

**CITY OF METTER  
REGULAR MEETING  
MONDAY, FEBRUARY 13, 2017  
7:00 P.M.**

A regular meeting was held at City Hall on Monday, February 13, 2017 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  
Finance Manager Cindy Collins  
HR/Purchasing Manager Missy Edenfield  
Metter Classic Main Street Director Jaime Riggs  
Carvy Snell, Metter Advertiser

Attending the meeting were the following guests:

Elon Flack – Metter Tree Board  
Heidi Raposa – Animal Shelter Volunteer  
Deborah Johns – Animal Shelter Volunteer  
Paige Jones – Communities in Schools  
Tina Crooms – Communities in Schools  
Blake Bloser – Lanier, Westerfield, Deal & Proctor  
Richard Deal – Lanier, Westerfield, Deal & Proctor  
Amy Harrelson – Pineland Telephone  
Laura Vines – Citizen

**WORK SESSION PRESENTATIONS 6 P.M.**

**Richard Deal – Lanier, Westerfield, Deal & Proctor**

Richard Deal, City Auditor, presented the City of Metter Annual Financial Report for the year ended June 30, 2016. He gave the highlights as follows:

- The City had total net position (assets exceeded liabilities) of \$26,790,803 at June 30, 2016.
- Total net position is comprised of the following:
  - (1) Net investment in capital assets of \$22,601,464 includes property and equipment, net of accumulated depreciation reduced by outstanding debt related to the purchase or construction of capital assets.
  - (2) Net position of \$2,065,619 is restricted by constraints imposed from outside the City such as debt covenants, grantors, laws, or regulations.
  - (3) Unrestricted net position of \$2,123,720 represents the portion available to maintain the City's continuing obligations to citizens and creditors.
- The City's governmental funds reported total ending fund balance \$3,158,044, compared to \$3,218,931 for the nine months ended June 30, 2015. This is \$60,887 or (1.9 %) decrease.
- At June 30, 2016, unassigned fund balance for the General Fund was \$917,167, or 29.7% of total General Fund expenditures.

Mr. Deal made the following comments:

- This is the first full year with the changes to the new budget year (July – June).
- The Regional Drug Task Force had to be added since the City of Metter serves as the fiscal agent for their grant.
- The City's net position is \$26,790,803 which is an increase of 2 %. It would have been a decrease if not for the Drug Task Force being included.
- There is a small increase in fund balance. If not for the donation to the Animal Shelter, which is restricted funds, there would have been a decrease in fund balance.
- TSPLOST needs to pay back general fund \$47,409.
- General Fund had a fund balance of \$1,188,000. We need at least 25% of operational money in fund balance and we are at 38%.
- The total revenue was under budget by \$94,000 which was due to some grants not coming in.
- The total expenditures were under budget by \$205,000.
- The total assets for the water and sewer fund are \$7,457,377.
- The total liabilities for the water and sewer fund are \$1,498,434
- The total net position of the water and sewer fund is \$5,958,943. Most of this is tied up in capital assets.
- There was an operating loss of \$59,107.
- The change in net position is \$139,722.

There were two noted deficiencies in internal control. A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. The two noted deficiencies are as follows:

**2016-1 Approval of reimbursable grant expenditures for Family Connection program**

The City serves as grant administrator on the Family Connection grant from the Georgia Department of Human Services on behalf of the Candler County Family Connection program. The Candler County Family Connection Coordinator submits invoices and expenditure reports to the city to be paid or for the coordinator to be reimbursed. The documentation the City receives comes from the coordinator who is in charge of daily operations for the program. However, there is no sign-off or approval from the program's chairperson or an individual in charge of governance over the program on the documentation submitted to the City.

The invoices and expenditure reports submitted by the Candler County Family Connection coordinator to the City for reimbursement should be approved by the Candler County Family Connection chairperson to ensure that there is an appropriate level of supervision on the activities of the Candler County Family Connection program and that the grant funding is being used in agreement with the grant contract between the City and the Georgia Department of Human Services since the City is not involved in the daily operations of the program.

The City's response is that we concur with this finding. We will review all expenditure reports submitted by the Candler County Family Connection coordinator to ensure they have been approved by the Candler County Family Connection chairperson. Also, in the event that the documentation submitted for reimbursement is not adequately detailed or supported we will request additional information prior to issuing any payment.

**2016-2 Documentation of City bank accounts**

The Southeastern Regional Drug Enforcement Office established bank accounts in the City's name during the fiscal year, but we were not notified and did not become aware of these accounts until the audit was nearing completion. City staff had requested from the local banks a record of accounts held in the City's name, but believed the accounts provided in the response from BB&T to be for capital

leases since they had no previous bank accounts with BB&T. When the bank inquiries were provided to us upon inquiry about another bank account in question, we discovered the new bank accounts in the City's name which were to be included as part of the City's audit. The activity of the Southeastern Regional Drug Enforcement Office was then audited and is not included in the City's financial statements.

The City's response is that we concur with this finding. We will update our internal list of City bank accounts to include the accounts with BB&T for the Southeastern Regional Drug Enforcement Office who is operating the accounts under the City's name. Also, when new accounts are established in the City's name in the future we will keep documentation on file and will include it with the information provided to the auditors for annual audit.

Mr. Deal made note of the following items:

- 1) There are a couple of bank accounts that need closing out, such as the bond and interest sinking fund. These bank accounts do not serve a purpose anymore and the fees are eating up the balance. The city needs to close them out and move the funds into the regular account.
- 2) The property title was never transferred by the city to the county for the Recreation Department.
- 3) The Better Metter Account has been turned over to the City and there are no authorized signers on the account. The rental money from the depot is deposited into this account.
- 4) There is \$48,000 of outstanding receivables in the water and sewer department due to no payment from the hospital in many months.

### **Tina Crooms and Paige Jones – Communities in Schools**

Mrs. Tina Crooms, Executive Director of the Communities in Schools Program, thanked the city for their funding and support. She informed the mayor and council that she, along with Paige Jones and Roberta Graham work with this program. There are 12 mentors and 19 kids. She said that they are working on getting more mentors. There are 100 case managed kids. There is an 87.2 graduation rate. Ms. Crooms said that they are trying to get some more book buddies in place. She said that 100% of the CSI seniors graduated last year. She said there is a 43.3 percent poverty rate in Candler County.

Mrs. Paige Jones explained to council that she is working with a child that comes from a home of 4 to 5 children that did not graduate high school. This kid will graduate this year and wants to go to work.

Councilwoman Colson said that she is proud to be associated with this group. Mayor Trapnell said that this group truly makes Metter better.

### **Amy Harrelson – Pineland Telephone**

Ms. Amy Harrelson with Pineland Telephone was present at the meeting to announce that the City has been awarded the Smart Rural Community Collaboration Grant. Ms. Harrelson wrote this grant for funds to provide Wi Fi in the park. Metter was one of two grants that were awarded. She said she hoped to have Wi Fi in the park by the Bloomin Festival.

### **Elon Flack – Metter Tree Board**

Mr. Flack said that the Metter Tree Board has been tasked to recommend trees for the park. He said that the Tree Board met last Tuesday in the park and decided how many trees to put back. He said the park is a total of 1.6 acres. We will need 24 sq. ft. of trees to give the park a forest look, like before. There are 19 trees left in the park with the largest being on the east end. The Tree Board flagged places for 8 Live Oak trees. We need to get them 6 to 8 inches around. In 10 years they will be 10 inches around. This will give us the 24 sq. ft. we need. These trees grow about 2 ½ ft. in one year. They

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should reach 40 to 80 ft. at maturity. The tree planter will guarantee the trees for one year. The price is \$2,000 to \$3,000 per tree.

Mr. Flack's presentation concluded the work session. The regular meeting began after that.

**CALL TO ORDER AND WELCOME**

Mayor Trapnell called the meeting to order and welcomed everyone.

**PLEDGE OF ALLEGIANCE**

Councilman MacGregor led the Pledge of Allegiance.

**INVOCATION**

Councilman Thomas gave the invocation.

**APPROVAL OF AGENDA**

Councilwoman Kilcrease made a motion to approve the agenda adding Item J, Dollar General Alcohol License Application. Councilman Macgregor seconded the motion, and the vote was unanimous.

**APPROVAL OF MINUTES**

Councilman Boyd made a motion to approve the following minutes:

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Councilman MacGregor seconded the motion and the vote was unanimous.

**OLD BUSINESS**

There was no old business to report.

**NEW BUSINESS**

**Resolution Appointing Steering Committee**

Councilwoman Colson made a motion to approve a Resolution to establish the 2017-2027 City of Metter Comprehensive Metter Plan Steering Committee, a temporary committee of the Mayor and Council, and appointing members for service. Councilman MacGregor seconded the motion, and the vote was unanimous. Ms. Cody stated that Laura Vines, Brian Aasheim, Jean Melton, Martha Cannady, and Brandon Sikes have expressed interest in serving on this committee.

**Applications for Participating on the Grayson Trapnell Special Committee for Animal Services**

Applications were submitted for appointment to the Grayson Trapnell Special Committee for Animal Services. Mr. Graham Daniel expressed interest in serving on this committee along with the following people: Deborah Johns, Heidi Raposa, Victoria Gaitten, Cal Jonson, Shelly Strange, Amanda Wilson, Amy Harrelson, Shawn Lescak, Christy Bragg, and Cheryl Aasheim.

**Resolution Forming the Grayson Trapnell Special Committee for Animal Services**

Councilwoman Colson made a motion to approve a Resolution forming the Grayson Trapnell Special Committee for Animal Services as a temporary committee of the Mayor and Council and appointing members for service. Councilman MacGregor seconded the motion, and the vote was unanimous. Councilman MacGregor said that all those who are interested should be allowed to serve.

**Resolution Appointing Martha Smith to the Planning Commission**

Councilman Boyd made a motion to approve a resolution appointing Ms. Martha Smith to the City of Metter Planning Commission for a five year term which will expire on September 11, 2021. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

**Resolution Appointing John Jones, Jr. to the Planning Commission**

Councilman Thomas made a motion to approve a resolution appointing John Jones, Jr. to the City of Metter Planning Commission for a five year term which will expire on September 11, 2021. Councilman MacGregor seconded the motion, and the vote was unanimous.

**Resolution Appointing Jane Flack to the Candler County Board of Health**

Councilman Boyd made a motion to approve a resolution appointing Mrs. Jane Flack to the Candler County Board of Health for a six year term which will expire in the year 2022. Councilman MacGregor seconded the motion, and the vote was unanimous.

**Candler County Family Connection Request for City of Metter to Serve as Fiscal Agent**

After considering the audit findings and the recommendation from the City Manager, Councilman Thomas made a motion not to approve the request from Candler County Family Connection for the City of Metter to serve as fiscal agent for Health and Human Services grant funds for the 2018 fiscal year (beginning July 1, 2017). Councilman MacGregor seconded the motion, and the vote was unanimous.

**City of Metter Sub-grantee of the Edward Byrne Memorial Justice Assistance Grant (JAG) Program**

Councilman Thomas made a motion for the City of Metter to act as sub-grantee of the Edward Byrne Memorial Justice Assistance Grant (JAG) Program on behalf of the Multi-Jurisdictional Task Force for January 1, 2017 through December 31, 2017. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

**Ordinance Amendment – Chapter 2 (Mayor and Council) of the Metter Municipal Code**

Councilwoman Colson made a motion to approve the amendment of Chapter 2 (Mayor and Council) of the Metter Municipal Code for the purpose of changing the regular meeting date and time for the City of Metter Mayor and Council to the second Monday night of each month at 5:30 p.m. Councilman MacGregor seconded the motion, and the vote was unanimous.

**Alcohol License Request for Dollar General**

Councilwoman Kilcrease made a motion to approve an off premises consumption beer and wine license for Dollar General. Councilman MacGregor seconded the motion, and the vote was unanimous.

**MAYOR'S REPORT**

Mayor Trapnell reported on the Department of Transportation Champ Program.

**STAFF REPORTS**

**Police Department Report**

Chief Seckinger submitted a written report. He added that Officer McKie completed his 40 hour Criminal Investigation training. The Metter Police Department hosted the

Governor's Highway Safety monthly meeting. Chief Seckinger thanked Metter Ford for their help.

### **Public Works Report**

Mr. Hendrix submitted a written report. He also added that Bobby Mock has completed his 60 hour training program and has received his Public Works Management Certification. He is working on another 30 hour program. These programs are sponsored by the Carl Vinson Institute of Government and the APWA.

There will be some changes in job duties and titles beginning Monday, February 20, 2017. Bobby Mock will receive a new title as Assistant Public Works Director. He will be over the Streets and Lanes Department along with the Water and Sewer Department. Carl Kennedy will be over the shop and he will also have some other duties.

Mr. Hendrix informed mayor and council of a route system that has been designed for picking up limbs and leaves. This should work like the garbage route. We will be notifying customers.

### **Fire Department Report**

Mr. Douglas submitted a written report and had nothing to add.

### **Main Street Program Report**

Mrs. Riggs reported that the Candler Connect will kick-off March 3, 2017. Jason Douglas and Tina Crooms have been selected to participate.

Mrs. Riggs reported on the following:

- GA DCA is accessing our reports
- There is a 4 page report due every month to DCA.
- Chamber Annual Meeting – 22 new members
- 5 park benches left to sell
- Classic Main Street Branding
- Youth Leadership “How Does This Community Work”
- Tourism Stats (almost 600 more people since we put up the sign)
- Georgia Travel Guide

### **Administration Report**

Mrs. Conner reported on the following:

- GA Municipal Clerks training at Jekyll Island/Who Killed Change
- Municipal Court training at GMA Mayors' Day in Atlanta
- On-line Payments
- Monthly Development Team Report
- New Software for the Police Department and the Municipal Court System
- Personal Financial Disclosure Reports
- Annual Hotel Motel Tax Report
- Benches in the Park
- GMA Convention Registration
- Arbor Day Program

### **Finance Report**

According to the January statements, we are at 58 %; revenues are down due to tax bills being sent out late; expenditures are at 53 or 54 %, holding tight.

**City Manager's Report**

Ms. Cody presented mayor and council with a calendar for 2017 with tentative dates for some very important issues that we will be working on. At staff level, we have already started working on the budget.

**EXECUTIVE SESSION**

Councilwoman Kilcrease made a motion to enter into executive session for the purpose of discussing personnel and pending or potential litigation. Councilman MacGregor seconded the motion and the vote was unanimous.

After the discussion was complete, Councilwoman Colson made a motion to come out of executive session and into open session. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

**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 9:13 p.m.

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Angie Conner, City Clerk

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William M. Trapnell, Mayor