

**CITY OF METTER  
CALLED MEETING  
THURSDAY, JUNE 29, 2017  
5:30 P.M.**

A called meeting was held at City Hall on Thursday, June 29, 2017, at 5:30 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  
Captain Robert Shore  
Fire Chief Jason Douglas  
Finance Manager Cindy Collins  
HR/Purchasing Manager Missy Edenfield  
Carvy Snell, Metter Advertiser

Attending the meeting were the following guests:

Glyn Thrift – Chairman, Candler County Commissioners  
Johnny Vine  
Shelly Strange  
Heidi Raposa  
Sherriff John Miles  
Caleb Stillinger – Fireman  
Brand Jones – Candler County Commissioner  
Victoria Gaitten – Metter Welcome Center/Chamber  
Molly Olson – Industrial Authority Director  
Ernest Franklin

**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 at the end. Councilman Thomas seconded the motion, and the vote was unanimous.

**PURPOSE**

The purpose of the called meeting was to discuss and approve the FY 2018 Budget for each fund of the City of Metter.

**Communities in Schools**

Councilwoman Kilcrease made a motion to approve funding for Communities in Schools in the amount of **\$6,600** for Fiscal Year 2018. Councilman MacGregor seconded the motion. The vote was four in favor and one abstention. Councilwoman Colson abstained from voting since she serves on the Communities in Schools Board of Directors.

**Candler County Archway Partnership Agreement**

Councilman Boyd made a motion to approve the adoption of the Candler County Archway Partnership Memorandum of Understanding between the University of Georgia and the City of Metter at **\$10,000** in funding for FY 2018. Councilwoman Colson seconded the motion, and the vote was unanimous.

**Resolution Adopting the Revised Fee Schedule for the City of Metter Animal Shelter**

Councilman MacGregor made a motion to approve the Resolution adopting the revised fee schedule for the City of Metter Animal Shelter. Councilman Boyd seconded the motion, and the vote was unanimous.

**Animal Adoption and Surrender Fees FY 2018**

<b>Service</b>	<b>Current Fees</b>	<b>FY 2018 Fees</b>
<b>Adoption Fees:</b>		
a. Dogs	\$25.00	\$40.00
b. Cats	\$ 5.00	\$20.00
<b>Surrender/Turn in Fees:</b>		
a. Dogs	\$25.00	\$0
b. Puppies/litters	\$20.00 Plus \$5.00 each puppy over 4 puppies	\$0
c. Cats	\$10.00	\$0
d. Kittens/litters	\$20.00	\$0

**Resolution Adopting the FY 2018 Budgets for All Funds**

Councilman Thomas made a motion to pull out the funding of the Industrial Authority in the FY 2018 proposed budget for discussion and separate consideration. Councilman MacGregor seconded the motion, and the vote was unanimous.

Ms. Cody presented the FY 2018 budget assumptions. The budget proposal reflects the recommendations of the Department Heads and City Manager as presented at the May 23, 2017 work session of Council, meetings of Council held on June 12, 2017 and June 20, 2017 as well as changes requested by members of council since that time.

**General Fund**

1. Assumes an increase in the millage rate for property taxes of approximately 1.993 mills to balance expenditures to revenues.
2. Assumes a budget neutral amendment to the fees assessed by the Metter Animal Shelter. Otherwise, assumes no changes to fees or other taxes within the general fund.
3. Assumes significant expenditure increases in workers compensation insurance and property/liability insurances – approximately 50% for each over the previous year. Otherwise, expenditure levels remain level as compared to Fiscal Year 2017.

**Notable changes from the FY 2017 General Fund are as follows:**

1. Assumes deposit of funds for the rental of the Metter Depot into the General Fund account.
2. Moves expenditures for two positions (Purchasing and Accounts Clerk) from the water fund to the general fund.
3. Includes the newly required expenditure for Fireman’s Cancer Insurance assumed at \$250 per fireman for career and volunteers.
4. Expenditures for Animal Services Supplies increased from \$1,500 annually to \$10,000 to account for the city’s support of this service rather than reliance on private donations.
5. Fireman and Police Officer POAB Dues added to expenditures at combined total of \$10,000 per year to aid in recruitment and retention efforts.
6. Eliminates Family Connection as a division of the General Fund.
7. Adds Community Center Rentals (Revenues) and Expenditures.
8. Eliminates Downtown Development as a division and the transfer of Hotel/Motel tax to the Welcome Center to create the Department of Tourism & Business Development.
9. Eliminates this year’s expense for the Main Street Program and opts for temporary Affiliate status.
10. Eliminates the prison crew and replaces with possible landscape position.
11. Moves all capital items from the Operating Fund to a Capital Fund.
12. Added \$1,300 to the General Fund expenditures and \$700 in expenditures to the Water Fund for the provision of employee work boots.
13. Adds a miscellaneous line item in General Fund expenditures (within the Administration Department) to provide for any unexpected expenses.

**Considerations for structure re-organization, amendments to City’s pay plan and additions to personnel**

The proposed General Fund Budget for FY 2018 contemplates several changes to the City’s organizational structure and some position specific amendments to the City’s pay plan. Revisions to the organizational chart, including adding standing committees to Council and moving the Animal Shelter to the supervision of the Police Department and the Municipal Court Clerk to Administration are shown on the charts below. Proposed amendments to the City’s pay plan are as follows:

<b>Current Position</b>	<b>Proposed Position</b>	<b>Current Grade</b>	<b>Proposed Grade</b>	<b>Number of Positions</b>
Maintenance Worker		9	10	1
Refuse Collector		7	10	2
Groundskeeper		9	10	3
Fire Chief		23	24	1
Firefighter		14	15	2
Purchasing Clerk	HR/Purchasing Manger	14	21	1
Assistant City Clerk	Finance Manager	17	21	1
Animal Shelter Caretaker		Part Time	Full Time/10	1
Better Hometown Manager	Director Tourism & Business Development	Part Time	Full Time/21	1
Member & Visitors Service Coordinator		From Hotel Motel Tax		1
Visitor Center Attendants		From Hotel Motel Tax	Part Time	2

**Proposed additions in personnel**

<b>Proposed Position</b>	<b>Proposed Grade</b>	<b>Number of Positions</b>
Accounts Clerk	10	1
Custodian	Part Time	1(to replace vendor service)
Light Equipment Operator	13	1

**Neither merit raises nor cost of living increases are contemplated within this proposal.**

**The following adjustments to payroll were also made:**

1. FICA was added to Christmas Bonuses.
2. Call in pay was added as an identified line item.
3. Christmas Bonuses were added for volunteer firefighters.
4. Cut overtime for Animal Control from \$3,500 to \$1,000.
5. Cut overtime for Fire Department from \$10,000 to \$6,000.
6. Cut Volunteer Firefighter stipends from \$25,000 to \$20,000.
7. Re-classified paygrades to a city wide minimum of 10.
8. Reclassified City Clerk, Finance Manager and HR/Purchasing Manager from hourly to salary positions to eliminate overtime.

**Other Changes to Proposed Budget since last Council review:**

1. \$5,000 credit applied against liability insurance for police department based on contract for state agency certification.
2. Reduced property liability insurance in Administration by \$1,300 by removing spec. building of IDA.
3. Reduced cell and internet bills \$1,800 city wide due to re-negotiation of plans and elimination of some services.
4. Eliminated \$500 expense for Mayor Fidelity Bond upon verification that coverage is provided through GIRMA.
5. Returned contribution of Tree City Funding to its original level of \$8,200 from \$10,000.
6. Increased revenue stream for TAVT by \$1,000 based on year to date collections.
7. Increased revenues for Community Center Rentals by \$1,500 based on year to date collections.
8. Increased collections for sanitation penalties by \$1,000 based on year to date collections.
9. Increased \$5,000 on Franchise Fee collections based on year to date collections.
10. Removed Miscellaneous expenditure line item.

**Considerations regarding joint or shared services with Candler County**

1. Assumes that the Candler County Board of Commissioners will contribute \$175,000 toward funding of the Metter Fire and Rescue Department for services to the unincorporated parts of the county and the Town of Pulaski. This rate remains the same as FY 2017. As this funding level does not account for 50% of the operating budget (nor 60% of the call volume related to the County)-nor any capital in the form of rescue equipment or fire trucks – Council should continue to negotiate for higher contributions to this service. Furthermore, this contribution level does not honor the County’s previous commitment to partner in funding a lease payment on a command vehicle.
2. Assumes no contribution from the Candler County Board of Commissioners or other entity for Animal Control Services.
3. In regards to funding from the City’s general fund to the County general fund, the following is proposed:

<b>Service</b>	<b>FY 2017 Funding Levels</b>	<b>Candler County Proposed FY 2018 Budget</b>	<b>City of Metter Proposed FY 2018 Budget</b>
Tax Commissioner	\$7,200	\$5,400	\$0
Inert Landfill	\$11,000	\$11,000 (?)	\$0
Recreation	\$84,000	\$84,000	\$0
Jail/Dispatch	\$0 (County requested \$40,000)	\$40,000	\$0
<b>TOTAL</b>	<b>\$102,200</b>	<b>\$140,400</b>	<b>\$0</b>

These issues should be resolved in negotiations regarding the state required amendment to the City of Metter/Candler County Service Delivery Strategy – which must be approved by both entities and submitted to the state prior to October 31, 2017.

**Assumptions regarding partner entities:**

Community Partners seeking funding from the City made their request in writing and at the May 8, 2017 meeting of Council. The following recommendations are set forth in this proposal:

<b>Partner</b>	<b>Funding Level FY 2017</b>	<b>Requested FY 2018</b>	<b>Recommended FY 2018</b>
GBI Task Force	\$8,500	\$8,500	\$8,500
Candler County Industrial Authority	\$25,000	\$72,478	\$25,000
Archway Partnership	\$10,000	\$10,000	\$10,000
Communities in School	\$6,600	\$12,000	\$6,600
Family Connection/ The Bridge	Fiscal Agent for \$45,000 reimbursable grant	\$6,500	\$0
Library	\$43,430	\$44,680	\$44,680
Airport	\$18,528	\$31,197.50	\$31,928
<b>TOTAL</b>	<b>\$112,058 plus agency</b>	<b>\$176,355.50</b>	<b>\$116,438.00</b>

**Assumptions regarding contracts for services:**

1. Assumes the execution of contracts reflecting the re-negotiation of contract for services with the Metter/Candler Chamber of Commerce to bring the visitor center operations under the supervision of the City and create a city department of Tourism and Business Development.
2. Assumes that the City will no longer act as the fiduciary agent for Family Connection.
3. Assumes the approval of a Memorandum of Understanding regarding the Candler County Archway Partnership committing the City of Metter as a partner and continued funding at the \$10,000 level.
4. Assumes the elimination of the Work Detail Agreement between the Georgia Department of Corrections and the City of Metter in the amount of \$42,600 plus expenses.
5. Assumes continued membership and participation in the GBI Southeast Georgia Drug Task Force.

**Water/Sewer Fund**

1. Assumes that this fund will be self-supporting without assistance from the General Fund. Assumes a transfer of funds in the form of a cost allocation to the general fund representing 20% of the cost of operations for the General Fund’s Department of Administration.
2. No amendments to organization or pay scale are contemplated for this fund. Neither merit increases nor cost of living adjustments are proposed for personnel in this fund.
3. One additional position is offered in this budget, a water operator at a grade 15.
4. Capital projects have been removed from this fund and placed in the Capital Improvement Plan (and/or appropriate special revenue fund).
5. \$185,000 dedicated to replacement and renewal of water and sewer lines.
6. Revenue projections in this proposal reflects a rate increase of 15% on consumption-which is equivalent to an increase bill of approximately .30 cents per thousand gallons on the average 5, 000 gallon monthly household bill. During the work session, an engineering review of our system was presented to Council, which identified \$3.7 million in priority level required improvements in an analysis of the financial health of the enterprise fund and rate system supporting the water/wastewater systems. Although further study is warranted, it is safe to say that our cost recovery ratio is insufficient to provide for necessary repairs, build a reserve for unforeseen emergencies, or to provide for growth within the system. Initial indicators suggest that rates may need to increase by 100% (or

more) to bring the fund into sound financial health. Therefore, management strongly recommends further expert study of this fund and asks Council to consider a higher rate increase than originally discussed.

**Example monthly bill with rate increases:**

<b>Current Rate</b>	<b>4%</b>	<b>5%</b>	<b>10%</b>	<b>15%</b>	<b>20%</b>	<b>25%</b>
\$36.20	\$37.65 (+1.42)	\$38.01 (+1.81)	\$39.82 (+3.62)	\$41.63 (+5.43)	\$43.44 (+7.24)	\$45.25 (+9.05)

Assumes average water & sewer consumption of 5,000 gallons per month and a base-charge of \$9.00 for water and \$9.00 for sewer.

**Capital Improvement Plan**

For this proposal, a separate ten-year capital improvement plan is also presented. Only those projects with FY 2018 expenditures will be requested for authorization. The remaining timeline is for financial and project planning purposes and should be used for informing the review of the proposed budget, but not considered for immediate authorization.

Funding for the capital improvement plan drives from the following revenue sources:

- \$25,000 transfer from the general fund to support a lease payment on new operating and financial software for City Hall.
- Transfer and authorization of the utilization of the \$100,000 bequest to the Animal Shelter and Council’s restricted certificate of deposit for the same for necessary facility improvements to the Animal Shelter.
- \$185,000 of Repair and Replacement funds for priority 1 level water and sewer line replacements from the Water/Sewer Enterprise Fund.
- LMIG and LMIG safety grants for road paving projects as approved by GDOT.
- TIA (TSPLOST) reimbursable grants for approved regional listed transportation projects. All “local” TIA funds provided to the City on a monthly, cash basis, have been reserved for cost over-runs and local matches, rather than being specifically project allocated.
- SPLOST 2005 funds for a Fire tanker truck and initial funding to replace the Fire Station.
- SPLOST 2011 funds for equipment and vehicles needs in the police department, public works, and the fire department; drainage; transportation; and public utilities.

Specific line items and their cost and revenue source are illustrated on the Capital Improvement Plan.

This budget is being available to the public via the media, the city’s website, and at city hall.

Mr. Vines expressed his concerns of the city not budgeting for the county obligations. He was also concerned about the cost of litigation. Mayor Trapnell said that the city is trying to get answers from the county. The county has not provided information showing the city what they provide solely to the citizens of Metter. Mr. Vines asked if these items should be removed from the city budget and brought up at a separate issue later. Commissioner Jones said that the county did provide the information requested by the city. Mayor Trapnell said that the information provided did not show any services solely provided to the citizens of Metter. Chairman Thrift said he could prove its not double taxation but the city don’t want to listen. Mr. Vines said that maybe the city and county attorneys could work it out. Mayor Trapnell explained that the attorneys and other officials met and thought we had a good understanding but then nothing happened. Mayor said that the city has been asking the county for this information and what they sent did not show proof. Chairman Thrift said let’s just go to mitigation. Mayor Trapnell said that we need to move forward and not make a public fiasco out of all this. The city plans to adopt the FY 2108 budget tonight.

Councilman Boyd said that this is going on all over the state. We are recommending mediation. HB489 allows steps to hire a mediator. This is a way to move the process forward. We are not recommending an arbitrator. We need the mediator because we are not getting anywhere. This is not just something Metter and Candler County are doing. It is going on all over the state. The assumptions made 20 years ago are now being questioned. We are not going to spend tax payer dollars to the county if it is not owed. Mr. Vines said that he did not want to see tax money spent on litigation. Ms. Cody said that she thinks \$1,000,000 a year is worth having some serious conversation over. Mayor Trapnell said that mediation is not like the cost of litigation. Mr. Vines recommended that the city do this before adopting the budget.

Mr. Franklin said that the city and county should get together and figure this out without a mediator. Mayor Trapnell said that the city is the only one who steps up to help. HB489 came out in the mid-late 90's to make sure you don't have duplication of taxes.

Councilman Boyd said that we knew this was going to be hard because of everything we have going on – budget, comp plan, SPLOST, and service delivery. Since we haven't come to an agreement we have decided to leave the county items at zero until we can negotiate. Ms. Cody said that if we put those fees back in the budget then we will have to increase by 4 mills or take from the fund balance. Councilman Boyd said that he assumed that if the city has to pay it would come from fund balance.

Councilman Boyd said that we are not trying to make this messy. We are trying to work on it. We are trying to get our heads wrapped around it. We are finding out the right way to do this according to HB489.

Councilwoman Colson said that we bought a tanker truck that is solely for the county. We are not getting any money for it. We are assuming \$175,000 from the county but hope that changes. A mediator is not a bad thing.

Mayor Trapnell said that we discussed some of this two years ago. Not everybody was in tune with that. He thinks it can all be worked out. The bottom line is we need to know the services we are paying for. What we are proposing is the best solution for the time being. We have people ready to meet. This is too good of a community to just sit here and squabble.

Mr. Franklin said that as a citizen of Metter and Candler County that he hopes our tax money doesn't have to go to something we can do ourselves.

Councilman Thomas said he would like to see the city try to move the Industrial Authority up by at least \$25,000 to make a total of \$50,000. Chairman Thrift said that the county budgeted \$75,000 for them. Mayor Trapnell said that the Industrial Authority can use the money. At the present time, they have to work on money set aside from the funds Wallace paid in lieu of taxes. They have to eat into that for expenses which needs to be saved for a new business coming in. We built this money up for new businesses and hate to use it for operating expenses. He said that the Industrial Authority will have \$500,000 from SPLOST designated for infrastructure. Mr. Franklin said that he hopes the city will hold them at \$25,000 for now. Councilman MacGregor asked if the Industrial Authority could set a fee and put it on the tax bill. Councilman Boyd said that he hopes in the SPLOST negotiations the Industrial Authority could be shared. A designated percent is a great way to fund it.

Councilwoman Kilcrease said that the city can't keep rolling back taxes when we need the money to operate. Everybody is requesting more money. We can't keep handing it out without going into fund balance. Citizens are going to have to be willing to pay.

Councilman Boyd said that revenues seem to be up. Ms. Cody said that she didn't think the city would have to dip into fund balance for FY 2017.

Councilman Thomas made a motion to increase the total funding for the Industrial Authority from \$25,000 to \$50,000 for FY 2018. The motion failed due to the lack of a second.

Councilman MacGregor made a motion to approve \$25,000 in total funding for the Industrial Authority for FY 2018. Councilman Boyd seconded the motion. Councilman Boyd said that the other option would be to follow the county's lead and increase ½ mill which would bring it up to \$38,000. This would be equalization of the pain. This could be offered as a compromise. He said that the Industrial Authority has hired Ms. Olson and she has a lot of good ideas. After Mr. Snell spoke at the last council meeting, he is highly supportive of not frittering away the funds that have been built up through the Wallace deal. This is just a tough tax year.

Councilwoman Colson had a question. She asked for an explanation of the funds that the Industrial Authority has because of the Wallace deal. Mayor Trapnell said that those funds were paid by Wallace in lieu of city and county taxes. Some of that money was used to pay for the land that Wallace expanded on. After no further discussion, Mayor Trapnell called for the vote. The vote was four in favor and one opposed. Councilman Thomas cast the opposing vote.

Councilwoman Kilcrease made a motion to approve all the rest of the proposed FY 2018 budgets other than the Industrial Authority. Councilman Thomas seconded the motion, and the vote was unanimous.

### **Approval and Adoption of Job Descriptions**

Councilwoman Kilcrease made a motion to approve and adopt the job description for the following positions:

1. Accounts Clerk
2. Accounts Clerk II
3. Administrative Assistant
4. Building Service Worker
5. Light Equipment Operator
6. Animal Care Taker

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

### **Water and Sewer Charges Increased**

Councilwoman Colson made a motion to approve a Resolution adopting the revised rate schedule regarding consumption charges per one thousand gallons for water and sewer services provided by the City of Metter. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

### **EXECUTIVE SESSION**

Councilwoman Kilcrease made a motion to go into executive session pertaining to pending or potential litigation. Councilwoman Colson 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. Councilwoman Colson seconded the motion, and the vote was unanimous.

Councilwoman Colson made a motion to authorize the city attorney to accept legal service on behalf of the city. 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 7:57 p.m.



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Angie Conner, City Clerk

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William M. Trapnell, Mayor