

**CITY OF METTER
REGULAR MEETING
THURSDAY, SEPTEMBER 21, 2017
6:00 P.M.**

A regular meeting was held at City Hall on Thursday, October 21, 2017, at 6:00 p. m. in the Council Chambers.

Attending the meeting were the following officials:

Mayor Billy Trapnell
Mayor Pro tem Chyrileen Kilcrease
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
Captain Robert Shore
Investigator James McKie
Victoria Gaitten – Chamber/Welcome Center

Attending the meeting were the following guests:

Brian Aasheim – Chamber of Commerce
Ed Boyd – Mayor Elect
Jamie Anderson
Amy Harrelson – Pineland Telephone

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

Councilwoman Colson gave the invocation.

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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 Colson made a motion to approve the following minutes:

- a) Public Hearing held on Wednesday, August 9, 2017, 10:00 a.m.
- b) Public Hearing held on Wednesday, August 9, 2017, 6:00 p.m.
- c) Regular Meeting held on Monday, August 14, 2017, 5:30 p.m.
- d) Public Hearing held on Wednesday, August 16, 2017, 5:30 p.m.
- e) Called Meeting held on Wednesday, August 16, 2017, 6:00 p.m.
- f) Called Meeting held on Monday, August 28, 2017, 5:30 p.m.
- g) Called Meeting held on Friday, September 8, 2017, 8:00 a.m.

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

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Destination Marketing Organization

Councilwoman Kilcrease made a motion to approve a Resolution appointing the Metter Candler County Chamber of Commerce as the Destination Marketing Organization for the City of Metter. Councilwoman Colson seconded the motion. Councilwoman Kilcrease, Councilwoman Colson, Councilman MacGregor, and Councilman Thomas voted in favor of the motion. The motion carried by unanimous vote.

Agreement Between City of Metter and Metter Candler Chamber of Commerce

Councilwoman Kilcrease made a motion to approve the Agreement between the City of Metter and the Metter/Candler County Chamber of Commerce for the Promotion of Tourism, Tourist Product Development, and the Creation, Retention and Expansion of Business in the City of Metter. Councilman MacGregor seconded the motion. Councilwoman Kilcrease, Councilman MacGregor, Councilman Thomas and Councilwoman Colson voted in favor of the motion. The motion carried by unanimous vote.

Memorandum of Understanding

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Councilwoman Colson made a motion to approve the 2017 Memorandum of Understanding regarding Main Street Affiliate status with the Department of Community Affairs. Councilman MacGregor seconded the motion. Councilwoman Colson, Councilman MacGregor, Councilwoman Kilcrease, and Councilman Thomas voted in favor of the motion. The motion carried by unanimous vote.

Approval of Job Descriptions

Councilman MacGregor made a motion to approve the adoption of the following job descriptions:

- a) Director of Tourism and Business Development
- b) Visitor Center and Chamber Services Manager
- c) Visitor Center Attendants
- d) City Clerk

Councilwoman Colson seconded the motion. Councilman MacGregor, Councilwoman Colson, Councilman Thomas, and Councilwoman Kilcrease voted in favor of the motion. The motion carried by unanimous vote.

Amendment to the City's Personnel and Compensation Plan

Councilman MacGregor made a motion to approve an amendment to the City's Personnel and Compensation Plan to change the following:

- a) Visitor Center & Chamber Services Manager from **\$12** per hr. to **\$15** per hr.
- b) Visitor Center Attendants from **\$10** per hr. to **\$8** per hr.

Councilwoman Kilcrease seconded the motion. Councilman MacGregor, Councilwoman Kilcrease, Councilwoman Colson, and Councilman Thomas voted in favor of the motion. The motion carried by unanimous vote.

Purchase of Two Riding Lawnmowers

Councilwoman Colson made a motion to approve the purchase of two riding lawnmowers from QuikKut in the amount of **\$24,902.80** (**\$12,451.40** each) to be funded from the 2011 SPLOST. Councilman MacGregor seconded the motion. Councilwoman Colson, Councilman MacGregor, Councilman Thomas, and Councilwoman Kilcrease voted in favor of the motion. The motion carried by unanimous vote.

Bid Approval – Synergistics Software, Inc.

Councilman MacGregor made a motion to award a bid to Synergistics Software, Inc. in the amount of **\$58,969.00** for the purchase of software for the Metter Police Department. Councilwoman Kilcrease seconded the motion. Councilman MacGregor, Councilwoman

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Kilcrease, Councilman Thomas, and Councilwoman Colson voted in favor of the motion. The motion carried by unanimous vote.

Bid Approval – CJT Software, Inc.

Councilwoman Kilcrease made a motion to award a bid to CJT Software, Inc. for the purchase of software for the Metter Municipal Court with no upfront cost to the City of Metter; a \$5 fee will be assessed to each citation to cover the cost of the software. Councilman MacGregor seconded the motion. Councilwoman Kilcrease, Councilman MacGregor, Councilman Thomas, and Councilwoman Colson voted in favor of the motion. The motion carried by unanimous vote.

Amendments to the City of Metter Purchasing Card Ordinance

Councilman Thomas made a motion to approve amendments to the City of Metter Purchasing Ordinance Chapter 2.54 of the Metter Municipal Code (second reading). Councilwoman Colson seconded the motion. Councilman Thomas, Councilwoman Colson, Councilwoman Kilcrease, and Councilman MacGregor voted in favor of the motion. The motion carried by unanimous vote.

MAYOR’S REPORT

Mayor Trapnell gave his monthly report.

STAFF REPORTS

Police Department Report

Chief Seckinger submitted a written report.

Public Works Report

Mr. Hendrix submitted a written report.

Fire Department Report

Chief Douglas submitted a written report.

Administration Report

Mrs. Conner submitted a written report.

Finance Report

Mrs. Collins submitted a written report.

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City Manager's Report

Ms. Cody gave her monthly report.

ADJOURNMENT

After no further discussion, Councilwoman Kilcrease made a motion to adjourn the meeting. Councilman Thomas seconded the motion. Councilwoman Kilcrease, Councilman Thomas, Councilwoman Colson, and Councilman MacGregor voted in favor of the motion. The motion carried by unanimous vote.

The meeting was adjourned at 6:45 p.m.

Angie Conner, City Clerk

William M. Trapnell, Mayor