

CITY OF METTER  
REGULAR MEETING  
AGENDA  
MONDAY, NOVEMBER 13, 2023  
5:30 p.m.

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1. CALL TO ORDER
2. WELCOME
3. PLEDGE OF ALLEGIANCE
4. INVOCATION
5. MOTION TO APPROVE THE AGENDA
6. MOTION TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:
  - a) Regular Meeting, Monday, October 9, 2023, 5:30 p.m.
7. PRESENTATIONS
8. OLD BUSINESS
  - None
9. NEW BUSINESS
  - a) Consideration of a motion to approve or deny an application request by Mr. Rob Bowen (Candler Pharmacy) for a Variance Request as outlined in O.C.G.A. 16-12-215(a) regarding proximity to covered entities (Metter Presbyterian Church) for the dispensing of low THC oil or products at the property located at 639 South Lewis Street, Metter, Georgia.
  - b) Consideration of a motion to approve a resolution reappointing Elaine Boyd to the Metter Tree Board for a 3-year term ending November 14, 2026.
  - c) Consideration of a motion to approve a resolution reappointing Jan Trapnell to the Metter Tree Board for a 3-year term ending November 14, 2026.
  - d) Consideration of a motion to approve a resolution appointing Alex Spivey to the Planning Commission for a five-year term ending September 11, 2028.
  - e) Consideration of a motion to approve a resolution reappointing Cliff Hendrix to the Metter Candler County Airport Authority for a three-year term ending on December 31, 2026.
  - f) Consideration of a motion to approve an amendment to the City of Metter's Retirement Plan to remove the last day clause allowing eligible employees to receive a contribution for a partial year worked.
  - g) Consideration of a motion to approve the low bid of \$292,000.00 from Arentz General Contractor for the construction of a new city shop as recommended by Public Works Director Cliff Hendrix. This will be funded with \$250,000.00 from Capital

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funds from the Shop Department in the General Fund and \$42,000.00 from Capital funds in the Water/Sewer Fund.

- h) Consideration of a motion to approve the purchase of a Smith & Loveless Lift Station in the amount of \$82,058.00 as recommended by Public Works Director Cliff Hendrix.
- i) Consideration of a motion to accept the low bid from Sikes Brothers, Inc. in the amount of \$1,397,795.45 for water/sewer and road extension on W. Lytell Street into the Industrial Park as recommended by Public Works Director Cliff Hendrix.
- j) Consideration of a motion to approve or deny an application for retail alcoholic beverage license for package sales for off premise consumption of beer and wine submitted by Erica Renee McDonald on behalf of Family Dollar Stores of Georgia, LLC dba Family Dollar #21227 located at 240 SE Broad Street, Metter, Georgia.
- k) Consideration of a motion to approve or deny a request from Vizionary Impact, LLC to block Rountree Street from S. Broad St. to N. Broad Street on June 1, 2024, for the Juneteenth Celebration.
- l) Consideration of a motion to donate the city's portion of right-of-way (Parcel #046-011) to complete the paving project for the remainder of East Hiawatha Street as requested by Candler County.
- m) Consideration of a motion to go into executive session for future acquisition of real estate pursuant O.C.G.A. 50-14-3(4).

10. DEPARTMENTAL REPORTS

11. CITY MANAGER'S REPORT

12. MAYOR'S REPORT

13. ADJOURN

**CITY OF METTER  
REGULAR MEETING  
MONDAY, OCTOBER 9, 2023  
5:30 P.M.**

A regular meeting of the city council was held on Monday, October 9, 2023, at 5:30 p.m. in the council chambers at City Hall.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd  
Councilman Gregg Stewart  
Councilwoman Rashida Taylor  
Councilman James McKie  
City Manager Carter Crawford  
HR-Purchasing Manager Missy Edenfield  
Public Works Director Cliff Hendrix  
Planning Director Teresa Concannon  
Jerri Goodman – Metter Advertiser

**GUESTS**

Shaun & Tiffany Lee  
Victoria Gaitten

**CALL TO ORDER AND WELCOME**

Mayor Boyd called the meeting to order and welcomed everyone.

**PLEDGE OF ALLEGIANCE**

Councilwoman Taylor led the Pledge of Allegiance.

**INVOCATION**

Councilwoman Taylor gave the invocation.

**APPROVAL OF AGENDA**

Councilman McKie made a motion to approve the agenda to include as presented. Councilman Stewart seconded the motion, and the vote was unanimous.

**APPROVAL OF MINUTES**

Councilwoman Taylor made a motion to approve the following minutes:

Regular Meeting, October 9, 2023

- a) Public Hearing, Monday, September 11, 2023, 5:15 p.m.
- b) Regular Meeting, Monday, September 11, 2023, 5:30 p.m.
- c) Called Meeting, Wednesday, September 20, 2023, 7:45 p.m.

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

### **PRESENTATIONS**

Public Works Director Cliff Hendrix made a presentation pertaining to a request from a local retail package liquor vendor to amend the city's alcohol ordinance to allow for alcohol beverage tasting events. Council will contact City Manager Crawford if they would like to proceed further and City Attorney Brent Carter will draft an ordinance amendment.

### **OLD BUSINESS**

No old business.

### **NEW BUSINESS**

#### **Consideration of a motion to approve a resolution appointing Chandra Brown to the Metter Tree Board to fulfill the unexpired term of Judy Swint; term ending November 14, 2025.**

Councilwoman Taylor made a motion approve the resolution appointing Chandra Brown to the Metter Tree Board to fulfill the unexpired term of Judy Swint; term ending November 14, 2025. Councilman McKie seconded the motion, and the vote was unanimous.

#### **Consideration of a motion to approve a Special Event Alcohol Permit Application submitted by Sherri Dollar, The Funky Pineapple, 32 N. Lewis Street for a 2<sup>nd</sup> anniversary event to be held on October 24, 2023.**

Councilwoman Taylor made a motion to approve the Special Event Alcohol Permit Application submitted by Sherri Dollar, The Funky Pineapple, 32 N. Lewis Street for a 2<sup>nd</sup> anniversary event to be held on October 24, 2023. Councilman McKie seconded the motion, and the vote was unanimous.

#### **Consideration of a motion to approve a Special Event Alcohol Permit Application submitted by Debra Prince, Canoochee Creek on Broad Inc., 30 S.E. Broad Street for an Open House to be held on November 4-5, 2023.**

Councilwoman Taylor made a motion to approve the Special Event Alcohol Permit Application submitted by Debra Prince, Canoochee Creek on Broad Inc., 30 S.E. Broad Street for an Open House to be held on November 4-5, 2023. Councilman McKie seconded the motion, and the vote was unanimous.

**Consideration of a motion to set a Public Hearing date for November 13, 2023, at 5:15 p.m. for a variance request submitted by Rob Bowen of Candler Pharmacy.**

Councilwoman Taylor made a motion to set a Public Hearing date for November 13, 2023 at 5:15 p.m. for a variance request submitted by Rob Bowen of Candler Pharmacy. Councilman McKie seconded the motion, and the vote was unanimous.

**Consideration of a motion to approve the low bid in the amount of 23,417.00 from Lovett's Heating & Air for the replacement of the 10HP HVAC unit in the court room of the Metter Police Department as recommended by Purchasing Manager Missy Edenfield.**

Councilwoman Taylor made a motion to approve the low bid in the amount of 23,417.00 from Lovett's Heating & Air for the replacement of the 10HP HVAC unit in the court room of the Metter Police Department as recommended by Purchasing Manager Missy Edenfield. Councilman McKie seconded the motion, and the vote was unanimous.

**DEPARTMENTAL REPORTS**

The agenda packets contained written reports provided by each department head for the mayor and council to review.

**CITY MANAGER'S REPORT**

Mr. Crawford reported the following:

- 1.) He would not be going to Israel as planned.
- 2.) It is time for Insurance Premium Taxes to begin.

**MAYOR'S REPORT**

Mayor Boyd reported the following:

- 1.) Ms. Myrtle Jonson passed.
- 2.) The Vice Chair of DAAS will be visiting on October 12, 2023

Mayor Boyd thanked all the guests for attending the meeting.

**ADJOURNMENT**

After no further discussion, Councilman McKie made a motion to adjourn the meeting at 5:49 p.m. Councilwoman Taylor seconded the motion, and the vote was unanimous.

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Missy Edenfield, HR-Purchasing Manager

APPLICATION FOR A VARIANCE/APPEAL/CONDITIONAL USE

OF THE METTER ZONING ORDINANCE

TO THE PLANNING COMMISSION

METTER, GA

RECEIVED

SEP 18 2023

Rob Bowen

Name of Owner:

Address of Owner: 1110 Brannen Rd., Metter, GA 30439

Phone Number: 912-685-2000

Email Address: candlerpharmacy@gmail.com

Location and address of property: 639 S. Lewis St., Metter, GA 30439

Check which one of the following you are applying for:

APPEAL \_\_\_\_\_ VARIANCE     X     CONDITIONAL USE \_\_\_\_\_

\*\*\*\*\*

**APPEAL:** Any person who alleges an error in any order, requirement, decision or determination made by the Building Official in the interpretation or enforcement of this Ordinance may appeal such alleged error to the City of Metter Zoning Board.

State the type of Appeal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State the reason why you think the Building Official's decision or enforcement action was wrong:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**VARIANCE:** In specific cases such variance from the terms of the Ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of the Ordinance will, in an individual case, result in unnecessary hardship, so that the spirit of the Ordinance shall be observed, public safety and welfare secured, and substantial justice done.

**What are the exceptional or extraordinary circumstances or conditions applying to the property or use involved that do not apply to other properties in the same zoning district?**

- Georgia's Hope Act passed in 2019 and established the Georgia Access to Medical Cannabis Commission to allow access of low-THC to Georgia citizens with certain conditions. The law allows independent pharmacies to dispense medical cannabis regulated by the Georgia Board of Pharmacy. But O.C.G.A. 16-12-215(a) restricts the dispensing location within 1,000 feet of a covered entity. In our case, the covered entity is Metter Presbyterian.
- 
- 

**How will the application of these regulations to this particular piece of property create a practical difficulty or unnecessary hardship?**

- Strict enforcement would prevent access to patients in our community and surrounding areas access to medication to help treat their diseases.
- 
- 

**What conditions are peculiar to the particular piece of property than any other property in the same zoning district?**

- This property is the future location of Candler Pharmacy which has provided healthcare for this community for many years. Pharmacies have always securely carried dangerous drugs and narcotics while being regulated by the State Board of Pharmacy and the Drug Enforcement Administration (DEA).
- 
- 

**Will the granting of the Variance cause substantial detriment to the public interest or impair the purpose and intent of this Ordinance or to property improvements in the immediate area?**

- Granting this Variance will not cause substantial detriment to the public interest or impair the purpose and intent of this Ordinance or to property improvements in the immediate area.
- 
- 

\*\*\*\*\*

**CONDITIONAL USE:** Conditional uses as listed in any particular zoning district are declared to possess characteristics which may or may not require certain controls in order to insure compatibility with other uses in the district within which they are proposed for location. Conditional uses shall be permitted subject to a determination by the building inspector that they conform to all conditions set forth by the Zoning Board as required by Article XII, subsection 12.043.

State the type of business/conditional uses requested: \_\_\_\_\_

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Will the special or conditional use be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity or diminish and impair property values within the surrounding neighborhood? \_\_\_\_\_

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Will the proposed conditional use increase local or state expenditures in relation to cost of servicing or maintaining neighboring properties?

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Do you think the establishment of the conditional use will impede the normal and orderly development of surrounding property for uses predominant in the area? If not, state why.

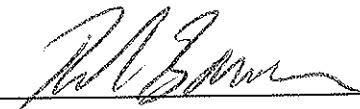
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In your opinion, is the location and character of the proposed conditional use considered to be consistent with a desirable pattern of development for the locality in general?

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Applicant Signature

9/15/2023  
Date

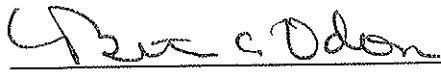
**\*\*A \$100.00 NON-REFUNDABLE APPLICATION FEE IS REQUIRED\*\***

\*\*\*\*\*

**TO BE COMPLETED BY CITY HALL**

9-18-23  
Date Fee Paid

\$ 100.00  
Amount Paid

  
Collected By: (Signature)

## ADMINISTRATIVE REVIEW

Craig Hendry  
Building Official Review and Signature

9-20-23  
Date

Date Planning Commission Meeting Advertised: \_\_\_\_\_

Date Planning Commission Meeting Held: 10/24/23

Decision of Planning Commission and Reason:

unanimous vote of Planning Commission  
to approve preliminary plat  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

[Signature]  
Chairman of Board  
Anique Corner  
Clerk

Date Public Hearing Advertised: \_\_\_\_\_

Date Public Hearing Held: \_\_\_\_\_

Date City Council Meeting Held: \_\_\_\_\_

Decision of Mayor and City Council and Reason:

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Mayor's Signature

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Date

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City Clerk's Signature

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Date

**MINUTES  
PLANNING COMMISSION MEETING  
TUESDAY, OCTOBER 24, 2023  
5:15 P.M.**

A Planning Commission meeting was held at 5:15 p.m. on Tuesday, October 24, 2023, in the Council Chambers at City Hall.

Attending the meeting were the following officials:

John Jones, Jr., Planning Commission Chairman  
Harold Boston, Jr., Planning Commission Member  
Martha Cannady, Planning Commission Member  
Cliff Hendrix, Public Works Director/Building Official  
Angie Conner, City Clerk  
Teresa Concannon, Planning Director

**Guests**

Ms. Juanita Lott

**Call to Order and Welcome**

Chairman Jones called the meeting to order and welcomed everyone.

**Agenda**

Chairman Jones presented the agenda. There were no objections.

**Purpose**

The purpose of this meeting is to consider an application request by Mr. Rob Bowen (Candler Pharmacy) for a Variance Request as outlined in O.C.G.A. 16-12-215 (a) regarding proximity to covered entities (Metter Presbyterian Church) for the dispensing of low THC oil or products at the property located at 639 South Lewis Street, Metter, Georgia and to consider a request from Parker Engineering for preliminary plat approval for the Metter Commercial Subdivision located adjacent to Oak Tree Road.

**New Business**

**Application for Variance Request – 639 S. Lewis Street**

Mr. Rob Bowen advised the board on why he was applying for a variance request. Mr. Bowen stated that pharmacists are already handling all kinds of other drugs, and this would be no different.

Mr. Hendrix said that state law requires pharmacies within 1,000 feet of a church and other locations to obtain a variance to dispense low THC. Metter Presbyterian Church property line is within 1,000 feet to the Candler Pharmacy property line.

Ms. Martha Cannady made a motion to recommend the approval of the variance to mayor and council. Mr. Harold Boston Jr. seconded the motion, and the vote was unanimously approved.

#### **Request for Plat Approval**

Mr. Hendrix presented a preliminary plat for the Metter Commercial Subdivision located adjacent to Oak Tree Road. This property is next to Baldinos and belongs to M.W. Collins from Cobbtown. He is looking to develop the property. He plans to build a hotel along with other things. He wants to subdivide the property. The preliminary plat had to be brought to the Planning Commission for approval. They have 12 months to come back for the final plat approval. They will be bringing other plans soon. Ms. Cannady made a motion to approve the preliminary plat as presented. Mr. Boston seconded the motion, and the vote was unanimous.

#### **Adjournment**

After no further discussion, the meeting was adjourned at 5:21 p.m.

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Angie Conner, City Clerk

**A RESOLUTION APPOINTING A BOARD MEMBER TO THE CITY OF METTER TREE BOARD**

**WHEREAS**, pursuant to the City of Metter Municipal Code, Chapter 12.16, the City of Metter Tree Board was established as an advisory board of private and public citizens appointed to perform specific duties as set forth in Section 12.16.070 of the City of Metter Municipal Code; and

**WHEREAS**, the City of Metter Tree board shall consist of six voting members appointed by the Mayor and City Council; and

**WHEREAS**, the term of office of each member shall be for a period of three years, and until his successor is duly appointed and qualified; and

**WHEREAS**, Elaine Boyd has been recommended and agreed to continue to serve on the Tree Board for the City of Metter; and

**WHEREAS**, Elaine Boyd is duly qualified to hold the position on the Tree Board for the City of Metter; and

**WHEREAS**, this is a three-year term that will expire on November 14, 2026; and

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Metter, Georgia as follows:

**Section 1.** The Mayor and City Council duly reappoint Elaine Boyd to the Tree Board for the City of Metter; and

**Section 2.** That this Resolution shall be and remain effective from and after its date of adoption until revoked.

Adopted this 13<sup>th</sup> day of November 2023.

CITY OF METTER, GEORGIA

BY:

ATTESTED BY:

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Edwin O. Boyd, Mayor

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Angie Conner, City Clerk

**A RESOLUTION APPOINTING A BOARD MEMBER TO THE CITY OF METTER TREE BOARD**

**WHEREAS**, pursuant to the City of Metter Municipal Code, Chapter 12.16, the City of Metter Tree Board was established as an advisory board of private and public citizens appointed to perform specific duties as set forth in Section 12.16.070 of the City of Metter Municipal Code; and

**WHEREAS**, the City of Metter Tree board shall consist of six voting members appointed by the Mayor and City Council; and

**WHEREAS**, the term of office of each member shall be for a period of three years, and until his successor is duly appointed and qualified; and

**WHEREAS**, Jan Trapnell has been recommended and agreed to continue to serve on the Tree Board for the City of Metter; and

**WHEREAS**, Jan Trapnell is duly qualified to hold the position on the Tree Board for the City of Metter; and

**WHEREAS**, this is a three-year term that will expire on November 14, 2026; and

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Metter, Georgia as follows:

**Section 1.** The Mayor and City Council duly reappoint Jan Trapnell to the Tree Board for the City of Metter; and

**Section 2.** That this Resolution shall be and remain effective from and after its date of adoption until revoked.

Adopted this 13<sup>th</sup> day of November 2023.

CITY OF METTER, GEORGIA

BY:

ATTESTED BY:

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Edwin O. Boyd, Mayor

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Angie Conner, City Clerk

## Angie Conner

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**From:** Alex Spivey <akspivey13@gmail.com>  
**Sent:** Wednesday, October 25, 2023 4:28 PM  
**To:** Angie Conner  
**Subject:** Planning Commission Interest

Angie,

Please accept this email as my formal letter of interest to serve on the City of Metter Planning Commission.

I have lived in Candler County my entire life and now reside inside the city limits. I have a special interest in the future of our community and the direction that it will go over the next few years. I think it is very imperative to have a commission that is diverse and well represented. I feel as if I would bring a fresh outlook to the commission.

I have served my community in several different positions over the last several years. I have served as Chairman for the Metter-Candler Chamber of Commerce, board member on the Candler County Industrial Authority, President of the Rotary Club of Metter. I currently am still a member of Rotary and serve as Past-President. I serve as a board member for the Willow Lake Golf Club Men's Golf Association. With my past involvement, I believe I would be a good candidate to serve on the Planning Commission.

If you have any questions or comments, please feel free to reach out to me.

Sincerely,

Alex Spivey  
912-362-0415

Sent from my iPhone -> please omit mistakes/typos



**A RESOLUTION APPOINTING A BOARD MEMBER TO THE CITY OF METTER PLANNING COMMISSION**

**WHEREAS**, pursuant to the City of Metter Municipal Code, Chapter 2.32, the City of Metter Planning Commission was established in order to guide and accomplish a coordinated and harmonious development of the City of Metter which will, in accordance with existing and future needs, best promote the public health, safety, morals, order, convenience, prosperity and the general welfare, as well as efficiency and economy in the process of development; and

**WHEREAS**, the City of Metter Planning Commission shall consist of five members, who shall be residents of the City, appointed by the Mayor and City Council; and

**WHEREAS**, the term of office of each member shall be for a period of five years, and until his successor is duly appointed and qualified; and

**WHEREAS**, Alex Spivey has been recommended and agreed to fill the expired term of Greg Strickland on the Planning Commission for the City of Metter; and

**WHEREAS**, Alex Spivey is duly qualified to hold the position on the Planning Commission for the City of Metter; and

**WHEREAS**, this is a five-year term that will expire on September 11, 2028; and

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Metter, Georgia as follows:

**Section 1.** The Mayor and City Council duly appoint Alex Spivey to the Planning Commission for the City of Metter; and

**Section 2.** That this Resolution shall be and remain effective from and after its date of adoption until revoked.

Adopted this 13<sup>th</sup> day of November 2023.

CITY OF METTER, GEORGIA

BY:

ATTESTED BY:

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Edwin O. Boyd, Mayor

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Angie Conner, City Clerk

John Jones, Jr., Chairman

Ty Tyson, Board Member

Cliff Hendrix, Secretary/Treasurer

Bill Walden, Board Member

Ralph Clifton, Board Member

Bobby Jones, Board Member

**METTER-CANDLER COUNTY  
AIRPORT AUTHORITY**

P.O. Box 61

Metter, Georgia 30439

Telephone: 912-685-7845 Fax: 912-685-2648 e-mail- [pchendrix@pineland.net](mailto:pchendrix@pineland.net)

October 26, 2020

Edwin Boyd, Mayor  
P.O. Box 74  
Metter, Georgia 30439

RE: City appointment

Dear Mr. Boyd,

Mr. Cliff Hendrix term expires on the Metter-Candler County Airport Authority on December 31, 2023. Mr. Hendrix does wish to be re-appointed. The Authority would like to recommend Mr. Hendrix be re-appointed as a city appointment for a three-year term, which would end on December 31, 2026.

The Authority would like to thank you and all the city council for their consideration in this recommendation, as well as all the assistance that has been given to the Authority over the years.

Sincerely,

John Jones, Jr., Chairman  
Metter-Candler County Airport Authority

CC: File

A RESOLUTION REAPPOINTING MR. CLIFF HENDRIX  
TO THE METTER-CANDLER AIRPORT AUTHORITY

**WHEREAS**, The Metter-Candler County Airport Authority, purpose shall be to perform those purposes and objectives as set forth in Ga. L. 1986, p. 4638 (House Bill No. 1880); and

**WHEREAS**, pursuant to Article II of the Bylaws for the Metter-Candler County Airport Authority Board shall be composed of six posts numbered 1 through 6; and

**WHEREAS**, the governing authority for the City of Metter shall appoint membership to Posts 1, 3, and 5 for a term of three (3) years:

**WHEREAS**, the Metter-Candler County Airport Authority currently has one (1) city appointment expiring to be filled by the Metter City Council; and

**WHEREAS**, It has been recommended by the membership to reappoint Mr. Cliff Hendrix; and

**WHEREAS**, Mr. Cliff Hendrix is duly qualified and agreeable to hold appointment to the Candler County Airport Authority;

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Metter, Georgia as follows:

**Section 1.** The Mayor and City Council duly reappoint Mr. Cliff Hendrix to the Metter-Candler County Airport Authority Post 5 for a term of three (3) years, term expiring December 31, 2026; and

**Section 2.** That this Resolution shall be and remain effective from and after its date of adoption.

Adopted this 13<sup>th</sup> day of November, 2023.

CITY OF METTER, GEORGIA

BY:

ATTESTED BY:

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Edwin O. Boyd, Mayor

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Angie Conner, City Clerk



## **Guidelines for Completing the Plan Amendment Document Package**

Your plan amendment document package is ready for your review and electronic signature. All documents required to amend the Plan as requested are included.

### **Action Required**

#### **Review and Sign**

Please carefully review the enclosed Amendment to ensure the elections are consistent with how you, as Plan Sponsor, intend to operate the Plan. You may wish to also have your tax or legal advisor review the documents. Please be aware this legal document is not effective until it is signed. Once executed, certain provisions cannot be changed. In some cases, changes can be made only prospectively (subject to participant notice requirements).

When you are ready to sign, follow the prompts to electronically execute and date where indicated on all documents. We recommend all applicable parties (authorized employer signer, trustees, etc.) execute as soon as possible; however, **no later than December 31, 2023.**

Once fully executed, you will receive a confirmation email with a link to download or print the executed documents. We recommend retaining a copy of all document package enclosures, including the executed documents, in your Plan files.

#### **Distribute Participant Materials**

Upon executing the documents, distribute the participant materials according to the distribution instructions on the following page. For your records and audit purposes, consider notating the date the SMM was distributed in your Plan files. Please refer to the *Frequently Asked Questions (FAQ)* for more detailed information regarding who should receive the participant materials.

### **Supplemental Information**

#### **Participating Employers**

For plans with more than one employer, please note that each adopting employer must have an executed participation agreement in order to participate in the Plan. Please contact us immediately if there are any additional employers participating in the Plan and you need a participation agreement that is not enclosed in this package. Please refer to the *Frequently Asked Questions (FAQ)* for more detailed information.

#### **Business Structure**

As a reminder, if at any point your business has a change in structure of any kind (e.g., merger, acquisition, spin-off, reduction in work force, etc.), please contact your dedicated FuturePlan Consultant prior to the event so we can evaluate the regulatory impact to your Plan. Contacting us timely is particularly critical as you may have more flexibility in your approach before the transaction closes.

Thank you for the opportunity to service your retirement plan. If you have any questions, contact your dedicated FuturePlan Consultant.



## **Plan Amendment Document Package**

The following documents are enclosed in your plan amendment document package.

### **Documents to Electronically Sign**

1. Amendment
2. Adopting Resolution

### **Document to Distribute**

### **Distribution Instructions**

1. Summary of Material Modifications (SMM)

The SMM should be distributed as soon as administratively feasible. Please be aware that the SMM must be distributed to:

- Current Participants, no later than 210 days after the end of the plan year in which the amendment is effective.
- New Participants, no later than 90 days after the Employee becomes a Participant. Provide the current Summary Plan Description with the SMM attached.

### **Documents and Ancillary Items to Retain in your Plan Files - In addition to all above items**

1. Index
2. Frequently Asked Questions (FAQ)

**AMENDMENT NUMBER 1  
CITY OF METTER  
RETIREMENT PLAN**

BY THIS AGREEMENT, City of Metter Retirement Plan (herein referred to as the "Plan") is hereby amended as follows, effective as of October 26, 2023, except as otherwise provided herein:

1. The section of the Adoption Agreement entitled "ALLOCATION CONDITIONS" is amended as follows:

ALLOCATION CONDITIONS (Plan Section 12.3). Requirements to share in allocations of Employer Nonselective Contributions and QNECs (as permitted by Plan Section 12.1(a)(4)) (select a. OR b. and all that apply of c. – f.)

- a. ☐ **No conditions.** All Participants share in the allocations regardless of service completed during the Plan Year or employment status on the last day of the Plan Year (skip to Question 32).

- b. ☒ **Allocation conditions apply** (select one of 1. - 5. AND one of 6. - 9. below)

**Conditions for Participants NOT employed on the last day of the Plan Year**

1. ☐ **Required Service During the Plan Year:**

A Participant must complete at least \_\_\_\_\_ (not to exceed 1,000; if more than 501 is entered then the Plan could violate coverage requirements under Code §410(b)) Hours of Service if the actual hours/equivalency method is selected.

A Participant must complete at least \_\_\_\_\_ (not to exceed 6; if more than 3 is entered then the Plan could violate coverage requirements under Code §410(b)) months of service if the elapsed time method is selected.

2. ☒ A Participant must complete a Year of Service (or Period of Service if the elapsed time method is selected). (could cause the Plan to violate coverage requirements under Code §410(b))

3. ☐ Participants will NOT share in the allocations, regardless of service. (could cause the Plan to violate coverage requirements under Code §410(b))

4. ☐ Participants will share in the allocations, regardless of service.

5. ☐ Other: \_\_\_\_\_ (must be definitely determinable, not subject to Employer discretion and may not require more than one Year of Service (or Period of Service if the elapsed time method is selected). Allocation formulas that are not uniform may not be considered a design-based safe harbor under Code §401(a)(4). The exclusions entered into the blank/fill-in cannot result in the group of NHCEs participating under the plan being only those NHCEs with the lowest amount of compensation and/or the shortest periods of service and who may represent the minimum number of these employees necessary to satisfy coverage under Code §410(b)).

**Conditions for Participants employed on the last day of the Plan Year** (options 7., 8. and 9. could cause the Plan to violate coverage requirements under Code §410(b))

6. ☐ No service requirement.

7. ☒ A Participant must complete a Year of Service (or Period of Service if the elapsed time method is selected).

8. ☐ A Participant must complete at least \_\_\_\_\_ (not to exceed 1,000) Hours of Service during the Plan Year.

9. ☐ Other: \_\_\_\_\_ (must be definitely determinable, not subject to Employer discretion and may not require more than one Year of Service (or Period of Service if the elapsed time method is selected). Allocation formulas that are not uniform may not be considered a design-based safe harbor under Code §401(a)(4). The exclusions entered into the blank/fill-in cannot result in the group of NHCEs participating under the plan being only those NHCEs with the lowest amount of compensation and/or the shortest periods of service and who may represent the minimum number of these employees necessary to satisfy coverage under Code §410(b)).

**Waiver of conditions for Participants NOT employed on the last day of the Plan Year.** If b.1., 2., 3., or 5. is selected, Participants who are not employed on the last day of the Plan Year in which one of the following events occur will be eligible to share in the allocations regardless of the above conditions (select all that apply; leave blank if none apply):

- c. ☒ Death  
d. ☒ Total and Permanent Disability  
e. ☒ Termination of employment on or after Normal Retirement Age  
1. ☐ or Early Retirement Date

**Code §410(b) fail-safe.** If b.1., 2., 3., 5. and/or b.7., 8. or 9. is selected, the Code §410(b) ratio percentage fail-safe provisions will NOT apply (Plan Section 4.3(m)) unless selected below (leave blank if not applicable or fail-safe will not be used and the employer will utilize the corrective amendment procedure of 1.401(a)(4)-11(g) when necessary):

- f. ☐ The Plan will use the Code §410(b) fail-safe provisions and must satisfy the ratio percentage test of Code §410(b).

The Employer executes this Amendment on the date specified below.

City of Metter

Date: \_\_\_\_\_

By: \_\_\_\_\_  
EMPLOYER

**ADOPTING RESOLUTION**

The undersigned authorized representative of City of Metter (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on the date specified below, and that such resolutions have not been modified or rescinded as of the signature date below:

RESOLVED, that Amendment Number 1, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator the amendment.

The undersigned further certifies that attached hereto is a true copy of Amendment Number 1 to City of Metter Retirement Plan approved and adopted in the foregoing resolution.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Angela Conner

\_\_\_\_\_  
[print name/title]

**AMENDMENT NUMBER 1 TO  
CITY OF METTER  
RETIREMENT PLAN**

**SUMMARY PLAN DESCRIPTION  
MATERIAL MODIFICATIONS**

**I  
INTRODUCTION**

This is a Summary of Material Modifications regarding the City of Metter Retirement Plan ("Plan"). Unless stated otherwise, the modifications described in this summary are effective as of October 26, 2023. This is merely a summary of the most important changes to the Plan and information contained in the Summary Plan Description ("SPD") previously provided to you. It supplements and amends that SPD so you should retain a copy of this document with your copy of the SPD. If you have any questions, contact the Administrator. If there is any discrepancy between the terms of the Plan, as modified, and this Summary of Material Modifications, the provisions of the Plan will control.

**II  
SUMMARY OF CHANGES**

**1. Employer Profit Sharing Contribution Allocation Conditions**

In order to share in the profit sharing contribution for a Plan Year, you must satisfy the following conditions:

- If you are employed on the last day of the Plan Year, you will share if you completed a Year of Service during the Plan Year.
- If you terminate employment (not employed on the last day of the Plan Year), you will only share if you completed a Year of Service during the Plan Year.
- You will share in the profit sharing contribution for the year regardless of the amount of service you completed during the Plan Year in the year of your death, disability or termination of employment after Normal Retirement Age. This waiver of allocation conditions will only apply once during your employment history with the Employer (e.g., if you retire, are rehired and then retire again, the waiver only applies to your initial retirement).



**REFERENCE GUIDE FOR  
CITY OF METTER  
RETIREMENT PLAN**

EMPLOYER: City of Metter  
 ADDRESS: 49 S. Roundtree Street, P.O. Box 74, Metter, Georgia 30439  
 TELEPHONE: (912) 685-2527  
 CONTACT NAME: \_\_\_\_\_ ACCOUNT # \_\_\_\_\_  
 EMPLOYER EIN: 58-6000621  
 FISCAL YEAR END: June 30  
 PLAN YEAR END: December 31st  
 VALUATION DATE: daily  
 PLAN NUMBER: 001  
 TRUSTEE(S): Edwin O. Boyd, Trustee and Angie Connor, Trustee  
 ADMINISTRATOR: Employer is the Administrator  
 EFFECTIVE DATE OF PLAN: January 1, 1994  
 EFFECTIVE DATE OF RESTATEMENT: January 1, 2021

| <b>PLAN SPECS</b>                  | <b>EXPLANATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>QUEST/PG</b>    |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>Eligible Employees</b>          | For all contributions:<br>all Employees are eligible EXCEPT:<br>part-time Employees<br>Other:<br>Temporary or Seasonal Employees whose regularly scheduled service is less than 1,000 Hours of Service in the relevant eligibility computation period. If any excluded Temporary or Seasonal employee completes 1 Year of Service, then such Employee will no longer be part of this excluded class and will enter the plan on the entry date coinciding with or immediately following completion of the 1 year of service eligibility requirement<br>Other:<br>City Manager for all contribution types | 13 p.3             |
| <b>Eligibility Requirements</b>    | For all contributions:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 14 p.5             |
| -Eligibility age                   | age 18                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |
| -Eligibility service               | 1 Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |
| <b>Entry Date</b>                  | For all contributions:<br>1st day of next month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 15 p.6             |
| <b>Service Crediting Method</b>    | defaults apply except for:<br>Hours of Service equivalency method used for all purposes; applies to salaried Employees; based on weeks worked                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 17 p.8             |
| <b>Vesting</b>                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 18 p.9             |
| -Schedule                          | for Employer nonelective contributions: the following schedule applies (except 100% vested upon Normal Retirement Age, upon death, or if disabled):<br>2-20; 3-40; 4-60; 5-80; 6-100%                                                                                                                                                                                                                                                                                                                                                                                                                   |                    |
| <b>Retirement</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |
| -Normal                            | NRA: age 65<br>NRD: date on which Participant attains NRA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 20 p.11<br>21 p.11 |
| -Early                             | ERD: no early retirement provision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 22 p.11            |
| <b>Compensation</b>                | wages for withholding for PY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 23 p.11            |
| -Limitation Year                   | Plan Year (same as compensation determination period)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                    |
| <b>Adjustments to Compensation</b> | exclude taxable Employee benefits<br>exclude Compensation paid while not a Participant in the component of the Plan for which compensation is being used<br>exclude overtime<br>exclude bonuses                                                                                                                                                                                                                                                                                                                                                                                                         | 23 p.11            |
| <b>Post-severance Compensation</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 24 p.13            |
| <b>Adjustments</b>                 | include post-severance regular compensation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |

|                               |                                                                                                                                                                                                                                                                       |            |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|                               | include leave cashouts                                                                                                                                                                                                                                                |            |
|                               | include deferred compensation                                                                                                                                                                                                                                         |            |
| <b>Employee Contributions</b> |                                                                                                                                                                                                                                                                       |            |
| -Rollovers                    | accepted by Plan<br>from Participants who are Employees or from Eligible Employees                                                                                                                                                                                    | 12 p.3     |
| <b>Employer Contributions</b> |                                                                                                                                                                                                                                                                       |            |
| -Nonelective Contribution     | contribution; discretionary (separate discretionary contributions may be made for Participants in different business units or locations)<br>non-integrated allocation: Comp to Comp                                                                                   | 30 p.23    |
| -Allocation Conditions        | for Employer nonelective contributions:<br>share if employed and completed Year of Service<br>if terminated: share if completed Year of Service<br>conditions waived if termination due to death, disability or termination of employment after Normal Retirement Age | 31 p.25    |
| <b>Forfeitures</b>            | used to pay Plan expenses<br>Forfeiture (other than match): reduce Employer contribution                                                                                                                                                                              | Admin Proc |
| <b>Distributions</b>          |                                                                                                                                                                                                                                                                       |            |
| -Form of distributions        | distributions may be made in:<br>lump-sum and partial withdrawals or installments only for RMD; and distributed in cash only, except for the following: insurance contracts<br>no annuities                                                                           | 34 p.27    |
| -Termination                  | distributions upon termination:<br>as soon as feasible after termination<br>rollovers excluded in \$5,000 threshold<br>Participant consent required for all distributions                                                                                             | 35 p.28    |
| -Deemed severance             | permits distributions for deemed severance of employment                                                                                                                                                                                                              | 45 p.33    |
| -Hardships                    | none permitted                                                                                                                                                                                                                                                        | 37 p.29    |
| -In-service distributions     | not permitted                                                                                                                                                                                                                                                         | 38 p.30    |
| <b>Miscellaneous</b>          |                                                                                                                                                                                                                                                                       |            |
| -Loans                        | not permitted                                                                                                                                                                                                                                                         | 42 p.33    |
| -Directed Investments         | Permitted, with ERISA 404(c) compliance<br>may direct all Accounts                                                                                                                                                                                                    | Admin Proc |
| -Insurance                    | at option of Administrator                                                                                                                                                                                                                                            | Admin Proc |

## **Frequently Asked Questions (FAQ)**

### **Definition of Employee, Eligible Employee, and Participant**

#### **Who is an Employee?**

"Employee" means any person who is employed by the Employer. The term "Employee" shall also include any person who is an Employee of an Affiliated Employer and any Leased Employee deemed to be an Employee as provided in Internal Revenue Code §414(n) or (o).

#### **Who is an Eligible Employee?**

"Eligible Employee" means all Employees except those Employees who are expressly excluded from the Plan based on the Adoption Agreement or Basic Plan Document. (Refer to the Summary Plan Description for *Excluded Employees*.)

#### **Who is a Participant?**

"Participant" means any Eligible Employee or former Employee who has satisfied the eligibility requirements of the Plan and entered the Plan and is eligible to accrue benefits under the Plan. In addition, the term "Participant" also includes any individual who was a Participant (as defined in the preceding sentence) and who must continue to be taken into account under a particular provision of the Plan (e.g., because the individual has an account balance in the Plan). A "Participant" includes:

- An active Employee who is eligible to participate in the Plan and is participating in the Plan.
- An active Employee who is eligible to participate in the Plan but has chosen not to participate.
- A former Employee (including a retired Employee) with a current balance in their account.
- Any beneficiary of a deceased Employee who is receiving, or is entitled to receive, benefits from the Plan.

### **Beneficiary Designation**

#### **Are Participant Beneficiary Forms Current?**

It is good practice to direct participants to periodically review and update their beneficiary information as needed (e.g., upon change in marital status, adoption/birth of a child, death of a current beneficiary, etc.).

### **Participating Employers**

#### **If there are participating employer(s), what do the participating employer(s) need to do?**

If the primary employer signer is not the authorized signer for each participating employer, then in addition to the primary employer signer, an authorized signer for each participating employer must sign and date their Participating Employer Form. Once all signatures have been secured, the participating employers should distribute the participant materials (such as the Summary Plan Description (SPD)) to their participants as directed on the *Guidelines for Completing the Document Package*.

Please be aware that if the employer has related employers who are not participating in the plan, the related employer's Employees who are excluded from participating in the plan must still be considered for purposes of the plan's annual nondiscrimination testing.

### **Future Document Requirements**

#### **Will I ever need to restate my plan document?**

Yes, every six years the Internal Revenue Service (IRS) requires pre-approved qualified retirement plan documents to be re-written or "restated" to incorporate changes in laws and regulations that have taken effect since the last restatement. All plans are subject to the same six-year cycle. The document we are



## Frequently Asked Questions (FAQ)

currently providing is known as the Cycle 3 IRS pre-approved plan document. Based on the current required restatement cycle periods, the next required restatement period for all plans will begin in 2026.

### **Will there be additional required interim or good faith amendments going forward?**

Yes, the IRS will continue to require that interim amendments be adopted for legislative and regulatory changes. We will provide these to you as necessary.

### **Can I make changes to my plan document provisions?**

Yes, you can adopt "discretionary" amendments. The timing of any operational changes will depend on the design of your retirement plan and applicable regulations.

### ***Who do I contact with questions or updates on my plan?***

*Please contact your dedicated FuturePlan consultant.*

**FROM THE DESK OF CLIFF HENDRIX  
PUBLIC WORKS DIRECTOR**

City of Metter  
P.O. Box 74  
Metter, Georgia 30439

Telephone: 912-685-7845    Fax: 912-685-2648    e-mail- [chendrix@cityofmetterga.gov](mailto:chendrix@cityofmetterga.gov)

To: Carter Crawford, City Manager  
From: Cliff Hendrix, ACPWM  
Date: October 26, 2023  
Subject: Recommendation of bid for new shop

There were 5 bids received for the new city shop on October 25, 2023, at 2:00 PM. The bids were received and reviewed by me and the architect. It is our recommendation to award this project to Arentz General Contractors in the amount of \$292,000.00. This will be funded with \$250,000.00 from Capital funds from the Shop Department in the General Fund and \$42,000.00 from Capital funds in the Water/Sewer Fund.

**Company Name**

|                                                        |              |
|--------------------------------------------------------|--------------|
| Riley Contracting, Inc., Senoia, GA.....               | \$313,000.00 |
| Collins Construction Services, Inc., Savannah, GA..... | \$559,130.00 |
| WBM Construction, Metter, GA.....                      | \$356,500.00 |
| Hawk Construction, Statesboro, GA.....                 | \$403,770.00 |
| Arentz General Contractor, Savannah, GA.....           | \$292,000.00 |

Cc: Missy Edenfield, Purchasing

# PUBLIC WORKS SHOP BUILDING

FOR  
CITY OF METTER  
METTER, GEORGIA

ARCHITECT  
DPR ARCHITECTURE

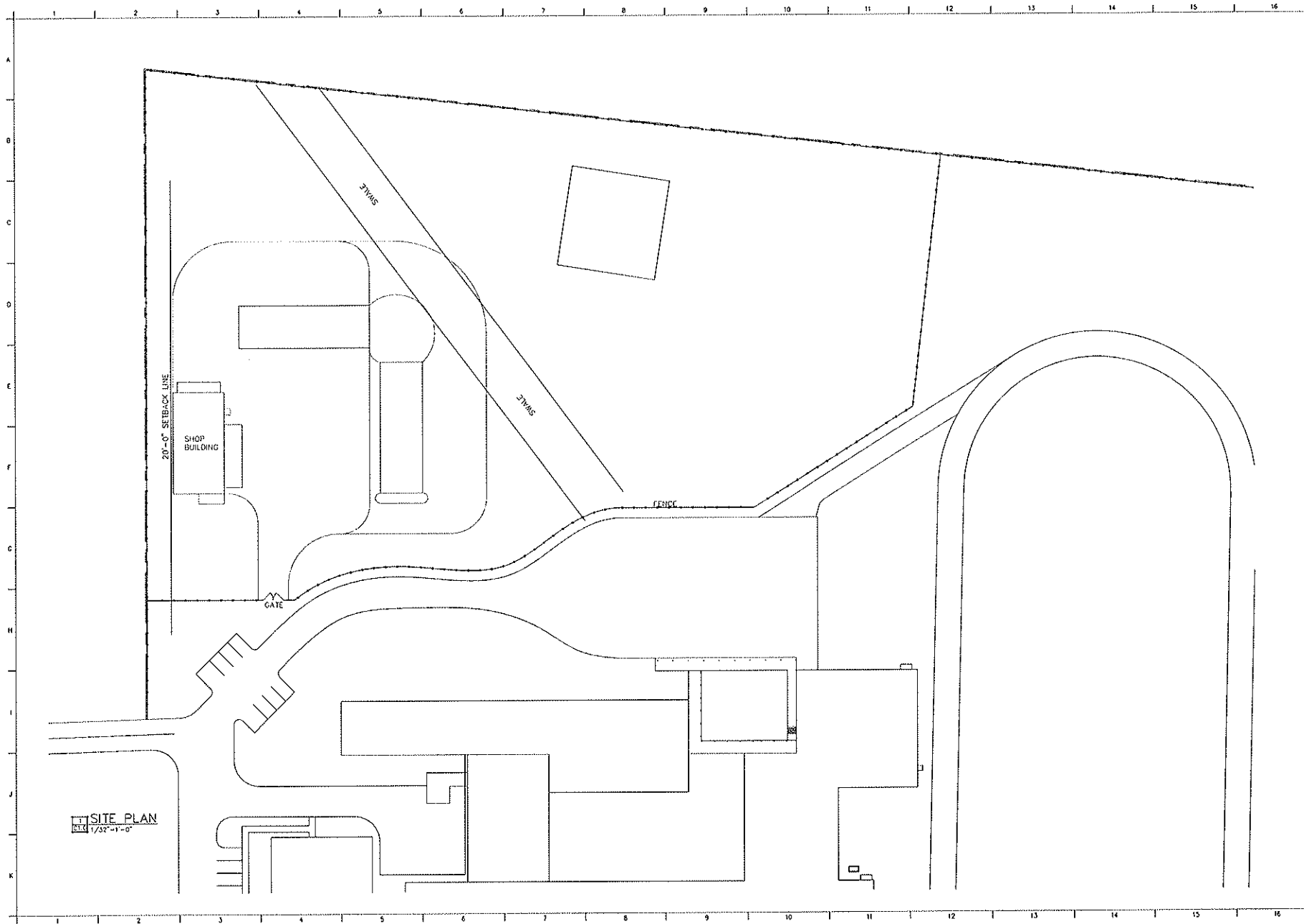
COMM # 2136  
DATE: JULY 30, 2023

## INDEX OF DRAWINGS

### ARCHITECTURAL

C1.0 SITE PLAN  
A1.0 FLOOR PLAN  
A1.1 EXTERIOR ELEVATIONS, WALL SECTION  
A2.0 FOUNDATION PLAN, DETAILS

COMM # 2136



124 E. GRADY STREET  
P.O. BOX 1302  
910-766-0394  
STATESBORO  
GEORGIA 30458  
www.dprarch.com

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FOR THE ARCHITECT

# **PUBLIC WORKS SHOP** for CITY OF METTER METTER GA

| CHECKSET              |           |
|-----------------------|-----------|
| PROJECT NUMBER:       | 2106      |
| PROJECT DATE:         | 7-31-2023 |
| QUANTIFIED BY:        | ITD       |
| APPROVED BY:          | ITD       |
| SCHEDULE OF REVISIONS |           |
| #                     | DATE      |
|                       |           |
|                       |           |
|                       |           |
|                       |           |

**SITE PLAN**  
**C1.0**

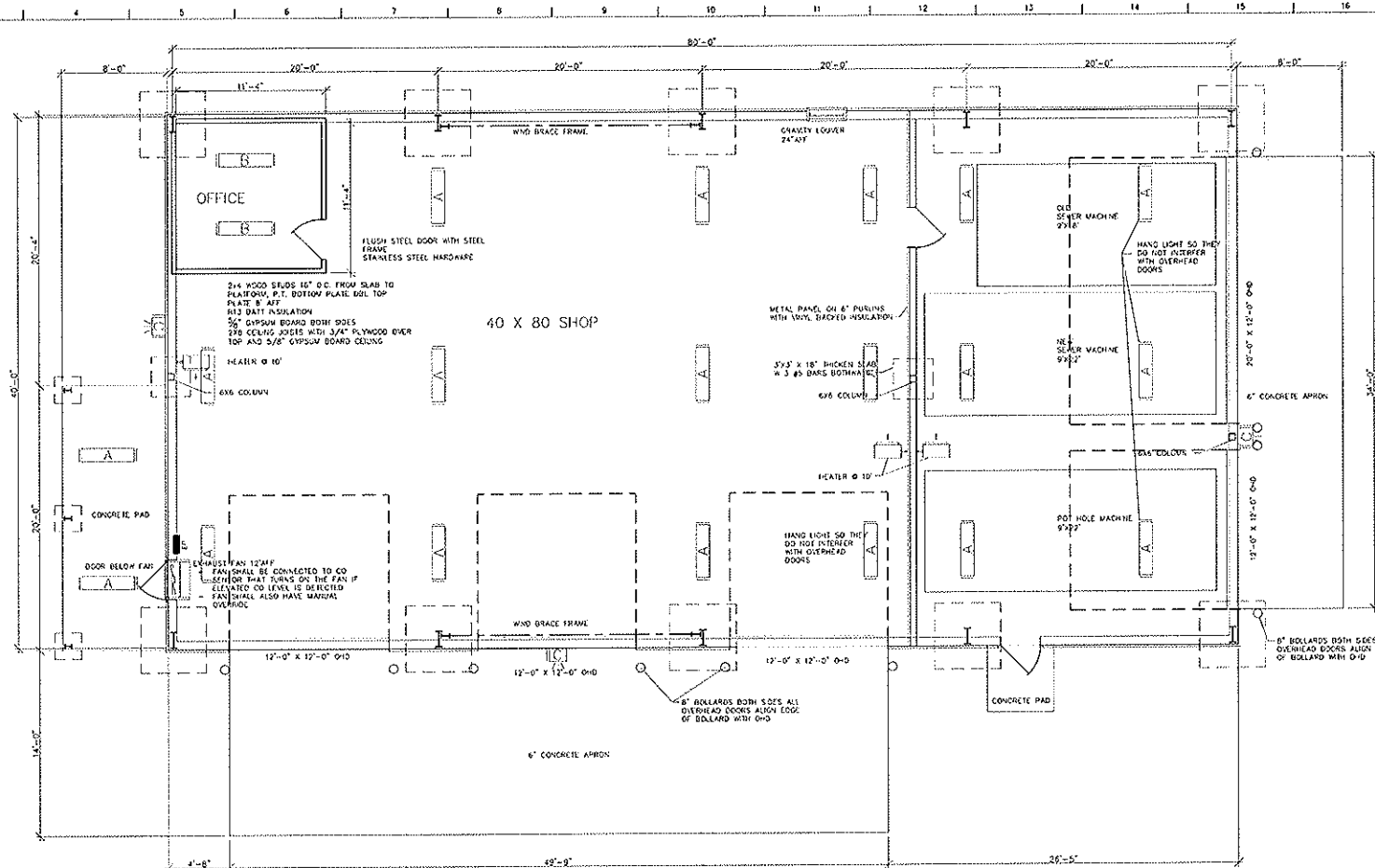
CHECKSET

PROJECT NUMBER: 303  
PROJECT DATE: 7-30-2013  
DRAWN BY: JPD  
APPROVED BY: FPD

SCHEDULE OF REVISIONS

| # | DATE |
|---|------|
|   |      |
|   |      |
|   |      |
|   |      |

A1.0



**FLOOR PLAN**  
1/4\"/>

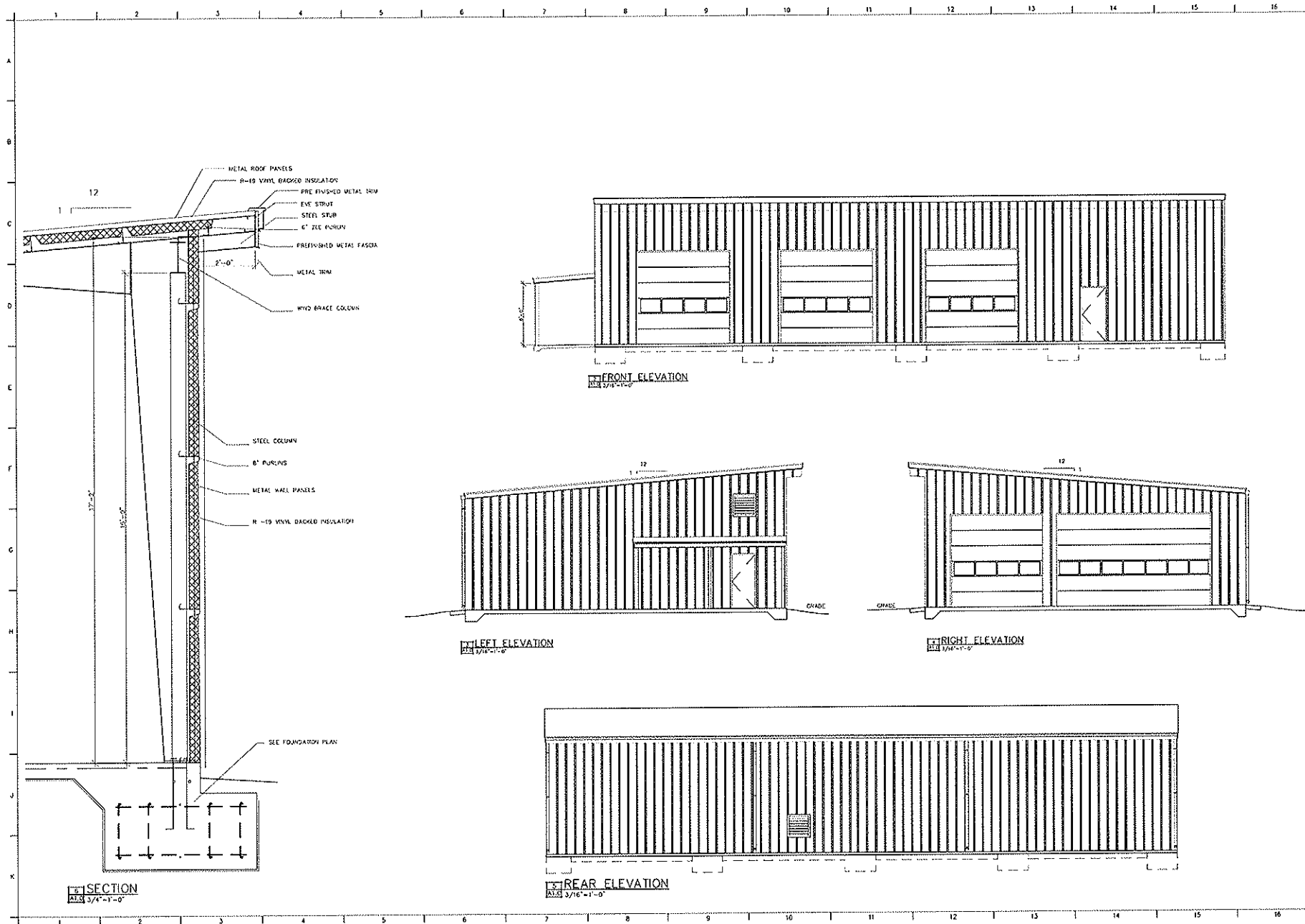
LEGEND

|  |                                                                     |
|--|---------------------------------------------------------------------|
|  | HANG HUNG HEATER<br>10 KW - MUST BE APPROVED EQUAL                  |
|  | 200 A 42 SLOT ELECTRICAL PANEL<br>CONFORM LOCATION WITH OWNER       |
|  | 1 HP EXHAUST FAN<br>GREENHECK SEC-24-4289                           |
|  | 34\"/>                                                              |
|  | OVERHEAD DOOR<br>LITHONIA MFG. 1000 LB. 4\"/>                       |
|  | SURFACE MOUNT LED LIGHT FIXTURE<br>LITHONIA FULW 48 ALUM. AC 60 CR. |
|  | OUTDOOR LED BASEPACK<br>LITHONIA 10W ALUM. 40K.                     |

GENERAL NOTES

1. ALL DOORS TO BE FLUSH STEEL WITH STEEL FRAME
2. ALL DOORS TO RECEIVE STAINLESS STEEL HARDWARE
3. OVERHEAD DOORS TO BE 2\"/>





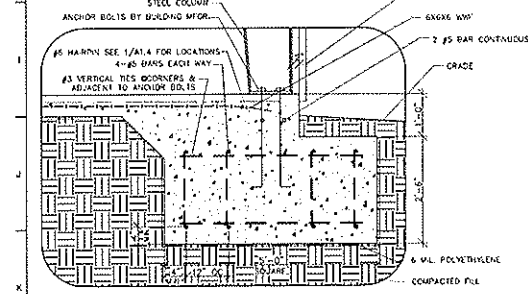
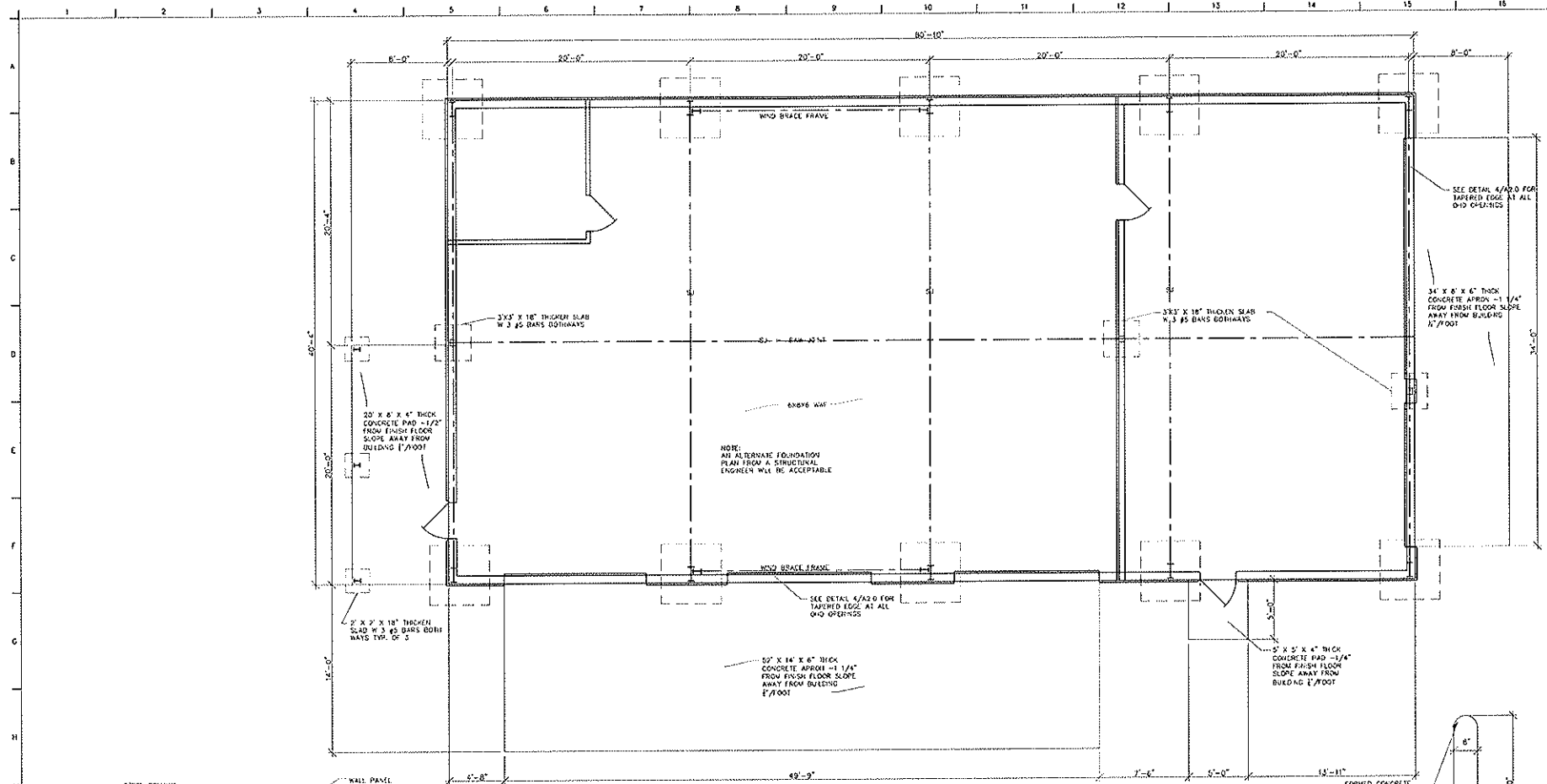
124 E. CHADY STREET  
 P.O. BOX 1313  
 912-764-6166  
 STATESBORO  
 GEORGIA 30435  
 www.dprarch.com

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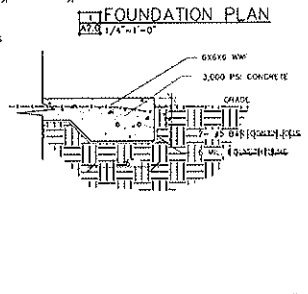
**PUBLIC WORKS SHOP**  
 for CITY OF METTER  
 METTER GA

| CHECKSET              |           |
|-----------------------|-----------|
| PROJECT NUMBER:       | 1300      |
| PROJECT DATE:         | 7-30-2015 |
| DRAWN BY:             | TRD       |
| APPROVED BY:          | TRD       |
| SCHEDULE OF REVISIONS |           |
| #                     | DATE      |
|                       |           |
|                       |           |
|                       |           |
|                       |           |

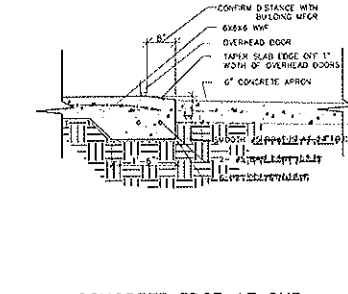
**A1.1**



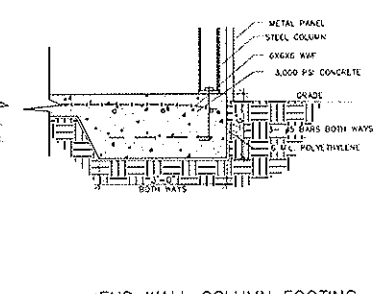
**1 FOOTING DETAIL**  
A2.4 3/4"-1'-0"



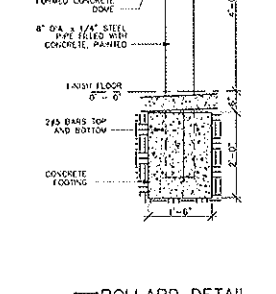
**2 TYPICAL CONCRETE EDGE**  
A2.5 3/4"-1'-0"



**3 CONCRETE EDGE AT OHD**  
A2.6 3/4"-1'-0"

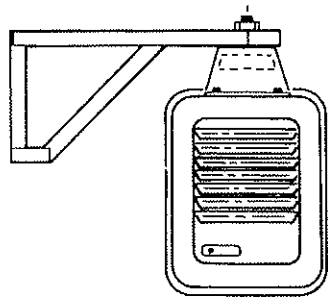


**4 END WALL COLUMN FOOTING**  
A2.7 3/4"-1'-0"



**5 BOLLARD DETAIL**  
A2.8 3/4"-1'-0"

| CHECKSET              |           |
|-----------------------|-----------|
| PROJECT NUMBER        | 2146      |
| PROJECT DATE          | 7-31-2010 |
| DESIGN BY             | PSO       |
| APPROVED BY           | PSO       |
| SCHEDULE OF REVISIONS |           |
| #                     | DATE      |
|                       |           |
|                       |           |
|                       |           |



UH-1 HEATER

| LEGEND |                                                                   |
|--------|-------------------------------------------------------------------|
|        | WALL HUNG HEATER<br>10 KW - RATED OR APPROVED EQUAL               |
|        | 200 A 42 SLOT ELECTRIC PANEL<br>COORDINATE LOCATION WITH OWNER    |
|        | 1 HP EXHAUST FAN<br>GREENHECK S61-24-4200                         |
|        | 36"x36" GRAVITY LOUVER                                            |
|        | OPEN BAY LED LIGHT FIXTURE<br>LITHONIA, MS, 1000 LM 4X 80 CM      |
|        | SURFACE MOUNT LED LIGHT FIXTURE<br>LITHONIA, FL, 4000 LM 4X 80 CM |
|        | OUTDOOR LED WALLPACK<br>LITHONIA, FL, 4000 LM                     |
|        | DUPLEX OUTLET MOUNTED AT 18" A.F.F.                               |
|        | SINGLE POLE SWITCH                                                |
|        | THREE WAY SWITCH                                                  |
|        | CIRCUIT AT ELECTRIC PANEL                                         |
|        | GROUT                                                             |

ELECTRICAL PLAN  
ALD 1/4"-1'-0"

#### KEYED NOTES

- EXHAUST FAN 12" TYP  
- FAN SHALL BE CONNECTED TO CO  
SENSOR THAT TURNS ON THE FAN IF  
ELEVATED CO LEVEL IS DETECTED  
- FAN SHALL ALSO HAVE MANUAL  
OVERRIDE
- HANG LIGHT SO THEY DO NOT  
INTERFERE WITH OVERHEAD DOORS

#### GENERAL NOTES

- PANEL TO BE 200-AMP 42 CIRCUIT SQUARE D  
WITH MAIN BREAKER
- COORDINATION VETER BASE 200 AMP DISCONNECT  
ON THE OUTSIDE
- USE EMT CONDUIT FOR ELECTRICAL
- WIRE TO BE MINIMUM 12-GAUGE THINW
- ALL ELECTRICAL BOXES TO BE METAL

#### FAN/AIR DEVICE/UNIT HEATER SCHEDULE

| SYMBOL | TYPE                      | LOCATION    | FAN/SH | OPPOSED BLADE<br>DAMPER | HEATER KW | MODEL NUMBER                                       | NOTES   |
|--------|---------------------------|-------------|--------|-------------------------|-----------|----------------------------------------------------|---------|
| EF-1   | EXHAUST FAN               | VEHICLE BAY | --     | --                      | --        | S61-24-4200-B BY<br>GREENHECK<br>OR APPROVED EQUAL | (2) (3) |
| LV-1   | GRAVITY LOUVER<br>24" TYP | VEHICLE BAY | (1)    | NO                      | --        | 21 TYP BY GAYTON<br>OR APPROVED EQUAL              |         |
| UH-1   | HEATER                    | VEHICLE BAY | --     | --                      | 10        | CHARK MODEL NO. MONT-10<br>OR APPROVED EQUAL       | (4) (5) |

(1) EXTRUDED ALUMINUM LOUVER- BAKED ENAMEL FINISH, COLOR SELECTED BY  
ARCHITECT. FURNISH INSECT SCREEN AND FRANGE, FRANK.

(2) FURNISH MOTOR SIDE GUARD, WALL MOUNT COLLAR, MOTORIZED WALL SWITCH,  
MANUFACTURERS STANDARD STARTER/NOA SWITCH, AND DISCONNECT WEARS

(3) FAN TO ENERGIZE WHEN CO LIMIT IS EXCEEDED OR FAN IS SWITCHED ON; INTERLOCK  
FAN WITH MOTORIZED DAMPER ON LOUVER - SEE PLAN FOR LOCATION. FURNISH CO  
SENSOR WITH HAUCHEM CONTACTS

(4) FURNISH BRACKET FOR SUSPENDED MOUNTING AND WALL THERMOSTAT.

(5) COORDINATE ELECTRICAL REQUIREMENTS WITH ELECTRICAL PLANS AND CONTRACTOR  
BEFORE ORDERING EQUIPMENT.

#### CHECKSET

PROJECT NUMBER: 2106  
PROJECT DATE: 7-31-2015  
DRAWN BY: COL  
APPROVED BY: HGO

#### SCHEDULE OF REVISIONS

| # | DATE | REVISION |
|---|------|----------|
|   |      |          |
|   |      |          |
|   |      |          |

#### ELECTRICAL PLAN

E1.0

**FROM THE DESK OF CLIFF HENDRIX  
PUBLIC WORKS DIRECTOR**

City of Metter  
P.O. Box 74  
Metter, Georgia 30439

Telephone: 912-685-7845    Fax: 912-685-2648    e-mail- [chendrix@cityofmetterga.gov](mailto:chendrix@cityofmetterga.gov)

To: Carter Crawford, City Manager  
From: Cliff Hendrix, ACPWM  
Date: November 08, 2023  
Subject: Purchase of Smith & Loveless lift station for Industrial Park

The City of Metter has always used Smith & Loveless Lift Stations for there waste treatment system. Smith & Loveless is the sole provider. At the present time there is about a five-month delivery time on these stations. I would like to proceed with the purchase of the lift station at the price of \$82,058.00. Quote attached.



## SALES AGREEMENT

### Smith & Loveless, Inc.

14040 Santa Fe Trail Drive  
Lenexa, Kansas 66215  
913/888-5201

Cliff Hendrix

City of Metter

Quotation Date: October 3, 2023

Inquiry Number: 35001

Engineer: Thomas & Hutton

Job Location: Metter, GA

Project: Candler County Industrial  
Park PS

Smith & Loveless, Inc., having an office at 14040 Santa Fe Trail Drive, Lenexa, Kansas 66215 (hereinafter referred to as "Seller"), hereby agrees to sell to the buyer designated below (hereinafter referred to as "Buyer"), the following equipment subject to all of the provisions set forth in this Sales Agreement. *The Sales Representative is not an agent or employee of Seller and is not authorized to enter into any agreement on Seller's behalf or bind Seller in any way.*

### Candler County Industrial Park Pump Station

ONE Smith & Loveless Factory-Built **EVERLAST™** Series 1000 pumping station complete with hinged fiberglass housing and structural steel base suitable for installation on top of a 6'-0" inside diameter wet well opening. The principal items of equipment include two vertical, close-coupled, vacuum-primed, 4", 4B2D\*1 Smith & Loveless non-clog pumps, each capable of delivering 200 GPM at 42' TDH with a required static suction lift of 19', and each driven by 5 HP, 1200 RPM, 3 phase, 60 cycle, 230 volt motor; valves, 6" internal piping; central control panel with circuit breakers; motor starters and automatic pumping level controls; heater; priming pumps; ventilator, and all internal wiring.

Station provided with 6" flanged suction connections and 6" plain-end discharge connection with compression coupling.

#### Standard Equipment Included:

NEMA 1 station control panel  
Relay logic float switch level controls  
High water alarm  
Automatic alternator  
Vacuum priming system  
Prime mode selector – Constant or On-Demand  
Pump failure/prime failure via common alarm contact  
Duplex GFI convenience receptacle  
Individual running time meters  
Removable float switch access coverplate  
Compound pressure gauges  
Spare S&L mechanical seal and volute gasket  
10 year enhanced warranty on pump impeller, volute, base and fiberglass enclosure

#### Optional Equipment Items Included:

**RAPIDJACK®** Check Valves  
Transformer (5 KVA)  
Low Water Alarm  
Alarm Light (120 V)  
Alarm Horn (120 V)  
Panel Alarm Silence Switch – Automatic Reset  
One (1) Additional Running Time Meter – to record parallel operation  
Phase Monitor Relay

*A Smith & Loveless Preventative Maintenance Contract is available for this quote. Please contact Smith & Loveless (913-888-5201 x604) for more information.*

**Specifically Excluded Items:**

Unloading, hauling from nearest unloading area and storage  
Excavation, backfilling, grading and all field labor  
Concrete, concrete work, grout or grouting  
Concrete embedded items  
Piping connections or any piping outside the pump station  
Electrical wiring and conduit outside the pump station  
Unpacking and installation of accessory items, including touch-up painting  
Videotaping of startup or training sessions.  
Field Vibration Testing  
Any items not specifically included in this Sales Agreement are specifically excluded from Smith & Loveless scope of supply.

Smith & Loveless, Inc. will provide one electronic copy of the O&M on CD in PDF format and four hard copies of the O&M. Additional copies can be provided for \$50 per copy.

**PRICE, SUBMITTAL DATA & DELIVERY:**

**\$82,058.00**

F.O.B. factory plus any taxes, which may apply. Truck/Rail freight allowed to the job site, rail siding or nearest unloading area-unloading to be by Buyer. Due to the spike in gas prices, which is beyond the control of Smith & Loveless at the time of our quotation/bid, a fuel surcharge may need to be assessed at time of shipment.

We are currently experiencing large increases in the price of materials and components with very little advance notice. Therefore, the sales price of the equipment quoted herein is subject to an escalation in price. Escalation shall be based upon the increase incurred by Smith & Loveless for the material or components in excess of 5% from the time of quote. The escalation shall be calculated as the % increase over 5% of the material/component item and shall include material handling factor and overhead. Such escalation shall be verified through quotes, invoices or receipts from suppliers to Smith & Loveless.

One day supervision of initial operation over one trip is included. If additional days are required, Seller will furnish a **factory-trained supervisor** for \$950 per day including travel time plus actual travel expenses.

With continuing approval of the Smith & Loveless Credit Department, payments terms are 100% Net 30 days from date of shipment, or at time of start-up, whichever occurs first.

Price is firm for 30 days from the date of proposal.

Seller to send Submittal Data for approval 4-6 weeks after receipt of complete details at Seller's factory.

Manufacturing completion is estimated 28-36 weeks after receipt in Seller's office of approved Submittal Data and/or after all notations or comments have been clarified, approved and inserted into the manufacturing documents by the Seller. Variations in the time Submittal Data is returned to Seller and/or Submittal Data marked approved but which contain contingencies or variations may impact the completion time of the equipment.

Please be advised, delivery quotes are estimates and subject to change based on the current, unpredictable supply chain. Smith and Loveless Inc. cannot guarantee delivery dates, nor accept responsibility for liquidated damages incurred from a late shipment.

**FROM THE DESK OF CLIFF HENDRIX  
PUBLIC WORKS DIRECTOR**

City of Metter  
P.O. Box 74  
Metter, Georgia 30439

Telephone: 912-685-7845    Fax: 912-685-2648    e-mail- [chendrix@cityofmetterga.gov](mailto:chendrix@cityofmetterga.gov)

To: Carter Crawford, City Manager  
From: Cliff Hendrix, ACPWM  
Date: November 08, 2023  
Subject: Recommendation of bid for water/sewer and road extension on W. Lytell Street  
into the Industrial Park

There were 4 bids received for the water/sewer and road improvements on October 25, 2023, at 2:30 PM. The bids were received and reviewed by me and the engineer. It is our recommendation to award this project to Sikes Brother, Inc. in the amount of \$1,397,795.45.

**Company Name**

|                                               |                |
|-----------------------------------------------|----------------|
| Sikes Brothers, Inc., Metter, GA.....         | \$1,397,795.45 |
| Tyson Utilities Construction, Metter, GA..... | \$1,718,926.08 |
| Y-Delta, Inc., Statesboro, GA.....            | \$2,248,584.98 |
| Shockley Plumbing, Perkins, GA.....           | \$2,881,505.00 |



Please download the form and open it with ADOBE READER in order to submit it via email! An active email account is required.

**CITY OF METTER, GEORGIA**  
**APPLICATION FOR RETAIL ALCOHOLIC BEVERAGE LICENSE**

DATE OF APPLICATION 6/30/2023 NEW ☒ RENEWAL ☐

TYPE OF BUSINESS TO BE OPERATED FOR:

(1) Retail licenses:

Circle/Check all that apply:

(a) Package sales for:

1. off premise consumption of beer and wine:

\$ 400.00 ☒

2. on premise consumption of beer and wine:

\$ 400.00 ☐

(b) Pouring license for on premise consumption of distilled spirits by the drink:

\$2,000.00 ☐

(c) Package sales for off premise consumption of distilled spirits:

\$2,000.00 ☐

APPLICANT'S FULL NAME Erica Renee McDonald

BUSINESS NAME Family Dollar Stores of Georgia, LLC

DBA Family Dollar #21227

BUSINESS ADDRESS 240 SE Broad Street, Metter, GA 30439

BUSINESS MAILING ADDRESS 500 Volvo Parkway, Attn: Alcohol/Tobacco Team, 8th Floor, Chesapeake, VA 23320

BUSINESS EMAIL ADDRESS ab-licensing@dollartree.com

BUSINESS TELEPHONE # 757-321-5493

APPLICANT'S HOME ADDRESS [REDACTED]

APPLICANT'S HOME PHONE # [REDACTED]

APPLICANT'S AGE [REDACTED] DATE OF BIRTH [REDACTED] SS # [REDACTED]

HAVE YOU EVER BEEN ARRESTED FOR ANYTHING OTHER THAN A TRAFFIC VIOLATION?  
\_\_\_\_ YES ☒ NO

IS THE APPLICANT THE OWNER OF THE BUSINESS? \_\_\_\_ YES ☒ NO

IF NO, WHAT IS YOUR TITLE IN THE BUSINESS? District Manager

IS THIS BUSINESS A: PARTNERSHIP ☐ CORPORATION ☐ LLC ☒

HOW MANY PARTNERS, SHAREHOLDERS, ETC. ARE INVOLVED IN THE BUSINESS? N/A

There are 6 officers owning 0% - List attached with application  
PLEASE LIST THE PARTNERS BELOW:

\_\_\_\_\_  
\_\_\_\_\_

I UNDERSTAND THAT ANY PARTNER INVOLVED MUST COMPLETE AN APPLICATION AND IT IS MY RESPONSIBILITY TO INSURE THIS IS DONE.

Erica Renee McDonald  
APPLICANT'S SIGNATURE - Erica Renee McDonald

6-21-23  
DATE

RECEIVED

AUG 02 2023



RECEIVED

NOV 03 2023

CITY OF METTER  
CITY PARK APPLICATION

Date: 11/2/23

**APPLICANT INFORMATION:**

Applicant Name: Vizionary Impact, LLC

Applicant Address: P.O. Box 1456, Metter, GA 30439

Telephone #: 912-536-1418

Email Address: vizionaryimpact@gmail.com

Name of Organization: Vizionary Impact

Name of Private Citizen/Chairman: Rashida Taylor

**RENTAL INFORMATION**

Date of Rental: June 1, 2024

Time Requested for Use of Park: 4:00 am/pm until 10:00 am/pm

Expected Number of Persons in Attendance: \_\_\_\_\_

**PARK(S) TO BE USED:**

☒ William 'Billy' Trapnell Downtown West Park

☐ Lee St. Park

☐ Downtown Central Park

☐ Jaycee Park

☐ Downtown East Park

☐ Boston Park

block Rountree Street

☐ East Lillian St. Pavilion Park

I, Rashida Taylor, request permission to be allowed use of a City Park for the following reasons:

Juneteenth Celebration

\*If our organization is going to be selling food, other than baked goods, it is my understanding that I must provide a letter of approval from the Candler County Health Department prior to a permit being approved.

\*If our organization is going to be giving food away, it is my understanding that I do NOT need a letter of approval from the Candler County Health Department.

BASIC

[Compose new](#)[Inbox \(81\)](#) [Refresh](#)[Drafts](#)[Sent](#)[Spam](#)[Trash](#) [Purge](#)[Done](#)[More Folders](#) [Manage](#)[back](#) [Reply](#) [Forward](#) [Delete](#) [Move](#) [More Actions...](#) ▼**From:** Bryan Aasheim <BAasheim@CANDLERCO-GA.GOV>**Subject:** E Hiawatha St - Candler County TIA 2 Project - 23-2035**To:** craw@planters.net <craw@planters.net>, ccrawford@cityofmetterga.gov  
<ccrawford@cityofmetterga.gov>**Cc:** Cliff Hendrix <chendrix@cityofmetterga.gov>**Date:** Monday, 30/10/2023 10:47 AM**Show:** [raw](#) [text](#) [html](#)

1 attachment: 0018461 - Candler Approved ROW Plans - 10-30-23.pdf 1.1 MB

Carter:

As you know, we are working on the initial stages of the county portion of the TIA project to pave E. Hiawatha St. The county portion includes a right-of-way acquisition of property currently owned by the City of Metter (parcel 046-011). I have attached the approved ROW plans for review. GDOT has asked that I reach out and inquire if the City is agreeable to donating your portion of the ROW in order to complete the project.

Please respond and let me know as soon as possible.

Thank you,

**Bryan Aasheim**

County Administrator

Board of Commissioners of Candler County, Georgia

1075 East Hiawatha St, Suite A

Metter, GA 30439

[www.metter-candlercounty.com](http://www.metter-candlercounty.com)

Office 912.685.2835

Fax 912.685.4823

Mobile 912.259.0983



*This communication and all attachments may contain privileged and confidential legal communications/attorney work product intended solely for the use of the addressee. If you are not the intended recipient, any reading, distribution, copying or other use of this communication and/or any attachments hereto is prohibited and you should delete this message from all locations, and advise sender at [baasheim@candlerco-ga.gov](mailto:baasheim@candlerco-ga.gov) or (912) 685-2835. Thank you.*

[Mail](#)  
[Contacts](#)

Prepared for  
CANDLER COUNTY BOARD OF COMMISSIONERS



APPROVED: \_\_\_\_\_  
CHERYL H. BREWER TIA RIGHT OF WAY MANAGER

ISSUED FOR CONSTRUCTION - REVISED 11/09/2023

| REVISION | DESCRIPTION         | DATE       |
|----------|---------------------|------------|
| 1        | ADD POINTS AT FID 0 | 11/19/2015 |
| 2        | "                   | "          |
| 3        | "                   | "          |
| 4        | "                   | "          |
| 5        | "                   | "          |
| 6        | "                   | "          |
| 7        | "                   | "          |
| 8        | "                   | "          |



**EMC ENGINEERING SERVICES, INC.**  
PO BOX 2266  
1311 MERCHANT WAY, SUITE 201  
STATESBORO, GEORGIA 32558  
PHONE (912) 764-1532  
FAX (912) 723-1532  
STATESBORO@EMCSG.COM  
[WWW.EMCSG.COM](http://WWW.EMCSG.COM)  
ALBANY • ATLANTA • AZUSA • BIRMINGHAM • CHICAGO • COLUMBUS • DAYTON • DALLAS •  
STATESBORO • TAMPA • WASHINGTON • VALDOSTA • WILMINGTON

| Curve Data Table for 40' Road Width |         |         |                    |                            |                            |
|-------------------------------------|---------|---------|--------------------|----------------------------|----------------------------|
| Curve #                             | Radius  | Length  | Chord Direction    | Start Point                | End Point                  |
| C1                                  | 2000.00 | 646.357 | N150° 45' 25.58" E | (559156.7250, 607130.2550) | (559225.7749, 605255.6413) |
| C2                                  | 3000.00 | 62.156  | S62° 31' 29.92" E  | (559209.6451, 602096.6248) | (559261.0333, 602704.9319) |
| C3                                  | 1450.00 | 210.704 | N65° 31' 29.92" E  | (559276.6142, 602076.3008) | (559351.5646, 603204.3738) |

| Rygh-DNAsg Caste Table |         |         |                   |                              |                             |
|------------------------|---------|---------|-------------------|------------------------------|-----------------------------|
| Caste #                | Rygh    | Length  | Cross Connection  | Start Point                  | End Point                   |
| C0                     | 2030000 | 459 055 | 1255 05 25 04 41E | 1602252 4510 00555 0064      | 1603336 511 00257 0057      |
| C1                     | 5343000 | 65022   | 8452 14 29 02E    | 1605555 6346 00555 0064      | 1605814 602 02701 0053      |
| C2                     | 1411000 | 203 150 | 1165 10 27 04 41E | 1605310 301 63017 01705      | 1605336 7585 015 00555 0064 |
| C3                     | 1569000 | 325 051 | 1154 25 04 41E    | 1605000 150 00781 3074       | 1605570 126 00248 01725     |
| C4                     | 1902000 | 325 051 | 1154 25 04 41E    | 1605002 5058 00555 0108 1236 | 1605565 505 00259 01725     |
| C5                     | 2070500 | 513 055 | 1165 14 29 02E    | 1605555 6346 00555 0064      | 1605764 555 00257 0053      |
| C10                    | 1400000 | 226 567 | 1155 10 27 04 41E | 1605235 305 63017 01705      | 1605336 7585 015 00555 0064 |

[illegible][illegible]

**EMC ENGINEERING SERVICES, INC.**  
 1211 Townsend Way, Suite 201  
 San Jose, CA 95128  
 Ph: 415/351-7079  
 Fax: 415/351-7079  
 E-mail: [emc@emc-engineering.com](mailto:emc@emc-engineering.com)  
 Website: [www.emc-engineering.com](http://www.emc-engineering.com)

GENERAL NOTES & LEGEND

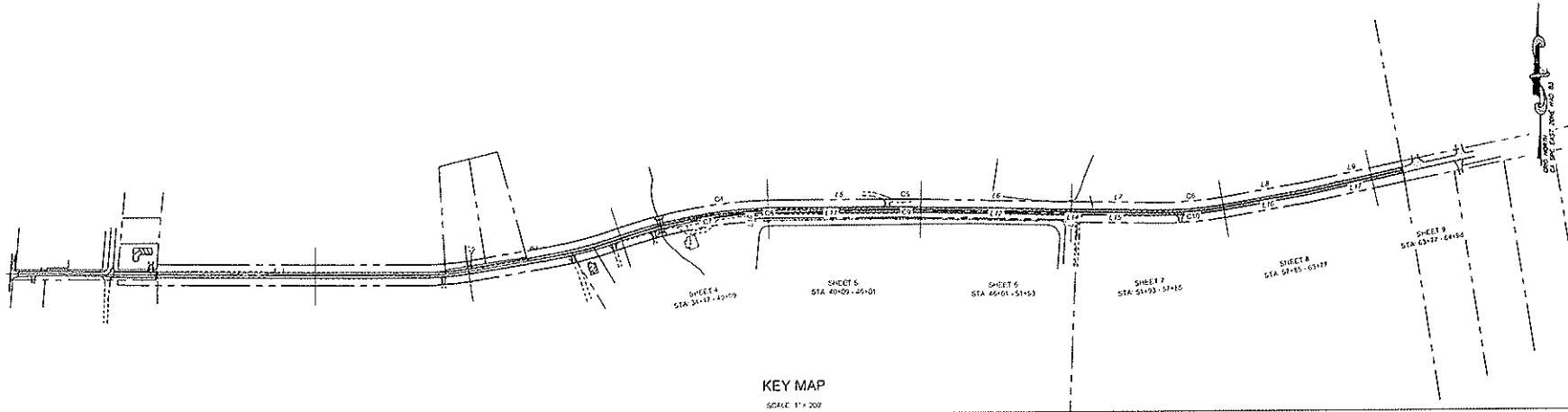
CHIAWATHA STREET IMPROVEMENTS  
CANDLER COUNTY  
METTER, CANDLER COUNTY, GEORGIA

Prepared for:  
CANDLER COUNTY BOARD OF COMMISSIONERS

|             |          |
|-------------|----------|
| PROJECT NO. | 23-005   |
| DRAWN BY    | HR       |
| DESIGNED BY | CFR      |
| SURVEYED BY | ENC      |
| SURVEY DATE | OCT 2023 |
| CHECKED BY  | CFR      |
| SCALE       |          |
| DATE        | OCT 2023 |

SHEET  
2  
OF 6

C:\2023-2035 GENEX.PA - C:\HAMILTON\PA\123-2035C\_001\_CANDLER 2023 PA\_PROJECT-DE-WAY PLANS.DWG 11/9/2023 10:00 AM



SHEET  
3  
OF  
6

PRODUCT NO. 15-503  
DRAWN BY JES  
DESIGNED BY JES  
SURVEYED BY JES  
SURVEY DATE OCT 2022  
CHECKED BY JES  
SCALE 1" = 200'  
DATE 10/2/2022

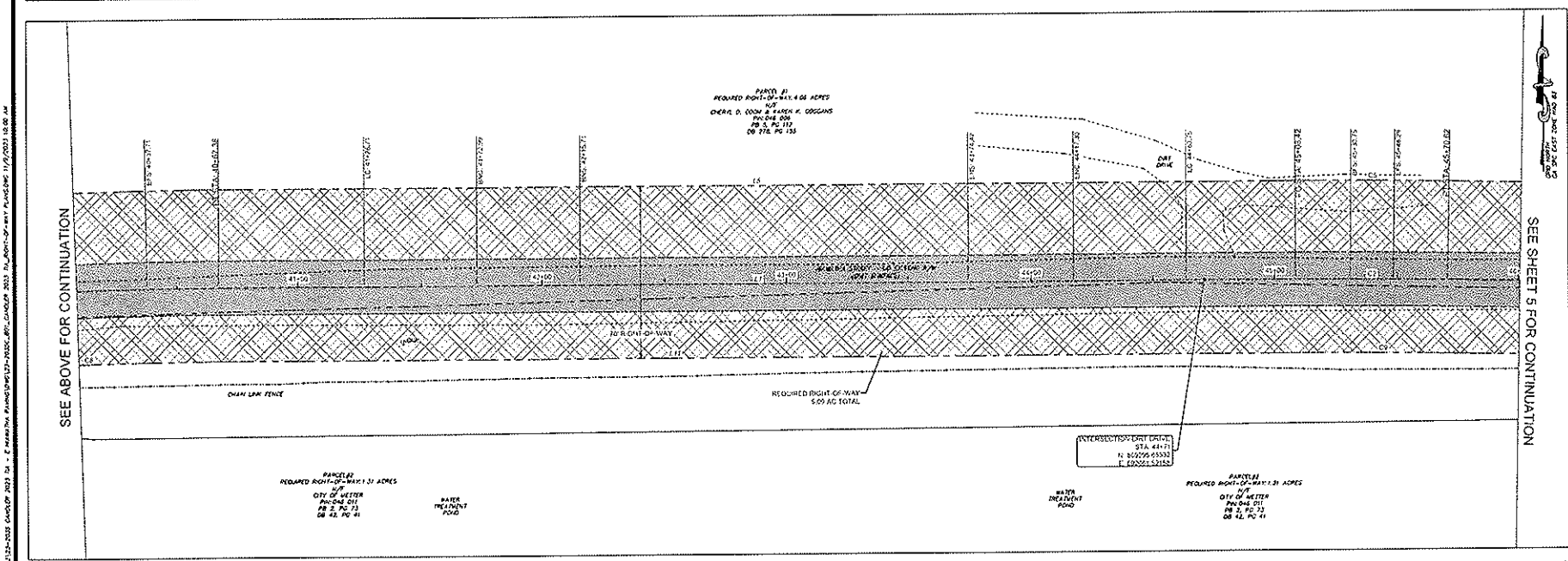
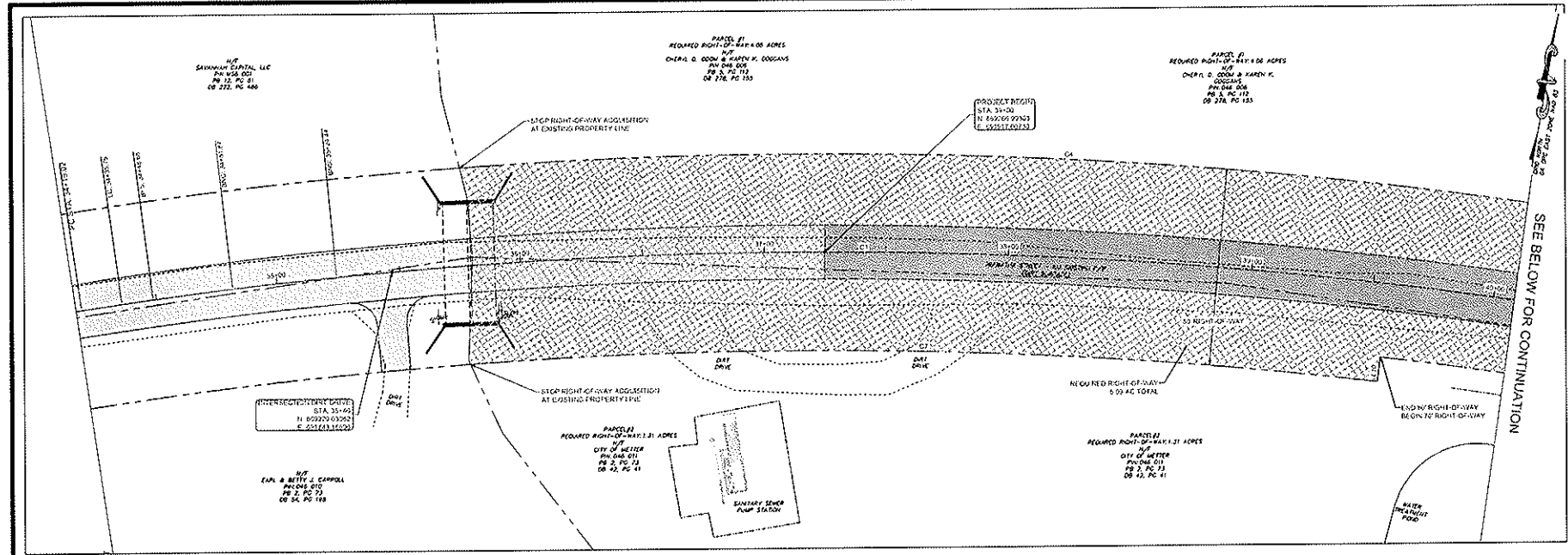
KEY MAP  
HIAWATHA STREET IMPROVEMENTS  
CANDLER COUNTY  
METTER, CANDLER COUNTY, GEORGIA  
Prepared for:  
CANDLER COUNTY BOARD OF COMMISSIONERS

**emc**  
EMC ENGINEERING  
SERVICES, INC.  
1211 Hiawatha Way, Suite 201  
Barnesville, GA 30004  
Phone: (770) 234-1800  
Fax: (770) 234-1800  
www.emcservices.com  
ALBANY, ATLANTA, AUGUSTA, BARNESVILLE, COLUMBUS  
CUMMINGS, DALLAS, FORT WORTH, HOUSTON, KANSAS CITY, MOBILE, NASHVILLE  
SARASOTA, TAMPA, TALLAHASSEE, TULSA, WASHINGTON, D.C.



| NO. | REVISION DESCRIPTION | DATE     |
|-----|----------------------|----------|
| 1   | ADD NEW 2024 AT 700  | 11/02/22 |
| 2   |                      |          |
| 3   |                      |          |
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| 8   |                      |          |
| 9   |                      |          |
| 10  |                      |          |

6/17/2022 10:00 AM 11/6/2023 10:00 AM



| NO. | REVISION DESCRIPTION | DATE     |
|-----|----------------------|----------|
| 1   | ADD NEW RIGHT-OF-WAY | 11/06/23 |
| 2   |                      |          |
| 3   |                      |          |
| 4   |                      |          |
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| 6   |                      |          |
| 7   |                      |          |
| 8   |                      |          |
| 9   |                      |          |
| 10  |                      |          |

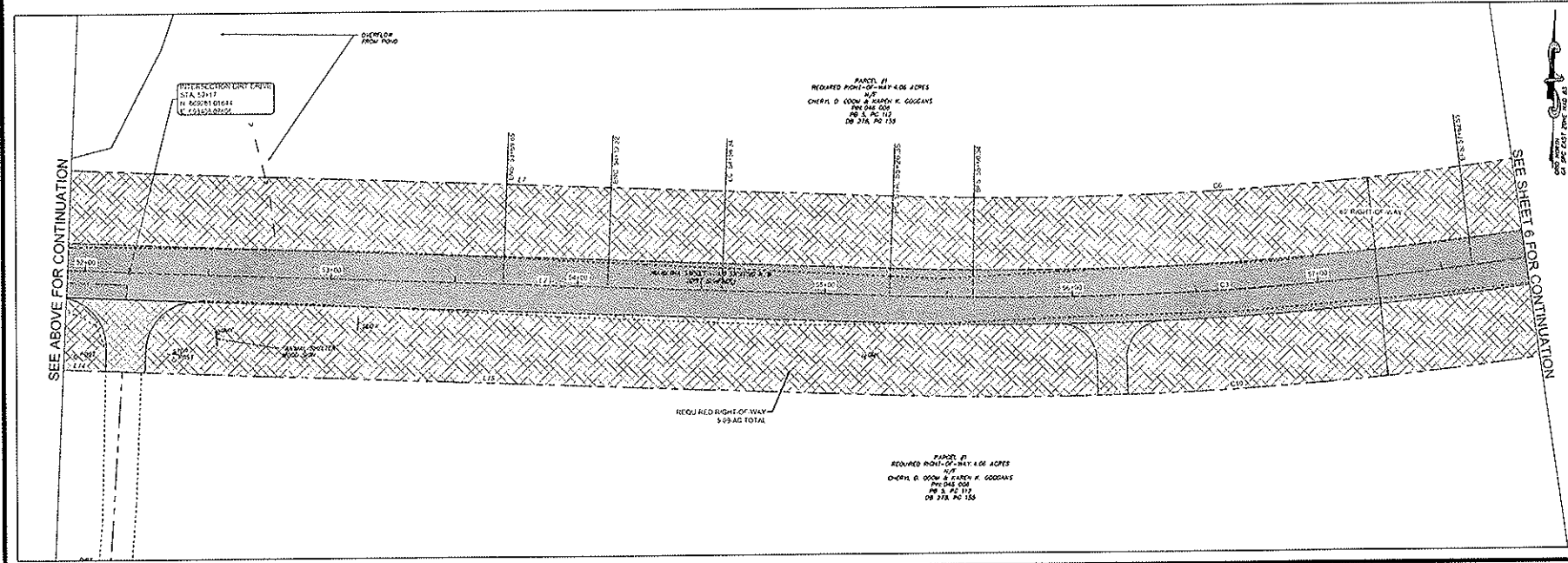
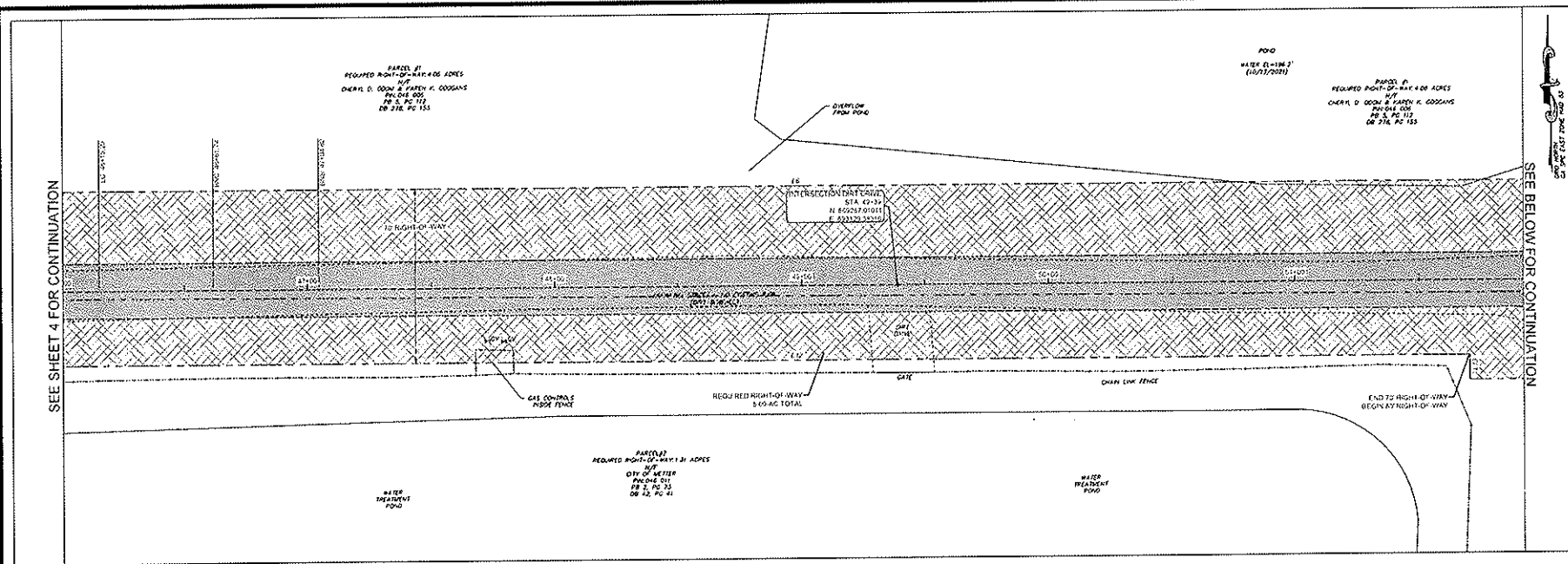
**EMC ENGINEERING SERVICES, INC.**  
12115 Highway 101, Suite 201  
Rossmore, GA 30089  
Phone: 770-251-1500  
Fax: 770-251-1500  
www.emceng.com

**RIGHT-OF-WAY PLAN**  
**HIAWATHA STREET IMPROVEMENTS**  
METTER, CANDLER COUNTY, GEORGIA  
Prepared for:  
CANDLER COUNTY BOARD OF COMMISSIONERS

| PROJECT NO. | 255031     |
|-------------|------------|
| DRAWN BY    | AB         |
| DESIGNED BY | AB         |
| SURVEYED BY | AB         |
| SURVEY DATE | 06/11/2022 |
| CHECKED BY  | AB         |
| SCALE       | 1" = 20'   |
| DATE        | 11/06/2023 |

SHEET  
**4**  
OF 6

D:\12125-2023\CHANDLER 2023.DWG - C:\Users\jgordon\OneDrive\Documents\12125-2023\CHANDLER 2023.DWG 11/27/2023 10:00 AM



| NO. | REVISION DESCRIPTION | DATE       |
|-----|----------------------|------------|
| 1   | AS SHOWN             | 11/27/2023 |



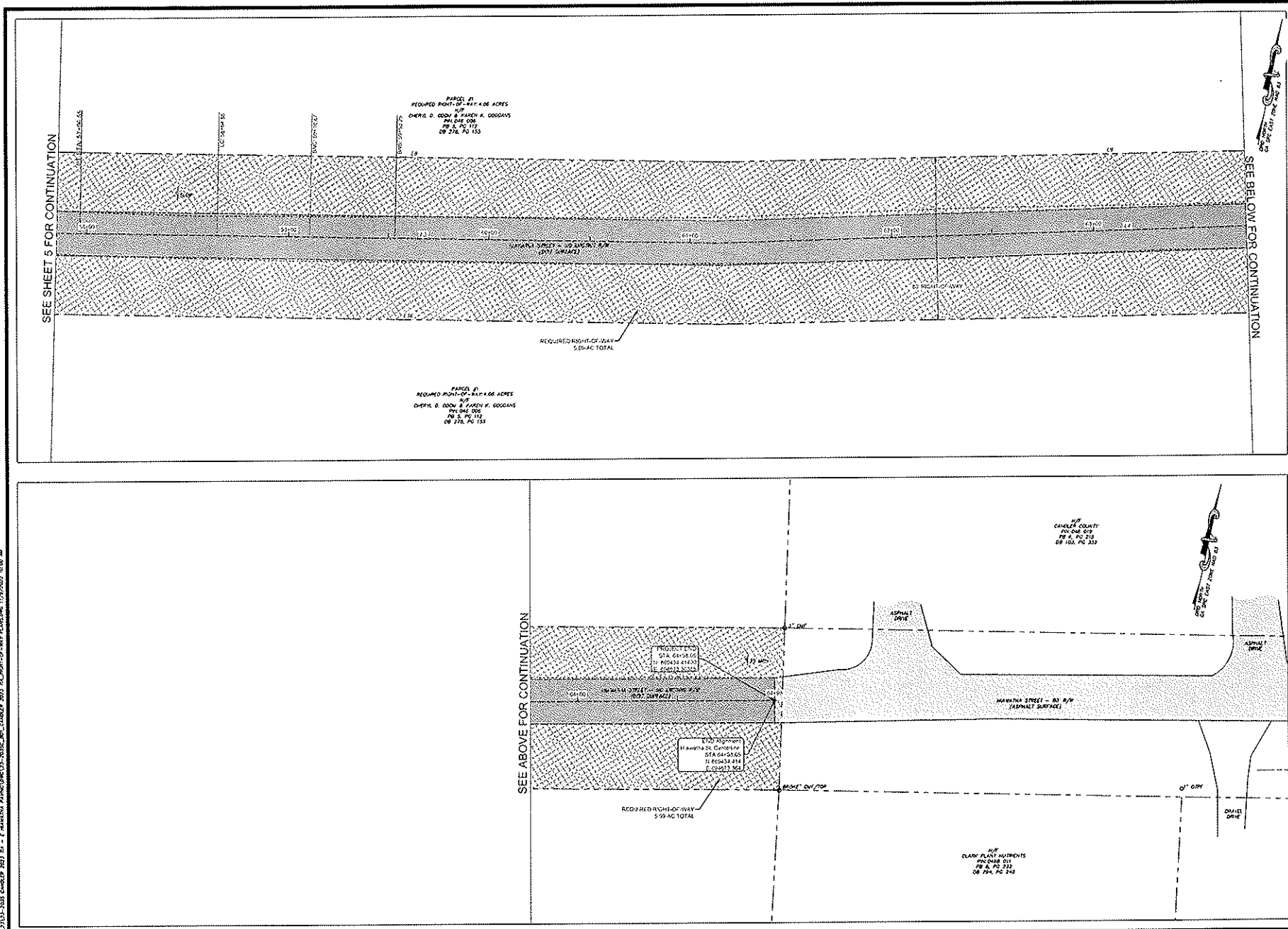
EMC ENGINEERING SERVICES, INC.  
1715 Mettler Way, Suite 202  
Metter, Georgia 30428  
Tel: (770) 703-4500  
Fax: (770) 703-4500  
www.emc-engineering.com

RIGHT-OF-WAY PLAN  
HIAWATHA STREET IMPROVEMENTS  
METTER, CANDLER COUNTY, GEORGIA  
Prepared for:  
CANDLER COUNTY BOARD OF COMMISSIONERS

|             |            |
|-------------|------------|
| PROJECT NO. | 12125      |
| DRAWN BY    | JG         |
| CHECKED BY  | JG         |
| SURVEYED BY | JG         |
| SURVEY DATE | 06/01/2022 |
| CHECKED BY  | JG         |
| SCALE       | 1" = 20'   |
| DATE        | 10/27/2023 |

SHEET  
5  
OF 6

C:\13131-2025\DWG\2025\13131-2025\13131-2025.dwg 11/27/2025 10:00 AM



| NO. | REVISION DESCRIPTION | DATE       |
|-----|----------------------|------------|
| 1   | ADD 1/2" R/W AT 100' | 11/27/2025 |
| 2   |                      |            |
| 3   |                      |            |
| 4   |                      |            |
| 5   |                      |            |
| 6   |                      |            |
| 7   |                      |            |
| 8   |                      |            |
| 9   |                      |            |
| 10  |                      |            |

EMC ENGINEERING SERVICES, INC.  
1211 W. 10th St., Suite 201  
Lawrence, KS 66044  
Tel: (781) 254-4500  
Fax: (781) 254-4501  
www.emceng.com

EMC  
EMC ENGINEERING SERVICES, INC.  
1211 W. 10th St., Suite 201  
Lawrence, KS 66044  
Tel: (781) 254-4500  
Fax: (781) 254-4501  
www.emceng.com

RIGHT-OF-WAY PLAN  
HIAWATHA STREET IMPROVEMENTS  
METTER, CANDLER COUNTY, GEORGIA  
Prepared for:  
CANDLER COUNTY BOARD OF COMMISSIONERS

PROJECT NO. 13131  
DRAWN BY: JLB  
DESIGNED BY: CDS  
SURVEYED BY: CDS  
SURVEY DATE: OCT 2022  
CHECKED BY: CDS  
SCALE: 1"=200'  
DATE: 10/26/2023

SHEET  
6  
OF 6



Metter Fire Rescue Response List

Oct-23

Call Type and Jurisdiction

Oct-23

|        | Structure | Vehicle | Res. | Brush | Inv. | Alarm | Heli. | Haz. | Service | Med. | Other | Total |
|--------|-----------|---------|------|-------|------|-------|-------|------|---------|------|-------|-------|
| City   | 0         | 1       | 1    | 1     | 0    | 0     | 11    | 1    | 1       | 2    | 1     | 19    |
| County | 0         | 6       | 0    | 6     | 0    | 1     | 0     | 0    | 0       | 4    | 0     | 17    |
| Total  | 0         | 7       | 1    | 7     | 0    | 1     | 11    | 1    | 1       | 6    | 1     |       |

|             |    |
|-------------|----|
| Total Calls | 36 |
|-------------|----|

Oct-22

|        | Structure | Vehicle | Res. | Brush | Inv. | Alarm | Heli. | Haz. | Service | Med. | Other | Total |
|--------|-----------|---------|------|-------|------|-------|-------|------|---------|------|-------|-------|
| City   | 0         | 1       | 3    | 0     | 1    | 4     | 10    | 0    | 2       | 9    | 1     | 31    |
| County | 0         | 2       | 4    | 9     | 1    | 8     | 0     | 0    | 0       | 4    | 1     | 29    |
| Total  | 0         | 3       | 7    | 9     | 2    | 12    | 10    | 0    | 2       | 13   | 2     |       |

|             |    |
|-------------|----|
| Total Calls | 60 |
|-------------|----|



METTER POLICE DEPARTMENT  
OCTOBER 2023 STATS

|                  |                            | Oct-23 | LAST MONTH | LAST YEAR |
|------------------|----------------------------|--------|------------|-----------|
| CITATIONS ISSUED |                            | 78     | 63         | 81        |
| WARNINGS         |                            | 93     | 78         | 145       |
| ARRESTS          |                            | 0      | 3          | 14        |
| ACCIDENTS        |                            | 12     | 9          | 11        |
|                  |                            |        |            |           |
| INCIDENT REPORTS |                            | 30     | 29         | 52        |
|                  | Cleared by Arrest          | 10     | 6          | 16        |
|                  | Exceptionally Cleared      | 0      | 2          | 0         |
|                  | Unfounded                  | 4      | 6          | 6         |
|                  |                            |        |            |           |
|                  | Felony Cases               | 8      | 8          | 13        |
|                  | Misdemeanor Cases          | 22     | 23         | 29        |
|                  |                            |        |            |           |
|                  | Fowarded to Investigations | 32     | 38         | 12        |

  
11-1-23

| <u>Metter Animal Shelter Monthly Report 2023</u> | <u>Jan</u> | <u>Feb</u> | <u>Mar</u> | <u>Apr</u> | <u>May</u> | <u>June</u> | <u>July</u> | <u>Aug</u> | <u>Sept</u> | <u>Oct</u> |
|--------------------------------------------------|------------|------------|------------|------------|------------|-------------|-------------|------------|-------------|------------|
| # Of dogs from the City of Metter                | 12         | 2          | 7          | 10         | 13         | 3           | 2           | 11         | 14          | 8          |
| # Of dogs from Candler County                    | 15         | 28         | 21         | 30         | 19         | 18          | 17          | 19         | 12          | 24         |
| Total # of dogs                                  | 27         | 30         | 28         | 40         | 32         | 21          | 19          | 30         | 26          | 32         |
| <br>                                             |            |            |            |            |            |             |             |            |             |            |
| # Of cats from the City of Metter                | 7          | 2          | 13         | 10         | 7          | 16          | 5           | 4          | 6           | 5          |
| # Of cats from Candler County                    | 8          | 5          | 6          | 2          | 25         | 22          | 9           | 12         | 5           | 22         |
| Total # of cats                                  | 15         | 7          | 19         | 12         | 32         | 38          | 14          | 16         | 11          | 27         |
| <br>                                             |            |            |            |            |            |             |             |            |             |            |
| # Of owner reclaimed                             | 5          | 3          | 7          | 4          | 3          | 2           | 2           | 4          | 1           | 8          |
| # Of calls responded to                          | 62         | 43         | 45         | 43         | 52         | 62          | 47          | 56         | 48          | 47         |
| <br>                                             |            |            |            |            |            |             |             |            |             |            |
| # Of dogs surrendered by owner                   | 1          | 9          | 7          | 10         | 9          | 1           | 7           | 8          | 4           | 15         |
| # Of dogs adopted                                | 8          | 3          | 5          | 5          | 6          | 11          | 6           | 12         | 8           | 4          |
| # Of dogs euthanized                             | 0          | 3          | 5          | 11         | 2          | 5           | 3           | 9          | 2           | 7          |
| # Of dogs deceased at shelter                    | 0          | 0          | 0          | 0          | 0          | 0           | 0           | 0          | 1           | 0          |
| # Of dog bites reported                          | 2          | 2          | 1          | 1          | 4          | 5           | 5           | 0          | 1           | 0          |
| <br>                                             |            |            |            |            |            |             |             |            |             |            |
| # Of cats surrendered by owner                   | 6          | 3          | 5          | 3          | 13         | 3           | 0           | 9          | 5           | 11         |
| # Of cats adopted                                | 14         | 5          | 7          | 5          | 21         | 15          | 2           | 15         | 8           | 15         |
| # Of cats euthanized                             | 3          | 2          | 2          | 1          | 0          | 16          | 6           | 5          | 6           | 3          |
| # Of cats deceased at shelter                    | 0          | 0          | 0          | 1          | 1          | 0           | 0           | 1          | 0           | 0          |
| # Of cat bites reported                          | 0          | 0          | 0          | 0          | 0          | 1           | 0           | 1          | 0           | 0          |
| <br>                                             |            |            |            |            |            |             |             |            |             |            |
| Rescue transfer for dogs                         | 6          | 23         | 7          | 32         | 13         | 11          | 0           | 19         | 15          | 11         |
| Rescue transfer for cats                         | 0          | 0          | 4          | 3          | 3          | 7           | 0           | 0          | 0           | 8          |

**REPORT CITY OF METTER  
PUBLIC WORKS DIRECTOR  
MONTHLY REPORT  
OCTOBER 01 TO OCTOBER 31, 2023**

**A. Water and Sewer Department:**

| <b>Items</b>                                    | <b>Current Month</b> | <b>Last Month</b> | <b>This Month Last Year</b> | <b>YTD CITY FY2024</b> |
|-------------------------------------------------|----------------------|-------------------|-----------------------------|------------------------|
| 1. Total number of work orders.                 | 259                  | 315               | 236                         | 342                    |
| 2. Turn on-New Customers.                       | 20                   | 24                | 24                          | 95                     |
| 3. Turn off-Final Billing.                      | 26                   | 24                | 28                          | 105                    |
| 4. Reconnect.                                   | 52                   | 76                | 45                          | 224                    |
| 5. Check for leaks.                             | 11                   | 15                | 10                          | 44                     |
| 6. Turn off-Bad Checks.                         | 00                   | 00                | 00                          | 00                     |
| 7. Turn off-non-payment.                        | 70                   | 91                | 74                          | 290                    |
| 8. Sewer Problems.                              | 06                   | 06                | 05                          | 23                     |
| 9. Discolored Water Calls                       | 07                   | 05                | 03                          | 20                     |
| 10. Service calls.                              | 37                   | 35                | 21                          | 110                    |
| 11. Busted water mains                          | 04                   | 02                | 01                          | 07                     |
| 12. Water taps.                                 | 00                   | 00                | 04                          | 05                     |
| 12. Sewer taps.                                 | 00                   | 01                | 02                          | 09                     |
| 13. Meters damaged by customers                 | 04                   | 00                | 00                          | 05                     |
| 14. Utilities Protection Center Locate Tickets. | 22                   | 36                | 19                          | 122                    |
| 15. Water Meters Tested for Calibration         | 00                   | 02                | 00                          | 07                     |

**B. Roadways and Walkways/Sanitation Department:**

| <b>Items</b>                                  | <b>Current Month</b> | <b>Last Month</b> | <b>This Month Last Year</b> | <b>YTD CITY FY2024</b> |
|-----------------------------------------------|----------------------|-------------------|-----------------------------|------------------------|
| 1. Total number of work orders.               | 44                   | 78                | 56                          | 270                    |
| 2. Amount of junk picked up.                  | 28.05 tons           | 23.36 tons        | 18.18 tons                  | 105.76 tons            |
| 3. Number of poly carts repaired or replaced. | 19                   | 17                | 09                          | 73                     |
| 4. Amount of Garbage took to landfill.        | 143.52 tons          | 142.66 tons       | 127.60 tons                 | 591.80 tons            |
| 5. Amount of yard waste picked up.            | 61.44 tons           | 138.58 tons       | 79.39 tons                  | 444.50 tons            |
| 6. Number of potholes repaired.               | 02                   | 02                | 06                          | 07                     |
| 7. Number of tires picked up.                 | 58                   | 23                | 48                          | 150                    |

**C. Building Inspection Department:**

| <b>Items</b>                                 | <b>Current<br/>Month</b> | <b>Last<br/>Month</b> | <b>This Month<br/>Last Year</b> | <b>YTD<br/>CITY FY2024</b> |
|----------------------------------------------|--------------------------|-----------------------|---------------------------------|----------------------------|
| 1. Number of Building Permits issued.        | 06                       | 01                    | 04                              | 13                         |
| 2. Number of Electrical Permits issued.      | 03                       | 00                    | 00                              | 04                         |
| 3. Number of Mobile Home Permits issued.     | 00                       | 00                    | 01                              | 00                         |
| 4. Number of Sign Permits issued.            | 02                       | 01                    | 00                              | 05                         |
| 5. Number of Land Disturbing Permits issued. | 02                       | 01                    | 00                              | 03                         |
| 6. Number of Fence Permits issued.           | 01                       | 00                    | 00                              | 03                         |
| 7. Number of Nuisance Letters sent out       | 00                       | 02                    | 02                              | 04                         |

**D. Projects:**

1. The 2022 LMIG Project 90% complete.
2. The 2023 LMIG Project 7% complete.
3. We have started the 2021 TIA Projects for paving of E. Hiawatha St. (45% complete) and sidewalks (3% complete) for S. Lewis St.  
Below is a tentative schedule:
  - a. Excelsior EMC relocating power poles-estimated four months.
  - b. Sikes then relocating water utilities-98% complete.
  - c. Sikes then will start reconditioning roadbed for base rock- estimated four months.
  - d. Sikes hopefully will be paving by the end of the year.
4. We have received our permits from EPD and are still waiting on our GDOT Permit for the water and sewer extension for the property on Airport Road.
5. We have started the design for the INOIDIC Grant for the downtown parks project.

**ADMINISTRATION REPORT**  
**NOVEMBER 2023 MEETING**  
**BY: Angie Conner, City Clerk**

A. Permits and Applications:

**October Applications**

Occupational Tax Registration

1. Simply Pineapple Boutique – 15 N. Kennedy St. – Approved
2. Pit Stop Deiseil – 702 S.W. Broad St. – Approved
3. Harrison Home Innovations and Improvements LLC – 5 E. Lillian St. – Approved
4. DC Liquidations LLC – 225 N.E. Broad St.

Special Event Alcohol Permit

1. Special Event Alcohol Permit – Canoochee Creek Market – 11/4/23-11/5/23 - Approved

Sign Permit

1. Anchor Sign – 1302 S. Lewis St. – Approved
2. Bare Skin Waxing Co. – 735 S. Lewis St. - Approved

Building Permit

1. Spence Wright – 807 N. Lewis St. – Approved
2. Rabren General Contractors – 730 Fortner Rd. - Approved

Electrical Permit

1. Zack Claxton – 455 N. Kennedy St. – Approved
2. Brenda Grant Edenfield – 408 N. Leroy St. – Approved
3. Blake Hicks – 513 S. Leroy St. – Approved
4. Jim Luca Electrical Contractor Inc. – 730 Fortner Rd. - Approved

Utility Building Permit

1. Paul Thompson – 296 S. College St. – Approved
2. Martha Hunter – 872 Ellis St. – Approved
3. Jaqueline Ziranda Diaz – 1095 W. Hiawatha St. – Approved
4. Cedar Street Baptist Church – 255 Cedar St. - Approved

Driveway Permit

1. Parrish Herrin – 600 McLean St. – Approved

### Fence Permit

Nathan Seal – 330 S. Williams St. - Approved

### Park Application

1. Chamber of Commerce – Downtown Park – 10/12/23 – Approved
2. Missy Edenfield – Jaycee Park – 10/12/24 - Approved

### **October Building Rental**

Depot - \$ 1,200.00

Community Center - \$ 675.00

### **Debit/Credit Card, E-Checks (Payments made with cards in City Hall and Online)** **October 2023**

Number of Transactions – 487

Total Amount - \$45,491.47

### **Tasks**

- Continue to assist with the ARPA Grant.
- Assisting auditor with the FY 2023 audit.
- Met with Shauna Goodman and Cliff Hendrix regarding a food truck ordinance. We have put together an ordinance and will be submitting it to the City Attorney and City Manager.
- Working with Christmas Committee on Lighting of Metter.
- Angie Conner and Cherie Snyder attended continuing education classes at the Fall Municipal Court Clerk's Conference at St. Simons Island, GA.
- Working with Apptegy to get the new website up and running.
- Assisted Election Superintendent on the November 7, 2023, election.
- Participated in audit by the GBI on our use of GCIC for non-criminal fingerprinting for alcohol license applicants.