

**CITY OF METTER
REGULAR MEETING
MONDAY, NOVEMBER 14, 2016
7:00 P.M.**

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

Councilman Gregory Thomas was not present at this meeting.

Attending the meeting were the following guests:

Shelley Strange

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

Councilwoman Kilcrease gave the invocation.

APPROVAL OF AGENDA

Regular Meeting, November 14, 2016

Councilwoman Kilcrease made a motion to approve the agenda as presented. Councilwoman Colson seconded the motion, and the vote was unanimous.

APPROVAL OF MINUTES

Councilman Boyd made a motion to approve the following minutes:

Regular Meeting – Monday, October 10, 2016

Called Meeting – Friday, October 14, 2016

Called Meeting – Friday, October 21, 2016

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

WORK SESSION DISCUSSION

A work session was held at 6:00 p.m. before the council meeting. The following issues were discussed:

1. Presentation by City Manager, Mandi Cody, of budget comparison and financial update for first quarter of FY 2017.
2. Council discussion of available alternatives to meet budget shortfalls; including allocations from the City's fund balance and/or increasing the City's millage rate.
3. Discussion of request from Cedar Plantation Senior Living & Alzheimer's Community for the City of Metter to provide water and sewer services to facility located at 46637 GA Highway 46.
4. Discussion regarding formation of council advisory board for the Metter Animal Shelter.

Budget Comparison and Financial Updates/Alternatives to Meet Budget Shortfall

Ms. Cody informed Mayor and Council that the budget comparison through October is on track at 1/3 of the way through the fiscal year. She reminded them that the budget was adopted with a deficit so we are faced with a budget short-fall. The trend of the declining tax base is slightly down. There are three main points: 1) the city is not growing, 2) we will need a higher millage rate to produce the same budget, and 3) we have been looking at revenue collections to make sure we are being the best stewards as we can be with tax payer money without raising the millage. The past few years we have used money from the fund balance. There is approximately \$1.2 million in fund balance at Fiscal Year 2015. There is \$789,000 which is unassigned and some of it is pledged. Some of that money may have to be moved from fund balance for Fiscal Year 2016. We found \$84,000 in the municipal court which had not been disbursed which will help the general fund. Our auditors recommend keeping three months of operating money in fund balance. In the Fiscal Year 2017 Budget expenditures are over revenues by \$130,000. We have identified other expenditures of \$50,000. To meet the budget shortfall we would need to raise the millage to 10.239 or get the balance from fund balance. The current millage rate is 7.958 and the new rollup rate for this year is 8.008. Ms. Cody said that she recommends doing one of the following options: 1) Raise the millage rate by

2.32 mills, 2) take \$170,000 from fund balance, or 3) divide between millage increase and fund balance. Councilman Boyd asked if Ms. Cody thought we could find more revenue with stricter collections for municipal court. Ms. Cody said that she has staff meeting together with the auditor to come up with ways to make sure the money is being distributed properly. Councilman Boyd stated that the state has also put burdens on the cities by changing the vehicle tax. Ms. Cody recommended adopting the rollup millage rate 8.008 and pulling the rest from fund balance for this year. She also stated that we cannot continue to use fund balance each year.

Request from Cedar Plantation Senior Living & Alzheimer's Community

Ms. Cody presented a request from Stephen Taylor, to run water and sewer service to Cedar Plantation Senior Living & Alzheimer's Community which is located on Highway 46 East just outside the city limits. Ms. Cody and Mr. Hendrix researched this request. She said this would be a very costly project. The estimated cost just to run water would be around \$130,000. Ms. Cody said that they are not recommending the city to run these services unless Mr. Taylor wants to pay for the cost. Mayor Trapnell mentioned that in the 1990's the city added a policy that if we extended lines outside the city limits then the property owner would have to agree to be annexed into the city at the proper time.

Advisory Board for the Metter Animal Shelter

Ms. Cody said that she would like for the city to setup and advisory board to oversee the \$100,000 that was donated to the Animal shelter by Grayson Trapnell. We need to have some discussion about how to come up with a board. We need formality and accountability. Councilwoman Colson said that we need adequate amount of members. Councilman MacGregor said that we should allow for anyone interested to apply. Mayor Trapnell suggested checking with the City of Vidalia on their SOAPS board. Ms. Cody said that we can advertise that we are creating the board to see who is interested and then bring back to council. Mr. Snell volunteered to send out an email blast and to publicize in the Metter Advertiser at no cost. Ms. Riggs said that she would also add it to the Chamber's Facebook page.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Resolution Appointing Members to the L.C. Anderson Memorial Library Board

Mayor and Council were presented a letter stating that the L.C. Anderson Memorial Library Board of Trustees has two vacancies. They are requesting council to appoint Ms. Kay A. Draughn and Mrs. Latrell Thomas. Councilwoman Kilcrease made a motion to approve a resolution appointing Mrs. Latrell Thomas and Ms. Kay Draughn to serve on

Regular Meeting, November 14, 2016

the L.C. Anderson Memorial Library's Board of Trustees for a three year term. Councilman MacGregor seconded the motion, and the vote was unanimous.

Budget Amendment to allow for Christmas Bonuses

Councilwoman Kilcrease made a motion to amend the FY 2017 budget to allow for the granting of City of Metter employee Christmas bonuses in the following allocations:

- 1) Increase the General Fund Benefits line item (15100 – 51.2903) by \$3,000.
- 2) Increase the Wastewater Benefits line item (43300 – 51.2903) by \$1,200 and
- 3) Increase the Water Benefits line item (44400 – 51.2903) by \$1,200.

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

Resolution Declaring Surplus

Councilman Boyd made a motion to approve a resolution declaring the following city vehicles as surplus:

- 1) 2004 Ford Crown Victoria VIN# 2FAFP71W14X157289 Police Department;
- 2) 1985 Chevrolet Blazer VIN# 1G8ED1817FF144108 Fire Department.

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

Renew and Rollover Certificate of Deposit

Councilwoman Kilcrease made a motion to approve to renew and rollover a Certificate of Deposit in the amount of \$107,661.21 at an interest rate of .6% for 18 months with Durden Banking Company. Councilwoman Colson seconded the motion, and the vote was unanimous.

Amendment to the Alcohol Ordinance Allowing for Sunday Sales

An amendment to the Alcohol Beverage Ordinance to allow for Sunday Sales was presented for the first reading.

Resolution Allowing Mayor and Council to Set the Fees for Sunday Alcohol Sales

Councilwoman Colson made a motion to table the resolution allowing Mayor and Council to set the fees for Sunday Alcohol Sales for further study. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Capstone Coping Color for Downtown Park

Councilwoman Colson made a motion to approve the Buckskin color for the Capstone Coping for the fountain in the Downtown Park. Councilman MacGregor seconded the motion, and the vote was unanimous.

Presentation by Jaime Riggs on the Benches and Lampposts for the Downtown Park

Mrs. Riggs informed mayor and council that there are 20 benches and 10 lampposts in the park. We will rededicate 7 of the lampposts which were purchased in the last phase of the project. That leaves three which have been spoken for by Metter Rotary, Metter Kiwanis, and Brian Tootle. That leaves no lampposts to sell to the public in this phase of the project. In the last phase, the benches sold for \$1,000. The plaques for the benches cost around \$110. The cost to the city for the benches is \$1,120 each. She is recommending collecting a \$1,000 donation for the benches again this time. We can hold a memorial dedication when the project is complete. Councilwoman Colson made a motion to rededicate the lampposts and sell the 20 benches for a \$1,000 donation per bench and to re-stake the lampposts with new plaques. Councilman Boyd seconded the motion, and the vote was unanimous.

Ms. Riggs said that some of the old brick from the fountain were saved and the Metter Garden Club would like to create a memorial with a bronze plaque telling the story of the park. Also they would like to name the park. Councilman Boyd commented that he did not have a problem with the memorial and plaque. Ms. Cody said she would like for them to sketch a drawing to present to council. Councilman Boyd said that it would have to be placed in the right place. Councilwoman Colson commented that she didn't like the idea of naming the park. Mrs. Riggs said that she would research the memorial and get a sketch to bring back to council.

Mr. Hendrix said that the change order on the fountain work and the removal of additional trees is an additional cost of \$31,211.94. This change order reflects the vote which took place at the called meeting held in the park.

Executive

Councilwoman Kilcrease made a motion to go into executive session for the purpose of attorney client privilege in order to consult and meet with city attorney pertaining to pending litigation. Councilman MacGregor seconded the motion, and the vote was unanimous.

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

MAYOR'S REPORT

Mayor Trapnell had no report.

STAFF REPORTS

City Manager's Report

Ms. Cody had no report.

Police Department Report

Chief Seckinger submitted a written report. He added that his department is working an incident that happened at Club 46. There was a fatal shooting and the officers were there within a matter of minutes. We have also been working several burglary cases. We have made two arrests on the commercial burglaries and more charges are coming. We are working with a 30 to 45 day timetable on certification.

Public Works Report

Mr. Hendrix submitted a written report. He added that the construction process in the park is going good. They should sod the east end of the park this week. The additional trees have been removed and the fountain material has been ordered. We are working to get Wi-Fi in the park with a \$5,000 grant through Pineland Telephone. It is due December 1, 2016. We would like to move forward with this. We can use funds that we have already spent toward the park for the city portion of the grant.

Fire Department Report

Chief Douglas submitted a written report. He added Fire Safety Education has been completed for the year. We are waiting on the scope meeting with FEMA. The Fire Department is applying for another grant of \$18,000 for turnout gear. The city match will be 5 percent. The 5-K run was successful.

Metter Classic Main Street Report

Mrs. Riggs reported that the Christmas Stroll was a success. There were about 175 people that participated. Shop Small Saturday will be held the day after Black Friday. Mrs. Riggs gave an update on the Tourism Report which included all the visitors during Hurricane Matthew. The Lighting of Metter will be held on December 1, 2016. We will be using the Grinch theme again this year. We will also have a chili cook-off.

Administration Report

Mrs. Conner submitted a written report and went over the highlights. She reported on the following:

- 1) Cedric Kirkland's retirement reception.
- 2) City Christmas Dinner to be held on Tuesday, December 6, 2016 at the depot at 6:30 p.m.
- 3) Update on Online Bill Pay.
- 4) Update on GABTO training session.
- 5) Update on Direct Deposit.
- 6) Sweet Southern Stroll, Tuesday, November 10, 2016.

Regular Meeting, November 14, 2016

- 7) Lighting of Metter and Parade, Thursday, December 1, 2016.
- 8) Update on Mayors' Motorcade.
- 9) City of Metter closed for Christmas holiday Friday, December 23, 2016 – Monday, December 26, 2016.
- 10) Update on audit process.
- 11) Shop Small Saturday, November 26, 2016.
- 12) Update on Occupational Taxes (billed \$73,561.55).
- 13) Registration for Mayors' Day Conference Complete.
- 14) Update on MMS Job Shadowing Program
- 15) Called Meeting set for Monday, November 28, 2016 at 6:00 p.m. to set the millage rate.

ADJOURNMENT

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

The meeting was adjourned at 7:30 p.m.

Angie Conner, City Clerk

William M. Trapnell, Mayor