

CITY OF METTER
REGULAR MEETING
AGENDA
MONDAY, NOVEMBER 10, 2025
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) Regular Meeting, Monday, October 13, 2025, 5:30 p.m.
7. PRESENTATIONS
 - a) Presentation by Frank D’Arcangelo with DPR Architecture on the revised Fire Station Plans.
8. PUBLIC COMMENTS
 - a) Jana Sasser – 440 South Lewis St.
 1. City Manager Hiring Process
 2. Zoning and Zoning Ordinance Update
 3. DRIs and Development Impact Analysis
9. OLD BUSINESS
10. NEW BUSINESS
 - a) Consideration of a motion to approve a bid from Metter Ford, in the amount of fifty-six thousand, five hundred, fifty-eight dollars and fourteen cents (\$56,558.14) for the purchase of a 2026 Ford F150 for the Metter Police Department.

This purchase is included in the FY26 General Fund budget. It will be a GMA lease purchase. Lease payments will be included in the FY27 budget using funds from the General Fund operating budget.
 - b) Consideration of a motion to approve a bid from Metter Ford, in the amount of fifty-nine thousand, four hundred, forty dollars and fourteen cents (\$59,440.14) for the purchase of a 2026 Ford Explorer for the Metter Police Department.

At a recent Chiefs training, Chief Lewis won a partial emergency equipment package that will be used for this purchase. The GBI has agreed to pay for the remaining cost

CITY OF METTER
REGULAR MEETING
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MONDAY, NOVEMBER 10, 2025
5:30 p.m.

to purchase and have the emergency equipment installed. The total net cost to the city for this purchase will be forty-six thousand, five hundred thirty-five dollars (\$46,535). This purchase is included in the FY26 General Fund budget. It will be a GMA lease purchase. Lease payments will be included in the FY27 budget using funds from the General Fund operating budget.

- c) Consideration of a motion to approve a Resolution to adopt the first amendment to the 2025 Fiscal Year Budget for the General Fund of the City of Metter, Georgia; appropriating the amounts shown in each budget as expenditures/expenses; adopting the several items of revenue anticipations, prohibiting expenditures or expenses from exceeding the actual funding appropriated.
- d) Consideration of a motion to approve a Resolution to adopt the first amendment to the 2026 Fiscal Year Budget for the General Fund of the City of Metter, Georgia; appropriating the amounts shown in each budget as expenditures/expenses; adopting the several items of revenue anticipations, prohibiting expenditures or expenses from exceeding the actual funding appropriated.
- e) Consideration of a motion to adopt an updated Language Access Plan for the City of Metter, Georgia Community Improvement Department October 2025 to satisfy special condition #1 for the Georgia Department of Community Affairs Community Development Block Grant (CDBG) Project No. 25p-x-021-2-6800.
- f) Consideration of a motion to approve a Special Event Alcohol Permit Application applied for by Timothy Coleman for Burlap & Lace Market & Coffee Bar located at 10 N. Lewis Street for a paint party on Thursday, November 13, 2025.

11. OTHER BUSINESS FROM COUNCIL

- a) Concerns from Councilwoman Gaitten:
 - 1. Animal Shelter policies and procedures.
 - 2. Asking the Sheriff's office to give us the presentation that community members have seen.
 - 3. The Homestead exception council has already approved in previous months but later found out that it needed to be approved by Georgia House representatives.
 - 4. Status on our Economic Department.
 - 5. Alcohol Ordinance updating.
 - 6. Presenting our hiring process to the community for the City Manager position.
 - 7. The recent DRI and future planning.
 - 8. Discussion about Public Works moving forward with the retirement of the department head.

CITY OF METTER
REGULAR MEETING
AGENDA
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5:30 p.m.

12. CITY MANAGER'S REPORT

13. DEPARTMENTAL REPORTS

14. MAYOR'S REPORT

15. EXECUTIVE SESSION

- a) Consideration of a motion to go into executive session for discussing personnel, pursuant to O.C.G.A. 50-14-2(1).
- b) Consideration of a motion to reopen the meeting.

16. ADJOURNMENT

**CITY OF METTER
REGULAR MEETING
MONDAY, OCTOBER 13, 2025
5:30 P.M.**

A regular meeting of the city council was scheduled for Monday, October 13, 2025, at 5:30 p.m. The meeting was held in the council chambers at city hall.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd
Brent Carter, City Attorney
City Manager Scott Wood
Councilwoman, Chyrileen Kilcrease
Councilwoman Victoria Gaitten
Councilwoman Rashida Taylor
Public Works Director Cliff Hendrix
Police Chief, McKinley Lewis
Fire Chief, Jason Douglas
Finance Manager Cindy Collins
HR/ Purchasing Manager Missy Edenfield
Juwan Taylor, Metter Fire Department
Taylor Crosby – Metter Advertiser

Attending the meeting were the following guests:

Tim Coleman
Juanita Snelson
George Ward

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 Scott Wood gave the invocation.

APPROVAL OF AGENDA

Mayor Boyd requested a change of the agenda moving 10 (b) "Consideration of a motion to go into executive session for discussing personnel, pursuant to O.C.G.A. 50-14-2(1)" to follow 14 "Mayor's Report". Councilwoman Kilcrease made a motion to approve the agenda with this change. Councilwoman Taylor seconded the motion, and the vote was unanimous.

APPROVAL OF MINUTES

Councilwoman Kilcrease made a motion to approve the following minutes:

- a) Regular Meeting, Monday, September 8, 2025, 5:30 p.m.
- b) Public Hearing/Called Meeting, Wednesday, September 24, 2025, 9:00 a.m.

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

PRESENTATIONS

Juanita Snelson asked for an update on the Metter Industrial Park dam damage caused during Hurricane Helene. Public Works Director Cliff Hendrix updated that the design phase in the final stages and there are plans to begin work within 45 days. Ms. Snelson also had concerns about overgrown property near her home on Lucky Street. Public Works Director Cliff Hendrix will send letter to property owner.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

NEW BUSINESS

Consideration of a motion to approve the bid from Metter Ford, in the amount of \$60,494.14 for the purchase of a 2026 Ford Explorer SUV for the Metter Police Department to replace the 2023 Dodge Charger totaled in an accident. This will be a GMA Lease purchase with payments to beginning in FY27. Lease payments will be budgeted in the FY27 budget using funds from the General Fund operating budget.

Councilwoman Kilcrease made a motion to approve the bid from Metter Ford, in the amount of \$60,494.14 for the purchase of a 2026 Ford Explorer SUV for the Metter Police Department. Councilwoman Taylor seconded the motion, and the vote was unanimous.

OTHER BUSINESS FROM CITY COUNCIL

There were no comments from City Council.

CITY MANAGER'S REPORT

Mr. Wood reported on the following:

- 1. Plans to have costs for fire station project by the end of the month.
- 2. The city has received two checks from FEMA/GEMA totaling around \$177,000 for debris removal and emergency protective measures.

DEPARTMENTAL REPORTS

The departmental reports were included in the agenda packet for the council's review.

MAYOR'S REPORT

Mayor Boyd reported on the following:

1. Councilwoman Kilcrease, Councilwoman Taylor, Missy Edenfield and himself traveled to Macon to receive the CDBG grant award in the amount of \$1,000,000. The city's match is \$154,866.
2. Upcoming utility improvements are to begin next week.

CONSIDERATION OF A MOTION TO GO INTO EXECUTIVE SESSION FOR DISCUSSING PERSONNEL, PURSUANT TO O.C.G.A. 50-14-2(1).

Councilwoman Kilcrease made a motion to go into executive session for discussing personnel. Councilwoman Taylor seconded the motion, and the vote was unanimous.

No votes were taken during the executive session.

After the executive session was closed, Councilwoman Taylor made a motion to go back into open session. Councilwoman Gaitten seconded the motion, and the vote was unanimous.

ADJOURNMENT

After no further discussion, Councilwoman Gaitten made a motion to adjourn the meeting at 6:23 p.m. Councilwoman Taylor seconded the motion, and the vote was unanimous.

Missy Edenfield, HR-Purchasing Manager

City of Metter

MAYOR & COUNCIL
Edwin O. Boyd, Mayor
Chyrileen Kilcrease, Mayor Pro Tem
Victoria Gaitten
Gregg Stewart
James McKie
Rashida Daniel Taylor

49 South Rountree Street
Post Office Box 74
Metter, Georgia 30439



APPOINTED OFFICIALS
Scott Wood, City Manager
Angie Conner, City Clerk
Brent Carter, City Attorney
J. Kendall Gross, Municipal Judge

CITY OF METTER **SPEAKER APPEARANCE FORM**

SECTION I

SPEAKER'S NAME:

Jana Sasser

ADDRESS:

440 S. Lewis Street Metter, GA

TELEPHONE #: Work _____

Home _____

Cell _____

EMAIL ADDRESS:

REPRESENTING:

I wish to speak at the meeting to be held on (date) 11/10/25 regarding

City Manager Hiring Process, Zoning and Zoning Ordinance Update, and DRIs and development impact analysis

SECTION II

If you are being paid a fee, are directly employed by, or are indirectly being compensated for representing another individual or group of people or a corporation on the subject to which you will be speaking, you are required to complete this section.

NAME OF PERSON(S), GROUPS, OR FIRMS BEING REPRESENTED:

City of Metter

MAYOR & COUNCIL
Edwin O. Boyd, Mayor
Chyrileen Kilcrease, Mayor Pro Tem
Victoria Gaitten
Gregg Stewart
James McKie
Rashida Daniel Taylor

49 South Rountree Street
Post Office Box 74
Metter, Georgia 30439



APPOINTED OFFICIALS
Scott Wood, City Manager
Angie Conner, City Clerk
Brent Carter, City Attorney
J. Kendall Gross, Municipal Judge

Signature

10-31-25

Date

- Requests to speak before the City Council must be received in the City Clerk's office no later than noon on the preceding Monday prior to the regular meeting (see meeting schedule at www.metter-candler.com).
- Each person desiring to speak before the City Council should complete a separate form.
- Please return this form to City Hall, located at 49 South Rountree Street; by mail (P.O. Box 74, Metter, Georgia 30439); by fax (912-685-3364); or email aconner@cityofmetterga.gov. If you have questions about this form, please call 912-685-2527.
- **Request to present sales or service information or to solicit sales in any form will not be honored. Sales information should be provided to the Purchasing Manager, 912-685-2527.**

City of Metter

MAYOR & COUNCIL

Edwin O. Boyd, Mayor
Chyrileen Kilcrease, Mayor Pro Tem
Victoria Gaitten
Jamies McKie
Gregg Stewart
Rashida Daniel Taylor

49 South Rountree Street
Post Office Box 74
Metter, Georgia 30439



APPOINTED OFFICIALS

Scott Wood, City Manager
Angie Conner, City Clerk
Brent Carter, City Attorney
J. Kendall Gross, Municipal Judge

Date: October 27, 2025
To: Scott Wood, City Manager
From: Missy Edenfield, HR/Purchasing Manager
RE: Police Crew Cab Bids

The City of Metter recently accepted bids for the purchase of a Police Crew Cab to be used by the Metter Police Department. A bid opening was held on October 17, 2025, at 3:00 p.m. in the Council Chambers at City Hall. Three bids were received:

- | | | |
|----|--|-------------|
| 1. | Sewell Family of Companies
2026 Ford F150 | \$69,213.00 |
| 2. | Metter Ford, Metter, GA
2026 Ford F150 | \$56,558.14 |
| 3. | Serra Chevrolet, Madison, TN
2025 Chevrolet Silverado | \$64,208.00 |

The bids were reviewed by Chief McKinley Lewis and HR-Purchasing Manager Missy Edenfield. After reviewing, it is our recommendation that this bid be awarded to Metter Ford for the purchase of a 2026 Ford F150 in the amount of fifty-six thousand, five hundred, fifty-eight dollars and fourteen cents (\$56,558.14).

This will be a GMA Lease purchase budgeted in the FY26 Budget.

City of Metter

MAYOR & COUNCIL

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APPOINTED OFFICIALS

Scott Wood, City Manager
Angie Conner, City Clerk
Brent Carter, City Attorney
J. Kendall Gross, Municipal Judge

Date: October 27, 2025
To: Scott Wood, City Manager
From: Missy Edenfield, HR/Purchasing Manager
RE: Police SUV Bids

The City of Metter recently accepted bids for the purchase of a Police SUV to be used by the Metter Police Department. A bid opening was held on October 17, 2025, at 3:15 p.m. in the Council Chambers at City Hall. Three bids were received:

1.	Sewell Family of Companies 2025 Dodge Ford Explorer	\$64,267.00
2.	Metter Ford, Metter, GA 2026 Ford Explorer	\$59,440.14
3.	Metter Ford, Metter, GA 2026 Ford Expedition	\$65,772.15
4.	Serra Chevrolet, Madison, TN 2026 Chevrolet Tahoe	\$75,624.00

The bids were reviewed by Chief McKinley Lewis and HR-Purchasing Manager Missy Edenfield. After reviewing, it is our recommendation that this bid be awarded to Metter Ford for the purchase of a 2026 Ford Explorer. At a recent Chiefs training, Chief Lewis won a partial emergency equipment package that will be used for this purchase. The GBI has agreed to pay for the remaining cost to purchase and have the emergency equipment installed. The total net cost to the city for this purchase will be \$46,535.00.

This will be a GMA Lease purchase budgeted in the FY26 Budget.

A RESOLUTION TO ADOPT THE FIRST AMENDMENT TO THE 2025 FISCAL YEAR BUDGET FOR THE GENERAL FUND OF THE CITY OF METTER, GEORGIA; APPROPRIATING THE AMOUNTS SHOWN IN EACH BUDGET AS EXPENDITURES/EXPENSES; ADOPTING THE SEVERAL ITEMS OF REVENUE ANTICIPATIONS, PROHIBITING EXPENDITURES OR EXPENSES FROM EXCEEDING THE ACTUAL FUNDING APPROPRIATED.

THAT WHEREAS, sound governmental operations require a Budget in order to plan the financing of services for the residents of the City of Metter; and

WHEREAS, Title 36, Chapter 81, Article 1 of the Official Code of Georgia requires a balanced General Fund budget for the City's fiscal year, which runs from July 1 to June 30 of each year; and

WHEREAS, the Mayor and City Council have reviewed a First Amendment to the Fiscal Year 2025 General Fund Budget that represents matters previously considered and approved by City Council; and

WHEREAS, each of these funds is a balanced budget, so that anticipated revenues and other financial resources for each fund equal the proposed expenditures or expenses and any transfers; and

WHEREAS, the Mayor and City Council wish to adopt this First General Fund Budget Amendment for Fiscal Year 2025; and

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

Section 1. That the proposed changes to the Fiscal Year 2025 General Fund Budget, attached hereto as Amendment #1 and incorporated herein as part of this Resolution, are hereby adopted as the First Budget Amendment for the City's Fiscal Year 2025 General Fund Budget; and

Section 2. That the several items of revenue, other financial resources, and sources of cash shown in the budget amendment for each fund in the amounts shown anticipated are hereby adopted; and that the several amounts shown in the budget amendment for each fund as proposed expenditures or expenses, and uses of cash are hereby appropriated to the departments and agencies named in each fund, as amendments to the existing Budget previously adopted; and

Section 3. That the "legal level of control" as defined in OCGA 36-81-2 is set at the department level, meaning that the City Manager in his capacity as Budget Officer is authorized to move appropriations from one-line item to another within a department, but under no circumstances may expenditures or expenses exceed the amount appropriated for a department without a further budget amendment is approved by the Mayor and Council.

Section 4. That all appropriations shall lapse at the end of the Fiscal Year.

Section 5. That this Resolution shall be and remain in full force and effect from and after its date of adoption.

CITY OF METTER, GEORIGIA

Edwin O Boyd, Mayor

Angela O. Conner, City Clerk

CITY OF METTER
AMENDMENTS #1 TO ADOPTED FY25 BUDGET
Previously Approved by Council

EXPENDITURES				
Governing Bodies		Original Budget	Change	Revised Budget
52.1203	Legal Increase in the volume of calls made to the city attorney	\$10,000	\$2,076	\$12,076

Administration				
52.1210	Consulting Fees Increase in city manager consulting fees	\$54,000	\$15,126	\$69,126

Government Buildings				
52.2201	R & M Buildings Did not expend total for R & M Buildings	\$71,712	(\$38,921)	\$32,791

Police Department				
51.1100	Regular Employee Salaries Police Investigator Grant Received	\$741,567	\$51,490	\$793,057

Animal Control				
53.1105	Other Supplies	\$7,000	\$5,162	\$12,162
52.1207	Veterinarian Fees	\$7,000	\$2,962	\$9,962

Street & Lane				
52.3926	DOT Road Paving Assistance Increase in LMIG funding	\$77,000	\$97,964	\$174,964
52.3939	Hurricane Helene Expenses due to damages caused by Hurricane Helene	\$0	\$425,042	\$425,042
54.1420	INOIDIC Park Restoration Grant Check	\$1,800,000	\$459,354	\$2,259,354

Shop				
53.1105	Other Supplies	\$1,000	\$770	\$1,770
53.1230	Energy-Electricity	\$5,000	\$3,589	\$8,589

Community Center				
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52.3850	Contract Labor HVAC Repairs	\$12,000	\$9,236	\$21,236
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Economic Development				
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54.1209	Georgia AG Commodity Commission Moved funds to Economic Development Fund	\$284,987	(\$208,020)	\$76,967
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Total Additions to Expenditures	
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\$825,830

CITY OF METTER
AMENDMENTS #1 TO ADOPTED FY25 BUDGET
Previously Approved by Council

REVENUES				
		Original Budget	Change	Revised Budget
33.1111	GBI/Drug Task Force Reimbursement Grant Funds Detective Position	\$0	\$51,490	\$51,490
33.1117	Insurance Claims Reimbursements Insurance Reimbursements Hurricane Helene	\$0	\$425,042	\$425,042
33.1314	INOIDIC Grant-Park Restoration	\$1,800,000	\$459,354	\$2,259,354
33.4314	LMIG Grant Revenues	\$77,000	\$97,964	\$174,964
33.4318	Georgia Grown Innovation Center	\$231,443	(\$208,020)	\$23,423

Total Changes to Expenditures

\$825,830

A RESOLUTION TO ADOPT THE FIRST AMENDMENT TO THE 2026 FISCAL YEAR BUDGET FOR THE GENERAL FUND OF THE CITY OF METTER, GEORGIA; APPROPRIATING THE AMOUNTS SHOWN IN EACH BUDGET AS EXPENDITURES/EXPENSES; ADOPTING THE SEVERAL ITEMS OF REVENUE ANTICIPATIONS, PROHIBITING EXPENDITURES OR EXPENSES FROM EXCEEDING THE ACTUAL FUNDING APPROPRIATED.

THAT WHEREAS, sound governmental operations require a Budget in order to plan the financing of services for the residents of the City of Metter; and

WHEREAS, Title 36, Chapter 81, Article 1 of the Official Code of Georgia requires a balanced General Fund budget for the City's fiscal year, which runs from July 1 to June 30 of each year; and

WHEREAS, the Mayor and City Council have reviewed a First Amendment to the Fiscal Year 2026 General Fund Budget that represents matters previously considered and approved by City Council; and

WHEREAS, each of these funds is a balanced budget, so that anticipated revenues and other financial resources for each fund equal the proposed expenditures or expenses and any transfers; and

WHEREAS, the Mayor and City Council wish to adopt this First General Fund Budget Amendment for Fiscal Year 2026; and

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

Section 1. That the proposed changes to the Fiscal Year 2026 General Fund Budget, attached hereto as Amendment #1 and incorporated herein as part of this Resolution, are hereby adopted as the First Budget Amendment for the City's Fiscal Year 2026 General Fund Budget; and

Section 2. That the several items of revenue, other financial resources, and sources of cash shown in the budget amendment for each fund in the amounts shown anticipated are hereby adopted; and that the several amounts shown in the budget amendment for each fund as proposed expenditures or expenses, and uses of cash are hereby appropriated to the departments and agencies named in each fund, as amendments to the existing Budget previously adopted; and

Section 3. That the "legal level of control" as defined in OCGA 36-81-2 is set at the department level, meaning that the City Manager in his capacity as Budget Officer is authorized to move appropriations from one-line item to another within a department, but under no circumstances may expenditures or expenses exceed the amount appropriated for a department without a further budget amendment is approved by the Mayor and Council.

Section 4. That all appropriations shall lapse at the end of the Fiscal Year.

Section 5. That this Resolution shall be and remain in full force and effect from and after its date of adoption.

CITY OF METTER, GEORIGIA

Edwin O Boyd, Mayor

Angela O. Conner, City Clerk

CITY OF METTER
AMENDMENTS #1 TO ADOPTED FY26 BUDGET
Previously Approved by Council

EXPENDITURES				
ADMINISTRATION		Original Budgeted	Change	Revised Budget
51.2101	Group Health Insurance Decision was made to stay with Meritain Insurance for lower premiums than GMA insurance.	\$94,668	(\$11,508)	\$83,160

Government Buildings				
51.2101	Group Health Insurance Decision was made to stay with Meritain Insurance for lower premiums than GMA insurance.	\$27,048	(\$3,288)	\$23,760

Police Department				
51.2101	Group Health Insurance Decision was made to stay with Meritain Insurance for lower premiums than GMA insurance.	\$202,860	(\$40,860)	\$162,000

Fire Department				
51.2101	Group Health Insurance Decision was made to stay with Meritain Insurance for lower premiums than GMA insurance.	\$138,966	(\$19,086)	\$119,880

Animal Control				
51.2101	Group Health Insurance Decision was made to stay with Meritain Insurance for lower premiums than GMA insurance.	\$27,048	(\$3,288)	\$23,760

Streets and Lanes				
51.2101	Group Health Insurance Decision was made to stay with Meritain Insurance for lower premiums than GMA insurance.	\$67,620	(\$8,220)	\$59,400
54.1418	CDBG Match General Fund Matching portion of CDBG \$150,000 match	\$0	\$75,000	\$75,000

Shop				
51.2101	Group Health Insurance Decision was made to stay with Meritain Insurance for lower premiums than GMA insurance.	\$13,524	(\$1,644)	\$11,880

Economic Development				
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51.2101	Group Health Insurance Decision was made to stay with Meritain Insurance for lower premiums than GMA insurance.	\$27,048	(\$3,288)	\$23,760
51.1100	Regular Employees Salary Reduction due to division of department charge codes	\$120,912	(\$25,429)	\$95,483
52.3300	Advertising Reduce advertising due to millage rate adjustments	\$10,000	(\$5,000)	\$5,000
52.3500	Travel Reduce travel due to employee changes	\$10,000	(\$5,000)	\$5,000
52.3700	Education and Training Reduce education and training due to employee changes	\$7,000	(\$3,500)	\$3,500
54.1207	GA Department of Agriculture GGIC Sponsorship Reduction in sponsorship grant amount	\$20,000	(\$5,000)	\$15,000

Total Deductions from Expenditures

(\$60,111)

CITY OF METTER
AMENDMENTS #1 TO ADOPTED FY26 BUDGET
Previously Approved by Council

REVENUES				
		Original Budget	Change	Revised Budget
31.1100	Real Property – Current Year Due to Reduction in Adopted Millage Rate	\$1,462,147	(\$101,000)	\$1,361,147
31.1315	Motor Vehicle Title Tax Due to Reduction in Adopted Millage Rate.	\$153,301	(\$1,111)	\$152,190
33.4322	Georgia Department Agriculture GGIC Sponsorship Grant from Ga Department of Agriculture	\$30,000	\$42,000	\$72,000

Total Changes to Expenditures

(\$60,111)

City of Metter

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APPOINTED OFFICIALS
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November 10, 2025

Office of Community Development
GA Department of Community Affairs
60 Executive Park South, N.E.
Atlanta, GA 30329-2231

RE: CITY OF METTER
CDBG NO. 25p-x-021-2-6800

The City has completed all of the steps to satisfy special condition #1. An updated Language Access Plan was adopted at the November 10, 2025 city council meeting.

Enclosed are (1) Language Access Plan, (2) November 10, 2025 council meeting agenda and minutes.

Sincerely,

Edwin O. Boyd
Mayor

cc: ALGA, Inc.

Language Access Plan
City of Metter, Georgia
Community Improvement Department
October 2025

49 South Rountree Street
P.O. BOX 74
Metter, GA 30439
(912) 685-2527

Table of Contents

I. General Information.....	Page 3
II. Meaningful Access: Four Factor Analysis	Page 5
III. Language Assistance.....	Page 7
IV. Staff Training.....	Page 8
V. Translation of Documents.....	Page 9
VI. Monitoring and Updating the LAP Plan.....	Page 9
VII. Dissemination of the City of Metter’s LAP Plan.....	Page 9
VIII. Records.....	Page 9
IX. Complaints/Findings.....	Page 10
X. Available Federal LEP Resources.....	Page 10

LANGUAGE ACCESS PLAN

I. GENERAL INFORMATION

Prepared By: Associates In Local Government Assistance, Inc.
P.O. Box 2025
1007 West 12th Street
Alma, GA 31510
(912) 632-7839
algainc@gmail.com

List of Current Applicable Funded Grants/Programs (to be automatically amended as projects are funded):

1. Grantee: City of Metter, GA
CDBG Grant Number: 25p-x-021-2-6800
Target Area: Portions of North Terrell Street, North Trapnell Street, Martin Luther King Jr. Blvd., Bay Street, Lincoln Street and Cotton Street. (Census Tract for the City of Metter: 6.00% LEP: Spanish 7.56 %, Asian and Pacific Island 0.18%, and 0% Other)

This *Language Access Plan* has been updated to address the City of Metter's responsibilities as a recipient of federal financial assistance from Georgia Department of Community Affairs programs & grants funded by HUD as they relate to the needs of individuals with limited English language skills.

The plan has been prepared to ensure compliance with HUD's guidance and Title VI of the Civil Rights Act of 1964, and its implementing regulations. Under HUD's guidance, the City of Metter must take reasonable steps to ensure meaningful access to their programs and activities by persons with Limited English Proficiency (LEP).

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write or understands English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including the City of Metter.

The City of Metter has developed this *Language Access Plan* to help identify reasonable steps for providing language assistance to persons with Limited English Proficiency (LEP) who wish to access services provided through programs funded by the Georgia Department of Community

Affairs/HUD. As defined by Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, the City of Metter used HUD's four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the Community Improvement programs.
2. The frequency with which LEP persons come in contact with Community Improvement programs.
3. The nature and importance of the Community Improvement programs and services provided by City of Metter to the LEP population.
4. The resources available to the City of Metter and overall cost to provide LEP assistance.

SAFE HARBORS

In accordance with HUD Safe Harbors for LEP, the City of Metter will translate written Community Improvement documents for groups that are at least 5% of the eligible population (and more than 50 persons) or 1,000 persons, whichever is less. If there are fewer than 50 persons in a language group that reaches the 5% trigger above, the City of Metter will not translate the vital Community Improvement written materials but provides written notice in the primary language of the LEP group of the right to receive competent oral interpretation of those written materials, free of cost.

The size of the language group determines the recommended provision for written language assistance.

Size of Language Group	Recommended Provision of Written Language Assistance
1,000 or more in the eligible population	Translated vital documents
More than 5% of the eligible population or beneficiaries and more than 50 in number	Translated vital documents
More than 5% of the eligible population or beneficiaries and 50 or less in number	Translated written notice of right to receive free oral interpretation of documents.
5% or less of the eligible population or beneficiaries and less than 1,000 in number	No written translation is required.

II. MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the programs.

The City of Metter Community Improvement staff reviewed the Georgia Department of Community Affairs mapping tool and determined that of the population of 3,835 persons over 5 years of age, 447 persons in Metter (11.65 % of the total population) speak a language other than English. Of those 447 persons, 297 (88.81 % of the total population speaking a language other than English) have limited English proficiency; that is, they speak English less than “very well”. In Metter, of those persons with limited English proficiency, 290 speak Spanish, and 7 speak Asian-Pacific.

A review of the residents that were in our FY 2025 (25p-x-021-2-6800) CDBG Target Area revealed (other than White or African American) there are 6 Hispanic White individuals. This meets the threshold described above for translating vital documents or translated written notice of right to receive free oral interpretation of documents. Oral Interpretation Services are available for clients upon request. However, in the past, all of our clients have provided their own translator with whom they are comfortable sharing personal information.

Language Spoken*	# of Residents Over 5 Years of Age*	Speaks English Less Than “Very Well”*
English	3,388 (88.35%)	N/A
Spanish	437 (11.39%)	290 (8.55%)
Total	10 (0.26 %)	7 (0.20%)
Total	3,835 (100.0%)	297 (8.76%)

Grantee: City of Metter, GA

CDBG Grant Number: 25p-x-021-2-6800

Target Area: Portions of North Terrell Street, North Trapnell Street, Martin Luther King Jr. Blvd., Bay Street, Lincoln Street and Cotton Street. (Census Tract for the City of Metter: 6.00% LEP: Spanish 7.56 %, Asian and Pacific Island 0.18%, and 0% Other)

At the present time, GA DCA has identified the Census Tract in the City of Metter meets LEP criteria:

2. The frequency with which LEP persons come in contact with Community Improvement Department services.

The City of Metter Community Improvement Department staff reviewed the frequency with which staff have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits, as well as public hearings and interactions during surveys. Over the past two years, Community Improvement has had no requests for interpreters and no requests for translated program documents. The city regularly provides a Spanish Speaking interpreter for our municipal court which meets once per month. Most months the services of the interpreter are used.

A review of the residents that were in our FY 2025 (25p-x-054-2-6778) CDBG Target Area revealed (other than White or African American) there are 6 Hispanic White individuals in the target area. This meets the threshold described above for translating vital documents or translated written notice of right to receive free oral interpretation of documents. Oral Interpretation Services are available for clients upon request. However, in the past, all of our clients have provided their own translator with whom they are comfortable sharing personal information.

Frequency of Interaction: Annually

For Project Applications:

- a. When notifying the public about grant award application and its proposed activities.
- b. When notifying the public about grant award and its funded activities.
- c. When seeking applicants to participate in the program (e.g., when seeking homeowners for rehabilitation assistance).
- d. When seeking qualified contractors.
- e. When working with homeowners selected for assistance.
- f. When seeking bids from builders to construct the homes.
- g. When notifying the public about the grant award closeout and its accomplishments.

3. The nature and importance of programs, activities or services provided by Community Improvement to the LEP population.

Housing plays a critical role in maintaining quality of life. Community Improvement is committed to ensure access to safe, sanitary and affordable housing for our eligible clients. Outreach throughout the community helps to ensure a Warmness of our programs. The majority of the City's population- 88.35% speaks English. Other than English speaking individuals, Community Improvement staff are most likely to encounter Spanish speaking LEP individuals through office visits, phone conversations and during surveys. Upon client request, the City of Metter will provide oral interpreters using bilingual employees or qualified contract interpreters. To date, all LEP individuals have provided their own interpreter; a child or friend.

Nature of the Program(s): CDBG Sewer and Drainage Improvements.

Importance of the Program(s): Denial or delay of access to services or information would not have serious or life-threatening implications for the LEP individual.

4. The resources available to the City of Metter, and overall cost to provide LEP assistance.

The City of Metter reviewed its available resources that could be used for providing LEP assistance, including which of its documents would be most valuable to be translated if the need should arise. An “I Speak” card/poster will be made available to determine needed language translations. A notice (see below) will be posted in all ads for GA DCA/HUD programs regarding who to contact should language assistance be needed. Language translation, if needed, would be provided through the available bi-lingual staff and/or the Language Line (770-455-7141) for which the City of Metter would pay a fee.

III. LANGUAGE ASSISTANCE

A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to Community Improvement services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

The Name of the individual at the City of Metter responsible for coordination of LEP Compliance is:

Angie O. Conner, City Clerk
City of Metter
P. O. Box 74
49 S. Rountree Street
Metter, Georgia 30439
aconner@cityofmetterga.gov
Office Phone: (912) 685-2527
Mobile Phone: (912) 314-3896 (Missy Edenfield)

How the Community Improvement staff may identify an LEP person who needs language assistance:

- Post notice of LEP Plan and the availability of interpretation services free of charge in languages LEP persons would understand,
- Add statement (see below) to public meeting and event notices concerning GA DCA/HUD programs,

- All Community Improvement staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year; and
- When Community Improvement conducts a Public Hearing, an informational meeting or event, a staff person may greet participants as they arrive. By informally engaging participants in conversation, it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be able to be provided at the event (unless previously requested) it will help identify the need for future events; and
- Language Identification Cards/Posters will be used as necessary to determine a client's language needs.

Language Assistance Measures - Although there is a small percentage in the City of Metter of eligible LEP households, that is, persons who speak English "not well" or "not at all", it will strive to offer the following measures:

1. The Community Improvement staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English.
2. The following resources will be available to accommodate LEP persons:
 - Interpreters for the Spanish language if available will be provided within a reasonable time period; or
 - Language interpretation will be accessed through Language Line Solutions.
3. Language Identification Cards/Posters will be used as necessary to determine a client's language needs.
4. The following statements will be added to public meeting and event notices concerning GA DCA/HUD programs:

"Persons with special needs relating to handicapped accessibility or foreign language shall contact Angie Conner, City Clerk, at (912) 685-2527 or via email aconner@cityofmetterga.gov. This person can be located at Metter City Hall 49 South Rountree Street, Metter, GA between the hours of 8:00 to 4:30 Monday through Friday, except holidays. Individuals who are hearing impaired can contact the Georgia Relay Services, telephone number (TDD) 1-800-255-0056, (Voice) 1-800-255-0135."

IV. STAFF TRAINING

The following training will be provided to all Community Improvement staff:

- Information on the Title VI Policy and LEP responsibilities;
- Description of language assistance services offered to the public;
- Documentation of language assistance requests; and

- How to handle a potential Title VI/LEP complaint.

All contractors, subcontractors and sub-recipients performing work for or receiving federal funds for Community Development projects will be required to follow the Title VI/LEP guidelines.

V. TRANSLATION OF DOCUMENTS

- The City of Metter weighed the cost and benefits of translating documents for potential LEP groups. Considering the expense of translating the documents, the likelihood of frequent changes in documents and other relevant factors, at this time no documents require translation.
- Due to the relatively small eligible local LEP population, the City of Metter does not have a formal outreach procedure in place at this time. Translation resources have been identified. When and if the need arises for LEP outreach, the City of Metter will consider the following option:
- When staff prepares a document, or schedules a meeting, for which the target audience is expected to include LEP individuals, then relevant documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population, if requested.

VI. MONITORING AND UPDATING THE LAP PLAN

The City of Metter will update the LAP Plan as required. At a minimum, the plan will be reviewed and updated every five years using the United States Census Bureau for census information, or when it is clear that higher concentrations of LEP individuals are present in the City of Metter.

Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether the City of Metter's financial resources are sufficient to fund language assistance resources needed.
- Determine whether the City of Metter fully complies with the goals of this LAP Plan; and
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.

VII. DISSEMINATION OF THE CITY OF METTER'S LAP PLAN

The LAP Plan will be on the City of Metter's website page if applicable and provided to anyone requesting the information.

VIII. RECORDS

The City of Metter will maintain records in the City Clerk's office regarding its efforts to comply with Title VI LEP obligations. These records will be reviewed periodically and open to the public in an effort to improve service.

IX. COMPLAINTS/FINDINGS

Any person who believes they have been denied the benefits of this LAP or that the City of Metter has not complied with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 regulations may file a complaint with the City LAP Coordinator. The City LAP Coordinator may be the first point of contact for any complaints or appeals, but the DCA LAP Coordinator must be informed of all complaints and appeals. The LAP Coordinator will provide oversight of the complaint/appeal resolution process. To file a complaint, submit the written complaint to:

Angie O. Conner, City Clerk
City of Metter
P. O. Box 74
49 S. Rountree Street
Metter, Georgia 30439
aconner@cityofmetterga.gov
Office Phone: (912) 685-2527
Mobile Phone: (912) 685-3364

Or

DCA 504 Coordinator
60 Executive Park South, N.E.
Atlanta, Georgia 30329-2231
fairhousing@dca.ga.gov

X. AVAILABLE FEDERAL LEP RESOURCES

HUD's LEP Website:

<http://www.hud.gov/offices/ftheo/lep.xml>

Federal LEP Website:

<http://www.lep.gov/>

LEP and Title VI Videos:

<http://www.lep.gov/video/video.html>

"I Speak" Card:

<http://www.lep.gov/ISpeakCards2004.pdf>

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

CITY OF METTER, GEORGIA
SPECIAL EVENT ALCOHOL PERMIT APPLICATION

RECEIVED
OCT 13 2025

DATE OF APPLICATION: 10/13/25

BY: _____

NAME OF ORGANIZATION: Burlap & Lace Market & Coffee Bar

DATE(S) OF EVENT: 11/13/25

NAME OF EVENT: Christmas Open House

DESCRIPTION OF EVENT: Kick-off to Christmas Shopping

APPLICANT'S FULL NAME: Timothy Coleman

APPLICANT'S HOME ADDRESS: 510 s. Lewis St

PHONE #: _____ EMAIL ADDRESS: burlapandlacemarketing@gmail.com

ADDRESS OF SPECIAL EVENT: 10 N. Lewis St.

AREA AT LOCATION WHERE ALCOHOL WILL BE SERVED: Inside Burlap & Lace Eatery section

NAME OF PROPERTY OWNER: Candi Salter

NUMBER OF PERMITS ISSUED IN CURRENT YEAR: 1

1. Paint Party

2. _____

3. _____

Check all that apply:

☐ Liquor

☐ Beer

☒ Wine

ALL ADJACENT PROPERTY OWNERS AND/OR RENTERS OF ADJACENT PROPERTY MUST BE NOTIFIED OF THE APPLICATION AT LEAST 10 DAYS PRIOR TO EVENT, AND PROOF OF SAID NOTIFICATION SHALL BE ATTACHED TO APPLICATION.

YES ☒ NO ☐

IF OWNER OF PROPERTY WHERE ALCOHOL SALES ARE MADE IS NOT THE APPLICANT, THEN THERE SHALL BE NOTIFICATION IN WRITING BY THE APPLICANT OF THE APPLICATION, AND PROOF OF SAID NOTIFICATION SHALL BE ATTACHED TO APPLICATION.

YES ☒ NO ☐

APPLICATION MUST BE SUBMITTED AT LEAST 15 DAYS PRIOR TO PLANNED SPECIAL EVENT.

YES ☒ NO ☐

☒ YES, I HAVE RECEIVED A COPY OF THE CITY OF METTER ORDINANCE, CHAPTER 5.008.200 (C) SPECIAL EVENT PERMITS AND AGREE TO ABIDE BY THESE TERMS. (INITIAL)

SIGNATURE OF APPLICANT: Timothy F. Coleman

DATE: 10/13/25

PRINTED NAME: Timothy Coleman

APPROVED: _____ DENIED: _____ AMOUNT PAID _____ DATE 10-13-25

CITY SIGNATURE: _____ DATE: _____

City of Metter

MAYOR & COUNCIL
Edwin O. Boyd, Mayor
Chyrileen Kilcrease, Mayor Pro Tem
Victoria Gaitten
James McKie
Gregg Stewart
Rashida Daniel Taylor

49 South Rountree Street
Post Office Box 74
Metter, Georgia 30439



APPOINTED OFFICIALS
Scott Wood, City Manager
Angie Conner, City Clerk
Brent Carter, City Attorney
J. Kendall Gross, Municipal Judge

Mayor and Council
City of Metter
49 S. Rountree Street
Metter, Georgia 30439

November 5, 2025

Mayor and Council,

Budget amendments for FYE 2025 and FYE 2026 are included herein. You will note that the FYE 2025 amendments reflect increased expenditures in the original budget, while the FYE 2026 amendments reflect reductions you approved last month from the budget which was originally adopted in June. Please review these amendments with the goal of adopting them Monday evening. If you have any questions or need any clarification of these amendments please let Angie Conner or me know before the meeting so that we can make certain that whatever issues or concerns you have can be adequately addressed beforehand.

A number of unanticipated expense items are beginning to impact the Metter Fire Department Maintenance and Repair line items in the current FYE 2026 budget. Both Engines Two and Engine Four have incurred major engine (motor) breakdowns. As a 1984 model, Engine Two is now forty (40) years old, and Engine Four is a 2001 model, making it twenty-four (24) years old. Obviously, we will have to do whatever is necessary to keep those vehicles operable, but you may want to consider designating adequate funding in the next SPLOST referendum to acquire new police and fire vehicles under a planned, strategic replacement schedule.

In that regard, sometime after the new city council is installed early next year they may want to begin discussing the timeframe for ordering a new fire engine. You have \$600,000 designated under the current SPLOST for fire department equipment, a portion of which can be applied to the purchase of a new engine, with the County sharing equally in the total cost of the new engine. The cost of a new fire engine can run from \$750,000 to \$1,000,000, with a delivery time of two to three years after placement of the order. Considering the age and condition of our current engines, as well as the delivery time, the next city council should begin considering when the City and County will want to authorize placement of an order for a new fire engine.

I am currently working with the bond underwriter regarding funding for the new fire station. We are providing a copy of our intergovernmental agreement with the County for the current SPLOST, audited financial statements, anticipated construction costs,

Georgia Municipal Association Certified City of Ethics · Tree City USA · Bicycle Friendly Community
Telephone: (912) 685-2527 • Fax: (912) 685-3364 • email: aconner@cityofmetterga.gov
Metter-Candler.com

application of future SPLOST revenues, and other information needed by the underwriter. Councilmember Taylor is a member of the Public Buildings Authority and will represent the City's interest on that authority once we work out the details with the underwriter and as we get closer to bond issuance.

Police Chief McKinley Lewis reports that our population count at the Animal Shelter has been reduced significantly since announcing the adoption fee waiver for the month of November.

We currently have two (2) staff vacancies in the Police Department for which we are advertising. The Fire Department will begin advertising at the end of this month for the three (3) new positions authorized in the FYE 2026 budget. You will recall that City Council established a start date of January 1 for those positions. Public Works has a crew leader position open, and as you know, the position of Public Works Director will soon be open due to the retirement of Cliff Hendrix. Additionally, we currently have two positions open in the Water and Sewer Department.

The period for comments on the proposed Central Station housing development closed on October 31st, so we are expecting to receive the DRI report within the next week or so. On a related note, you should be made aware any time projects are under consideration which trigger or require a DRI. I have emphasized to Teresa Concannon the importance of making City Council aware as soon as possible of any future DRI submittals or projects of a scope that public concern can be reasonably anticipated.

Currently, the City is not dealing with any zoning permit issues which would require City Council approval.

Please mark your calendar for a retirement luncheon on November 18th at noon at the Depot for Cliff Hendrix, and at 6:00 p.m. on December 9th for the Employee Christmas event at the Community Center. You will soon receive an invitation for both of those events.

The new Racetrack convenience store has now opened. Mayor Boyd, Chief Lewis, and I were able to attend the ribbon cutting last week. Since that development is located on a State highway the Georgia DOT required a traffic study. We have a copy in Teresa Concannon's office should anyone be interested in reviewing it.

You annexed the parcel next to Bevricks earlier this year. The property owners are currently constructing a liquor store on that property, and we have recently installed water and sewer taps for that building. My understanding is that the City has a history of requiring annexation as a condition to providing water and sewer services. That is a policy which will be increasingly essential to the managed growth of the City in the future.

You have on the agenda for adoption a Language Access Plan, which is routinely required as part of the Community Development Block Grant. You have adopted this same plan in prior years when accepting CDBG or other grants.

Our General Fund cash position has improved measurably since we received the bulk of our FEMA reimbursement and our insurance premiums taxes last month.

You have probably noticed that our Public Works crews have already begun installing Christmas decorations.

Our street resurfacing projects are underway. The first street scheduled for resurfacing is Brannen Road.

Please remember that Veterans Day is Tuesday of next week. City Hall will be closed on that day.

Thank you for the privilege of working on your behalf for the benefit of the City of Metter.

Respectfully,

E. Scott Wood
Interim City Manager



METTER POLICE DEPARTMENT
OCTOBER 2025 STATS

		Oct-25	LAST MONTH	LAST YEAR
CITATIONS ISSUED		54	53	99
WARNINGS		95	140	130
ARRESTS		14	17	12
ACCIDENTS		21	9	28
INCIDENT REPORTS		39	38	38
	Cleared by Arrest	13	17	12
	Exceptionally Cleared	0	1	1
	Unfounded	4	2	0
	Felony Cases	9	18	9
	Misdemeanor Cases	21	24	2
	Fowarded to Investigations	8	28	12

FOOD PANTRIES

NOVEMBER 2025

LOOKING TOGETHER INVOLVED?

Want to sponsor a MFP for your community?

Looking to volunteer to help us load cars?

Have general questions regarding this program?

Reach out to
Elizabeth Waters
Director of Programs
at
ewaters@helpendhunger.org
for more information!

Thursday
November 6th, 2025
10:00am - 12:00pm

Pembroke Christian Church
116 W. Bacon St
Pembroke 31321

Wednesday
November 12th, 2025
10:00am - 12:00pm

Former Elementary School
900-942 Lillian St, Metter
GA 30439

EVANS COUNTY
30417

Thursday
November 13th, 2025
10:00am - 12:00pm

Evans Community Center
720 Church St
Claxton, GA 30417

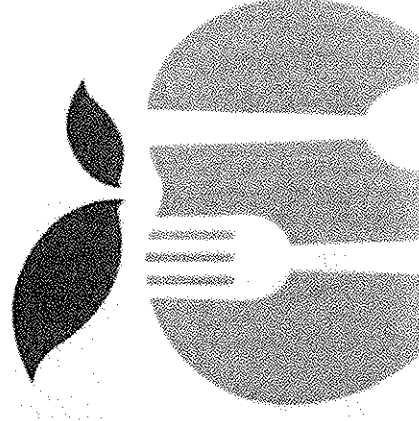
BULLOCH COUNTY
31548

Saturday
November 15th, 2025
8:00am - 11:00am

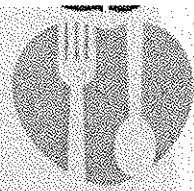
Statesboro High School
10 Coach Lee Hill Blvd
Statesboro, GA 30458

GLYNN COUNTY
31525

Wednesday
November 19th, 2025
10:00am - 12:00pm



State of Georgia Department of Community Affairs



**SECOND
HARVEST**
OF COASTAL GEORGIA

FOOD TRUCK



**WEDNESDAY
NOVEMBER 12, 2025
STARTING AT 10AM
805 E. LILLIAN STREET
METTER, GA 30439**



UNITED WAY
Southeast Georgia



family connection

Intakes by Jurisdiction & Species (Uses Added Field)

Metter Animal Shelter P.O. Box 74, Metter Ga. 30439 912-685-7877

Criteria:

Enter from date: 10/01/2025

Enter to date: 10/31/2025

City

Total City - Cat: 20

Total City - Dog: 5

Name	Code	Species	Entry	Jurisdiction
Fat boy	C20251035	Cat	10/24/2025 14:25:00	City
Gibby	C20251026	Cat	10/21/2025 14:50:00	City
Gus	C20251025	Cat	10/21/2025 14:50:00	City
Jacob	C20251016	Cat	10/14/2025 16:20:00	City
Jingles	C20251017	Cat	10/14/2025 16:20:00	City
Lillian	C20251010	Cat	10/07/2025 15:50:00	City
Mint PREGNANT	C20251038	Cat	10/30/2025 11:25:00	City
Moo	C20251008	Cat	10/07/2025 15:50:00	City
Phoenix	C20251004	Cat	10/07/2025 15:50:00	City
Rayna	C20251006	Cat	10/07/2025 15:50:00	City
Reese	C20251005	Cat	10/07/2025 15:50:00	City
Reeve	C20251007	Cat	10/07/2025 15:50:00	City
Remi	C20251024	Cat	10/21/2025 14:50:00	City
Rosie	C20251015	Cat	10/14/2025 16:20:00	City
Ruby	C20251014	Cat	10/14/2025 16:20:00	City
Sushi was Macho	C20251009	Cat	10/07/2025 15:50:00	City
Washington St	C20251037	Cat	10/28/2025 13:10:00	City
Washington St	C20251036	Cat	10/27/2025 14:10:00	City
W Lee	C20251018	Cat	10/16/2025 15:55:00	City
W Lee St FERAL	C20251019	Cat	10/17/2025 12:05:00	City
Duke	D20251001	Dog	10/05/2025 16:50:00	City
Fox	D20251009	Dog	10/10/2025 10:15:00	City
Scooby	D20251003	Dog	10/06/2025 14:10:00	City
Serenity	D20251005	Dog	10/08/2025 09:50:00	City
Zeplin ATTEMPTED TO BITE SURRENDERED FOR HE	D20251017	Dog	10/17/2025 15:00:00	City

Total City: 25

County

Total County - Cat: 19

Total County - Dog: 23

Name	Code	Species	Entry	Jurisdiction
Bam bam	C20251013	Cat	10/08/2025 10:40:00	County
Barney	C20251012	Cat	10/08/2025 10:40:00	County
Belle	C20251039	Cat	10/30/2025 13:40:00	County
Cinnamon	C20251023	Cat	10/20/2025 10:10:00	County
Das	C20251002	Cat	10/07/2025 15:45:00	County

Lightning	C20251022	Cat	10/17/2025 15:25:00	County
Marcy	C20251011	Cat	10/08/2025 10:40:00	County
Nubby	C20251029	Cat	10/22/2025 13:20:19	County
Porcupine	C20251027	Cat	10/22/2025 13:03:13	County
Raven	C20251020	Cat	10/17/2025 15:25:00	County
Rookie	C20251003	Cat	10/07/2025 15:45:00	County
Scrappy	C20251028	Cat	10/22/2025 13:17:57	County
Simba	C20251030	Cat	10/22/2025 13:23:48	County
Snow Flake	C20251001	Cat	10/07/2025 15:45:00	County
Starfire	C20251021	Cat	10/17/2025 15:25:00	County
Zayden	C20251031	Cat	10/23/2025 10:30:00	County
Zaylee	C20251033	Cat	10/23/2025 10:30:00	County
Zion	C20251034	Cat	10/23/2025 10:30:00	County
Zoe	C20251032	Cat	10/23/2025 10:30:00	County
Boxer	D20251028	Dog	10/30/2025 13:30:00	County
Dutchess	D20251022	Dog	10/24/2025 11:45:00	County
Hank	D20251018	Dog	10/21/2025 10:40:00	County
Hulsey Dr INJURED NECK	D20251013	Dog	10/15/2025 13:10:00	County
Jack	D20251011	Dog	10/14/2025 11:30:00	County
Kocoa was Princess	D20251020	Dog	10/23/2025 14:45:00	County
Lucy	D20251004	Dog	10/07/2025 16:50:00	County
Mac Wac	D20251027	Dog	10/29/2025 10:40:00	County
Mac Wac FERAL	D20251012	Dog	10/14/2025 13:50:00	County
Mac Wac *PREGNANT*	D20251015	Dog	10/16/2025 15:20:00	County
Mac Wac *PREGNANT*	D20251014	Dog	10/16/2025 15:20:00	County
McGowan Rd *ATTEMPTED TO BITE*	D20251016	Dog	10/17/2025 10:20:00	County
Morgan Rd	D20251026	Dog	10/28/2025 10:25:00	County
Morgan Rd	D20251025	Dog	10/27/2025 15:10:00	County
Oreo	D20251023	Dog	10/24/2025 11:45:00	County
Paula	D20251008	Dog	10/09/2025 08:00:00	County
Payton	D20251007	Dog	10/09/2025 08:00:00	County
Piper	D20251006	Dog	10/08/2025 11:15:00	County
Princess was Cocoa	D20251021	Dog	10/23/2025 14:45:00	County
Rocky	D20251024	Dog	10/27/2025 13:00:00	County
Scrappy	D20251002	Dog	10/06/2025 01:40:00	County
Stapleton Rd *UNSOCIAL*	D20251010	Dog	10/13/2025 09:55:00	County
Tiger	D20251019	Dog	10/21/2025 10:40:00	County

Total County: 42

Total Intakes: 67

Report: **Monthly Reports -> Intakes by Jurisdiction & Species (Uses Added Field)**

Generated by Animal Shelter Manager 51u [Wed Oct 22 09:42:39 UTC 2025] at Metter Animal Shelter on 11/03/2025 by mhart

Metter Animal Shelter P.O. Box 74, Metter Ga. 30439 912-685-7877

Enter the to date: 10/31/2025

[illegible]

10/07/2025 08:45:00	<u>2510-472</u>	H: W: C: (478)	Tanish color dog with skin issues and scratching constantly UPDATE: No skin issues			Metter Georgia 30439			10/10/2025 10:15:00 Animal picked up
10/07/2025 11:18:44	<u>2510-473</u>	H: W: C: (912)	Stray cats *Trapping starts 10/27*			Metter Georgia 30439			
10/08/2025 08:35:00	<u>2510-475</u>	H: W: C: (912)	Small dog at			Metter Georgia 30439			10/08/2025 09:50:00 Animal picked up
10/13/2025 13:50:00	<u>2510-481</u>	H: 685- W: C:	There is a black and white dog that looks pitiful.			Hospital near entrance METTER GA 30439			10/13/2025 14:10:00 Unable to capture
10/14/2025 16:48:54	<u>2510-485</u>	H: W: C: (912)	Stray cat			Metter Georgia 30439			
10/15/2025 11:00:00	<u>2510-486</u>	H: W: C: 912-	Stray cats needing to be trapped			METTER GA 30439			
10/17/2025 13:30:00	<u>2510-495</u>	H: (912) W: C:	2 dogs running at large			Corner of and Metter Georgia 30439			10/17/2025 14:25:00 Owner given verbal warning
10/17/2025 14:30:00	<u>2510-496</u>	<u>Anonymous</u> <u>Anonymous</u> H: W: C:	Anonymous caller states that the dogs at the address chased her on the bicycle			Metter Georgia 30439			10/17/2025 15:30:00 Animal picked up
10/21/2025 14:20:00	<u>2510-501</u>	H: W: C: (912)	2 kittens and mama cat			Metter Georgia 30439			10/21/2025 14:50:00 Animal picked up
10/22/2025 11:30:00	<u>2510-503</u>	H: W: C: (912)	1 mama cat (Black and orange with fluffy tail) PICK UP THURSDAY			Metter Georgia 30439			10/30/2025 11:25:00 Animal picked up
10/22/2025 15:05:00	<u>2510-504</u>	H: W: C: (469) 810-4958	Stray tannish color dog			Metter Georgia 30439			10/23/2025 11:50:00 No animal found

10/23/2025 15:15:00	2510- 506	H: W: C: (912)	Stray brown dog			Metter Georgia 30439			10/27/2025 11:35:00 No animal found
10/25/2025 12:45:00	2510- 512	H: W: C:912	Stray black dog running around			Metter Ga 30439			10/27/2025 11:25:00 No animal found
10/28/2025 15:30:00	2510- 516	H: W: C:	Neighbors dogs are chasing people on bicycles			METTER GA 30439			10/28/2025 15:50:00 Owner given verbal warning
10/31/2025 11:35:00	2510- 521	H:912- W: C:	Small brown dog in the middle of roadway			METTER GA 30439			10/31/2025 11:40:00 No animal found

Total Animals at large: 19

Cruelty

Date	Incident Code	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
10/29/2025 11:10:00	2510- 517	H: W: C:	Anonymous animal cruelty tip for neighbor chasing one out of their 4 dogs with a stick, but after the dog yelped she has seen no signs of the dogs	Anonymous Anonymous		METTER GA 30439			10/29/2025 14:30:00 Owner given verbal warning

Total Cruelty: 1

Number of pets

Date	Incident Code	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
10/27/2025 08:00:00	2510-510	H: W: C:(	Surrender			Metter Georgia 30439			10/28/2025 07:50:00 Owner surrender

Total Number of pets: 1

Welfare check

Date	Incident Code	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
10/18/2025 11:59:03	2510- 497	H: W: (912) C:	Rabies for due by 10/31 along with ensuring a proper enclosure			Metter Ga 30439			10/29/2025 13:00:00 In compliance

[illegible]

10/01/2025 14:50:00	<u>2510-460</u>	H: W: C: (912) S	Found small female dog			Georgia 30420			10/07/2025 16:50:00 Animal picked up
10/02/2025 09:20:18	<u>2510-461</u>	H: W: C: (912)	4 kittens			Metter Georgia 30439			10/22/2025 11:45:00 Animal picked up
10/02/2025 10:30:00	<u>2510-465</u>	H: W: C: (912)	Stray dog coming in her yard trying to mate with her dogs that are on tie-outs			Metter Georgia 30439			10/06/2025 10:50:00 Unable to capture
10/02/2025 10:33:56	<u>2510-462</u>	H: W:(912) C:(912)	Stray black lab			I-16 E mm 106 Metter Ga 30439			10/02/2025 11:00:00 No animal found
10/06/2025 10:00:00	<u>2510-468</u>	H:(912) W: C:	2 puppies and mama dog			Metter Georgia 30439			10/07/2025 11:00:00 Owner reclaimed
10/06/2025 11:51:26	<u>2510-469</u>	H: W: C: (912)	Mama dog			Metter Georgia 30439			10/13/2025 09:55:00 Animal picked up
10/07/2025 13:28:13	<u>2510-474</u>	H: W: C: (912)	Stray cats (plus 6 kittens) ^ (912) (912)			Metter Georgia 30439			
10/08/2025 08:37:58	<u>2510-476</u>	H: W: C: (912)	Stray dog on side of the road			Past Metter Georgia 30439			10/08/2025 12:10:00 No animal found
10/08/2025 09:15:00	<u>2510-477</u>	H: W:912- C:	Stray dogs			and Metter Ga 30439			10/08/2025 12:10:00 No animal found
10/08/2025 10:45:00	<u>2510-478</u>	H: W: C:	Unknown caller states there are 3 pups on the side of the road			Metter Georgia 30439			10/09/2025 08:00:00 Animal picked up
10/09/2025 11:05:00	<u>2510-479</u>	H: W: C:	has a stray dog			METTER GA 30439			10/09/2025 11:25:00 No animal found
10/11/2025 08:45:00	<u>2510-483</u>	H: W:(912)	Stray brown pup			Metter			10/11/2025 12:10:00 No animal

		C:(912)			Georgia 30439			found
10/13/2025 14:12:38	2510- 482	H: W: C: (912)	4 stray cats		Metter Georgia 30439			
10/14/2025 09:12:12	2510- 484	H: W: C:	Stray dog		121 Metter Georgia 30439			10/14/2025 11:30:00 Animal picked up
10/15/2025 13:10:00	2510- 488	H: W: C: (912)	Stray cats		Metter Georgia 30439			
10/15/2025 14:00:00	2510- 489	H: W: C: (912)	1 kitten		Metter Ga 30439			10/20/2025 10:10:00 Animal picked up
10/16/2025 12:40:00	2510- 490	DEPT H: W: C:	4 stray dogs seen by caller near the road		METTER GA 30439			10/16/2025 13:10:00 No animal found
10/16/2025 13:15:00	2510- 491	H: W: C:	Stray dog with green collar		Metter Georgia 30439			10/16/2025 14:00:00 No animal found
10/16/2025 14:30:00	2510- 492	H: W: C:	Stray cats		Metter Georgia 30439			
10/17/2025 09:52:57	2510- 493	H: W: C:	Stray dog is back		Metter Georgia 30439			10/17/2025 10:20:00 Animal picked up
10/17/2025 11:30:00	2510- 494	S H: W: 912- (C:	Stray dog 10/21 Update there are 2 dogs		Metter Ga 30439			10/21/2025 10:40:00 Animal picked up
10/20/2025 11:00:00	2510- 498	H: W: C:	2 stray dogs walking on the road (boxer and cocker spaniel)		Metter Georgia 30439			10/20/2025 12:10:00 No animal found
10/20/2025 16:26:20	2510- 499	H: W: C: (912)	3 cats		Metter Georgia			

					30439				
10/21/2025 09:45:00	<u>2510-500</u>	H: W: C:	Stray cats need trapping		Metter Georgia 30439				
10/23/2025 10:30:00	<u>2510-505</u>	H: W: C:	2 stray black dogs		Metter Georgia 30439				10/23/2025 11:35:00 No animal found
10/24/2025 10:18:45	<u>2510-508</u>	H: W: C:	Stray kitten PICK UP THURSDAY		Metter Georgia 30439				10/30/2025 13:40:00 Animal picked up
10/25/2025 16:50:00	<u>2510-514</u>	H: W: 912- C:	contacted ACO requesting pick up of stray dog and scan for chip		Metter Ga 30439				10/25/2025 17:45:00 Owner reclaimed
10/27/2025 10:24:57	<u>2510-511</u>	H: W: C:	Stray cats PICK UP MONDAY		Metter Georgia 30439				
10/30/2025 13:20:00	<u>2510-518</u>	H: W: (912) C:	ACO found 4 dogs on the side of the road		Metter Ga 30439				10/30/2025 13:30:00 Animal picked up
10/30/2025 14:30:00	<u>2510-519</u>	H: (912) 5 W: C: (912)	Stray dog found on rosemary ch rd		Metter Georgia 30439				
10/31/2025 14:15:04	<u>2510-522</u>	H: W: C: (912)	5 kittens PICK UP MONDAY		Metter Georgia 30439				

Total Animals at large: 32

Number of pets

Date	Incident Code	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
10/21/2025 15:54:28	<u>2510-502</u>	Office H: W: 912-	Court order to surrender ALL dogs Chief found order was signed 5 days after order was signed. ACO was not notified that paperwork signed for			Metter Ga 30439			10/24/2025 12:00:00 Owner surrender

		C: the dogs to be seized.							
10/24/2025 16:13:37	<u>2510-509</u>	H:685- ': C:(912)	Surrender			METTER GA 30420			10/27/2025 13:00:00 Owner surrender
10/30/2025 15:30:00	<u>2510-520</u>	H: W: C:(912)	Surrender			Metter Georgia 30439			

Total Number of pets: 3

Sick/injured animal

Date	Incident Code	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
10/15/2025 12:55:00	<u>2510-487</u>	H: W: C:(912)	Stray dog is injured			Metter Georgia 30439			10/15/2025 13:10:00 Animal picked up

Total Sick/injured animal: 1

Total County: 40

Report: **Animal Control -> Incidents between two dates by pickup location**

Generated by Animal Shelter Manager 51u [Wed Oct 22 09:42:39 UTC 2025] at Metter Animal Shelter on 11/03/2025 by mhart

Metter Animal Shelter Monthly Report 2025

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>
# Of dogs from the City of Metter	5	12	7	9
# Of dogs from Candler County	20	8	40	14
Total # of dogs	25	20	47	23
# Of cats from the City of Metter	8	2	5	16
# Of cats from Candler County	4	12	8	6
Total # of cats	12	14	13	22
# Of owner reclaimed	2	7	4	6
# Of calls responded to	49	53	49	41
# Of dogs surrendered by owner	6	4	22	3
# Of dogs adopted	4	5	9	16
# Of dogs euthanized	3	5	4	3
# Of dogs deceased at shelter	1	0	0	0
# Of dog bites reported	3	3	2	2
# Of cats surrendered by owner	3	1	0	7
# Of cats adopted	9	3	1	3
# Of cats euthanized	3	4	4	2
# Of cats deceased at shelter	0	0	3	0
# Of cat bites reported	0	0	1	0
Rescue transfer for dogs	11	15	17	12
Rescue transfer for cats	6	1	9	7

<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
3	11	10	6	5	5		
39	24	16	12	28	23		
42	35	26	18	33	28		
7	18	6	8	9	20		
13	15	28	19	26	19		
20	33	34	27	35	39		
3	6	1	6	2	3		
52	53	54	63	44	64		
11	10	2	3	17	12		
6	14	9	9	7	15		
10	4	1	5	8	12		
0	3	1	0	0	0		
4	1	3	1	1	0		
1	8	1	0	3	2		
17	17	13	8	31	31		
6	7	3	5	2	2		
1	0	0	1	0	0		
0	1	0	0	0	0		
17	19	7	8	15	9		
4	9	5	17	3	9		

Angie Conner

From: Jason Douglas
Sent: Monday, November 3, 2025 10:34 AM
To: Angie Conner; Kellie Lank
Cc: baasheim@candlerco-ga.gov; Scott Wood
Subject: Oct 2025 Fire Responses
Attachments: Copy of Oct 2025 Fire Response List.xlsx

4 calls in the City of Pulaski

Metter Fire Rescue Response List

Oct-25

Call Type and Jurisdiction

Oct-25

	Structure	Vehicle	Res.	Brush	Inv.	Alarm	Heli.	Haz.	Service	Med.	Other	Total
City	0	0	3	2	1	4	4	0	5	8	0	27
County	0	2	4	4	1	13	0	0	1	5		30
Total	0	2	7	6	2	17	4	0	6	13	0	

Total Calls	57
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Oct-24

	Structure	Vehicle	Res.	Brush	Inv.	Alarm	Heli.	Haz.	Service	Med.	Other	Total
City	1	0	4	3	3	5	9	0	1	7	0	33
County	2	0	2	11	0	5	0	0	3	0	0	23
Total	3	0	6	14	3	10	9	0	4	7	0	

Total Calls	56
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Total Calls 58 2 Mutual aid to Emanuel County Fire

REPORT CITY OF METTER

PUBLIC WORKS DIRECTOR

MONTHLY REPORT

OCTOBER 01 TO OCTOBER 31, 2025

A. Water and Sewer Department:

Items	Current Month	Last Month	This Month Last Year	YTD CITY FY2026
1. Total number of work orders.	285	224	374	1,025
2. Turn on-New Customers.	18	26	23	89
3. Turn off-Final Billing.	25	27	26	105
4. Reconnect.	59	39	52	179
5. Check for leaks.	08	14	04	51
6. Turn off-Bad Checks.	00	00	00	00
7. Turn off-non-payment.	62	54	72	236
8. Sewer Problems.	04	02	07	08
9. Discolored Water Calls	00	00	00	00
10. Service calls.	10	07	135	76
11. Busted water mains	01	00	01	03
12. Water taps.	02	03	00	07
12. Sewer taps.	01	00	00	02
13. Meters damaged by customers	01	01	19	08
14. Utilities Protection Center Locate Tickets.	51	48	35	189
15. Water Meters Tested for Calibration	00	00	00	28

B. Roadways and Walkways/Sanitation Department:

Items	Current Month	Last Month	This Month Last Year	YTD CITY FY2026
1. Total number of work orders.	11	13	58	122
2. Number of potholes repaired.	02	04	00	11

C. **Building Inspection Department:**

Items	Current Month	Last Month	This Month Last Year	YTD CITY FY2026
1. Number of Building Permits issued.	01	06	02	15
2. Number of Electrical Permits issued.	02	01	00	11
3. Number of Mobile Home Permits issued.	01	01	02	02
4. Number of Sign Permits issued.	00	02	00	02
5. Number of Land Disturbing Permits issued.	00	00	00	00
6. Number of Fence Permits issued.	01	00	00	01
7. Number of Nuisance Letters sent out	01	03	00	06

D. **Projects:**

1. The 2025 LRA Road Project is under design.
2. The 2026 LMIG Project is under design.

UPCOMING CITY-WIDE PROJECTS

1. TIA Project- the resurfacing of 10 city streets along with some water, sewer, and drainage improvements.
2. 2024 LRA Project- the resurfacing of 3 city streets (W. Lillian St., N. Rountree St. & Bay St.) along with come water and drainage improvements.
3. 2025 LRA Project- the resurfacing of 1 city street (Pine St.) along with some water, sewer and drainage improvements.
4. Aline Avenue and Bevricks sewer lift stations- upgrading the existing lift stations with new stations.
5. 2026 LMIG Project- the resurfacing of 2 city streets (High St. & Daniel St.) along with some water and sewer improvements.
6. 2025 CDBG Project- Drainage improvements/upgrades from Caney Branch to N. Terrell St., and sewer improvements.

**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: Scott Wood, City Manager
From: Cliff Hendrix, ACPWP-M
Date: October 27, 2025
Subject: Update on EPA Lead and Copper Rule Revisions

EPD had a rule change to the Safe Drinking Water Act. All water systems had to conduct an Initial Service Line inventory. What this meant was we had to try and identify what material the service line was made from. This had to be done from main to the meter and then from the meter to the building inlet. Those lines had to be classified as Lead, Galvanized Requiring Replacement, or Lead/Galvanized Status Unknown. That inventory has been completed with us identifying 1,886 service lines as being Lead/Galvanized Status Unknown.

Now we must send out letters to all those addresses identified in this inventory, a copy of the template letter from EPD attached, this year. We will do this at the end of November. Once we have sent out the letters, we must send a SLI Material Classification Notice Certification form to EPD. These letters and Certification form are to be repeated annually until there are no lines in the inventory that are classified as Lead, Galvanized Requiring Replacement (GRR), and Lead/Galvanized Status Unknown (Unknown).

We are required to perform Lead and Copper Sampling at random locations in the city every three years. I have attached a copy of some of the sample locations that were done in 2023. As you can see some show results for Lead and Copper. All sample results are well below the US EPA Action level.

If you have any questions, let me know.

Cc: James McCray

NOTICE OF LEAD STATUS UNKNOWN WATER SERVICE LINE

November 24, 2025

CUSTOMER ADDRESS LINE 1
CUSTOMER ADDRESS LINE 2

Dear Water Customer,

City of Metter would like to inform you that the material of the water service line to the above address has yet to be determined. Subsequently, the service line has been classified as **Lead Status Unknown**. This means that all or a portion of the service line may be made of **lead or galvanized piping** requiring replacement or it may not. Water supplied through a service line of unknown material has the potential to increase your risk of exposure to lead. For further information regarding your service line, our service line inventory is accessible at Metter Public Works 700 Washington Street, Metter, Ga 30439.

What is a Service Line?

A service line is the piping that runs from the water main to the building inlet. Ownership varies by water system but is typically split between the water system and the customer. The City of Metter owns the section of the service line from the water main to the water meter, while the section from the water meter customer valve to the building inlet is owned by the customer.

How Can I Determine My Service Line Material?

The City of Metter is continuing service line identification and replacement. If your service line is found to contain lead or galvanized piping requiring replacement, you will receive a separate notice with information about service line replacement and financing opportunities. You can contact a Georgia State Licensed plumber that might can help to verify the service line material from your meter to your building inlet. To aid in the verification of the customer-owned portion of the line, please visit www.epa.gov/protectyourtap for instructions on identifying your service line material. Information and photos can be submitted by email to Jmccray@cityofmetterga.gov and/or jprignano@cityofmetterga.gov or mailed to City of Metter Water Department, P.O. Box 74, Metter, Ga 30439.

What are the Health Effects of Lead?

Exposure to lead in drinking water can cause serious health effects in all age groups. Infants and children can have decreases in IQ and attention span. Lead exposure can lead to new learning and behavior problems or exacerbate existing learning and behavior problems. The children of women who are exposed to lead before or during pregnancy can have increased risk of these adverse health effects. Adults can have increased risks of heart disease, high blood pressure, kidney, or nervous system problems.

What Can I do to Reduce Exposure to Lead in Drinking Water?

- **Run your water to flush out lead.** If the water hasn't been used for several hours, run the water for 15-30 seconds to flush lead from interior plumbing or run it until it becomes cold or reaches a steady temperature before using it for drinking or cooking.
- **Use cold water for cooking and preparing baby formula.**
- **Do NOT boil water to attempt to remove lead.**
- **Look for alternative sources or treatment of water (such as bottled water or water filters).**
- **Re-test your water for lead periodically.**
- **Identify and replace plumbing fixtures containing lead.**

For more information, call us at 912-685-7845 Extension 252. For more information on reducing lead or galvanized exposure around your home/building and the health effects of lead or galvanized, visit EPA's website at <http://www.epa.gov/lead> or contact your health care provider.

Sincerely,

City of Metter Water Department

P.O. Box 74

Metter, GA 30439

**GEORGIA DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION
SAFE DRINKING WATER REPORT**

5804 Peachtree Corners East, Norcross, GA 30092-3403

(678) 248-7440

Lead and Copper Sample Analysis Report

TO: Mr. CLIFF HENDRIX P. O. BOX 74 METTER, GA 30439		Date Collected: 7/18/2023
		Time Collected: 6:30 AM
		Sample Collector: R. HENRY
Sample ID: AL37764		Received By: CTF
System: metter		Date Received: 7/26/2023
WSID: 0430000		Reporting Date: 8/3/2023
Site Number: 25		

ANALYTE	PARAMETER CODE	RESULT	UNITS	ANALYST	ANALYSIS DATE
Copper	01042	74	ug/L	ATG	7/27/2023
Lead	01051	0	ug/L	ATG	7/27/2023

Thank you for participating in the implementation of the "Lead and Copper Rule" as required by the US Environmental Protection Agency. The water sample you collected from your house has been analyzed for lead and copper content; the results are given above.

Lead and copper may be found in household plumbing fixtures such as service lines, pipes, solder and fluxes, and brass and bronze fixtures. Lead is found throughout the environment in the air, soil, water, and household dust, and in consumer products such as food, lead-based paint, pottery porcelain and pewter. Lead and copper enter drinking water primarily as a result of the corrosion, or wearing away of materials containing these metals. Lead can pose a significant risk to your health if too much of it enters your body. The greatest risk is to young children and pregnant women. The US EPA has established an "action level" of 15 ug/l for lead and 1300 ug/l for copper. If concentrations measured in your household water exceed these "action levels", you can minimize your exposure by:

- * "flushing" the cold water faucet until the water becomes as cold as it will get; this removes the water that has stagnated in your home plumbing over several hours;
- * using cold water for drinking or cooking;
- * not cooking with or consuming water from the hot water faucet;
- * not using hot water for making baby formula;
- * using only "lead-free" solder, fluxes, and materials in new household plumbing and repairs.

For more information on reducing lead/copper exposure around your home, the health effects and primary sources of these contaminants, please visit the EPA's website at WWW.EPA.GOV/LEAD, call the National Lead Information Center at 1-800-424-LEAD, or contact your health care provider.

For more information contact your water supplier:

Mr. CLIFF HENDRIX P. O. BOX 74 METTER, GA 30439

For other questions Contact EPD Drinking Water Program (404) 656-5660

ug/L: micrograms/liter

Laboratory Contact:

Shene Jones (470)524-0544

**GEORGIA DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION
SAFE DRINKING WATER REPORT**

5804 Peachtree Corners East, Norcross, GA 30092-3403
(678) 248-7440

Lead and Copper Sample Analysis Report

TO: Mr. CLIFF HENDRIX P. O. BOX 74 METTER, GA 30439		Date Collected: 7/21/2023
		Time Collected: 9:00 AM
		Sample Collector: M. SIKES
Sample ID: AL37765		Received By: CTF
System: metter		Date Received: 7/26/2023
WSID: 0430000		Reporting Date: 8/3/2023
Site Number: 16		

ANALYTE	PARAMETER CODE	RESULT	UNITS	ANALYST	ANALYSIS DATE
Copper	01042	7.6	ug/L	ATG	7/27/2023
Lead	01051	0	ug/L	ATG	7/27/2023

Thank you for participating in the implementation of the "Lead and Copper Rule" as required by the US Environmental Protection Agency. The water sample you collected from your house has been analyzed for lead and copper content; the results are given above.

Lead and copper may be found in household plumbing fixtures such as service lines, pipes, solders and fluxes, and brass and bronze fixtures. Lead is found throughout the environment in the air, soil, water, and household dust, and in consumer products such as food, lead-based paint, pottery porcelain and pewter. Lead and copper enter drinking water primarily as a result of the corrosion, or wearing away of materials containing these metals. Lead can pose a significant risk to your health if too much of it enters your body. The greatest risk is to young children and pregnant women. The US EPA has established an "action level" of 15 ug/l for lead and 1300 ug/l for copper. If concentrations measured in your household water exceed these "action levels", you can minimize your exposure by:

- * "flushing" the cold water faucet until the water becomes as cold as it will get; this removes the water that has stagnated in you home plumbing over several hours;
- * using cold water for drinking or cooking;
- * not cooking with or consuming water from the hot water faucet;
- * not using hot water for making baby formula;
- * using only "lead-free" solder, fluxes, and materials in new household plumbing and repairs.

For more information on reducing lead/copper exposure around your home, the health effects and primary sources of these contaminants, please visit the EPA's website at WWW.EPA.GOV/LEAD, call the National Lead Information Center at 1-800-424-LEAD, or contact your health care provider.

For more information contact your water supplier:

Mr. CLIFF HENDRIX P. O. BOX 74 METTER, GA 30439

For other questions Contact EPD Drinking Water Program (404) 656-5660

ug/L: micrograms/liter	Laboratory Contact: Shene Jones (470)524-0544
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**GEORGIA DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION
SAFE DRINKING WATER REPORT**

5804 Peachtree Corners East, Norcross, GA 30092-3403
(678) 248-7440

Lead and Copper Sample Analysis Report

TO: Mr. CLIFF HENDRIX P. O. BOX 74 METTER, GA 30439		Date Collected: 7/18/2023
		Time Collected: 8:25 AM
		Sample Collector: K. PARRY
Sample ID: AL37766		Received By: CTF
System: metter		Date Received: 7/26/2023
WSID: 0430000		Reporting Date: 8/3/2023
Site Number: 27		

ANALYTE	PARAMETER CODE	RESULT	UNITS	ANALYST	ANALYSIS DATE
Copper	01042	77	ug/L	ATG	7/27/2023
Lead	01051	0	ug/L	ATG	7/27/2023

Thank you for participating in the implementation of the "Lead and Copper Rule" as required by the US Environmental Protection Agency. The water sample you collected from your house has been analyzed for lead and copper content; the results are given above.

Lead and copper may be found in household plumbing fixtures such as service lines, pipes, solders and fluxes, and brass and bronze fixtures. Lead is found throughout the environment in the air, soil, water, and household dust, and in consumer products such as food, lead-based paint, pottery porcelain and pewter. Lead and copper enter drinking water primarily as a result of the corrosion, or wearing away of materials containing these metals. Lead can pose a significant risk to your health if too much of it enters your body. The greatest risk is to young children and pregnant women. The US EPA has established an "action level" of 15 ug/l for lead and 1300 ug/l for copper. If concentrations measured in your household water exceed these "action levels", you can minimize your exposure by:

- * "flushing" the cold water faucet until the water becomes as cold as it will get; this removes the water that has stagnated in you home plumbing over several hours;
- * using cold water for drinking or cooking;
- * not cooking with or consuming water from the hot water faucet;
- * not using hot water for making baby formula;
- * using only "lead-free" solder, fluxes, and materials in new household plumbing and repairs.

For more information on reducing lead/copper exposure around your home, the health effects and primary sources of these contaminants, please visit the EPA's website at WWW.EPA.GOV/LEAD, call the National Lead Information Center at 1-800-424-LEAD, or contact your health care provider.

For more information contact your water supplier:

Mr. CLIFF HENDRIX P. O. BOX 74 METTER, GA 30439

For other questions Contact EPD Drinking Water Program (404) 656-5660

ug/L: micrograms/liter

Laboratory Contact:

Shene Jones (470)524-0544

**GEORGIA DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION
SAFE DRINKING WATER REPORT**

5804 Peachtree Corners East, Norcross, GA 30092-3403
(678) 248-7440

Lead and Copper Sample Analysis Report

TO: Mr. CLIFF HENDRIX P. O. BOX 74 METTER, GA 30439	Date Collected: 7/18/2023 Time Collected: 7:00 AM Sample Collector: J. BRANTLEY Received By: CTF Date Received: 7/26/2023 Reporting Date: 8/3/2023
Sample ID: AL37767 System: metter WSID: 0430000 Site Number: 3	

ANALYTE	PARAMETER CODE	RESULT	UNITS	ANALYST	ANALYSIS DATE
Copper	01042	28	ug/L	ATG	7/27/2023
Lead	01051	0	ug/L	ATG	7/27/2023

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Mr. CLIFF HENDRIX P. O. BOX 74 METTER, GA 30439

For other questions Contact EPD Drinking Water Program (404) 656-5660

g/L: micrograms/liter

Laboratory Contact:

Shene Jones (470)524-0544

**GEORGIA DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION
SAFE DRINKING WATER REPORT**

5804 Peachtree Corners East, Norcross, GA 30092-3403
(678) 248-7440

Lead and Copper Sample Analysis Report

TO: Mr. CLIFF HENDRIX P. O. BOX 74 METTER, GA 30439	Date Collected: 7/21/2023 Time Collected: 5:58 AM Sample Collector: B. WALKER Received By: CTF Date Received: 7/26/2023 Reporting Date: 8/3/2023
Sample ID: AL37768 System: metter WSID: 0430000 Site Number: 28	

ANALYTE	PARAMETER CODE	RESULT	UNITS	ANALYST	ANALYSIS DATE
Copper	01042	3.8	ug/L	ATG	7/27/2023
Lead	01051	4.2	ug/L	ATG	7/27/2023

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ug/L: micrograms/liter

Laboratory Contact:

Shene Jones (470)524-0544

ADMINISTRATION REPORT
NOVEMBER 2025 MEETING
BY: Angie Conner, City Clerk

A. Permits and Applications:

October Applications

Occupational Tax Registration

1. Womack Auto Sales – 8 N. Register St. – Approved
2. Jonny Boy Cookies – 236 S.W. Broad St. – Approved
3. Whispers of Lather – 296 S. College St. – Approved
4. Majorbagg Alert Merchandise – 320 W. Lillian St. - Approved

Building Permit

1. Las Mercedes Grocery Store – 10 S.E. Broad St. – Approved
2. Chris Merrill – 102 Joy St. – Under Review

Electrical Permit

1. Briarcreek Properties – 1019 Boston St. – Approved
2. Barnabas Foundation Properties – 360 S. Kennedy St. - Approved

Fence Permit

1. Casey Smart – 655 David St. - Approved

Special Event Alcohol Permit

1. Burlap & Lace Market & Coffee Bar – Christmas Open House – 11/13/25 – Under Review

Park Permit

1. Lisa Rigdon/The Bridge – Second Harvest Food Drive – 11/12/25 – Approved
2. Latasha Moore – Gender Reveal - Downtown West Park – 11/1/25 – Approved
3. Metter Methodist – Christmas Carols & Cocoa – 12/17/25 - Approved

Charitable Organization Event Permit

1. Metter Shrine Club – Paper Crusade – 11/1/25 and 11/8/25 - Approved

October Building Rental

Depot - \$900

Community Center - \$687.50

Debit/Credit Card, E-Checks (Payments made with cards in City Hall and Online)
October 2025

Number of Transactions – 612

Total Amount - \$62,850.49

Tasks

- Coordinated November 4th Election information with Kristin Pressley, Elections Superintendent.
- Participated in audit by the GBI on our use of GCIC for non-criminal fingerprinting for alcohol license applicants. Found in compliance.
- Mailed out 2026 Occupational Tax renewals including Short-Term rental renewals
- Staff are working with the CPA on the FY2025 Audit.
- Met with the Christmas Committee on the 2025 Lighting of Metter.
- Attended public hearing and Start-up Meeting for the new CDBG project.
- Organizing a retirement luncheon for Public Works Director Cliff Hendrix. It is scheduled for November 18, 2025, 12:00 p.m. at the depot.
- Organizing City Christmas Dinner. It is scheduled for December 9, 2025, 6:00 p.m. at the Metter Community Center.
- Attended staff meeting on November 3, 2025.
- City Clerk Angie Conner has been out on medical leave during the month of October.

HR-PURCHASING
MONTHLY OPERATING REPORT
OCTOBER 31, 2025
SUBMITTED BY MISSY EDENFIELD, HR-PURCHASING MANAGER

NUMBER OF EMPLOYEES			
EMPLOYEE TYPE	AUTHORIZED	CURRENT MONTH	AUTHORIZED DIFFERENCE EXPLANATION CURRENT
ELECTED	6	6	
FULL-TIME	59	49	1 - City Manager 1 - Police Captain 1 - Police Sgt Vacant 1 - Director of Economic Development 1 - Water/Sewer Assistant 3 - Fire Fighters New
PART-TIME	4	4	
CONTRACT	1	1	
GRANT	2	1	1 -GBI Investigator Vacant
VOLUNTEERS		17	

NEW HIRES			
DATE	NAME	DEPARTMENT	POSITION
10/24/2025	T Bird	Police	Sergeant
10/28/2025	D Slater	Fire	Firefighter

TERMINATED EMPLOYEES			
DATE	NAME	DEPT/POSITION	VOLUNTARY/INVOLUNTARY
10/9/2025	T Gunn	WW/W-S Asst	Voluntary
10/15/2025	M Hozey	AC/PT Caretaker	Voluntary
10/16/2025	D Baird	WW/Crew Leader	Voluntary
10/16/2025	F Heath	Police	Voluntary
10/8/2025	C Hendrix	PW/PW Director	Retire 11/26/2025

VACANCIES		
DEPARTMENT/POSITION	# OF VACANCIES	STATUS
City Manager	1	Applications Accepted
Police Captain	1	Open
Police Sergeant	1	Open
Police GBI Investigator	1	Pending new hire December 2025
Director of Economic Development	1	Open
Water W/Assistant	1	Adverstising
Fire Fighter	1	Advertising
Fire Fighters	3	Positions frozen until 01-2026

WORKERS COMPENSATION INCIDENTS

DEPARTMENT	CURRENT MONTH	SAME MONTH PRIOR YEAR	CURRENT YTD	PRIOR YTD
Administration	0	0	0	1
Animal Control	0	0	0	0
Economic Development	0	0	0	0
Fire	0	0	0	2
Government Buildings	0	0	0	0
Government Officials	0	0	0	0
Planning	0	0	0	0
Police	0	0	0	1
Public Works	0	0	0	1
Sanitation	0	0	0	0
Streets & Lanes	0	0	0	1
WasteWater	0	0	0	0
Water	0	0	0	0
Welcome Center	0	0	0	0
TOTAL	0	0	0	6

CURRENT MONTH WORKERS COMPENSATION INCIDENT EXPLANATION

DEPARTMENT	INCIDENT	DATE

CURRENT MONTH STATUS OF LOST TIME WORKERS COMPENSATION EMPLOYEES

[illegible]

ACCIDENTS/INCIDENTS

DEPARTMENT	CURRENT MONTH	SAME MONTH PRIOR YEAR	CURRENT YTD	PRIOR YTD
Administration	0	0	0	0
Animal Control	0	0	0	1
Economic Development	0	0	0	0
Fire	0	0	1	0
Government Buildings	0	0	0	0
Government Officials	0	0	0	0
Planning	0	0	0	0
Police	2	0	2	2
Public Works	0	0	0	0
Sanitation	0	0	0	3
Streets & Lanes	0	1	1	2
WasteWater	0	0	0	0
Water	0	0	0	0
Welcome Center	0	0	0	0
TOTAL	2	1	4	8

CURRENT MONTH ACCIDENT/INCIDENT EXPLANATION

DEPARTMENT	INCIDENT	DATE	MEDICAL
Police	Injured thumb during arrest	10/5/2025	Minor
Police	Hit Deet	10/14/2025	Minor

CURRENT PROJECTS

BID TITLE	BID DATE	DESCRIPTION	STATUS
Vertia Street Impr.	7/9/2025	Drainage Improvements	Open
2024 TIA & 2024 LRA	7/9/2025	Roads, Water/Sewer, Drainage	Bid Received
Police SUV	9/12/2025	Police SUV	AWARDED

OTHER PROJECTS AND ACTIVITIES DURING THE MONTH:

Planning Department Report

November 2025 City Council Meeting

Contact with applicants / developers:

- Responded to calls & emails regarding uses permitted in various zoning districts.
- Correspondence with property owner about changing approved housing types in a zoning district.
- Met with property owner to discuss zoning requirements for residential development.

Meetings:

- Staff meetings to discuss building plans/development plans; building permit review.
- Attended department head meeting.

Reports

- Submitted review materials for Central Avenue residential development (DRI#4559) to online Development of Regional Impact portal. HOGARC review underway.
- Reviewed DRAFT 2025 HOGARC Regional Plan Implementation Program Report.
- Compiled data for open records request.

Review:

- Revising zoning ordinance based on workshop feedback.
- Reviewed building permits, Occupational Tax Certificate, Events.

Metter Welcome Center & Georgia Grown Innovation Center

Monthly Report – October 2025

Metter Welcome Center Summary

Total Visitors: 306

Visitors with Pets: 10

Visitor Activities

- 99% used the restroom or stopped to ask questions
- 65% utilized the picnic area
- 83% made a purchase in the gift shop

Visitor Origins

We welcomed guests from across Georgia, numerous U.S. states, and one international visitor from **England, South Africa and Germany.**

U.S. Cities & States Represented:

Atlanta (GA), Tybee Island (GA), Metter (GA), Savannah (GA), Warner Robins (GA), Statesboro (GA), Peachtree city (GA), Richmond Hill (GA), Winder (GA), Monroe (GA), Warner Robins (GA), Helen (GA), Pulaski (GA), Register (GA), Brunswick (GA), Texas, Illinois, Florida, South Carolina, Alabama

Visitor Feedback Highlights

- **LaTonya (GA):** “This was an excellent 1st visit to the center, since adding all the products! The Staff were simply amazing! I love It.”
- **Susan Tate (Atlanta, GA):** “Pam and Cameron were delightful as aw well and helpful. In fact, they were so kind and entertaining I bought a lot of goodies!

- **Jana Bloom (Anchorage, Alaska):** Do not change! I love it! Pam is fabulous!
- **Emily Gabriel:** The Best staff with such a loving environment!
- **Jana D: Great visit Pam!**

Product Updates

No new products were added this month. However, we saw strong sales from several top local vendors:

- Metter Pecan
- Fashion Fetish Boutique
- Mama E's Cheese Straws
- Byne Blueberry Farm

These Georgia-based products continue to be popular with both local and out-of-state visitors, helping to promote and support local businesses.

Georgia Grown Innovation Center Summary

Workshops, Tours & Meetings

- 4H Leadership Training – 20 attendees
- Candler County Elementary school workshop – 25 attendees
- Farmers Market Committee Meetings (1) – 10 attendees
- Business after hours – 20 attendees

Total Attendance: 75

Community Events Hosted Downtown

- Main Street Metter Farmers Market – 1,200 attendees
- 2nd Saturday Open-Air Market – 75 attendees
- Paint the Fountain Pink – 57 attendees
- Brest Cancer Memorial Walk- 12 attendees
- Women Health Discussion workshop-40 attendees

Total Attendance: 1,384

Building Permits – October 2025

Date Submitted	Application Type	Applicant	Description of Use	Address	Approved / Denied
10/6/2025	O.T. Registration	Womack Auto Sales		8 N. Register St.	Approved
10/10/2025	O.T. Registration	Jonny Boy Cookies		236 S.W. Broad St.	Approved
10/16/2025	O.T. Registration	Whispers of Lather	Home Occupation	296 S. College St.	Approved
10/16/2025	Building Permit	Las Mercedes Grocery Store	Loading Dock Extension	10 S.E. Broad St.	Approved
10/22/2025	Building Permit	Chris Merrill (Hampton Inn & Suites		102 Joy St.	Under Review
10/22/2025	O.T. Registration	Majorbagg Alert Merchandise LLC	Home Occupation	320 W. Lillian St.	Approved

Operations & Staff Activities

The Metter Welcome Center continues to operate smoothly, and our staff has adjusted well to recent departmental changes. We are gearing up for what promises to be a very busy holiday season.

We are about to begin interviews for a part-time position following Ms. Wanda Spears' resignation, which has left us a bit short-staffed. Jasmine Dawson and Angie Conner will be conducting interviews over the next few weeks to fill this role.

At the Georgia Grown Innovation Center, operations remain strong—we've stayed on track without missing a beat. Workshops, business meetings, and community collaborations are continuing as scheduled.

Jasmine Dawson serves as the point person overseeing all three facilities: the Metter Welcome Center, the Georgia Grown Innovation Center, and the Georgia Grown Innovation Center – Phase 2. She has successfully adjusted to these responsibilities and continues to ensure that all locations operate efficiently and effectively.