

CITY OF METTER  
REGULAR MEETING  
AGENDA  
MONDAY, DECEMBER 11, 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) Public Hearing, Monday, November 13, 2023, 5:15 p.m.
  - b) Regular Meeting, Monday, November 13, 2023, 5:30 p.m.
7. PRESENTATIONS
8. OLD BUSINESS
  - None
9. NEW BUSINESS
  - a) Consideration of a motion to approve a resolution appointing Shayla Donaldson to the City of Metter Planning Commission to fulfill the unexpired term of Martha Smith, term expiring on September 11, 2026.
  - b) Consideration of a motion to approve the first reading of an ordinance amending the City of Metter's Municipal Code Title 5 Business Licenses and Regulations by adding Chapter 5.31 Mobile Food Trucks.
10. DEPARTMENTAL REPORTS
11. CITY MANAGER'S REPORT
12. MAYOR'S REPORT
13. ADJOURN

**CITY OF METTER  
PUBLIC HEARING  
MONDAY, NOVEMBER 13, 2023  
5:15 P.M.**

A public hearing was held on Monday, November 13, 2023, at 5:15 p.m. in the council chambers at city hall.

Attending the hearing were the following officials:

Mayor Edwin O. Boyd  
Councilwoman Rashida Taylor  
City Manager Carter Crawford  
City Clerk Angie Conner  
Public Works Director Cliff Hendrix  
Police Chief Robert Shore  
Director of Tourism/Business Development Heidi Jeffers  
Planning Director Teresa Concannon

Attending the hearing were the following guests:

Rob Bowen – Candler Pharmacy  
Pam Brantley  
Victoria Gaitten

**CALL TO ORDER AND WELCOME**

Mayor Boyd called the hearing to order and welcomed everyone.

**PURPOSE**

The purpose of this hearing is for public comment on an application request by 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.

**COMMENTS**

Ms. Pam Brantley spoke up to say that she has no objection to the variance request.

**ADJOURNMENT**

After no further comments, Mayor Boyd closed the hearing at 5:24 p.m.

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Angie Conner, City Clerk

**CITY OF METTER  
REGULAR MEETING  
MONDAY, NOVEMBER 13, 2023  
5:30 P.M.**

A regular meeting of the city council was held on Monday, November 13, 2023, at 5:30 p.m. in the council chambers at City Hall.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd  
Councilwoman Rashida Taylor  
Councilwoman Chyrileen Kilcrease  
Councilman Brandon Sikes  
Councilman James McKie  
City Manager Carter Crawford  
City Clerk Angie Conner  
Public Works Director Cliff Hendrix  
Planning Director Teresa Concannon  
Police Chief Robert Shore  
Fire Chief Jason Douglas  
Director of Economic Development Heidi Jeffers

Councilman Gregg Stewart was absent.

**GUESTS**

Rob Bowen – Candler Pharmacy  
Pam Brantley  
Victoria Gaitten

**CALL TO ORDER AND WELCOME**

Mayor Boyd called the meeting to order and welcomed everyone.

**PLEDGE OF ALLEGIANCE**

Councilman Sikes led the Pledge of Allegiance.

**INVOCATION**

Councilman Sikes gave the invocation.

**APPROVAL OF AGENDA**

Councilwoman Kilcrease made a motion to approve the agenda to include as presented. Councilman Sikes seconded the motion, and the vote was unanimous.

**APPROVAL OF MINUTES**

Councilwoman Kilcrease made a motion to approve the following minutes:

- a) Regular Meeting, Monday, October 09, 2023, 5:30 p.m.

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

**PRESENTATIONS**

No presentations.

**OLD BUSINESS**

No old business.

**NEW BUSINESS**

**Variance Request Submitted by Rob Bowen – Candler Pharmacy**

Councilman Sikes made a motion to approve 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. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

**Resolution Reappointing Elaine Boyd to the Metter Tree Board**

Councilwoman Kilcrease made a motion to approve a resolution reappointing Elaine Boyd to the Metter Tree Board for a 3-year term ending November 14, 2026. Councilman Sikes seconded the motion, and the vote was unanimous.

**Resolution Reappointing Jan Trapnell to the Metter Tree Board**

Councilman McKie made a motion to approve a resolution reappointing Jan Trapnell to the Metter Tree Board for a 3-year term ending November 14, 2026. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

**Resolution Appointing Alex Spivey to the Planning Commission**

Councilman McKie made a motion to approve a resolution appointing Alex Spivey to the Planning Commission for a 5-year term ending on September 11, 2028. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

**Resolution Reappointing Cliff Hendrix to the Metter-Candler County Airport Authority**

Councilwoman Kilcrease made a motion to approve a resolution reappointing Cliff Hendrix to the Metter Candler County Airport Authority for a 3-year term ending on December 31, 2026. Councilman Sikes seconded the motion, and the vote was unanimous.

Councilwoman Taylor made the statement that we need more diversity on all the city boards. They should reflect our population.

**Amendment to the Employee Retirement Plan**

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

**Arentz General Contractor – Low Bid- City Shop**

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

**Purchase of Lift Station from Smith & Loveless for Industrial Park**

Councilman Sikes made a motion to approve the purchase of a Smith & Loveless Lift Station in the amount of \$82,058.00 for the Industrial Park as recommended by Public Works Director Cliff Hendrix. Councilman McKie seconded the motion, and the vote was unanimous.

**Sikes Brothers, Inc. – Low Bid – Water/Sewer – Road Extension W. Lytell Street**

Councilman McKie made a motion to approve 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. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

**Alcohol License Approval – Family Dollar**

Councilwoman Kilcrease made a motion to approve an application for retail alcoholic beverage license for package sales for off remise 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. Councilman McKie seconded the motion, and the vote was unanimous.

**Closure of North Rountree Street for Juneteenth Celebration**

Councilman McKie made a motion to approve a request from Vizionary Impact, LLC to block Rountree Street from S. Broad Street to N. Broad Street on June 1, 2024, for the Juneteenth Celebration. Councilwoman Kilcrease seconded the motion. The vote was three in favor, Councilman McKie, Councilwoman Kilcrease, and Councilman Sikes, and one abstention. Councilwoman Taylor abstained from voting since she is the owner of Vizionary Impact, LLC.

**East Hiawatha Street – Right-of-Way Donation to Candler County**

Councilwoman Kilcrease made 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. Councilman McKie seconded the motion, and the vote was unanimous.

**Executive Session**

Councilwoman Kilcrease made a motion to go into executive session at 5:46 p.m. for future acquisition of real estate pursuant O.C.G.A. 50-14-3(4). Councilman Sikes seconded the motion, and the vote was unanimous.

**Open Session**

Councilwoman Kilcrease made a motion to close the executive session and reopen the regular meeting at 6:05 p.m. 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**

No report.

Regular Meeting, November 13, 2023

**MAYOR'S REPORT**

No report

**ADJOURNMENT**

After no further discussion, Councilwoman Taylor made a motion to adjourn the meeting at 6:10 p.m. Councilman Sikes seconded the motion, and the vote was unanimous.

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Angie Conner, City Clerk

**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**, Shayla Donaldson has been recommended and agreed to fill the unexpired term of Martha Smith on the Planning Commission for the City of Metter; and

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

**WHEREAS**, this unexpired term will expire on September 11, 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 appoint Shayla Donaldson 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 11<sup>th</sup> day of December 2023.

CITY OF METTER, GEORGIA

BY:

ATTESTED BY:

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Edwin O. Boyd, Mayor

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Angie Conner, City Clerk

**ORDINANCE AMENDING THE CITY OF METTER'S MUNICIPAL  
CODE TITLE 5 BUSINESS LICENSES AND REGULATIONS BY  
ADDING CHAPTER 5.31 MOBILE FOOD TRUCKS**

**THAT WHEREAS**, the City of Metter, Georgia permits and regulates business licenses and provides regulations to regulate the same within its jurisdiction; and

**WHEREAS**, the Mayor and City Council of the City of Metter find it necessary and desirable to allow licenses for mobile food truck for business opportunities; and

**NOW THEREFORE BE IT ORDAINED**, by the Mayor and City Council of the City of Metter, Georgia that the Code of Ordinances City of Metter, Georgia Title 5. Business Licenses and Regulations is hereby amended by adding Chapter 5.31 to read as follows:

Chapter 5.31 – Mobile Food Trucks

**5.31.010 Definitions.**

For the purposes of this article, a mobile food truck is a food truck from which the owner or operator thereof cooks, prepares, sells, serves, or delivers food, food-related items, and beverages to individuals within the corporate limits of the City of Metter.

**5.31.020 Operation of mobile food trucks.**

Mobile food trucks shall be authorized to cook, prepare, sell, serve, and deliver food, food-related items, and beverages within the incorporated limits of the City of Metter from a mobile food truck. Any mobile food truck, whether owned by an individual or corporate or other legal entity, shall only be authorized to operate as a mobile food truck in accordance with this article if the person or legal entity owning that mobile food truck obtains an appropriate food service permit or license from the Candler County Health Department and obtains the applicable business licenses/occupation taxes, and regulatory fees.

**5.31.030 Approvals and Licensing.**

No person shall operate a mobile food truck within the corporate limits of the City without first obtaining the proper licenses and/or permits from the state, county, and City of Metter, and proof of current liability insurance, in an amount not less than \$1,000,000.00 (one-million dollars), issued by an insurance company licensed to do business in Georgia, protecting the food truck and the public from all claims for damage to property and bodily injury, including death, which may arise from operation under or in connection with the permit. Said insurance shall be maintained during all times of operation. Mobile food trucks shall at all times comply with the provisions of this Article and all other applicable local, state and federal laws, regulations and rules. All approvals will be issued annually based on the calendar year. No approval issued under this Article

may be prorated, transferred, or assigned or used by any person other than the one to whom it is issued.

#### **5.31.040 Food truck operational regulations.**

In addition to the foregoing requirements, any mobile food truck operating within the corporate limits of the city shall be subject to the following requirements:

- 1) No mobile food truck shall operate its business while parked in a designated public parking place on the streets of the city.
- 2) No mobile food truck shall operate its business from any location upon private property without the written permission of the owner of the private property, which written permission shall be displayed to appropriate law enforcement officers of the city upon request. Food trucks are only permitted to set up in the following zoning Districts: CBD, CR, HOC, HOC-1-A, and L-1.
- 3) A mobile food truck can only be on public property during a City, County, or Chamber sponsored event as recognized by City Council.
- 4) No mobile food truck shall sell, serve, or deliver any alcoholic beverages to its customers except as otherwise authorized by law.
- 5) No mobile food truck shall allow its customers to consume food, food related items or beverages inside of the mobile food truck.
- 6) No mobile food truck shall operate its business upon the property of any public school system, private school system, property of a college of the Technical College System of Georgia, property of a unit of the University System of Georgia without written permission from the school, technical college, or the local unit of the university system to do so.
- 7) No mobile food truck shall stop, or park in lanes of motor vehicle travel on public rights-of-way within the city except where otherwise required to do so by applicable traffic laws.
- 8) No mobile food truck shall utilize microphones, megaphones, loudspeakers, loud bells, whistles, or other similar attention-getting sound equipment to advertise its food products.
- 9) Each mobile food truck shall provide a suitable-sized receptacle for litter, which shall be located within ten feet of the service window of the truck. It shall be maintained and regularly emptied. Each mobile food truck is responsible for the proper disposal of waste and trash associated with the operation. Mobile food trucks shall remove all generated waste from their approved location at the end of each day or as needed to maintain the public health and safety. No liquid waste or grease is to be disposed of in tree pits, storm drains, sanitary sewers, onto the sidewalks, streets or other public or private space. The area within which a mobile food truck operates shall, at all times, be kept clean and free from litter, garbage, rubble, and debris.

- 10) The driver of each mobile food truck shall possess a valid commercial driver's license on his or her person at all times while driving or operating a mobile food truck.
- 11) All mobile food trucks must return to their base of operations when not in use.
- 12) All mobile food trucks are required to post a menu on their truck with prices of items for sale.
- 13) Food trucks may not conduct business within 200 feet as measured from the main entrance of a brick-and-mortar restaurant to the service window of the food truck.
- 14) Hours of Operation. Mobile food trucks shall only be operated, including sales, set up, take down, and removal, between the hours of 8:00 a.m. and 9:00 p.m. Monday through Thursday, between 8:00 a.m. and 10: p.m. Friday and Saturday, and between 9:00 a.m. and 8:00 p.m. Sundays.

**5.31.050      Exceptions.**

- (a) The provisions of this article shall not apply to the sales of ice cream and ice cream products from mobile trucks by what are commonly known as "ice cream trucks" within the corporate limits of the city. However, ice cream trucks are still required to purchase an occupational tax license.
- (b) The provisions of this article shall not apply to the commercial delivery of food, food related items, beverages, and other merchandise by commercial delivery trucks to business purchasers thereof for resale to retail or wholesale customers.

**5.31.060      Violations of article.**

Any person who violates the provisions of this article, upon conviction or a plea of nolo contendere to such a charge, shall be subject to punishment in the municipal court of the City of Metter.

**BE IT FURTHER ORDAINED** that said ordinance shall otherwise remain in full force and effect.

First Reading Date: \_\_\_\_\_

Second Reading Date: \_\_\_\_\_

Metter Fire Rescue Response List

Nov-23

Call Type and Jurisdiction

Nov-23

|        | Structure | Vehicle | Res. | Brush | Inv. | Alarm | Heli. | Haz. | Service | Med. | Other | Total |
|--------|-----------|---------|------|-------|------|-------|-------|------|---------|------|-------|-------|
| City   | 0         | 0       | 1    | 1     | 0    | 2     | 13    | 1    | 0       | 1    | 0     | 19    |
| County | 0         | 6       | 2    | 2     | 0    | 3     | 1     | 0    | 0       | 5    | 0     | 19    |
| Total  | 0         | 6       | 3    | 3     | 0    | 5     | 14    | 1    | 0       | 6    | 0     |       |

|             |    |
|-------------|----|
| Total Calls | 38 |
|-------------|----|

39 1 Mutual aid call given to Emanuel County

Nov-22

|        | Structure | Vehicle | Res. | Brush | Inv. | Alarm | Heli. | Haz. | Service | Med. | Other | Total |
|--------|-----------|---------|------|-------|------|-------|-------|------|---------|------|-------|-------|
| City   | 0         | 2       | 3    | 0     | 3    | 4     | 8     | 0    | 0       | 9    | 0     | 29    |
| County | 0         | 2       | 7    | 2     | 0    | 7     | 0     | 0    | 1       | 10   | 0     | 29    |
| Total  | 0         | 4       | 10   | 2     | 3    | 11    | 8     | 0    | 1       | 19   | 0     |       |

|             |    |
|-------------|----|
| Total Calls | 58 |
|-------------|----|

Total 61

3 Mutual aid given to Emanuel County

## Angie Conner

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**From:** Jason Douglas  
**Sent:** Monday, December 4, 2023 8:53 AM  
**To:** Angie Conner; Kellie Lank; Carter Crawford; baasheim@candlerco-ga.gov  
**Subject:** Nov 2023 Fire Response  
**Attachments:** Nov 2023 Fire Response List.xlsx

1 Call inside City of Pulaski



METTER POLICE DEPARTMENT  
NOVEMBER 2023 STATS

|                  |                            | Nov-23 | LAST MONTH | LAST YEAR |
|------------------|----------------------------|--------|------------|-----------|
| CITATIONS ISSUED |                            | 69     | 78         | 77        |
| WARNINGS         |                            | 98     | 93         | 155       |
| ARRESTS          |                            | 0      | 0          | 6         |
| ACCIDENTS        |                            | 14     | 12         | 22        |
|                  |                            |        |            |           |
| INCIDENT REPORTS |                            | 54     | 30         | 30        |
|                  | Cleared by Arrest          | 7      | 10         | 6         |
|                  | Exceptionally Cleared      | 0      | 0          | 3         |
|                  | Unfounded                  | 9      | 4          | 5         |
|                  |                            |        |            |           |
|                  | Felony Cases               | 32     | 8          | 6         |
|                  | Misdemeanor Cases          | 27     | 22         | 18        |
|                  |                            |        |            |           |
|                  | Fowarded to Investigations | 38     | 32         | 12        |

| <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> | <u>Nov</u> |
|--------------------------------------------------|------------|------------|------------|------------|------------|-------------|-------------|------------|-------------|------------|------------|
| # Of dogs from the City of Metter                | 12         | 2          | 7          | 10         | 13         | 3           | 2           | 11         | 14          | 8          | 5          |
| # Of dogs from Candler County                    | 15         | 28         | 21         | 30         | 19         | 18          | 17          | 19         | 12          | 24         | 20         |
| Total # of dogs                                  | 27         | 30         | 28         | 40         | 32         | 21          | 19          | 30         | 26          | 32         | 25         |
|                                                  |            |            |            |            |            |             |             |            |             |            |            |
| # Of cats from the City of Metter                | 7          | 2          | 13         | 10         | 7          | 16          | 5           | 4          | 6           | 5          | 0          |
| # Of cats from Candler County                    | 8          | 5          | 6          | 2          | 25         | 22          | 9           | 12         | 5           | 22         | 24         |
| Total # of cats                                  | 15         | 7          | 19         | 12         | 32         | 38          | 14          | 16         | 11          | 27         | 24         |
|                                                  |            |            |            |            |            |             |             |            |             |            |            |
| # Of owner reclaimed                             | 5          | 3          | 7          | 4          | 3          | 2           | 2           | 4          | 1           | 8          | 3          |
| # Of calls responded to                          | 62         | 43         | 45         | 43         | 52         | 62          | 47          | 56         | 48          | 47         | 51         |
|                                                  |            |            |            |            |            |             |             |            |             |            |            |
| # Of dogs surrendered by owner                   | 1          | 9          | 7          | 10         | 9          | 1           | 7           | 8          | 4           | 15         | 2          |
| # Of dogs adopted                                | 8          | 3          | 5          | 5          | 6          | 11          | 6           | 12         | 8           | 4          | 4          |
| # Of dogs euthanized                             | 0          | 3          | 5          | 11         | 2          | 5           | 3           | 9          | 2           | 7          | 2          |
| # Of dogs deceased at shelter                    | 0          | 0          | 0          | 0          | 0          | 0           | 0           | 0          | 1           | 0          | 0          |
| # Of dog bites reported                          | 2          | 2          | 1          | 1          | 4          | 5           | 5           | 0          | 1           | 0          | 2          |
|                                                  |            |            |            |            |            |             |             |            |             |            |            |
| # Of cats surrendered by owner                   | 6          | 3          | 5          | 3          | 13         | 3           | 0           | 9          | 5           | 11         | 9          |
| # Of cats adopted                                | 14         | 5          | 7          | 5          | 21         | 15          | 2           | 15         | 8           | 15         | 9          |
| # Of cats euthanized                             | 3          | 2          | 2          | 1          | 0          | 16          | 6           | 5          | 6           | 3          | 2          |
| # Of cats deceased at shelter                    | 0          | 0          | 0          | 1          | 1          | 0           | 0           | 1          | 0           | 0          | 0          |
| # Of cat bites reported                          | 0          | 0          | 0          | 0          | 0          | 1           | 0           | 1          | 0           | 0          | 1          |
|                                                  |            |            |            |            |            |             |             |            |             |            |            |
| Rescue transfer for dogs                         | 6          | 23         | 7          | 32         | 13         | 11          | 0           | 19         | 15          | 11         | 8          |
| Rescue transfer for cats                         | 0          | 0          | 4          | 3          | 3          | 7           | 0           | 0          | 0           | 8          | 32         |

# REPORT CITY OF METTER PUBLIC WORKS DIRECTOR MONTHLY REPORT

NOVEMBER 01 TO NOVEMBER 30, 2023

## A. Water and Sewer Department:

| Items                                           | Current<br>Month | Last<br>Month | This Month<br>Last Year | YTD<br>CITY FY2024 |
|-------------------------------------------------|------------------|---------------|-------------------------|--------------------|
| 1. Total number of work orders.                 | 251              | 259           | 244                     | 593                |
| 2. Turn on-New Customers.                       | 24               | 20            | 21                      | 119                |
| 3. Turn off-Final Billing.                      | 19               | 26            | 13                      | 124                |
| 4. Reconnect.                                   | 50               | 52            | 46                      | 274                |
| 5. Check for leaks.                             | 04               | 11            | 12                      | 48                 |
| 6. Turn off-Bad Checks.                         | 00               | 00            | 00                      | 00                 |
| 7. Turn off-non-payment.                        | 62               | 70            | 69                      | 352                |
| 8. Sewer Problems.                              | 08               | 06            | 09                      | 31                 |
| 9. Discolored Water Calls                       | 04               | 07            | 02                      | 24                 |
| 10. Service calls.                              | 08               | 37            | 31                      | 118                |
| 11. Busted water mains                          | 00               | 04            | 00                      | 07                 |
| 12. Water taps.                                 | 02               | 00            | 00                      | 07                 |
| 12. Sewer taps.                                 | 03               | 00            | 00                      | 12                 |
| 13. Meters damaged by customers                 | 04               | 04            | 02                      | 09                 |
| 14. Utilities Protection Center Locate Tickets. | 58               | 22            | 39                      | 180                |
| 15. Water Meters Tested for Calibration         | 00               | 00            | 00                      | 07                 |

## B. Roadways and Walkways/Sanitation Department:

| Items                                         | Current<br>Month | Last<br>Month | This Month<br>Last Year | YTD<br>CITY FY2024 |
|-----------------------------------------------|------------------|---------------|-------------------------|--------------------|
| 1. Total number of work orders.               | 34               | 44            | 61                      | 304                |
| 2. Amount of junk picked up.                  | 13.45 tons       | 28.05 tons    | 14.42 tons              | 119.21 tons        |
| 3. Number of poly carts repaired or replaced. | 10               | 19            | 10                      | 83                 |
| 4. Amount of Garbage took to landfill.        | 133.31 tons      | 143.52 tons   | 133.32 tons             | 725.11 tons        |
| 5. Amount of yard waste picked up.            | 64.15 tons       | 61.44 tons    | 81.38 tons              | 508.65 tons        |
| 6. Number of potholes repaired.               | 02               | 02            | 06                      | 09                 |
| 7. Number of tires picked up.                 | 38               | 58            | 45                      | 188                |

C. **Building Inspection Department:**

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

D. **Projects:**

1. The 2022 LMIG Project 99% complete.
2. The 2023 LMIG Project 7% complete.
3. We have started the 2021 TIA Projects for paving of E. Hiawatha St. (50% complete) and sidewalks (3% complete) for S. Lewis St.  
Below is a tentative schedule:
  - a. Sikes then relocating water utilities-98% complete.
  - b. Sikes then will start reconditioning roadbed for base rock- estimated one month.
  - c. Sikes hopefully will be paving by the end of the year.
  - d. EEMC relocation of power lines 97% complete.
4. We have received permits from EPD and GDOT for the water and sewer extension for the property on Airport Road. We are waiting on a couple of Utility easements to be signed.
5. We have started the design for the INOIDIC Grant for the downtown parks project.
6. The Sewer Rehabilitation Project has begun and is about 25% complete.
7. The Shop Project will begin around January 03, 2024.

E. **Information:**

**Congratulations to James McCray in completing his 90 classroom hours of training at the Carl Vinson Institute of Government to become Nationally Certified in Public Works Management. I am glad to have James join me in being Nationally certified. This program is sponsored by the University of Georgia, Carl Vinson Institute of Government, and the Georgia Chapter of American Public Works Association.**

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

A. Permits and Applications:

**November Applications**

**Occupational Tax Registration**

1. Cool Kats Cuisine and Catering – 1310 Crabby Lane - Approved

**Sign Permit**

1. Daniel King – 225 N.E. Broad St. - Approved

**Electrical Permit**

1. Zack Claxton – 265 S. Terrell St. – Approved
2. Blake Hicks – 450 S. College St. - Approved

**Special Event Permit**

1. MMS Junior Beta – 5k Fundraiser – 12/16/23 - Approved

**Park Application**

1. Communities in Schools – Christmas Movie Night – 12/12/23 – Approved
2. Vizionary Impact/Rashida Taylor – Juneteenth Celebration – 6/1/24 – Approved
3. Family Connection/The Bridge – Food Distribution – 12/15/23 - Approved

**November Building Rental**

Depot - \$ 600.00

Community Center - \$ 1,000.00

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

Number of Transactions – 518

Total Amount - \$46,527.67

**Tasks**

- Continue to assist with the ARPA Grant.
- Assisting auditor with the FY 2023 audit.
- Held public hearing and close out meeting on the 2021 CDBG Grant.

- Attended and assisted with the Lighting of Metter.
- Working with Apptegy to get the new website up and running.
- No findings on our audit by the GBI on our use of GCIC for non-criminal fingerprinting for alcohol license applicants.
- Hosted a Lunch & Learn for the City Clerk's in District 9.
- Attended the GMCA Board Meeting.
- Held Tree Board Meeting.
- Met with Paul Collins on health insurance renewals.