, 2016  
7:00 P.M.**

A regular meeting was held at City Hall on Monday, October 10, 2016 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  
Councilman Paul MacGregor  
City Manager Mandi Cody  
City Clerk Angie Conner  
Public Works Director Cliff Hendrix  
Chief of Police Mack Seckinger  
Fire Chief Jason Douglas  
Metter Classic Main Street Director Jaime Riggs  
Purchasing/HR Manager Missy Edenfield  
City Attorney Brent Carter  
Carvy Snell, Metter Advertiser

Attending the meeting were the following guests:

Investigator Tim Platt – Metter Police Department  
Officer Johnny Carter – Metter Police Department  
Captain Robert Shore – Metter Police Department  
Jessica Holloway – Streets & Lanes Department  
Shelley Strange  
Tess Fordham Woods

**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 as presented.  
Councilwoman Colson seconded the motion and the vote was unanimous.

**APPROVAL OF MINUTES**

Councilwoman Kilcrease made a motion to approve the following minutes:  
Regular Meeting – September 12, 2016  
Councilman Thomas seconded the motion and the vote was unanimous.

## **GUEST RECOGNITIONS**

During the work session the following employees were presented plaques for their loyal and dedicated services to the City of Metter:

Timothy P. Platt – 15 years of loyal and dedicated service  
Jessica Holloway – 10 years of loyal and dedicated service  
Johnny Carter – 5 years of loyal and dedicated service

## **OLD BUSINESS**

There was no old business to report.

## **NEW BUSINESS**

### **Authorization and Agreement for Cash Management with Queensborough National Bank and Trust Company**

In the work session, Ms. Cody explained to council that there is an agreement for council to consider entering into with Queensborough National Bank and Trust Company to allow for direct deposit. Councilman Thomas made a motion to approve City Manager and Mayor to execute Authorization and Agreement for Cash Management with Queensborough National bank and Trust Company to allow the City Manager and designated staff to establish direct deposit capabilities and transfer employee payroll funds via direct deposit transfer. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

### **Mutual Aid Agreement for Fire and Emergency Services**

During the work session, Chief Douglas explained that we have Tattnall County Board of Commissioners have signed the Mutual Aid Agreement which we requested months ago. At the time we sent it to them, they were in the process of restructuring. Now that they have everything in place, they have approved the agreement and have sent it back for our approval. Councilman Thomas made a motion to approve a Mutual Aid Agreement for Fire and Rescue Services between Candler County Commissioners/City of Metter and the Tattnall County Board of Commissioners. Councilwoman Colson seconded the motion, and the vote was unanimous.

### **Alley between Patterson Drive and Brannen Road**

Ms. Cody, during the work session, presented a request from property owners that the alley running from the intersection of Patterson Drive and Willow Lake Drive to Brannen Road be closed to thru traffic. The property owners that signed the request are Eric and Tess Woods, Demarris Googe, Allen and Michelle Harris, and Terry and Myra Bostwick. We have researched our deed file and cannot find a recorded deed to the city of Metter for this alley. However, we have been using this alley for well over fifteen years. At the present time we only use it for garbage collection and yard waste collection. The property owners have said that they would put the garbage and yard waste in the front of their property for pick-up. Mr. Carter, City Attorney, stated that he did not find a deed for this property but did find paperwork referring to an alley. Councilwoman Colson said it seems purposeless except for garbage pick-up. Ms. Cody said the city could abandon it and property owners could go through process of claiming it. Councilman Boyd said he did not have a problem getting rid of it.

Ms. Fordham was present at the meeting. She said that the reason they would like for the city to close the alley is because when it rains the water washes it and makes it un-level. People also use it for a cut-through. Mr. Carter said that he did a title search on the property and the only thing he found was an old plat laying out Brannen Subdivision. The alley was laid out in the plat but was not deeded to the city. There are also discrepancies in the width of the alley. Mr. Carter said that the city does not have the authority to do anything with the alley since they don't own it. The city has no claim to this property. Mr. Carter said that the property has been treated as an alley but the plats do reference an alley. Mr. Carter recommended that council not take any action at this

time until further research can be performed. Councilman Boyd asked if there are any utilities located in the alley. Mr. Hendrix answered no. Mrs. Woods said they just wanted to find out what their options are.

Councilwoman Kilcrease made a motion to table this issue until Mr. Carter could do some more research. Councilman Thomas seconded the motion, and the vote was unanimous.

### **Amendment to FY 2017 Authorized Personnel for the City of Metter and the City of Metter Compensation Plan**

Chief Seckinger announced with Sergeant Kirkland retiring, we have transferred Officer James McKie to investigations and moved Corporal Tim Platt up to Lead Detective in CID effective October 3, 2016. Captain Robert Shore started with us on October 3, 2016 as well. We have also been developing a rank structure for the department so that we have supervision on all shifts. We have \$21,905 in unallocated salary to work with to fund the raises for Platt, McKie, and four Corporal positions and vacant officer positions. The total cost to fund the raises is \$19,675 which leaves a remaining balance of \$2,230. This includes raising entry level pay rate from \$13.25 to \$14.00 per hour.

The raises and entry level raises will help the department with recruitment and retention. The Corporal will require training and development for each candidate. The rank structure will help us be more effective and give officers an opportunity for upward mobility. We have reviewed the Carl Vinson Compensation plan for City of Metter and the Georgia Community Affairs salary survey to justify the increases. We feel this will make Metter Police Department more competitive with other agencies in the area to recruit more qualified applicants.

Ms. Cody stated that we need to put in a proper rank structure which will also help with the certification process. This will be a budget neutral move by reallocation of officers pay that have retired. Councilman MacGregor said he agrees with this since it will help us to maintain our officers.

Councilwoman Colson made a motion to approve an amendment to the FY 2017 Authorized Personnel for the City of Metter and the City of Metter Compensation Plan to revise the rank structure and accompanying pay plan for the City of Metter Police Department to accomplish the following:

1. Continue to allow for the hiring of two (2) vacant officer positions. Increase the starting minimum pay rate for officers from \$13.25 per hour to \$14.00 per hour.
2. Reclassify four of eight authorized positions of “officer” to corporal to allow for the assessment and promotion of qualifying officers.
3. Approve the revised salary scale for the Police Department.

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

### **Amendment to the FY 2017 Authorized Personnel for the City of Metter and the City of Metter FY 2017 Budget**

Ms. Cody explained that she is proposing to eliminate 2 positions in the water department, Water & Sewer Helper and a Water & Sewer Assistant. One of these positions has been vacant for a year now. This will be a savings of \$44,000. One water-sewer assistant can be reclassified from a pay grade of 12 to a pay grade of 15 (approximately a \$4,000 per year pay increase). This would allow for us to hire a licensed person. It will help us to bring in skilled labor and give us a competitive edge.

The remaining \$40,000 can be shifted to the general fund to cover as a cost allocation. Ms. Cody said that City Hall personnel perform many tasks for the Water/Wastewater Enterprise Fund but are paid from the General Fund. This would allow for the city to hire an additional firefighter. This would be another position besides the new fire fighter position that was approved in the FY 2017 budget.

Ms. Cody explained that the Fire Department has been understaffed based on standard personnel recommendations for a department our size. The standard for a department with the call volume we have is to have four firefighters on all shifts. Now Metter has only three full time firefighters, along with the fire chief and training officer. The addition of the two new firefighters will allow for the addition of a second firefighter to the night shift and weekend shifts so one public safety person would not have to go to an emergency call without aid. This will be reallocating resources to meet our needs. It will be correcting a safety issue with Fire and Water/Wastewater. Also, it will be a budget neutral move. Councilman Thomas said he agrees with the changes especially since there will be no money difference.

Councilman Thomas made a motion to approve an amendment to the FY 2017 Authorized Personnel for the City of Metter and the City of Metter FY 2017 budget to accomplish the following:

1. Eliminate the open positions of Water Sewer Helper and the Water Sewer Assistant from the Water/Wastewater Enterprise Fund as a combined base pay of \$44,010. (Base pay does not account for taxes and benefits associated with the positions)
2. The transfer of \$40,000 from the Water/Wastewater Enterprise Fund to the General Fund as a cost allocation of support services provided by General Fund personnel to the Enterprise Fund.
3. The re-classification of one water sewer assistant in the Water/Wastewater Department from a pay grade of 12 to a pay grade of 15.
4. The addition of one Firefighter Position to FY 2017 Authorized Personnel at a pay grade of 15.

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

#### **Eddy Jones Reappointment to the Metter Tree Board**

Councilwoman Colson made a motion to reappoint Mr. Eddy Jones to the Metter Tree Board for a three-year term beginning November 14, 2016 and ending November 14, 2019. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

#### **Elon Flack Reappointment to the Metter Tree Board**

Councilwoman Kilcrease made a motion to reappoint Mr. Elon Flack to the Metter Tree Board for a three-year term beginning November 14, 2016 and ending November 14, 2019. Councilwoman Colson seconded the motion, and the vote was unanimous.

#### **Bid Approval – Pineland Telephone for Purchase of Parcel of Land**

Ms. Cody explained that the City of Metter took bids on the following parcel of land:

Parcel: All that certain tract or parcel of land situate, lying and being in the a685th G.M. district of Candler County, Georgia, and being designated as Parcel 2, containing 0.392 acres, more or less, together with all improvements thereon as shown on that certain plat of survey dated March 15, 2016 prepared for City of Metter by George William Donaldson, Georgia Registered Land Surveyor recorded in Plat Book 23, Page(s) 19, Candler County records. Said plat and the reference thereof are incorporated herein for a more complete and accurate description. The within described tract is bounded, now or formerly, according to the aforementioned plat as follows: On the North by 4dham Family Holdings, LLC and Olliff Family Holdings, LLC; On the East by the intersection of West Lillian Street and High Street; On the South by Parcel 1 of said plat and an unidentified parcel of land; and on the West by an unidentified parcel of land.

City Attorney, Brent Carter and City Purchasing Director, Missy Edenfield handled the bid process. The property was advertised properly. The city received one bid from Pineland Telephone in the amount of \$1,001.00. The recommendation is to accept this bid. Councilwoman Kilcrease made a motion to approve a bid in the amount of \$1,001.00 from Pineland Telephone to acquire .392 acres of city owned right of way located at West Lillian Street. Councilwoman Colson seconded the motion, and the vote was unanimous.

## **Community Center Policies and Procedures**

At the last regular meeting, council was presented with the proposed rules and regulations for the depot and the community center. At their request staff, which consisted of Cliff Hendrix, Beth Odom and Angie Conner, revisited these rules and regulations to make each facility comparable. The main difference was that alcohol was allowed at the depot but not at the community center. The rules at the Community Center have been adjusted to allow for alcohol. Our recommendation to council is not to allow the use of alcohol at the Metter Community Center since it is located in the Public, Health and Education Zone. The depot, on the other hand, is located in the Central Business District.

The rental fee for the Community Center is \$100 for the banquet room and \$50 for the small room. The deposit is \$35 and refundable if the building is found in order after inspection. If there are any damages the deposit will not be refunded. Staff is recommending 2 options for council to consider for rental fees:

1. Rent the entire building out at one time not having a large room and small room for a rental rate of \$125.00. Concern is that if both rooms are rented on the same night, they have to share a kitchen. Also, if the building is not cleaned up, who gives up their deposit?
2. Rental rate for the large room is \$100 and rental rate for the small room is \$75.00.

Staff is also recommending increasing the deposit to \$100.00. We don't think \$35 is enough to cover any damages that might occur.

Councilman Boyd made a motion to approve the City of Metter Community Center Facility Policies and Procedures including the following amendments:

1. Large Room will rent for \$125 which will include the kitchen.
2. Small Room will rent for \$50 and does not include the kitchen.
3. Both rooms and the kitchen will rent for \$175.
4. The security deposit will be increased to \$100.
5. The use of alcohol will be allowed.

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

## **Depot Policies and Procedures**

The rental fee for the depot is \$250 for one night or \$375 for two nights. The deposit for the depot is \$300 for one night and \$350 for two nights. The deposit is refundable after the building is inspected and found in order. If there are any damages, the deposit will not be refunded.

Councilwoman Colson made a motion to approve the City of Metter Old Depot Facility Rental Policy and Procedures. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

## **First Baptist Church Street Closure Request**

The city received a letter from Lead Pastor Tom Osborne, First Baptist Church of Metter, requesting the privilege of having the block in front of the church and city building (South Rountree Street) be closed on October 31, 2016 during their Fall Festival. The event is planned for 6:00 p.m. until 8:00 p.m. They are requesting to block the street from 4:00 p.m. to 9:00 p.m. to allow for set-up and take-down. Councilwoman Kilcrease made a motion to grant the request from First Baptist Church of Metter. Councilwoman Colson seconded the motion, and the vote was unanimous.

## **Executive Session**

Councilwoman Kilcrease made a motion to go into executive session to discuss personnel. Councilman MacGregor seconded the motion, and the vote was unanimous.

After the executive session was complete, Councilwoman Kilcrease made a motion to go back into open session. Councilman MacGregor seconded the motion, and the vote was unanimous.

### **City Manager Contract**

Councilwoman Colson made a motion to extend the contract with City Manager, Mandi Cody until June 30, 2021 (five year contract) and to increase her base pay to \$100,000 per year on her anniversary date (November 2, 2016). Councilman Thomas seconded the motion, and the vote was unanimous.

### **MAYOR'S REPORT**

(All reports were given during the work session prior to the council meeting.)

Mayor Trapnell shared a little history on Columbus Day.

Mayor Trapnell announced that he had met with some visitors from China and gave them some goody bags. He also said that some Koreans came and took a tour of CPE.

GPTV is coming up with a new "Hometown" show and Metter will be on the first episode. They spent a total of six days here.

Mayor Trapnell thanked all the emergency workers for their services during Hurricane Matthew.

### **STAFF REPORTS**

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

Ms. Cody reported the following:

1. She is working with Pineland Telephone on evaluating our phone and computer systems.
2. The called meeting that was scheduled for last week in the park was cancelled due to Hurricane Matthew. We need to reschedule this meeting.
3. We will have a called meeting on Friday, October 21, 2016 to prepare for the 2016 Metter Candler County Archway Partnership Retreat and develop a Strategic Work plan.
4. Cedar Plantation has made a request for the city to extend water and service to their location on Hwy 46 East. Ms. Cody said she would bring a cost analysis back to council at a later date.
5. We have heard from our health insurance and it seems that the rates will remain stable. The out-of-pocket expense will increase. Ms. Cody said that she and staff are going to dig a little deeper into this. We will inform the employees of the changes at an open enrollment session.
6. We may be looking at some budget amendments. We are waiting on the Tax Assessor to provide us with the certified paperwork so that we can set the millage rate.
7. The meeting with the community officials (City Council, County Commissioners, Board of Education, Hospital Board, etc.) has been scheduled for October 17<sup>th</sup> at Beverick's.

Ms. Cody thanked all the departments for a job well done during Hurricane Matthew. She said that she was very proud of our people.

#### **Police Department Report**

Chief Seckinger submitted a written. He commended the First Responders for their work during Hurricane Matthew. He also introduced the new Police Captain, Robert Shore.

#### **Public Works Report**

Mr. Hendrix submitted a written report. He said that his department is working on getting things cleaned up from the storm. He reported that during the storm the generator on Hiawatha Street lost power causing it to fail which caused a spill into Caney Branch. The spill has been cleaned up. The spill has been reported to the Environmental Protection Division (EPD). All the necessary advertising and testing are in process.

### **Metter Classic Main Street Report**

Mrs. Riggs reported the following:

1. Three grand openings this month and five more before the end of the year.
2. McDonalds Grand Reopening VIP Night is tonight.
3. Hosted State of Community Address and unveiled the new Metter/Candler County Magazine.

Mrs. Riggs complained that she didn't get the information needed during the storm. The Welcome Center seemed to be left out of the loop. We helped people find rooms and sent them to surrounding shelters.

### **Fire Department Report**

Chief Douglas said that he appreciates everyone's cooperation during the emergency situation with Hurricane Matthew. Representatives from Georgia Emergency Management Association (GEMA) and Federal Emergency Management Association (FEMA) will be here to complete a damage assessment. They will evaluate to see if Metter/Candler County will qualify for assistance. It is kind of grey at this time since we had minimal structure damage. We had to get permits from the Environmental Protection Division (EPD) to store the piles of debris.

### **Administration Report**

Mrs. Conner went over her written report which included the following:

1. Retirement Reception for Cedric Kirkland, October 13, 2016 at the Metter Depot from 4:00 p.m. to 6:00 p.m.
2. GMA District 9 Fall Meeting, Thursday, October 13, 2016 at George L. Smith State Park beginning at 6:30 p.m.
3. Christmas Dinner, Tuesday, December 6, 2016 at the Metter Depot at 6:30 p.m.
4. Pineland Telephone Open House, Tuesday, October 18, 2016 from 4:00 p.m. to 6:00 p.m.
5. Homecoming Parade, Thursday, October 20, 2016.
6. Still working with Harris and Invoice Cloud to get online payment services.
7. Cindy Collins is working with Harris to implement direct deposit.
8. Shauna Goodman had surgery, Monday, October 3, 2016.
9. Angie Conner and Shauna Goodman will be attending training, Georgia Association of Business Tax Officials (GABTO), October 24<sup>th</sup> – October 25<sup>th</sup>.
10. Trick-or-Treat, October 31, 2016, 6:00 p.m. to 8:00 p.m.
11. IHS Pharmacy Christmas Open House, Thursday, November 3, 2016.
12. Sweet Southern Stroll, Tuesday, November 10, 2016.
13. City of Metter will close for Veteran's Day, Friday, November 11, 2016.
14. Angie Conner and Cindy Collins attend management training sponsored by the Georgia Clerks Association.
15. A Ribbon Cutting for the new Police Department was held on Thursday, September 29, 2016.

### **ADJOURNMENT**

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

The meeting was adjourned at 8:20 p.m.

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Angie Conner, City Clerk

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William M. Trapnell, Mayor