

CITY OF METTER
REGULAR MEETING
AGENDA
MONDAY, APRIL 8, 2024
5:30 p.m.

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 MEETING:
 - a) City Council Retreat, Saturday, February 10, 2024, 8:30 a.m.
 - b) Regular Meeting, Monday, March 11, 2024, 5:30 p.m.
7. PRESENTATIONS
 - a) Brad Jones – possible business in an R2 zoned area
8. OLD BUSINESS

None
9. NEW BUSINESS
 - a) Consideration of a motion to set a public hearing date for Monday, May 13, 2024, at 5:15 p.m. for a zoning amendment to allow no more than three (3) unrelated individuals to be allowed to live in dwelling units zoned R-1 and R-2.
 - b) First reading of ordinance governing short-term rental properties.
 - c) Discuss the continuance of waiving fees for new residential, commercial, and industrial construction.
 - d) Discuss the exploration of the city collecting impact fees for new construction.
 - e) Consideration of a motion to approve a Resolution appointing Rashida Taylor to the Downtown Development Authority to fulfill Luke Lanier's unexpired term as recommended by the Downtown Development Authority and the Main Street Board. Term will expire December 31, 2028.
 - f) Consideration of a motion to approve an application from Moshami Govind Patel, Jai Hanumanji, Inc. located at 506 SE Broad St. for retail alcoholic beverage license for package sales for off premise consumption of distilled spirits. Application meets all zoning and ordinance requirements for an alcohol beverage license.

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- g) Consideration of a motion to approve the 2024 LRA Funds (LMIG Additional Funding) List as follows:

1. W/E Lillian St. – from N. Kennedy St. to N. Lewis Street 0.16 miles of resurfacing, centerline striping, edge striping thermoplastic cross walks and stop bars. Estimated cost \$59,185.00.
2. Bay Street – from E. Lillian St. to E. Lee Street 0.79 miles of resurfacing, curbing improvement, centerline striping, edge striping, thermoplastic stop bars and cross walks. Estimated cost \$34,360.00.

We will receive \$95,155.16 in additional GDOT funds.

- h) Consideration of a motion to approve the low bid from Reeves Construction Co. in the amount of \$118,000.00 for the 2024 LMIG Project that consists of resurfacing N. Leroy Street from East Lillian Street to the Terminus. Funding for this project was budgeted from LMIG funds.
- i) Consideration of a motion to approve the low bid from Pump and Process Equipment in the amount of \$20,609.00 with an annual service fee of \$2,275.00 for a SCADA type system for the water/sewer department. (We can set up the main well and four pump stations at this cost. We have \$40,000.00 budgeted this year in the capital expenditures for this equipment.)
- j) Consideration of a motion to approve a bid from Industrial Technical Coatings in the amount of \$19,565.00 to paint the caboose at the depot.
- k) Consideration of a motion to set a Public Hearing date for April 22, 2024, at 5:00 p.m. and a called meeting at 5:15 p.m. to hear a variance request from Joey Burke and the Candler County Industrial Authority. The purpose of this meeting is to hear public comments for and/or against the request to allow a variance to reduce the lot area requirement from 5,000 SF plus 5,000 SF per unit to 5,000 SF plus 4,300 SF per unit and to increase the lot coverage from 15% to 18.3%.
- l) Consideration of a motion to offer city homeowners a homestead exemption for city ad valorem taxes with the exemption amounts as follows, basic homestead exemption of \$2,000.00 and homeowners aged 65 and over, \$4,000.00. Homeowners who currently have a Candler County homestead exemption will be eligible for the City's homestead exemption this current tax year. Those homeowners who do not currently have a county exemption will have until April 1, 2025, to file for an exemption on their 2025 city taxes.
- m) First reading of an ordinance amending the City of Metter, Georgia's Noise Ordinance.

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- n) First reading of an ordinance amending the City of Metter, Georgia's Vehicle and Traffic Ordinance.

10. DEPARTMENTAL REPORTS

11. CITY MANAGER'S REPORT

12. MAYOR'S REPORT

13. ADJOURN

**CITY OF METTER
COUNCIL RETREAT
SATURDAY, FEBRUARY 10, 2024
8:30 A.M.**

A City Council Retreat was held on Saturday, February 10, 2024, 8:30 a.m. at the Pineland Telephone Conference Room located at 3 South Rountree Street, Metter, Georgia.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd – City of Metter
Councilwoman Rashida Taylor – City of Metter
Councilwoman Chyrileen Kilcrease – City of Metter
Councilwoman Victoria Gaitten – City of Metter
Councilman Gregg Stewart – City of Metter
Councilman James McKie – City of Metter
City Manager Carter Crawford – City of Metter
City Clerk Angie Conner – City of Metter
Police Chief Robert Shore – City of Metter
Public Works Director Cliff Hendrix – City of Metter
Fire Chief Jason Douglas – City of Metter
Director of Economic Development Heidi Jeffers – City of Metter
Director of Planning – Teresa Concannon – City of Metter
Member Services Consultant Terrell Jacobs – Georgia Municipal Association (GMA)

The press was not present.

GUESTS

There were no guests present.

PURPOSE

The purpose of the retreat was as follows:

1. To Discuss Common Issues
2. Recap Action Items for 2022 Retreat
3. Comp Plan Updates
4. Impact Study Review
5. Develop Action Plan

INVOCATION

Councilwoman Kilcrease gave the invocation.

CALL TO ORDER AND WELCOME

Mayor Boyd called the retreat to order and welcomed everyone.

INTRODUCTION OF SPEAKERS

City Manager Carter Crawford introduced Terrell Jacobs, Member Services Consultant with GMA. Mr. Jacobs was present to facilitate the retreat.

GOALS OF THE DAY

1. Keep conversation focused.
2. Make sure everyone is heard.
3. Keep written records.
4. Help group reach consensus.
5. Answer questions.

FOCUS POINTS

1. What does an Emerald City look like?
2. What do we want Metter to look like?
3. Who will determine the fate of Metter? We are the masters of our own fate. The Mayor, Council and Staff are challenged to be the master of the fate of the City of Metter. We need a true vision and to know where we want the city to go.

GROUND RULES

1. Check the title at the door – we are all equal adults.
2. The past is the past – talk about the future.
3. Think community wide and focus on broad strategies.
4. Trust each other enough to speak.
5. Respect each other enough to listen.
6. Respect each other's differences and perspectives.
7. Put your city council hat on and take off your personal interest hat.
8. Talk to each other – not the media or visitors.
9. Do not “beat a dead horse” ---- Disconnect.
10. Agreement on ground rules.

INTRODUCTIONS & ICE BREAKER

Each person was asked to introduce themselves and answer the following:

- What is your favorite part of being an elected official/employee for the city of Metter?
- What are your expectations for this retreat?
- Tell us an interesting fact about yourself that no one else knows.

CHECK-IN – WHERE ARE WE NOW

1. How are we doing as a city?
2. Where do we want to be as a city?
3. How do we get from here to there?

KEYS TO SUCCESS

1. Working together is critical.
There are three primary groups involved in the operation of local government (Elected Officials, Manager, Professional Staff) – They each have specific roles, and understanding each other's perspectives and roles can reduce friction and misunderstandings. The success of a municipality depends on the ability of these three groups to work together as a team for the benefit of the community.
2. Build Trust.
Organization must develop trust by:
 - Not interfering with other's roles
 - Making sure written protocols are in place.
 - Understanding "good Governance"
 - Support good management; including effective, efficient, accountable, and equitable delivery of services.
 - Ensuring a sense of respect for the public and openness to public input.
 - Willingness to move on key issues.
 - Operate under a comprehensive strategic business /planning process.
3. Civility
 - Thou shalt not allow legitimate critique of policy and practice to become a personal attack aimed at the person who devised policy or implements the practice;
 - Thou shalt not rudely interrupt a colleague midsentence nor "speak over" a colleague while he or she is speaking;
 - Thou shalt not pretend something is much more important than it really is to score points with an audience and
 - Thou shalt always recognize that your colleagues were elected, just as you were, and deserve the same level of respect for running and winning.
 - Creation of handbooks that helped elected officials (and the public) understand the mayor and council's roles and responsibilities.
 - Adopting ground rules for council meetings beyond procedural rules: e.g.,
 - Council members should actively pay attention while others are talking. Council members should be aware that side conversations, note writing, and nonverbal expressions made by council members can be distracting to the meeting. Be mindful that other council members, staff, and public in attendance can hear and see these actions.
 - Council members shall accord the utmost courtesy to each other, city employees, and public appearing before the council. They shall always refrain from rude and derogatory remarks, reflections

on integrity, abusive comments, and statements about motives and personalities.

4. Collaboration

- Communicate and problem-solve with colleagues;
- Maintain collaborative relationships with fellow council members;
- Preside over and participate in city council meetings;
- Interact with and respond to members of the public; and
- Design effective and inclusive processes for engaging the public.

Mr. Crawford said that in Statesboro we had several Neighborhood Associations that worked well. We brought them together once a quarter. We would listen to their issues and update them with what was going on. He said that worked very well. And this is something we could do here if there was enough interest in doing it. First, we would have to form the Neighborhood Association. Mr. Crawford said that we could look at this for the future.

Councilwoman Taylor said that we need to teach people how to be engaged. She said that she is not opposed to going out in the community to them. We need to meet them where they are in their communities. The way we are doing it now is not working.

Mr. Jacobs said we need to put that in the parking lot as a concern. It is a priority that you all might want to get a consensus on and develop some action in regard to how to get that done.

COMMUNICATION & PROBLEM SOLVING

Know the difference between value, interest, and position.

- Be attentive.
- Ask clarifying questions.
- Let people know you are listening.
- Distinctions between values, interests, and positions.
- Separate the people from the problem.
- Focus on interests, not positions.
- Invent options for mutual gain.
- Insist on using objective criteria.
- “Children are our community’s most important resource.” This is a value;
- “I want a park and open space where our children can play.” This is an interest; and
- “I want a park and skateboarding area at the corner of Palm and Main, with the city contributing all the funds.” This is a position.

Councilwoman Taylor suggested having another meeting during the month. She said there is 30 days between time that information is shared.

Mr. Jacobs suggested putting that in the parking lot as an opportunity. He said just remember you have to be attentive. Give your undivided attention. It shows that you value what other people are saying. That builds a better relationship and trust.

Mr. Jacobs said that the challenge he heard was we got to figure out how to communicate better with each other. This is a parking lot item – working on some different pathways of communication. Whatever you all need to do to keep everybody abreast of what needs to happen and what is going on.

DO'S & DON'TS FOR ELECTED OFFICIALS

Do:

- Communicate.
- Support staff.
- Work together for the common good.
- Do your homework (Be prepared).
- Know how to deal with emotional audiences.

Do not:

- Get stuck.
- Give up.
- Win the battle only to lose the war.
- Get involved in details that city staff handles.
- Grandstand.

Mr. Jacobs reminded the council that with a city manager form of government, elected officials should be dealing with the city manager. That is the protocol.

Councilwoman Kilcrease said that the decision-making process should be left up to the city manager because he knows the ends and outs of the daily running of the city and the department heads. She was so glad when we changed from a city administrator to a city manager because all the decisions back then were on council. The council needs to stay in our lane and let the manager drive this vehicle as he is supposed to. Then if he does not do right then the council can deal with that.

Mr. Jacobs said that we encourage elected officials not to get into personnel issues.

NEEDS OF ELECTED OFFICIALS AND STAFF

Elected Officials:

- Clear vision and plan for growth.
- Communication.
- Collaboration.

- Rules of decorum and effective meetings.
- Financial updates.
- Diversity, Equity, & Inclusion.
- Succession planning.

Staff:

- Elected Officials informed and ready to move on projects.
- Elected Officials to work together.
- Clear directives.
- Trust.
- Communication.
- Staffing, space, and equipment.
- Plan for growth.
- Follow the charter on the chain of command.
- Updates of policies (Personnel, Financial)
- Recruitment / Retention incentives
- DE&I training.

The group discussed getting the agenda packet in a timely manner, so they have the opportunity to review it before the council meeting.

Councilwoman Kilcrease mentioned that in the past we had a work session before the council meeting to go over the agenda items but for some reason stopped. If this would help everybody, we could go back to having the work sessions.

Councilwoman Gaitten liked that idea because from a new council person when you get this information on Thursday, then when are we supposed to figure this all out?

Mr. Crawford said that one place he worked had a work session and would put together a consent agenda, which was voted on as one item. This would move things on a lot quicker. Mr. Crawford said that we do not have that much on our agenda.

Mayor Boyd said that the work sessions were started because we were not getting our agenda packets until we got to the meeting. Then we ran into the issue of having small agendas and not enough to talk about and would have to wait an hour before opening the meeting. After that happened several times, we just did away with the work sessions. Currently getting the agenda packets on Thursday seems reasonable. Mayor Boyd said that he is willing to go along with whatever the council wants to do.

Councilwoman Taylor said the county meetings are more in depth and informative. That way you understand the whole picture. When we move so fast, we miss the connection.

Councilman Stewart said we do not know what everybody's vision is, but I would like to know.

Councilman McKie said that he believes it is significant to realize the difference in our city and county form of government. We have a city manager. Our role as elected officials is to put our heads together and let the manager know our vision for the city and these are our policies and procedures, and this is our budget. Then the city manager handles all of that versus the county on the administrator side, they have to do all the work. We do not have as much of a hands-on part of this but at the same time I think more information flowing back to us is important so we can say yes or no. Even though we do not have that hands on approach our constituents expect us to know everything, but on the other hand we have to recognize that our government is different from the county government. Some people have a hard time understanding that.

Mr. Jacobs said he is hearing a better way to get back information in regard to what has transpired so at least everybody is on the same level of understanding.

Mr. Jacobs warned the council to be careful with social media. Your comments are not your own now they are the city's. This can get you in trouble. You do not have to respond. Get your information out there first and let that stand. Please do not share somebody else's post.

COMMON ITEMS OF PRIORITY TO DISCUSSION

- Communication and Trust.
- Managing Growth.
- Increase Housing Options.
- Expand Retail and Commercial Growth.
- Develop Better Committee System to Help with Growth.
- Using Work Session.
- Community Engagement.

RECAP OF ACTION ITEMS FROM 2022 RETREAT

- Updating Comprehensive Plan – Ongoing.
- Fire Station – Ongoing.
- Expanding Georgia Grown Innovation Center – Ongoing.
- New Vehicle Maintenance Center – Under Construction.
- Splash Pad – Finished Project.
- Recruitment/Pay Plan/Succession Planning – Increased the Pay Plan – Recruitment is challenging everywhere.

Mr. Jacobs informed the council of a new program that GMA has called Jobs with a Purpose. Ms. Kay Love is spearheading this program. We have created a 501-c-3 called Georgia Cities Solution and Ms. Love is the Manager and Director. The program has three components: 1) Diversity, Equity, and Inclusion, 2) You, and 3) Workforce.

There are over 40,000 municipal workers in the State of Georgia. By 2028 about 20% of those can retire. We have to do something to put talent in the pipeline.

Ms. Love is working with ten cities doing a workforce plan. It helps with recruitment and all that stuff. Mr. Jacobs said that he would tell Ms. Love that Metter might be interested in looking at the program. There is a grant, so you do not have to pay for it per say.

Morning Break

COMPREHENSIVE PLAN

Next Mr. Crawford went through the comprehensive plan.

Activity

- Develop ordinances such as temporary vendor and downtown storage to protect downtown development. – Complete. – Temporary Vendor Ordinance in place.
- Explore and Invite State Formers Market to locate in Metter – Pursuing – Economic Development exploring with the Department of Agriculture.
- Work with private sector to develop commercial industries at the interstate – Ongoing – Two commercial developments being designed to go at interstate on south end. Also, at the south side of interstate we have a concept design for thirty duplexes. Statesboro Natural Gas looking at running gas under the interstate in 2025 or 2026. That will open up for more restaurants.
- Redevelop the canning plant behind the Candler County Historical Society and Museum to support the vision statement – Delete – BOE is using that building.
- Achieve Rural Zone Designation – Applying for this in 2024.
- Work with Industrial Development to strategically develop infrastructure and utilities for industrial recruitment – This project is out for bid. Should start in a couple of weeks.
- Actively monitor Censuses Data regarding population changes and projections. – We do this yearly.
- Actively monitor data regarding per capita income. – We do this yearly.
- Actively seek affordable workforce housing opportunities. – We are working on this.
- Actively seek to add quality of life amenities that will sustain and draw population to Metter. – Finished the splash pad project. Working on another park project. Our new industries will draw people. Continually working on this.
- Obtain Qualified Local Government status for Historic Preservation by adopting a historic preservation ordinance establishing a historic planning commission. We are reviewing this. Should be complete in 2024 or 2025.
- Adopt appropriate life safety and building codes that allow for rehabilitation of historic structures that maintain the integrity of the structure while providing access and safety. No action. Looking at plans. Looking for funding. Will bring back up.
- Develop and implement landscaping and maintenance plans for the medians. – Ongoing
- Construct phase 4 of the downtown park renovation. (Central Park and East Park) – Putting together a design and construction plan now.

- Continue and enhance maintenance and landscaping of traffic islands, city parks, and city facilities to enhance the city's appearance and quality of life. – Ongoing.
- Complete renovations at Jaycee Parak. Complete. Added splash pad.
- Complete renovations at Lee Street Park. – Need funding. – More years out.
- Develop a Standard Operating Procedure with best practices and disaster planning for Animal Shelter. – Complete.
- Pursue grants for additional funding at Animal Shelter including TNR, Adoption Center, Petco, etc. – This is ongoing. Add to the parking lot.
- Add and enhance signs directing traffic to Animal Shelter. – Done 2023.
- Continue to develop, implement, and enhance public education and adoption programs for stray animals. – Ongoing.
- The Tree Ordinance should be considered for possible revision and strengthening. – Ongoing each year.
- Provide regular training and equipment upgrades for street and lanes department. – Ongoing each year.
- Develop landscaping and maintenance plans for all green spaces in the city. – Have designs. Waiting on money. We are trying to find some grants.
- Implement planting and landscape plan at Welcome Center – Project for 2024.
- Design and construct new fire department. – Waiting on USDA for loan.
- Purchase priority apparatus and equipment to replace those past their lifespan. – Ongoing each year.
- Purchase priority rescue equipment to replace those past their lifespan and supplement needs. – Ongoing each year.
- Maintain ISO rating of four or better – Ongoing each year.
- The Fire Department meet staffing formulas for all shifts. – Ongoing each year.
- Develop Fire Department training center – Working on this. – Councilwoman Taylor had a problem with staff posting about fires on social media. Mr. Jacobs asked if the city has a social media policy? Not at this time. Mr. Jacobs said that GMA has a template for one. Need one centralized person or group managing or filtering social media.
- Continued public engagement and outreach campaigns. – Ongoing each year.
- Develop Prevention and Inspections Staffing and activities at Fire Department. – Ongoing each year.
- Adopt Subdivision incentives needed to encourage development and rehabilitation. – Revise incentives.
- Examine subdivision regulations to enable development of innovative types of subdivisions that match the character of the city. – Consultant working on this. Should be complete by May 2024.
- Fund a housing and land development study. – Complete 2023 – Reviewing.
- Evaluate zoning ordinance for possible overhaul added flexibility; variety of housing for next generation; smaller lot sizes; reduce redundancy; and reduce layers of bureaucracy. – Consultant working on this. Should be complete by May 2024.

- Study GICH Program for possible assistance. – Completed 2023 – Metter is a GICH alumni. Our status has been reactivated. – 2 years before we can reach certification. Ongoing.
- Explore possibilities with land banking to address dilapidated properties – 2023 – Reviewing.
- Enforce Nuisance Abatement and Code Enforcement Program to address substandard and dilapidated housing. – Ongoing – Incorporating with housing plan. Mr. Jacobs commented that Albany and Bibb County has been dealing with this. He said he would send some information to Metter.
- Seek and support low-income housing tax credit application in order to provide affordable housing. – Working with DCA
- Explore forming habitat for humanity, homes for heroes, and/or other programs to bring affordable housing to Metter – Ongoing.
- Explore CDBG, CHIP, and other funding sources for neighborhood improvement strategies. – Not eligible until 2025 – Ongoing.
- Train and certify staff on residential building codes and inspections. – Ongoing.
- Develop and train a code compliance/building inspectors team. – 2027
- Develop and Adopt design guidelines to promote historically compatible infill development in Historic Downtown and Historic Residential Neighborhood Areas. – 2025
- Study traditional neighborhood design principles for inclusion in zoning ordinance and/or residential incentive program. – Consultant working on this. Should be complete by May 2024.
- Seek Plan First community by completing application in 2023 – Delete.
- Explore the opportunity of in-home workers. – On hold.
- GMA's Equity and Inclusion Certification – 2024 – Heidi Jeffers will sign up to take this certification. Councilwoman Taylor is enrolled now.
- Hire or contract a code compliance/building inspectors' team. – 2027
- Develop a priority list of issues to address for the entire city. - Strategic Plan prioritizing issues.
- Educate the public on code compliance, its objectives, and its value. – Do a better job.
- Develop and implement a community service program to assist with litter campaigns and other issues to keep public areas clean. – Done – Great American Cleanup - Ongoing each year.
- Update proper ordinances to govern substandard and dilapidated housing conditions. Consultant working on this with zoning and subdivision ordinances.
- Update and continue to enforce regulations to protect neighboring residents and property owners by controlling nuisances such as loud noises, stagnant water, abandoned vehicles, accumulation of junk, and tall weeds and grass. – Ongoing.
- Prompt identification and repairs to problems or issues with City of Metter infrastructure, safety hazards, and prioritization of repairs and maintenance. – Done and ongoing.
- Develop Right of Way Ordinance and Permit/Management systems and cross reference with franchise agreements. – Up to date and ongoing each year.

- Evaluate storm water system for adequacy in design and capacity. Ongoing each year.
- Seek funding for drainage system improvements. – Ongoing each year.
- Adopt storm water ordinance. – Ongoing.
- Currently monitoring storm water utility. – Ongoing.
- Review and Revise Zoning Ordinance – May 2024.
- Review and Revise Subdivision Ordinance – May 2024.
- Seek higher efficiencies in public work staff; cross training; schedules; etc. To provide higher aesthetics and cleaner streets in Metter. – Budget Street Sweeper. – Ongoing.
- Evaluate issues with water, clarity and appearance and identify corrective action needed. Implement corrective action to eliminate discolored water. – Ongoing – Georgia Rural Water has done a study and a lot of testing with ground water and treatment water. Doing everything, we can to help combat that. Our ground water is high in manganese. We treat it with chemicals and flush lines.
- Produce complete and accurate maps of water, storm water and wastewater systems. – Done and ongoing each year.
- Seek CDBG to implement corrective action for water clarity problems (brown water problems). - 2025
- Annex unincorporated islands. Only one left. – 2024
- Implementation of a one stop shop and project management system for land use applications in 2019, applications are still updated annually. – Ongoing.
- Annex commercial property across Interstate 16 exchange. – Ongoing.
- Adopt annexation and infrastructure extension policy – Done.
- Review and adopt development regulations for storm water requirements. – Ongoing.
- Study flood plan for Metter and determine what ordinances are needed to control or prevent flooding in Metter. – Done.
- Enforce flood plain and wetland regulations. – Done and ongoing each year.
- Encourage continued development of pedestrian paths, walking trails, multi-use trails, and picket parks. – Ongoing.
- Construct and rehabilitate sidewalks, bike paths and other pedestrian infrastructure to implement Metter Moves Plans. – Ongoing.
- Evaluate feasibility of Highway 121/129 Connector. – Ongoing – Asking DOT for a study.
- Install sidewalks on Stillmore Highway.
- Rehab the signs marking historic streets: Rountree, Kennedy. As of 2022 designs are in the works. – Ongoing.
- Customer Service Training provided for staff. – Ongoing each year.
- Review Franchise agreements and audit payments. Revise where necessary each year as needed. – Ongoing.
- Update and revise Personnel Policy. – Ongoing.
- Continue to timely develop balanced operating budgets with Capital Improvement Plans. – Ongoing each year.

- Improve fleet maintenance and shop operations for faster internal services and repairs each year as needed. – Ongoing.
- Introduce mobile reporting and work order response to public works. – Ongoing.
- Install information technology infrastructure that will allow proper backups, storage, and records retention and production. – Done – Ongoing.
- Resurfacing from W. Hiawatha St. to W. Pine; Hickory St. from Daniel St.; Doctors St. from Cedar St. to dead end; Cedar St. to Hope St.; Holly Dr. to Holly Dr.; Cedar St. to Hickory St.; Cedar St. to N. Lewis St.; Broad St. to Eldridge St.; N. Lewis St. to McClean St.; TIA 2, Band 1. – Ongoing – Should be complete by 2025.
- GDB&P; Base and paving from Ellis St. to dead end. TIA 2, Band 1 - Complete
- Improve roadway safety by adding curb and gutter to improve drainage and by leveling the roads on Ruby St. and Salem Rd.; TIA 2 Band 2 – 2026 and 2027.
- Work with local and regional developers to form Homebuilders Association or similar development organization. – Do not have this going yet.
- Create an Ag Theme place maker space downtown to support vision statement. – Ongoing.
- Develop a commercial kitchen incubator to support entrepreneurial startups in the food business. – Ongoing.
- Actively pursue grants for Economic Development in downtown and entire city. – Ongoing.
- Continue to grow the GGIC. – Done and ongoing.
- Seek grant for new community enrichment program – Ongoing – GMA Community Art.
- Branding our Georgia Grown Community identity. – Done and ongoing.
- Extend roadway paving by installing McLean St. to Franklin St., installing six inches of GABC on 385 LF of unpaved section of roadway, level existing asphalt from N. Lewis St. to dead end of Franklin St. TIA 2, Band 2 – 2026
- Resurface from E. Lillian St. to dead end; State Route 46 to South Register St; Airport Road from dead end (End of pavement) to State Route 23; North and South Daughtry Streets to Central Ave; Tia 2, Band 2 – 2026 – Next TIA.

IMPACT STUDY FROM GEORGIA SOUTHER UNIVERSITY

1. One thing is they suggested that we hire a full-time planning director, which we have.
2. Need community economic development specialist which we have.
3. Upgrade physical structures (water and sewer). We are in the process and have a lot more to do.
4. We have hired a consultant to update the zoning and subdivision codes as suggested in the plan.
5. In a good place with broadband. Pineland has done their due diligence by providing the whole county with broadband.

Mr. Jacobs said that one thing that you did not see in the study was walkable communities.

COMMUNICATION AND TRUST

Developing more communication and trust among us. How can we achieve that objective as City of Metter?

Action Items

1. Having Information. Need agenda with specific information. Need a synopsis of it with budget implications. Mr. Jacobs said there are some templated agenda item's structure that GMA can provide. Mr. Crawford said that one of the things that might be helpful is to provide a timetable to the council so they can see when we might purchase items. This was assigned to staff. It will start immediately with the March meeting.
2. Ability to communicate with the person that is bringing the item for consideration and the timeline. Got to have a cut-off for agenda items. Agenda items are due on Monday, a week before the council meeting. Mr. Crawford and Mrs. Conner will put the agenda together on Tuesday and send out to council on Wednesday.
3. More frequent communication with other entities. IDA, Economic Development, and other entities should share their minutes with the city council. If any staff or elected official serves on any board or organization that benefits Metter/Candler County, they should provide the minutes to the city clerk so she can share with the council. Airport Authority – Cliff, IDA – Mayor, DDA – Heidi, and Housing Authority – Angela Mack. Mr. Crawford said that we need to have a meeting with elected boards of city, county and Board of Education and have someone from Georgia State Department of Economic Development come down here and explain the economic development process. Councilwoman Taylor said that Hannah has offered training for the IDA that we can attend. There are two half-day training sessions that explain what the IDA does. Councilwoman Gaitten said that Hannah has someone that teaches that lesson for 2 days.

MANAGING GROWTH

Action Items

1. Reorganization of Building and Subdivision Ordinances. Consultant should be complete by May then mayor and council will need time to review. Consultant and Staff responsible. Timeframe is May 2024.
2. Develop an administrative process so that you can handle an influx of load of all these things coming at you. Mrs. Concannon and Mr. Hendrix agreed that the city has an administrative process already in place by using the Development Team and application for rezoning. We have procedures to go by. We have all that in place. Review process and procedures. Staff responsible. Time frame is May.

3. Develop a Smart Growth Plan and a Controlled Growth Plan. Look at what county is doing with zoning and work with them. Staff and Consultant are responsible. Time frame is next quarter.
4. Annexation Options. Mrs. Concannon said that the consultant is actually looking at an annexation zone. He is reviewing the future land use map. The county will still have to bless any annexation. That is why it is important to work in unison with the county. Mr. Jacobs to provide framework. This is assigned to Mr. Jacobs and Mrs. Concannon.
5. Traffic. We need to work on a truck ordinance so we can get some signage up. This needs to happen sooner than later. This will be the first problem that we have. Mrs. Concannon said that we have put together an ordinance and we are waiting for feedback from today before submitting it to the city attorney. This is in process. Assigned to staff. Mr. Jacobs said that as a condition of getting more LMIG increased truck weights are going to be the same as what came about during COVID. It will stay the same and not go back down. This will give more money with no match. We need to have traffic engineers to look at the study and see if it is doable. We should have something ready by the March meeting.

Increased Housing Options

Mrs. Concannon said that the city had plans that were developed during our GICH years in early 2000. We can update these. We have GSU study which references housing. We are participating in GICH. We have land that is apparently zoned for high density. We do not have developers who are willing to put money in the ground or without some assistance from the state. The problem is there is land but no money and maybe not even developers. So how do you bring them in? Mr. Jacobs said that the Senate is working on some incentives to help with work force housing because they knew the Hyundai issue was going to be explosive. You must do something to incentivize people to come to the table. They must figure out something. Mr. Jacobs suggested waiting and seeing what comes out of this legislative session.

Mr. Crawford said that we will need to complete our infill development plan because we are using ARPA funds, and they have to be obligated by December 31, 2024. We are working with the IDA on applying for a workforce development grant for one of the projects here now.

There is no action item at this time. We will wait and see how things develop in this legislative session in regard to housing. Housing is a big concern all around the state.

Expand Retail and Commercial Growths

Councilwoman Taylor commented that we need to refer to our 10-year plan. We need more resources. Councilman McKie said that he does not know any more than we as a

city can do. People complain but are not willing to open a business. Councilman Stewart said that the landscape is constantly changing. Mr. Jacobs said that if you build it, they will come. Councilman Stewart said that the demographics drives it. Mr. Jacobs said that it is driven by the market. Ms. Jeffers said that they also use traffic counts. Mr. Jacobs said that they use cell phone pings now more than traffic counts. Councilwoman Taylor said that we have had people come in and then they went out. We need to get people to shop locally. Councilman McKie said that one of the issues is that we have got a small selection of property owners that are just letting stuff sit vacant. They do not have to sell it. They use it for storage. Councilwoman Kilcrease said that the rent is too high is the reason no one stays.

Councilman McKie said that his suggestion last time was that we could use code enforcement on it because they are just there. They are not being maintained. You are looking at health and safety violations. If you do not keep up a building it will eventually fall apart. Councilwoman Taylor asked in the zoning piece is there something in there about vacant buildings being used for storage? Mr. Hendrix said not that he knows of. Councilwoman Taylor said that we need to add it to our ordinance. Mr. Jacobs said that the city needs to address some of the zoning provisions of some of the downtown businesses in relationship to strengthening them to some degree. Mr. Crawford said that we have a new zoning ordinance coming in May. As soon as we get it, we need to make sure it is addressed and if not then have it addressed.

Mr. Jacobs said that the action item is cleaning up some of the stuff by addressing some of the common problems. Strengthening the issue of the ordinances in regard to the downtown businesses and properties is part of the action item. That may make it more attractive for folks to locate businesses downtown.

Mayor Boyd said that we have a golden nugget that is happening on the other side of the interstate with that development that's going on over there. What has helped Metter and Candler County survive over the last 20 years has been the interstate. We will now have easy access to stores, restaurants and lodging now on both sides of the interstate. This could dramatically increase our sales tax revenue generated out at the interstate. Mr. Jacobs said that obviously as those suppliers come into town, they will need a corporate opportunity to land at the airport and hopefully they will need hotel stay.

Afternoon Break

Create a Better Committee System

The group discussed landscaping, parks, and recreation. Councilwoman Gaitten recommended to reach out to the garden clubs and present the drafting expectations.

Councilwoman Taylor said that we need committees to help the youth on her side of town. Also need committees to help with housing. We need to help the younger generation.

Mr. Jacobs said that he sees that there is an appetite to do something. There needs to be some rules as to how to engage and the expectations. He suggested starting with the landscaping and if this goes well then you can branch out to other committees. Councilwoman Kilcrease said that we have got to start somewhere. Councilwoman Gaitten said that if you want the community involved, we need to move forward with the committee. Councilwoman Taylor said to be the change that you want to see. A committee could look at the landscape plans and move forward with them.

Councilman McKie said that people should come to the council meetings to be informed. Councilwoman Taylor and Councilwoman Gaitten did not like the idea that people need to come to council meetings to be informed. Councilman McKie said that the agendas and minutes are on the website for people to read. Mr. Jacobs said that you must meet people where they are at. Most are attached away from their local government. The council has to offer the opportunity for the people to be involved.

The action item is to have Councilwoman Gaitten move forward with reaching out to the garden club group and drafting up some expectations in regard to what you need them to do going forward in relationship to this effort. The timeframe is the next 30 days.

Better Use of Work Sessions

The group also discussed getting more detailed information before council meetings. They would like to get the agenda packets earlier. They discussed having more meetings or a workshop before the regular meeting.

The group decided against having more meetings or workshops as long as they could get a detailed agenda packet by Wednesday before the meeting on Monday.

Community Engagement

Mr. Jacobs will get the group a copy of a social media policy to put in place.

The City's website has the ability to move stuff to a social media platform.

The group discussed city hall not having a social media platform. The police, fire, animal shelter and Visit Metter have a Facebook page. Visit Metter is handled through Mainstreet which is separate from the city. The new city website is up, and we are working on the app now to be able to push notices out to the public. Mrs. Conner asked who would monitor all these accounts? Mr. Jacobs said that the council will need to designate someone to be the public information officer (PIO). The gathering of information that you all want to tell your story and keep community informed is critical this day and time. You need a gate keeper who knows what the policy is and makes sure it is adhered to. At the present time, each department posts to Facebook and each department has policies to follow. Mr. Jacobs said that he will get the city a template of what the policy is that the city can use and modify. All policies need to be blessed by the council. Mr. Crawford said that one thing we got to do is when we get our policy

together, we got to get a handle on it. It needs to not only address the ones responsible for putting information on the city's social media, but it also needs to address what employees can put on their social media. Mr. Jacobs said that the primary platform that a lot of government agencies are on is Facebook and Instagram.

The action item is that the city currently has a website that has the capacity to do community outreach or engagement of information through the website and through social media which is Facebook and Instagram potentially. Mr. Jacobs said that secondly on that is that he will give the city council a copy of the template from GMA that has been given to other local governments for this body to adopt and to work it with the personnel policy as far as discipline.

Mr. Jacobs asked who the designated PIO would be to help coordinate all this information. Chief Douglas said that the present policy says the mayor is the PIO. Mr. Jacobs said that most charters say that the mayor is the spokesperson for the city but he or she can give that responsibility to a public information officer. You could call it a communication officer but still the responsibility goes to the mayor. This person will coordinate all the communication in regard to social media and whatever. This person will make sure that everything posted meets the policy. Someone to filter and review what all departments are putting out there to make sure it meets policy. Mayor Boyd said that the mayor, manager, and city clerk could review and approve the content before it is posted. Chief Shore said it needs to be one person. Mr. Jacobs said that if you have a policy, they should all adhere to the policy. Put a policy in place and have everyone that is going to put information on social media platforms to be trained on the policy and what content can be put out there. That way they will know what the review process will be. It is a matter of making sure they filter it through the appropriate channels.

Mr. Crawford said that once they complete the training, they need to sign that they are going to adhere to the policy and understand what the consequences will be if they do not follow it. Mr. Jacobs said that you need to train all employees in what the policy is and how they could be impacted even if they use their own personal social media platform.

Mr. Crawford will explore looking at Neighborhood Associations to see if there is any interest out there. We need to spread them out and have regular meetings with them to hear what they have to say and to give them data. We can get this going this year.

Animal Control

Mr. Crawford said that this issue is addressed in the comp plan so we will relate this to the comp plan.

Closure

Mr. Jacobs asked each person how they felt after the session today. The answers were as follows:

Heidi Jeffers	Excited
Angie Conner	Overwhelmed
Carter Crawford	Excited
Teresa Concannon	Overwhelmed
Rashida Taylor	Optimistic
Chyrileen Kilcrease	Optimistic
Mayor	Happy
Robert Shore	Overwhelmed
Victoria Gaitten	Overwhelmed
James McKie	Optimistic
Cliff Hendrix	Covered Up
Gregg Stewart	Optimistic
Jason Douglas	Excited

Mr. Jacobs encouraged the group to think through these words and thoughts to get a better perspective of how you as leaders are going to look at big change and that you all have a great opportunity to make a difference in the lives of the people that are here and the lives of the people that are coming. If you want to be a better Metter, you have to look to change.

No actions were taken at this retreat; therefore, no votes were recorded.

Mayor Boyd thanked everyone for attending and participating. He adjourned the meeting at 3:45 p.m.

Angie Conner, City Clerk

**CITY OF METTER
REGULAR MEETING
MONDAY, MARCH 11, 2024
5:30 P.M.**

A regular meeting of the city council was held on Monday, March 11, 2024, 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
Councilwoman Victoria Gaitten
Councilman Gregg Stewart
Councilman James McKie
City Manager Carter Crawford
City Clerk Angie Conner
Public Works Director Cliff Hendrix
Police Chief Robert Shore
Fire Chief Jason Douglas
Planning Director Teresa Concannon
Director of Economic Development Heidi Jeffers

GUESTS

No guests were present.

CALL TO ORDER AND WELCOME

Mayor Boyd called the meeting to order and welcomed everyone.

PLEDGE OF ALLEGIANCE

Councilwoman Gaitten led the Pledge of Allegiance.

INVOCATION

City Manager Carter Crawford gave the invocation.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Councilwoman Kilcrease made a motion to approve the following minutes:

- a) Called Meeting, Monday, February 5, 2024, 5:30 p.m.
- b) Public Hearing, Monday, February 12, 2024, 5:15 p.m.
- c) Regular Meeting, Monday, February 12, 2024, 5:30 p.m.

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

PRESENTATIONS

There were no presentations.

OLD BUSINESS

No old business.

NEW BUSINESS

Loan for New Fire Station

Councilman McKie made a motion to approve discussion regarding financing options for the new fire station. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

City Manager Carter Crawford explained that USDA keeps delaying. They have required financial statements and we have sent them three times. They are requiring environmental statements again. The Regional Commission sent them to the wrong place. We have been notified that we must follow the Build Back America guidelines which includes all materials must be American made. They are requiring us to place an elevator in the building. The cost of the elevator is \$160,000.00. The architects are requiring \$26,000.00 to redesign the building to include the elevator and the engineers are requiring \$2,500.00. The USDA loan is at 3.5% interest rate with a 25-year payback.

With the GMA brick and mortar lease purchase program we would not have to get a construction loan. We can get a loan through a local bank if they agree to adhere to the GMA guidelines. We will not have all the requirements as with the USDA loan. We will not have to place an elevator in the building. The interest rate is 4.5 % with a 20-year payback.

The longer it takes the more the price goes up on building materials. Mr. Crawford informed the mayor and council that he would have more information at the April meeting.

Fire Budget Committee Appointment

Councilwoman Kilcrease made a motion to appoint a councilmember to the fire budget committee to work with the Fire Chief and the county appointee to establish the FY 25 fire department budget. Councilwoman Taylor seconded the motion. Councilman Stewart expressed interest in serving on the committee. Councilwoman Kilcrease amended the motion to appoint Councilman Gregg Stewart to the fire budget committee. Councilwoman Taylor amended the second and the vote was unanimous. Councilman Stewart will serve on the fire budget committee for FY 25.

Executive Session

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

After the discussion was complete with no votes taken, Councilwoman Kilcrease made a motion to close the executive session and go back into open session. Councilman McKie seconded the motion, and the vote was unanimous. The executive session was closed, and the regular meeting reopened at 6:05 p.m.

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 that for years we have been working with the legislature trying to get something done about SDS negotiations. He said that he commended Winder for taking it to court. He said that they had to take it all the way to the Supreme Court. The court ruled in their favor. Mayor Boyd said that this could be a benefit to all the cities in the state.

Mr. Crawford had put together some information for council dealing with future growth. We can use this information to put together a Growth Management Plan. This is going to take more than one year. We will also have to have outside help. Mr. Crawford asked the council to review the information.

The first thing we must do is get the infill development plan finished by the end of June. We will have to have the ARPA funds obligated by December 31, 2024. We had \$350,000.00 for infill development. The rest of the ARPA funds will be used for water and sewer utilities.

We are looking at 150-unit housing inquiries with most of them being duplexes. We do have eleven stick-built houses in the process off the Portal Hwy. They are building the streets for it now. There are one hundred and something units being proposed on the property next to the IDA property. The IDA is collaborating with them to get a workforce housing grant. We have a group that is looking at about thirty-five duplexes at the corner of Hiawatha. They are talking about Phase 2 next year with single family dwellings. We will meet with him one day next week. There is another interest looking at some of the IDA land to put in duplexes.

The auditor said that he would have the audit ready for the next council meeting.

MAYOR'S REPORT

Mayor Boyd reported that we have had workforce interviews for DAS. Interviews were done at five separate locations. Candler County saw 254 applicants. 160 were from Candler County. Forty percent were unemployed. They had to fly in recruiters from Alabama to get all the applications done.

Evans County (Claxton) saw seventy-seven applicants. Emanuel County saw 156 applicants. Tattnall County saw sixty-nine folks. Toombs County saw 157 applicants. They saw 713 total applicants. The DAS people were excited and happy about that. This was done through the State of Georgia Quick Start Program.

Before we meet again, we will have the Bloomin Festival. Before the festival we are going to have a cleanup day.

Also, on the Friday before Easter, the Tree Board through the City will be dedicating a live oak tree in the park to Carvy Snell.

Mayor Boyd reported that Main Street is getting a mural put up on the side of the Olliff and Fordham building. It will be the first interactive mural in the state. You will be able to hold your phone up to it and the mural will move. It is an animated mural through your phone.

The 4-Fungi has entered a European food contest. There are two companies in the United States that are in it and 4-Fungi is one of them. They are submitting two of their products.

Mayor Boyd reminded the council that the GMA Convention registration is coming up so be prepared to turn your paperwork into staff so they will be prepared to enter the information on March 27th.

ADJOURNMENT

After no further discussion, Councilwoman Kilcrease made a motion to adjourn the meeting at 6:49 p.m. Councilman McKie seconded the motion, and the vote was unanimous.

Angie Conner, City Clerk

Angie Conner

From: Brad Jones <dandselectric@pineland.net>
Sent: Tuesday, March 26, 2024 5:04 PM
To: Angie Conner
Subject: City Council Meeting 4-8-24 @ 5:30 p.m.

Mrs. Angie

I would like to be added to the City of Metters Agenda for the Monday April 8, 2024, I would like to talk about a Possible business in an R1 zoned area

Brad Jones

D & S Electric
1-912-687-1243
Dandselectric@pineland.net

**AN ORDINANCE TO AMEND TITLE 3 (REVENUE AND FINANCE)
TO CREATE SECTION 3.18 (SHORT-TERM RENTALS)
OF THE CODE OF ORDINANCES, CITY OF METTER, GEORGIA**

THAT WHEREAS, it is the intent of the City Council to protect the public health, safety and welfare; and

WHEREAS, municipalities may, under their police powers, enact reasonable regulations to promote the health, safety and welfare of citizens; and

WHEREAS, the Mayor and Council has reviewed a proposed ordinance and wishes to adopt an ordinance that governs the short-term rentals within the corporate limits of Metter;

NOW THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Metter, Georgia in regular session assembled as follows:

Section 1. That the Code of Ordinances City of Metter, Georgia Title 3. Revenue and Finance, be amended by adding a new Chapter 3.18 to read as follows:

Chapter 3.18 Regulation of Short-Term Rentals

3.18.010 - Short-Term Rental.

The use of a residential dwelling unit or portion of such dwelling unit for lodging. This use shall provide temporary overnight sleeping accommodations or lodging for guests paying a fee or other form of compensation for a period of less than thirty (30) consecutive days. For the purposes of this section, a dwelling, building, or structure shall mean any building or structure, or part thereof used and occupied for human habitation or commercial, industrial, or business uses, or intended to be so used, and includes any outhouses, improvements, and appurtenances belonging thereto or usually enjoyed therewith and also includes any building or structure of any design. The term "dwellings, buildings, or structures" shall not mean or include any farm, any building or structure located on a farm, or any agricultural facility or other building or structure used for the production, growing, raising, harvesting, storage, or processing of crops, livestock, poultry, or other farm products. The following supplemental regulations apply to short-term rentals:

(a) *Permit required.* A separate permit shall be required for each dwelling unit operating as a short-term rental. No person shall rent, lease, or otherwise exchange for compensation all or any portion of a dwelling unit as a short-term rental, as defined in this Code, without first obtaining a permit from the City Clerk and complying with the regulations contained in this

section. No permit issued under this chapter may be transferred, assigned, or used by any person other than the one to whom it is issued, or at any location other than the one for which it is issued.

(b) *Application for permit.* Applicants shall submit, on an annual basis, an application for an initial short-term rental permit and/or a renewal of a short-term rental permit to the City Clerk. Such application shall include:

- (1) The name, address, telephone number, and email address of the owner(s) of record of the dwelling unit for which a permit is sought. Applicants shall be limited to owner-occupiers receiving a current homestead exemption through Candler County. Applicants shall provide a copy of their homestead exemption for a parcel located within the City of Metter and a current water bill with their application;
- (2) The address of the dwelling unit to be used as a short-term rental;
- (3) The name, address, telephone number, and email address of the short-term rental agent, which shall constitute his or her 24-hour contact information. This information shall be verified by the City prior to issuance of the permit;
- (4) The owner's sworn acknowledgement that he or she has received a copy of this section, has reviewed it, and understands its requirements;
- (5) The number and location of parking spaces allotted to the premises;
- (6) The URL for the listing of the dwelling on any and all websites or other shared online platforms advertising as a short-term rental;
- (7) The owner's agreement that he or she will ensure the permit identification number is on all listings;
- (8) Evidence that the applicant has provided notice via certified United States mail to each adjacent property of their intent to secure a short-term rental license. The notice shall include the address of the unit to be used as a short-term rental, and the name, address, telephone number, and email address of the short-term rental agent. For the purposes of this section, it shall not be necessary for the applicant to identify and include the name of the specific owner of record of the adjacent property in the notice;

- (9) The owner's agreement to use his or her best efforts to assure that use of the premises by short-term rental occupants will not disrupt the neighborhood and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;
- (10) Any other information that this chapter requires the owner to provide to the City as part of an application for a short-term rental permit. The City Clerk shall have the authority to obtain additional information from the applicant as necessary to achieve the objectives of this chapter;
- (11) If the rental agent changes, the property owner shall notify the City within five (5) business days;
- (12) No person shall operate more than two (2) short-term rental properties within the City at a time. In the event an applicant owns two (2) dwelling units which operate as a short-term rental, one dwelling unit must be established as a primary residence in accordance with the applicant's current homestead exemption application through Candler County.
 - a. Applicants operating a short-term rental in a dwelling unit which has been established as a primary residence must pay a non-refundable \$250.00 application fee for any dwelling unit. The applicant must also submit an affidavit swearing that they are the owner occupant of the dwelling unit.
 - b. Applicants operating a second short-term rental in a dwelling unit which has not been established as a primary residence must pay a non-refundable \$1,000.00 application fee.
 - c. An applicant may amend their application at any time. However, an amendment to the application will not alter the date of effectiveness for the permit.
- (13) Attached to the submission of the application, an applicant of a short-term rental license shall provide proof of permission from their local residential governing body (i.e., Homeowners Association, Condominium Association, etc.), if applicable.

(c) All short-term rentals shall be subject to excise tax pursuant to Title 3 (Revenue and Finance) of the Code of the City of Metter.

(d) All short-term rentals shall be subject to nuisance and noise regulations pursuant to the Code of the City of Metter.

(e) The City Manager or their designee shall conduct a reasonable search of the City's records to determine if the applicant's property has been the subject of two (2) or more citations for a violation of the Code of the City in the preceding calendar year. If the search reveals two or more citations, without regard to a finding of adjudication of guilt, the permit shall be subject to revocation and/or shall not be renewed, per the discretion of the City Manager.

- a. If the City Manager or their designee determines after a reasonable search that the applicant's property has been subject to three (3) or more citations for a violation of the Code of the City in the preceding five (5) years, the applicant shall be banned from obtaining a permit, per the discretion of the City Manager. This does not ban new property owners from obtaining a permit if his or her property is in compliance and all code violations have been resolved.

(f) The City shall not issue more than 100 permits annually. Once the City has issued permits, no additional permits shall be issued for that year. Applications to renew will be prioritized over new applications. New applications will be issued in the order in which they are received. All permits shall expire on December 31. Permits shall remain effective from January 1 through December 31, unless otherwise revoked. No permit will be automatically renewed.

(g) All persons in violation of this Ordinance, after receiving two notices of non-compliance of the permitting process within a twelve-month period, shall be fined \$1,000.00, and must pay the fine within thirty (30) days of receipt thereof.

Section 2. All ordinances, parts of ordinances, chapters, sections, subsections, clauses, phrases or sentences contained in the City of Metter Code of Ordinances in conflict herewith are hereby repealed.

Section 3. This Ordinance shall become effective immediately upon adoption by City Council in accordance with the respective governing law.

First Reading: _____

Second Reading: _____

MAYOR AND CITY COUNCIL OF METTER, GEORGIA

BY:

Edwin O. Boyd, Mayor

Chyrileen Kilcrease, Mayor Pro Tem

Victoria Gaitten, Councilmember

James McKie, Councilmember

Gregg Stewart, Councilmember

Rashida Taylor, Councilmember

ATTEST:

Angie O. Conner, City Clerk

Public Facilities Eligible for Impact Fees

1. Water supply production, treatment, and distribution facilities
2. Wastewater collection, treatment, and disposal facilities
3. Roads, streets and bridges, rights of way, traffic signals, signage, landscaping, and any local components of state and federal highways
4. Stormwater collection, retention, detention, treatment and disposal facilities, flood control facilities, bank and shore protection, and enhancement improvements
5. Parks, open space, and recreation areas, and related facilities
6. Public safety facilities, including police, fire, emergency medical and rescue facilities
7. Libraries and related facilities

Development Impact Fees

What is it?

New development creates a demand for additional schools, roads, sewer lines, and recreational facilities. Development impact fees are one-time fees charged to new development that are used to defray some of the costs of providing these additional public facilities. In addition to offering your local government a valuable source of revenue, impact fees help ensure that new development pays for the public facilities it requires, rather than these costs being borne by all taxpayers in the community.

Development impact fees can also create a strong financial incentive to discourage inefficient land development patterns by:

- Promoting infill development. Infill development will be encouraged if impact fees are kept low in existing urbanized areas to reflect the fact that most of the public facilities needed to support new development are already in place.
- Discouraging scattered leap-frog development. Setting higher impact fees higher in areas on the urban periphery (to reflect the cost of providing new public facilities to support development in these areas) will discourage new development in these areas.

How to do it

1. **Become familiar with the state's impact fee requirements.** In Georgia, use of impact fees by local governments is subject to the very explicit requirements of the Georgia Development Impact Fee Act (O.C.G.A. 36-71). (Refer to the 'Other resources' section of GQGP quality growth tool: Development Impact Fees). Many communities choose to hire a consultant to assist with developing the local impact fee program. If you chose to hire a consultant, check qualifications and references from other impact fee work in Georgia.
2. **Involve key stakeholders.** Decide which groups or individuals in your community are most likely to be affected by (or might oppose) implementation of impact fees and invite them to participate in the process of developing the program. It is particularly important to seek the involvement and cooperation of any separate agencies or authorities that provide critical public facilities and services within your jurisdiction. Decide which local, regional, or state agencies might eventually build public facilities in your community. Don't forget the school board, development authorities, or agencies that provide local water and sewer service (if separate from your local government). Identify the individuals who make facility location decisions for these agencies and establish regular opportunities to meet with these key decision makers.

You are required to appoint an advisory committee of these key stakeholders to guide development and ongoing implementation of the local impact fee program. This committee must include 40% representation from the local development community.

3. **Identify services to be covered by impact fees.** Remember that you are limited to the seven types of services listed above. It is best to choose services for which you anticipate major capital costs over the next five to ten years that cannot be covered from normal funding sources.
4. **Establish desired development patterns.** Review the future land use section of your community's comprehensive plan to identify the development patterns (types and locations of development) that your community is seeking to achieve. Also review the plan to identify land areas that should be set aside from development in order to protect critical environmental resources such as scenic areas, historic properties, or prime agricultural lands. If you feel that the comprehensive plan does not provide enough guidance on future development patterns, you may want to utilize a community involvement process and amend the plan to reflect preferred development patterns.
5. **Strategically identify service areas.** Service areas are districts where a uniform level of service (e.g., library space per resident, maximum daily traffic volume on roadways) will be maintained. The community's desired development patterns should be carefully considered in drawing service area boundaries. See Using Impact Fees to Promote Desired Development Patterns (refer to the 'Other Resources' section of GQGP quality growth tool: Development Impact Fees). For some services, such as water supply and wastewater treatment, engineering principles (water can't flow uphill) will play a critical role in drawing service area boundaries. Service areas will typically vary for different types of services. For instance, you might have a single, community-wide service area for recreation, but have several service areas for wastewater treatment.
6. **Determine levels of service.** For each service type and service area, document existing service levels and consider whether these levels are adequate. Establish target levels of service based on adequacy of existing service or careful consideration of the community's desired development patterns. See Using Impact Fees to Promote Desired Development Patterns (refer to the 'Other Resources' section of GQGP quality growth tool: Development Impact Fees). Identify areas with service deficiencies (between current service levels and target levels) and excess service capacity (where service levels currently exceed target levels).
7. **Develop a schedule of improvements.** For each service type, use growth projections for the service areas to identify new facilities or expansions that

will be needed to provide the target levels of service. In addition to identifying projects in newly developing areas, be sure to consider projects needed to make up service level deficiencies in already developed areas of the community. Work with the advisory committee and affected local officials to prioritize the identified projects. Include the selected projects in a five-year schedule of system improvements that:

- lists projects by service area
- identifies start and completion dates for each project
- estimates total project costs
- identifies funding sources for each project, including the percentage of project cost to be paid from impact fees.

8. **Develop an impact fee ordinance.** Use the schedule of improvements and growth projections for each service area to establish the impact fees to be charged for each type of service. If you have just built major public facilities that resulted in excess service capacity, consider whether to recoup the costs of these facilities via impact fees. Consult with the advisory committee in preparing an impact fee ordinance and fee schedule. The ordinance should specify administrative procedures for collecting and accounting for fees and list any exemptions to fees to be granted for projects with extraordinary economic benefits or affordable housing components (see O.C.G.A. 36-71-4(l) for restrictions on exemptions).
9. **Adopt the impact fee ordinance.** Complete a Capital Improvement Element (CIE) that includes the schedule of improvements and explains your decisions on service areas and levels of service. After holding required public hearings (see O.C.G.A. 36-71-6), submit the CIE to the Georgia Department of Community Affairs for review and approval. Once the CIE is approved, your local government may adopt the CIE and impact fee ordinance. (Note: the CIE must be adopted prior to adoption of the impact fee ordinance.)
10. **Update the CIE annually.** Once the CIE and impact fee ordinance are officially adopted, your community is free to start collecting impact fees. But keep in mind that you will need to submit annual updates of the CIE to the Georgia Department of Community Affairs, including a brief report on fees collected and expended during the past year and a new schedule of improvements identifying capital projects five years into the future. It will also be necessary to periodically reevaluate your fee structures if major public facility costs or demands change.

Things to consider before using this tool

- Impact fees can have unintended consequences. The fees will typically increase the cost of new housing and other developments, since developers will raise sales prices in order to recover impact fees paid to local governments. High impact fees can put your community at a disadvantage in

attracting new development and could shift development to neighboring cities or counties. Keep in mind, however, that impact fees do not have to be set to reflect the total cost of providing public facilities to new development the fees can legally be set at any level less than this total cost, if this is more feasible for your community. In setting fees, consider what the market will bear without discouraging growth, but balance this against the desirability of using the fees to promote the community's desired development patterns. See Using Impact Fees to Promote Desired Development Patterns (refer to the 'Other Resources' section of GQGP quality growth tool: Development Impact Fees).

- Developing impact fee systems for certain types of services can be more complicated than others. For example, recreation, libraries, police, EMS, water supply and wastewater treatment are generally easier than fire, roads and bridges, and stormwater management. This difference arises from greater difficulty in collecting data or more complex analysis required to assign each development's fair share of the costs. Some communities choose to start with a few of the easier categories and add impact fees for more complex types of services later, once administrative systems are working smoothly and revenues are flowing in.
- Ensure that your local impact fee program is consistent with the local comprehensive plan. Also check that your designated impact fee service areas do not conflict with service areas agreed to in the county service delivery strategy. Make amendments where necessary. This will strengthen the legal status of your impact fee program and help ensure consistency of other local activities.
- If your impact fee program is designed to encourage infill development, be sure to update your land use regulations to accommodate this infill development. If land use codes are not adjusted to permit greater densities and mix of uses, your regulations will be working at cross-purposes and will not be effective in guiding local development patterns as desired.

Using Impact Fees to Promote Desired Development Patterns

Impact fees can help achieve a community's desired development patterns, but only if service areas and target levels of service are established with care. It's important to design the system so that impact fees are low in areas the community would like to see developed (or redeveloped at higher densities), higher in areas where development is less desirable, and higher still in critical resource areas that should be set aside from any development. This can be accomplished by establishing separate service areas for these three types of areas and determining target levels of service, distribution of excess service capacity, and planned facility improvements so that impact fees differ between service areas as desired. The following examples illustrate how this may be accomplished: (Note: In all cases, differences in fees between service areas will need to be justified by adopting supporting policies in the local comprehensive plan. This will help protect your community from litigation on equity issues.)

Example 1:

An area where infill development is desired could be designated as a separate service area that includes facilities with excess service capacity, or where a relatively low target level of service has been established, to ensure low impact fees. Conversely, a "floodplain" service area where development is not desired could be assigned a very high target level of service in order to ensure high impact fees.

Example 2:

A community seeking to promote orderly, gradual expansion of its urbanized area might establish three separate, concentric service areas: the urban infill area, the planned development area, and the rural conservation area:

1. Within the urban infill area, impact fees could be waived to encourage infill development in the area where excess sewer distribution capacity already exists.
2. Developments in the planned development area would be required to pay impact fees set to recover a portion (less than 100%) of the community's cost of expanding public facilities to serve new development in this area.
3. New development in the rural conservation area would be strongly discouraged by charging developers 100% of the local government's cost of new facilities or expansions needed to serve development in this area.

With time, as the planned development area is built out, it will be necessary to redraw these service area boundaries (preferably in conjunction with regular updates of the local comprehensive plan), expanding the size of the planned development area to allow continuing gradual expansion of the urbanized area.

Example 3:

A community seeking to discourage leap-frog development, far from existing service areas, might establish two service areas: the existing service area and the rural conservation area. The community might also use regular user fees in conjunction with impact fees to strengthen the disincentive for far-flung development. To illustrate, consider how this approach might work for sewer service. The costs of providing sewer service to a new development usually include: (1) the capital costs of providing the sewage treatment capacity, including either expanding existing plants or building new facilities (2) the capital costs of building new sanitary sewer lines to extend service to the new development project, (3) the operation and maintenance costs of the sewage treatment facilities, and (4) the cost of operation and maintenance of the sewer lines serving the new development project.

1. *Capital costs of the central treatment facility.* These costs would be recovered through an impact fee charged to all new development served by the treatment facility. Fees levied on a new subdivision development would be based on the treatment capacity it would be expected to consume on a daily basis. For example, a city might calculate, based on existing records, that a typical residential home requires treatment of 2,000 gallons of wastewater per day. If the cost of providing this treatment capacity is \$1000, a new subdivision proposed to have 100 new houses would pay a per-house capacity charge of \$1,000 or \$1,000,000 for the whole development. Commercial and industrial developments would also pay capacity fees based on the projected treatment capacity used.
2. *Capital costs of building sewer lines to extend service to a new development project.* If our 100-unit subdivision were to locate in the rural conservation area, an additional impact fee would be added to reflect the additional cost of extending new distribution lines and lift stations, to serve the development. Thus, if a total of \$1,000,000 of sewer line extensions and lift stations are required to serve the area where the new development is to locate, and these facilities are projected to eventually serve a total of 1000 homes in the area, the additional fee per home built in this area would be \$1,000. Each home in our 100-unit subdivision would be charged this additional fee, for a total impact fee assessment of \$2,000 per home.
3. *Routine operation and maintenance expenses for the central treatment facility.* These include the staff, administration, chemicals, electricity, testing, and other routine operational expenses. These costs cannot be recovered through impact fees, but instead are typically recovered through monthly service charges to each utility customer. If costs run \$1.20 per gallon per year, the monthly service fee would be a uniform \$10 per month for each home served by the facility. This would be the same regardless of where the home is located.
4. *Routine operation and maintenance expenses for line extensions.* These include cost of repair, replacement, rehabilitation and routine servicing (clean out, testing etc.) of the line extensions and lift stations required to serve new

development located in the rural conservation area. If maintenance and servicing of these facilities costs \$12,000 per year, the additional monthly charge to the projected 1000 new homes in the service area would be \$10, added to the standard \$10 monthly fee calculated above.

Georgia Development Impact Fee Act (GDIFA)

Overview of Requirements

GDIFA specifies that impact fees can be charged only for seven types of public facilities or services:

- Libraries
- Recreation
- Water supply
- Roads and bridges
- Public safety (police, jails, fire and EMS)
- Wastewater treatment
- Stormwater management

A local government must address the following requirements before implementing impact fees:

- Amend its comprehensive plan to add a Capital Improvements Element that includes the following:
 1. Mapped service areas for each type of public facility or service for which impact fees will be charged.
 2. Existing and proposed levels of service for each service area.
 3. A projection of facility needs (based on levels of service and growth projections in the comprehensive plan).
 4. A five-year schedule of needed facility improvements.
 5. Policy statements regarding any proposed exemptions from impact fees.

Once completed, the Capital Improvements Element must be reviewed and approved by the Georgia Department of Community Affairs.

- Adopt an impact fee ordinance that spells out the actual fee schedule.

GDIFA distinguishes between project improvements and system improvements:

- **Project improvements** are public facilities that primarily benefit specific developments. Developers may be required to bear the entire expense of project improvements, provided this is clearly specified in local development ordinances.
- **System improvements** are part of the overall public facility network that benefits the community at large. Developers may only be charged impact fees for their proportionate share of system improvements.

- **Impact fees** may not be used to defray regular maintenance and operational expenses for any public facility, although up to 3% of all fees collected can be used to cover costs of administering the local impact fee ordinance.

Other GDIFA's provisions:

1. Communities charging impact fees must be able to demonstrate a direct benefit returning to the developer that is proportionate to the fee he pays.
2. Impact fees must be expended in the same service areas where they are collected.
3. Impact fees not encumbered within five years of collection must be returned to the developer.
4. Developers must be given impact fee credits for any system improvements they construct.
5. Developers are entitled to appeal impact fees they consider disproportionate or unfair.

Additional Information on Using Public Facilities to Manage Growth

Background

- Does your community frequently find itself playing catch-up in providing public facilities and infrastructure to areas where new development is occurring?
- Are the costs of providing new public services for new developments causing a strain on public coffers?
- Is new development taking place in areas that your community would have preferred to see develop at a later time, or perhaps not at all -- such as environmentally sensitive areas or important farming areas?

If your community is like the typical Georgia city or county, development is taking place with little local government control of the timing, location and scale of these new developments. There are good reasons why this situation is not desirable:

- With limited predictability to when or where the next development will take place, the local government will have difficulty planning for the future development of the community or effectively managing development-related environmental impacts. This can lead to the kind of unplanned development known as "urban sprawl."
- Studies have shown that it is more expensive to provide public facilities and services to developments that have sprung up in a haphazard, or leap-frog manner. Your local government can save money by gradually expanding service from existing service areas in a rational and well-planned manner.
- As long as the local government is in a position of reacting to new developments, it is difficult to anticipate and budget for the costs of providing needed new public facilities.

The comprehensive public facility management approaches described herein are designed to put your local government in a position to *guide* rather than *react to* the location of new development. Even if your community is not facing intense growth pressures, you may find some of these approaches useful for attracting the growth the community desires.

A RESOLUTION APPOINTING MRS. RASHIDA TAYLOR
TO THE DOWNTOWN DEVELOPMENT AUTHORITY OF METTER, GEORGIA

WHEREAS, the Downtown Development Authority of Metter, Georgia purpose shall be to develop and promote for the public good and general welfare trade, industry, and employment opportunities of its citizens; and

WHEREAS, the Mayor and Council of the City of Metter, Georgia shall appoint a board consisting of seven directors with two members of the first board of directors appointed two for a term of two years each, two for a term of four years each, and three for a term of six years each; and

WHEREAS, at the conclusion of the term of each member, appointments to vacancy, whether reappointments or otherwise, shall be for a term of six years; and

WHEREAS, the governing authority for the City of Metter shall appoint membership to the Downtown Development Authority of Metter, Georgia; and

WHEREAS, the Downtown Development Authority of Metter, Georgia currently has one (1) appointment to be filled by the Metter City Council; and

WHEREAS, it has been recommended by the membership to appoint Mrs. Rashida Taylor to fulfill the unexpired term of Mr. Luke Lanier; and

WHEREAS, Mrs. Rashida Taylor is duly qualified and agreeable to hold appointment to the Downtown Development Authority of Metter, Georgia; 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 Mrs. Rashida Taylor to the Downtown Development Authority of Metter, Georgia to fulfill an unexpired term of six (6) years, term expiring December 31, 2028; and

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

Adopted this 8th day of April 2024.

CITY OF METTER, GEORGIA

BY:

ATTESTED BY:

Edwin O. Boyd, Mayor

Angie Conner, City Clerk

Angie Conner

From: Heidi Jeffers
Sent: Thursday, March 7, 2024 10:41 AM
To: Angie Conner
Cc: craw@planters.net
Subject: Can you add to agenda for Monday?

Angie,

MSM and the DDA would like to nominate Raashida Talyor for the vacant seat on the Downtown Development Authority.

If not, we can add to council meeting. Sorry for the late notice.

Let me know.

Thank you.

Heidi

Heidi Jeffers
Director of Economic Development
City of Metter
Georgia Grown Innovation Center
912-314-2604
P.O. Box 74
Metter, Georgia 30439

CITY OF METTER, GEORGIA
APPLICATION FOR RETAIL ALCOHOLIC BEVERAGE LICENSE

DATE OF APPLICATION 1/24/24 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 Moshami Govind Patel

BUSINESS NAME Jai Hanumanji Inc

DBA

BUSINESS ADDRESS 506 SE Broad St

BUSINESS MAILING ADDRESS same

BUSINESS EMAIL ADDRESS minitmart001@gmail.com

BUSINESS TELEPHONE # [REDACTED]

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?

IS THIS BUSINESS A: PARTNERSHIP ☐ CORPORATION ☒ LLC ☐

HOW MANY PARTNERS, SHAREHOLDERS, ETC. ARE INVOLVED IN THE BUSINESS? 1

PLEASE LIST THE PARTNERS BELOW:

Moshami Patel

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

Moshami Patel
APPLICANT'S SIGNATURE

2/15/2024
DATE

APPLICATION MEETS ALL ZONING AND ORDINANCE REQUIREMENTS FOR AN ALCOHOL BEVERAGE LICENSE.

APPROVED: _____ DATE: ____/____/____

_____ IS HEREBY APPROVED FOR AN ALCOHOL BEVERAGE LICENSE AT THE FOLLOWING LOCATION:

BY: _____
BUILDING AND ZONING OFFICER

BY: _____
CITY CLERK

BY: Robert Shore
CHIEF OF POLICE

COMMENTS: _____

THIS APPLICATION DOES NOT MEET ALL ZONING AND ORDINANCE REQUIREMENTS FOR AN ALCOHOL BEVERAGE LICENSE AT THE FOLLOWING LOCATION:

DENIED: _____ DATE: ____/____/____

BY: _____
BUILDING AND ZONING OFFICER

BY: _____
CITY CLERK

BY: _____
CHIEF OF POLICE

COMMENTS: _____

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

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

Telephone: 912-685-7845 Fax: 912-685-2648 e-mail- chendrix@cityofmetterga.gov

To: Carter Crawford, City Manager
From: Cliff Hendrix, ACPWP-M
Date: April 1, 2024

Re: City of Metter
2024 LRA Funds (LIMIG Additional Funding) List

Please find listed below my recommendation for the council to consider and approve for our 2024 LRA Funds (LMIG Additional Funding) Program submission. We will receive \$95,155.16 in additional GDOT funds.

2024 LRA Funding

1. W./E. Lillian St.- from N. Kennedy St. to N. Lewis Street .16 miles of resurfacing, centerline striping, edge striping thermoplastic cross walks and stop bars. Estimated cost \$59,185.00.
2. Bay Street – from E. Lillian St. to E. Lee Street 0.79 miles of resurfacing, curbing improvement, centerline striping, edge striping, thermoplastic stop bars and cross walks. Estimated cost \$34,360.00.

Cc: Angie Conner, City Clerk

**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

To: Carter Crawford, City Manager
From: Cliff Hendrix, ACPWP-M
Date: March 29, 2024
Subject: Recommendation of bid for the 2024 LMIG Project.

We received two bids for the 2024 LMIG Project on March 28, 2024, at 10:00 PM. After review of the bids, Parker Engineering and I recommend awarding this project to, Reeves Construction Co. for the Bid amount of **\$118,000.00**. The work will consist of resurfacing N. Leroy Street from East Lillian Street to the Terminus. Funding for this project was budgeted from LMIG funds.

Reeves Construction Co., Garden City, GA.....	\$118,000.00
Sikes Brothers, Inc., Metter, GA.....	\$122,874.75

Cc: Missy Edenfield, Purchasing

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

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

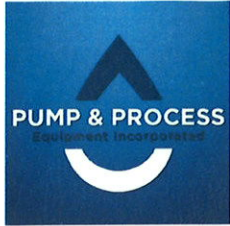
Telephone: 912-685-7845 Fax: 912-685-2648 e-mail- chendrix@cityofmetterga.gov

To: Carter Crawford, City Manager
From: Cliff Hendrix, ACPWM
Date: March 19, 2024
Subject: Recommendation of proposal for SCADA system

There were 2 proposals received for a SCADA type system for the Water/Sewer Department. After review of the proposals by staff and visiting the systems in operations, we recommend to award this to Pump and Process Equipment at the price of \$20,609.00, with an annual service fee of \$2,275.00. We can set up the main well and four pump stations at this cost. The other proposal's cost is for the main well and two pump stations. We have \$40,000.00 budgeted this year in our Capital expenditures for this equipment.

Company Name	
Pump and Process Equipment, Atlanta, GA.....	\$20,609.00
H2O Techs, LLC, Albany, GA.....	\$29,750.00

Cc: Missy Edenfield, Purchasing



Pump and Process Equipment

8343 Roswell Road, Suite 315
Atlanta, GA 30350
Cell (912) 659-6180
Office (770) 814-0402

Sales
Service
Support

March 13, 2024

Quote #24-1034Gr1

To: David Baird @ City of Metter
From: Jay Boudreaux @ Pump & Process Equipment, Inc.
Re: Omnisite Crystal Ball

Pump and Process Equipment, Inc. is pleased to offer the following equipment for your consideration:

Description	Quantity	Unit Price	Total
Omni Crystal Ball	5	\$3,215.00	\$16,075.00
Current Switch	8	\$348.00	\$2,784.00
Installation	5	\$350.00	\$1,750.00
Total			\$20,609.00

Description	Quantity	Unit Price	Total
Annual Activation Fee	5	\$290.00	\$1,450.00
Omni Advantage Plan	5	\$165.00	\$825.00
Total			\$2,275.00

Note: Freight Included. Tax not included. Standard PPEI Terms and Conditions Apply.

We appreciate the opportunity to offer this proposal for your approval and look forward to earning your business. Should you have any questions or need any additional information please do not hesitate to contact us.

Sincerely,

Jay Boudreaux

Jay Boudreaux
Pump and Process Equipment Inc.
jay@pumpandprocess.net
912-659-6180

H2O Techs LLC
1745 Philema Road South
Albany, GA 31701
229-349-0101
bob@h2otechslc.com
http://www.h2otechslc.com

Estimate



ADDRESS

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

SHIP TO

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

ESTIMATE

1285

DATE

02/21/2024

EXPIRATION DATE

05/21/2024

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE

ACTIVITY

DESCRIPTION

AMOUNT

02/21/2024

Mission Control

INstall Mission controls on both wells and
Barscreen., 1 @ \$29,750.00

29,750.00

PARTS

BAR SCREEN SITE
M152 RTU- MyDro Wireless Real-Time Alarm
SystemNEMA 4X Enclosure (Outdoor enclosure;
Includes
all parts for standard installation)
1.00
1.00 SP150-12 Service Package- MyDro M150
Series- 1 year
1.00 SW550 Account Set Up Fee (one time)
1.00 Freight Freight (Prepay and Add)
WELL SITE 1
M852 RTU- MyDro Series- Wireless Real-Time
Alarm
System with Streaming Data- NEMA 4X
Enclosure (Outdoor enclosure; Includes all parts
for standard installation)
1.00
1.00 SP850-12 Service Package- MyDro M850
Series- 1 year
PW479 Relay (Single Pole Double Throw, 12/24
VDC,
35mA Coil; Contacts rated 120 VAC, 10 Amp;
Includes MOVs and diodes)
1.00
1.00 SW587 Tank/Well Control Package
1.00 Freight Freight (Prepay and Add)
WELL SITE 2 AND TANK
M852 RTU- MyDro Series- Wireless Real-Time
Alarm
System with Streaming Data- NEMA 4X
Enclosure (Outdoor enclosure; Includes all parts
for standard installation)

0.00

Includes I nstall

Yearly fee 450.00 Per unit
(Annual Service Agreement)
\$1350.00

**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

To: Carter Crawford, City Manager
From: Cliff Hendrix, **ACPWP-M**
Date: April 2, 2024
Subject: Recommendation of bid for the Depot Caboose Painting Project.

We received 5 bids for the Depot Caboose Painting Project on April 2, 2024, at 2:00 PM. After reviewing the bids, it is our recommendation to award this project to Industrial Technical Coatings, for the Bid amount of \$19,565.00. Industrial Technical Coatings has painted two train cars, one in Pooler, GA and one in Guyton, Ga. Guyton City Manager gave high recommendations.

Buddy Sammons, Metter, GA.....	\$12,500.00	
Precision Home Services, Metter, GA.....	\$14,000.00	Project Estimate
Tippins-Polk Const., Inc., Statesboro, GA.....	\$19,350.00	
Industrial Technical Coatings, Savannah, GA.....	\$19,565.00	
Richard Edenfield, Metter, GA.....	\$22,700.00	

Cc: Missy Edenfield, Purchasing

PUBLIC NOTICE
CITY OF METTER
Notice of Public Hearing Variance Request

The Mayor and City Council for Metter, GA will hold a Public Hearing at Metter City Hall, located at 49 South Rountree Street, Metter, GA on **April 22, 2024, at 5:00 p.m.** in accordance with zoning and public hearing procedures of the City of Metter, the State of Georgia, and the City of Metter Zoning Ordinance, to consider an application request by Joey Burke and the Candler County Industrial Authority.

This property is bounded on the North by W. Hiawatha Street owned by the City of Metter, on the South by property owned by the Candler County Industrial Authority, on the East by Fortner Road owned by the City of Metter, on the West by property owned by R E and Mary Hendrix.

The purpose of this meeting is to hear public comments for and/or against the request to allow a Variance Request to reduce the lot area requirement from 5,000 SF plus 5,000 SF per unit to 5,000 SF plus 4,300 SF per unit and to increase the lot coverage from 15% to 18.3%. Ample opportunity to be heard will be given to any citizen and all parties who are interested in attending the hearing.

There will be a Called City Council meeting at 5:15 p.m., following the Public Meeting. The Mayor and City Council of the City of Metter will act, for and/or against the above request for a Variance Request under the City of Metter Zoning Ordinance.

All meetings will be at Metter City Hall, 49 South Rountree Street, Metter Georgia. Persons with special needs relating to handicapped accessibility or foreign language shall contact City Clerk, Angie Conner, at 912-685-2527 prior to the above date. For more information contact Metter City Hall, Metter, GA at 912-685-2527 or aconner@cityofmetterga.gov.

**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

To: Carter Crawford, City Manager
From: Cliff Hendrix, ACPWP-M
Date: April 03, 2024
Subject: Recommendation date for Variance Public Hearing

We have a Variance Request from Joey Burke and the Candler County Industrial Authority. We need to have the City Council set a Public Hearing date for such Variance. It is Staff's recommendation to hold the Public Hearing on April 22, 2024, at 5:00 PM with a called meeting to follow at 5:15 PM.

This is the same day we have a Budget Workshop at 5:30 PM. Thank you.

Cc: Angie Conner, City Clerk

TAX CALCULATION

FAIR MARKET VALUE x 40%= ASSESSMENT VALUE - EXEMPTIONS x MILLAGE = TAX AMOUNT

TYPE	CODE	VALUE		COUNT		AV		23 MILL RATE		ESTIMATED REVENUE LOSS
BASIC HOMESTEAD	S1	\$2,000	X	348	=	696,000	X	0.010674	=	\$7,429.10
OVER 62 LESS THAN \$10K EARNED INCOME	S3	\$2,000	X	11	=	22,000	X	0.010674	=	\$234.83
OVER 65 LESS THAN \$10K EARNED INCOME	S4	\$4,000	X	128	=	512,000	X	0.010674	=	\$5,465.09
OVER 62 OR 65 BUT INCOME DOES NOT QUALIFY	SC	\$2,000	X	14	=	8,000	X	0.010674	=	\$298.87
								TOTAL		\$13,427.89

AN ORDINANCE AMENDING THE CITY OF METTER, GEORGIA'S
NOISE ORDINANCE

THAT WHEREAS, the City of Metter, Georgia, regulates the noise levels to protect public health; safety and welfare; and

WHEREAS, municipalities may, under their police powers, enact reasonable regulations to promote the health, safety and welfare of citizens by establishing maximum sound levels in residential zones to repeal conflicting ordinances; and for other purposes; and

WHEREAS, the Mayor and City Council find it in the best interest of the health, safety, morals, and welfare of the public to amend the same; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Metter, Georgia that the Noise Ordinance of the City of Metter, Georgia is hereby amended as follows:

Section 1: That the Code of Ordinances City of Metter, Georgia **Title 9. Noise Control, 9.20.080 Specific prohibitions.** be amended by adding:

M. *Engine brakes and compression brakes.* The release of compressed air within an engine cylinder prior to the ignition of fuel therein, resulting in the slowing of said vehicle and/or braking without the use of wheel brakes, if such use is not necessary in the case of a traffic emergency or other imminent danger. The devices are commonly referred to as "Jacob's brakes," "Jake brakes," "dynamic brake," "C-brake," or "Paccar brake."

This Ordinances shall be and remain in full force and effect from and after its date and adoption on two separate readings:

First Reading: _____

Second Reading: _____

CITY OF METTER, GEORGIA.

BY:

Edwin O. Boyd, Mayor

Chyrileen Kilcrease, Council Member

Victoria Gaitten, Council Member

James McKie, Council Member

Gregg Stewart, Council Member

Rashida Taylor, Council Member

ATTEST:

Angie O. Conner, City Clerk

AN ORDINANCE AMENDING THE CITY OF METTER, GEORGIA'S
VEHICLE AND TRAFFIC ORDINANCE

THAT WHEREAS, it is the intent of the City of Metter, Georgia to protect public health; safety and welfare; and

WHEREAS, municipalities may, under their police powers, enact reasonable regulations to promote the health, safety and welfare of citizens by establishing minimum requirements and procedures to control the adverse effects of heavy truck traffic to the City of Metter Road System; and

WHEREAS, the Mayor and City Council has reviewed a proposed ordinance and wishes to adopt an ordinance that governs the regulation of commercial vehicles in excess of 10,000 pounds gross vehicle weight (GVW) and engine brakes and compression braking systems prohibited.;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Metter, Georgia that the Vehicle and Traffic ordinance of the City of Metter, Georgia is hereby amended as follows:

Section 1: That the Code of Ordinances City of Metter, Georgia Title 10. Vehicles and Traffic, be amended by adding:

Chapter 10.22.010 Designated Truck Routes

This shall cover any person who uses the city road system for the purpose of delivery or transport of goods, article or wares, all heavily laden trucks or delivery vehicles. The following roadways are designated as truck routes. Any other road in the city shall be prohibited to commercial vehicles in excess of 10,000 pounds gross vehicle weight (GVW):

- a) Georgia Highway 121.
- b) Georgia Highway 23.
- c) Georgia Highway 46.
- d) Georgia Highway 129.
- e) Wallace Street.
- f) Martin Luther King Jr, Blvd.
- g) E. Lillian Street between Cedar Street and Highway 46.
- h) Fortner Road between W. Lytell Street and W. Hiawatha Street.
- i) W. Hiawatha Street west from Fortner Street and north on Leslie Street, to Highway 46.

j) I-16.

Section 2: That section entitled “**Engine Brakes and Compression Braking Systems Prohibited.**” shall be amended to add:

Chapter 10.22.020 - Engine brakes and compression braking systems prohibited.

- A. Purpose. The purpose of this section is to prohibit the excessively loud and noisy use of engine brakes and compressed air-braking devices or systems along designated streets and roadways within the city.
- B. Definitions. For the purposes of this section the following words and phrases are defined as follows:

Compression brake. Any device which, by the release of compressed air within an engine cylinder prior to the ignition of fuel therein, results in the slowing of said vehicle and/or braking without the use of wheel brakes, said devices commonly referred to as "Jacob's brakes," "Jake brakes," "dynamic brake," "C-brake," or "Paccar brake."

Engine brake. Any device which, by the release of compressed air within an engine cylinder prior to the ignition of fuel therein, results in the slowing of said vehicle and/or braking without the use of wheel brakes, said devices commonly referred to as "Jacob's brakes," "Jake brakes," "dynamic brake," "C-brake," or "Paccar brake."

- C. Prohibitions. It shall be unlawful for the driver of any vehicle to use or operate or cause to be used or operated within designated areas in the city, any engine brake, compression brake or mechanical exhaust device designed to aid in the braking or deceleration of any vehicle that results in excessive, loud, unusual or explosive noise from such vehicle; however, the use of an engine or compression brake shall not be prohibited if such use is necessary in the case of a traffic emergency or other imminent danger. Observation, upon the braking of a vehicle, of a sudden loud, engine or compression braking noise, uncharacteristic of wheels brakes, shall be prima facie evidence that an engine brake or compression brake was utilized by the driver of the vehicle.
- D. Areas of prohibition. The prohibitions set forth herein shall apply to all public streets and roadways within the city.
- E. Signage. The city shall be authorized to post signs on any appropriate streets within the city stating "VEHICLE NOISE LAWS ENFORCED," "ENGINE BRAKE ORDINANCE ENFORCED" "ENGINE BRAKE USE PROHIBITED" or similar signage consistent with this section, to be installed at locations deemed appropriate by the city manager, chief of police, and/or the public works director to advise motorists of the prohibitions contained in this section. The provisions of the ordinance codified in this section shall be in full force and effect even if no signs are installed.
- F. Exceptions. Emergency vehicles shall be exempt from the application of this section.

G. Enforcement. Any person violating this section shall be guilty of misdemeanor and upon conviction thereof shall be punished in accordance with section 1.12.010 (General Penalty) of this Code.

These Ordinances shall be and remain in full force and effect from and after its date and adoption on two separate readings:

First Reading: _____

Second Reading: _____

CITY OF METTER, GEORGA.

BY:

Edwin O. Boyd, Mayor

Chyrileen Kilcrease, Council Member

Victoria Gaitten, Council Member

James McKie, Council Member

Gregg Stewart, Council Member

Rashida Taylor, Council Member

ATTEST:

Angie O. Conner, City Clerk



METTER POLICE DEPARTMENT
MARCH 2024 STATS

		Mar-24	LAST MONTH	LAST YEAR
CITATIONS ISSUED		106	152	74
WARNINGS		102	138	150
ARRESTS		17	13	16
ACCIDENTS		20	20	11
INCIDENT REPORTS		42 30	21	57
	Cleared by Arrest	7	7	17
	Exceptionally Cleared	1	0	0
	Unfounded	3	6	7
	Felony Cases	11	5	15
	Misdemeanor Cases	23	16	34
	Fowarded to Investigations	16	11	11

<u>Metter Animal Shelter Monthly Report 2024</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>
# Of dogs from the City of Metter	2	8	12				
# Of dogs from Candler County	30	21	11				
Total # of dogs	32	29	23				
# Of cats from the City of Metter	8	4	5				
# Of cats from Candler County	12	5	2				
Total # of cats	20	9	7				
# Of owner reclaimed	2	3	7				
# Of calls responded to	46	44	35				
# Of dogs surrendered by owner	0	2	2				
# Of dogs adopted	7	9	6				
# Of dogs euthanized	4	4	3				
# Of dogs deceased at shelter	0	0	0				
# Of dog bites reported	1	2	1				
# Of cats surrendered by owner	11	0	0				
# Of cats adopted	13	4	5				
# Of cats euthanized	7	3	1				
# Of cats deceased at shelter	0	0	0				
# Of cat bites reported	0	0	0				
Rescue transfer for dogs	18	17	17				
Rescue transfer for cats	3	0	0				

Metter Fire Rescue Response List

Mar-24

Call Type and Jurisdiction

Mar-24

	Structure	Vehicle	Res.	Brush	Inv.	Alarm	Heli.	Haz.	Service	Med.	Other	Total
City	0	1	3	0	0	0	15	2	2	5	0	28
County	0	1	6	3	2	7	0	0	0	8	0	27
Total	0	2	9	3	2	7	15	2	2	13	0	

Total Calls	55
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Mar-23

	Structure	Vehicle	Res.	Brush	Inv.	Alarm	Heli.	Haz.	Service	Med.	Other	Total
City	0	2	0	3	1	6	5	1	3	3	0	24
County	2	0	5	9	0	3	0	0	0	5	0	24
Total	2	2	5	12	1	9	5	1	3	8	0	

Total Calls	48
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Angie Conner

From: Jason Douglas
Sent: Monday, April 1, 2024 11:53 AM
To: Angie Conner; Kellie Lank; craw@planters.net
Cc: baasheim@candlerco-ga.gov
Subject: March 2024 Fire Responses
Attachments: Fire response March 2024.xlsx

2 calls in City of Pulaski

REPORT CITY OF METTER
PUBLIC WORKS DIRECTOR
MONTHLY REPORT
MARCH 01 TO MARCH 31, 2024

A. Water and Sewer Department:

Items	Current Month	Last Month	This Month Last Year	YTD CITY FY2024
1. Total number of work orders.	317	282	243	1,557
2. Turn on-New Customers.	38	19	22	227
3. Turn off-Final Billing.	31	19	29	216
4. Reconnect.	67	51	52	456
5. Check for leaks.	12	07	04	82
6. Turn off-non-payment.	82	51	70	563
7. Sewer Problems.	05	04	03	49
8. Discolored Water Calls	00	00	00	244
9. Service calls.	39	36	33	226
10. Busted water mains	01	00	02	08
11. Water taps.	02	02	01	11
12. Sewer taps.	01	01	00	14
13. Meters damaged by customers	10	03	00	22
14. Utilities Protection Center Locate Tickets.	29	60	02	322
15. Water Meters Tested for Calibration	00	00	01	07

B. Roadways and Walkways/Sanitation Department:

Items	Current Month	Last Month	This Month Last Year	YTD CITY FY2024
1. Total number of work orders.	60	27	48	514
2. Amount of junk picked up.	17.27 tons	13.82 tons	26.42 tons	197.75 tons
3. Number of poly carts repaired or replaced.	15	06	05	132
4. Amount of Garbage took to landfill.	120.33 tons	131.32 tons	130.19 tons	1,265.96 tons
5. Amount of yard waste picked up.	64.84 tons	63.41 tons	71.53 tons	718.67 tons
6. Number of potholes repaired.	02	00	03	13
7. Number of tires picked up.	30	50	36	307

C. **Building Inspection Department:**

Items	Current Month	Last Month	This Month Last Year	YTD CITY FY2024
1. Number of Building Permits issued.	01	01	03	22
2. Number of Electrical Permits issued.	04	02	01	13
3. Number of Mobile Home Permits issued.	00	00	00	02
4. Number of Sign Permits issued.	02	00	02	08
5. Number of Land Disturbing Permits issued.	00	00	00	03
6. Number of Fence Permits issued.	00	00	00	04
7. Number of Nuisance Letters sent out	00	00	02	06

D. **Projects:**

1. The 2023 LMIG Project 100% complete.
2. We have started the 2021 TIA Projects for paving of E. Hiawatha St. (98% complete) and sidewalks (95% complete) for S. Lewis St.
3. We have started the design for the INOIDIC Grant for the downtown parks project.
4. The Sewer Rehabilitation Project has begun and is about 90% complete.
5. The Water/Sewer and Road Project on W. Lytell St. into the Industrial Park has started.

ADMINISTRATION REPORT
APRIL 2024 MEETING
BY: Angie Conner, City Clerk

A. Permits and Applications:

March Applications

Occupational Tax Registration

1. Granny Doris Daycare – 830 Hodges St. – Under Review
2. Wittez, LLC – 3 N.E. Broad St. – Approved
3. Divine Decorative Desserts – 312 Ellis St. – Under Review

Building Permit

1. Alton Slater – 640 S. Leroy St. - Approved

Electrical Permit

1. Ricardo Fann – 305 Central Ave. – Approved
2. Reliable Electric – 504 S.E. Broad St. – Approved
3. Joel Deloach – 245 N. Terrell St. – Under Review

Sign Permit

1. The Parker Companies – 300 S.W. Broad St. – Approved
2. Minit Mart #1 – 504 S.E. Broad St. - Approved

Driveway Permit

1. NaTeneshia Butler – 605 Poplar Way – Approved

Fence Permit

1. Jacqueline Brickle – 296 S. Rountree St. – Under Review

Carport/Utility Building Permit

1. Jacqueline Brickle – 296 S. Rountree St. – Approved
2. Edwin Boyd – 320 S. Lewis St. – Approved

Variance Application

1. Joey Burke/C.C. Industrial Authority – Fortner Rd. – Under Review

Park/Special Event Permit

1. Metter Booster Club – Pep Rally – 7/25/2024 – Approved
2. Metter High School – Senior Walk – 4/5/2024 – Approved

March Building Rental

Depot - \$1600.00

Community Center - \$475.00

Debit/Credit Card, E-Checks (Payments made with cards in City Hall and Online) **February 2024**

Number of Transactions – 571

Total Amount - \$55,761.03

Tasks

- Continue to assist with the USDA Loan Application for the new fire station.
- Assisting auditor with the FY 2023 audit.
- Assisted the Tree Board with organizing the memorial ceremony for Carvy Snell. A live oak was planted in the William “Billy” Trapnell Park in memory of Carvy. The ceremony was held on Friday, March 29th at 11:00 a.m.
- Attended the regular meeting of the Metter Tree Board on Thursday, March 21, 2024.
- Submitted the proposed FY 25 Administrative Budget to City Manager Carter Crawford.
- Attended the Project Team meeting held on Tuesday, March 12, 2024, at 1:00 p.m.
- Met with Missy Edenfield, Carter Crawford and Paul Collins concerning the city employee health benefits.
- Attended the City Clerk’s District 9 meeting held in Mt. Vernon on Tuesday, March 19, 2024.
- Staff listened to a webinar with instructions on how to register mayor and council for the 2024 GMA Convention.
- Staff completed the 2024 GMA Convention Registration for mayor and council.
- Administrative staff helped to organize the Great American Cleanup, which was held on Saturday, March 23, 2024.