

CITY OF METTER
CALLED MEETING
Monday, December 22, 2025
10:30 a.m.

1. CALL TO ORDER
2. WELCOME
3. PLEDGE
4. INVOCATION
5. APPROVAL OF AGENDA
6. PURPOSE
 - a) Consideration of a motion to approve a Memorandum of Understanding (MOU) between the Georgia Department of Agriculture and City of Metter for the operation of a Georgia Grown Resource Center.
 - b) Consideration of a motion to go into closed session for personnel, pursuant to O. C. G. A. 50-14-2(1).
 - c) Consideration of a motion to go back into open session.
7. ADJOURN

MEMORANDUM OF UNDERSTANDING

Between the Georgia Department of Agriculture and Host Organization City of Metter For the Operation of a Georgia Grown Resource Center

I. PURPOSE

This Memorandum of Understanding (MOU) establishes a cooperative relationship between the **Georgia Department of Agriculture (GDA)** and **Host Organization City of Metter** (hereinafter “the Host”) to collaborate in the operation of a **Georgia Grown Resource Center**.

The purpose of this partnership is to expand access to agricultural, business development, and marketing resources throughout the State of Georgia. The Georgia Grown Resource Center serves as a **one-stop hub** for agribusiness assistance, entrepreneurship development, and community engagement, strengthening the Georgia Grown brand and advancing the prosperity of Georgia’s agricultural economy.

II. BACKGROUND

The Georgia Department of Agriculture, through its **Georgia Grown** program, provides marketing, branding, and business assistance to producers and companies engaged in Georgia’s agricultural and food industries. The Georgia Grown Resource Center initiative extends these services into local communities by partnering with host organizations that demonstrate strong local engagement and a commitment to rural economic development.

III. RESPONSIBILITIES OF THE GEORGIA DEPARTMENT OF AGRICULTURE

The GDA agrees to:

1. Provide official **Georgia Grown branding materials**, signage, and digital assets for use within the Resource Center.
2. Supply **marketing collateral**, educational materials, and program literature to support outreach and engagement.
3. Provide **training and orientation** for the Host’s staff or representatives regarding the Georgia Grown program, membership benefits, and available state and federal resources.
4. Coordinate statewide **marketing and communication efforts**, ensuring the Host is featured in relevant Georgia Grown publications, social media, and event listings.

5. Facilitate **connections and referrals** between local businesses and statewide networks of agricultural, educational, and economic development partners.
 6. Conduct **periodic evaluations and data collection** to assess program impact.
 7. Provide the Host with **\$60,000 in funding** to support the **operations of the Georgia Grown Resource Center** at the Host's location.
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IV. RESPONSIBILITIES OF THE HOST ORGANIZATION

The Host agrees to:

1. Provide suitable **office or meeting space** accessible to the public to serve as the Georgia Grown Resource Center.
 2. Designate at least one **staff member or local representative** responsible for daily Resource Center operations and community engagement; Monday through Thursday, 8:00 a.m. to 2:00 p.m. with an hour for lunch.
 3. Use the **\$60,000 provided by GDA** solely for Resource Center operations, including staffing, supplies, programming, and outreach activities directly related to the mission of the Georgia Grown Resource Center.
 4. Assist with **community outreach and local promotion** of Georgia Grown membership, programs, and events.
 5. Collaborate with GDA to host **workshops, trainings, or networking sessions** for agribusinesses and rural entrepreneurs.
 6. Maintain proper **use of Georgia Grown branding** in accordance with GDA brand standards.
 7. Submit **quarterly reports** summarizing activities, expenditures, metrics, and success stories **provided by GDA**.
 8. Provide **local visibility** for the Georgia Grown program through signage, newsletters, and events.
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V. FUNDING AND SUPPORT

The Georgia Department of Agriculture, through its Georgia Grown Program, will provide the Host with **\$60,000** to cover the operational costs of the Georgia Grown Resource Center at the Host's location.

- Funds must be used for Resource Center activities, including staffing, materials, programming, outreach, and administrative costs necessary to sustain operations.
- The Host shall maintain documentation of expenditures and provide quarterly reports detailing the use of funds.
- The Host acknowledges that these funds are provided for programmatic support only and do not create an employment, grant, or subaward relationship under federal guidelines.

- Additional in-kind support, including signage, training, and marketing materials, may also be provided by GDA.
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VI. BRANDING AND COMMUNICATIONS

All use of the Georgia Grown name, logo, and related marks must comply with GDA's brand guidelines. The Host shall not modify or adapt the Georgia Grown brand without written authorization. Public statements or press releases regarding this partnership must be coordinated with the GDA Communications Division.

VII. REPORTING AND DATA SHARING

Both parties agree to collaborate on data collection, success stories, and metrics demonstrating the impact of the Georgia Grown Resource Centers. Reports will help evaluate outcomes related to rural business development, membership growth, and economic impact. The Host will provide **quarterly activity and expenditure reports**.

VIII. TERM AND TERMINATION

This MOU shall take effect upon signature by both parties and remain in effect for **one (1) year**, unless renewed in writing. Either party may terminate this MOU with **thirty (30) days' written notice** to the other.

This agreement may be amended at any time by mutual written consent.

IX. AUTHORIZED REPRESENTATIVES

This MOU is entered into by and between the undersigned parties:

For the Georgia Department of Agriculture

Tyler Harper

Commissioner of Agriculture

Date: _____

For [Host Organization Name]

Edwin O. Boyd

Mayor of City of Metter

Date: _____