

CITY OF METTER
REGULAR MEETING
AGENDA
MONDAY, SEPTEMBER 08, 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) Public Hearing, Monday, August 11, 2025, 5:00 p.m.
 - b) Regular Meeting, Monday, August 11, 2025, 5:30 p.m.
7. PRESENTATIONS
8. PUBLIC COMMENTS (AGENDA ITEMS)
9. OLD BUSINESS
10. NEW BUSINESS
 - a) Consideration of a motion to approve an ordinance amending the City of Metter, Georgia's Short-Term Rentals. This is the second reading.
 - b) Consideration of a motion to approve an ordinance amending the City of Metter's Municipal Code Title 12 Streets, Sidewalks and Public Places to include Chapter 12.18 Urban Camping and Improper Use of Public Spaces. This is the second reading.
 - c) Consideration of a motion to approve an ordinance amending the City of Metter's Refuse Collection and Disposal. This is the second reading.
 - d) Consideration of a motion to approve a resolution by the City Council of the City of Metter that the terms of the Second Modification of GEFA Loan CW2021033 (increase of \$34,296 for a total loan amount of 1,164,296.00) are in the best interest of the City of Metter, and designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Second Modification, and any related documents necessary to the consummation of the transactions contemplated by the Second Modification.
 - e) Consideration of a motion to approve a resolution appointing one of the following to the Planning Commission for a 5-year term expiring on September 11, 2030:

John Tapley
Amy Harrison

CITY OF METTER
REGULAR MEETING
AGENDA
MONDAY, SEPTEMBER 08, 2025
5:30 p.m.

Both individuals have contacted City Hall to express their interest in serving on this board. This will be replacing Ms. Martha Cannady whose term expires September 11, 2025.

- f) Consideration of a motion to approve an Architect for the re-design of the new fire station with a construction budget of \$3,000,000.00 with an 8-week or 16-week schedule for pre-design, design and construction specifications.
- g) Consideration of a motion to approve a bid from Anderson Environmental, Inc./Adam Oliff for a bid price of \$67,567.50 for the demolition of the old fire station and Quonset hut.
- h) Consideration of a motion to approve the bid from Georgia Equipment Co. in the amount of \$15,299.00 for a 2025 Series 11, 61" 38 HP Kohler SCAG lawnmower.
- i) Consideration of a motion to approve or deny a Special Event Alcohol Permit Application submitted by Debra Prince on behalf of Canoochee Creek Market on Broad, Inc. located at 30 S.E. Broad Street. This will be a Book Signing event scheduled for October 7, 2025.
- j) Consideration of a motion to approve or deny a Special Event Alcohol Permit Application submitted by Debra Prince on behalf of Canoochee Creek Market on Broad, Inc. located at 30 S.E. Broad Street. This will be an Open House event scheduled for November 7-9, 2025.
- k) Discussion and motion to approve a date and time for Trick-or-Treat.

11. OTHER BUSINESS FROM COUNCIL

12. CITY MANAGER'S REPORT

13. DEPARTMENTAL REPORTS

14. MAYOR'S REPORT

15. ADJOURNMENT

**MINUTES
PUBLIC HEARING
PROPOSED ZONING AMENDMENT
TUESDAY, AUGUST 11, 2025
5:00 P.M.**

A Planning Commission meeting was held at 5:00 p.m. on Tuesday, August 11, 2025, in the Council Chambers at City Hall.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd
Councilman James McKie
Councilman Gregg Stewart
Councilwoman Rashida Taylor
Councilwoman Victoria Gaitten
Councilwoman Chyrileen Kilcrease
City Manager Scott Wood
Cliff Hendrix, Public Works Director/Building Official
Angie Conner, City Clerk
Teresa Concannon, Planning Director
Police Chief McKinley Lewis
Taylor Crosby – Metter Advertiser

Guests

Courtney King
Regina Sutton
Brad Jones
Randy Cannady
Grady Franklin
Jody Burns
Evan Burns
Vera Collins
Jana Sasser
Audra Lee
Pam Brantley
Clint & Natalie Turner
Beau Beasley
Jan Trapnell
Chad Zittrouer
Dave Burns
Ben Johnson

Call to Order and Welcome

Mayor Boyd called the hearing to order and welcomed everyone.

Purpose

The purpose of this hearing is to allow for public comments on the request to rezone property located on East Hiawatha Street, east of the intersection with South Terrell Street (Tax Parcel ID: M56-001) from R-4 (Multi-Family Residential) to a Residential Planned Unit Development (PUD). The project consists of no more than 202 residential units (a combination of single family detached and townhouses). There will be a 0.97 AC amenity site and a centralized mail kiosk. The total open space/green space will exceed 25% of the overall property. The project will likely be phased with phasing designations to be provided.

Background

- The request for a zoning amendment is a requirement of *Article XIII. Amendments*.
- R-4 is defined as a medium/high-density, multiple family residential zoning district, which is designed to accommodate a wide variety of housing options, including manufactured home parks, fee-simple and rental single-family, duplex, townhouses, and apartment developments. Based on R-4 minimum lot area requirements, the 43.87-acre property could be designed to accommodate 375-400 multi-family units or fee-simple townhouses.

R-4 Minimum Requirements: lot Area and Width

Multifamily (rental)	5,000 sf + 5,000 per unit	200' lot width
Duplex development	15,000 sf (7,500 sf per unit)	100' lot width
Single-family development	10,000 sf per unit	800' lot width

- A revised plan was submitted on August 8, 2025. Lot sizes have been increased to 6,500 sf for all single-family lots and the total number of dwellings (64 townhouses; 118 single-family) has decreased to 182.
- The proposed single-family lot sizes (6,500 sf and larger) are smaller than R-4 requirements, so rezoning to Planned Unit Development (PUD) is required.
- The property is located on E. Hiawatha Street, adjacent to existing city water and sewer infrastructure. The proposed 182 households would increase the residential water-sewer customer base by ~12.3%. Approximately half of the city's permitted wastewater treatment capacity is available for new development.
- The proposed fee-simple development includes up to 64 townhouse units and 118 single-family dwellings and features an amenity area with centralized mail kiosk. Off-street and guest parking spaces will be provided for each residence, and common areas will be maintained by an HOA. All utility lines will be placed underground. The development will be surrounded by an undisturbed buffer.

- Single family homes will be built on the west side of the property, next to residential development on S. Terrell Street. Townhouses are planned for the east side of the property, adjacent to land zoned L-I Industrial.
- The Heart of Georgia-Altamaha Regional Commission reviewed the proposals as a Development of Regional Impact (DRI#4491), and issued a Final Comments and Findings Report on July 3, 2025.
 - Economic impact: value at build-out projected to be \$56,250,000; estimated county and city property tax revenue at build-out projected to be \$990,765 (original 250 units).
 - Regional Considerations: Residential developments such as this are vital to regional efforts to support and sustain the continued growth and development that is encouraged by the region as well as the region's workforce.
 - Comments: GA Department of Natural Resources indicates the project is not located in the special flood hazard area. The U.S. Army corps of Engineers indicates that no permit is required when wetlands are not present.

	Zoning:	Land Use:
NORTH	CR (Neighborhood/General Commercial)	Storage of insurance salvaged vehicles
SOUTH	R-3 (Two-Family Residential)	Undeveloped
EAST	L-I (Industrial)	Undeveloped; Commercial; Institutional
WEST	R-2 (Single-Family Residential)	Residential area

Description of surrounding land uses: Traditional neighborhoods are located west of the property. The property to the south is undeveloped; to the north is a car salvage yard; to the east there are businesses, the county detention center and county government offices. The city-owned portion of E. Hiawatha Street is paved, and the county-owned portion is scheduled for paving.

The future land use map in the **2022 Candler County/Metter Comprehensive Plan** anticipates the property's use as Agriculture. The property is not currently developed.

The property is in the Neighborhood/Suburban Residential Development Character Area, which includes the following implementation measures:

- Accommodate infill development that complements the scale, setback, and style of existing adjacent homes.
- Encourage new residential development to blend with existing housing through appropriate open space and buffering requirements.

Analysis/Zoning Standards of Review:

- The proposed development is consistent with the zoning ordinance and map, which designate the property for medium/high density residential use, at a lower density than permitted in R-4.
- Rezoning to PUD will permit single-family dwellings on smaller lots than permitted in R-4 but will result in fewer dwellings/lower density overall than is permitted in R-4.
- R-4 requires 10,000 sf single-family lots. Residential construction and infrastructure costs have led to a demand for smaller lots. The applicant proposes 182 total units, representing a gross density of 4.1 units per acre. An R-4 multi-family development on this property would yield up to 380 units (8.6 units/acre).
- Rezoning from R-4 to PUD will result in the development of fee-simple dwellings that increase homeownership opportunities for Metter residents. An R-4 multifamily development would be for rent.
- The proposed rezoning from R-4 to PUD will create a fee-simple medium-density transition between R-2 residential development to the west, CR-high density commercial uses to the north, and industrial and government/institutional uses to the east.
- The proposed rezoning from R-4 to PUD will result in a fee-simple medium-density residential development that is compatible with nearby permitted uses. An R-4 multifamily development would be for rent.
- The property is zoned for medium/high density residential development and can be developed with up to 380 multi-family units. The proposed fee-simple development will result in fewer units/lower density than permitted in R-4. All units are on individual lots, providing new opportunities for home ownership.
- Water and sewer infrastructure is available at the project site. E. Hiawatha is scheduled for paving from South Terrell Street to Hwy 46. Each dwelling will produce property tax revenue, and new residents will pay for water, sewer, and sanitation services. The project will be built in phases and will serve current residents and newcomers. Staff have contacted GDOT regarding impacts to Hwy 129/S. Leroy Street.
- At full build-out (182 units), the development can be expected to generate up to 95 AM peak hour trips and 144 PM peak hour trips. GDOT has been notified of the proposed development.
- The proposed development will include stormwater infrastructure. The property is not located in the special flood hazard area (SFHA) and does not contain jurisdictional wetlands.
- The proposed rezoning from R-4 to PUD will provide a medium-high density transition between residential development to the west and higher intensity industrial/institutional uses to the north and east. The proposed PUD is consistent with the zoning ordinance and Comprehensive Plan.
- The PUD will have smaller single-family lots, but a lower density overall than permitted in R-4.

- The property's current R-4 zoning could yield up to 380 multi-family rental units. The proposed rezoning will place a 182-unit cap on the total number of units permitted and increase homeownership opportunities.

Staff have reviewed the application and determined that the request to Rezone from Multiple Unit Residential (R-4) to Planned Unit Development (PUD) for the purpose of constructing up to 182-unit fee-simple residential development is in compliance with the Zoning ordinance and Comprehensive Plan.

The Planning Commission voted unanimously on August 5, 2025, to recommend denial of the request to rezone from Multiple Unit Residential (R-4) to Planned Unit Development (PUD) for the purpose of constructing a 202-unit residential development.

Comments

Ms. Concannon explained that the first plan submitted was withdrawn. Then they submitted new plans to Planning Commission on August 5, 2025 which was 202 units down from 250. The Planning Commission voted to recommend denial of that proposal. Following that meeting based on feedback from citizens the developer sent in a modification. The present proposal is for 182 units. All the single-family lots are now at 6,500 square feet. The townhouses were unchanged. That is the main change. Basically, the new proposal recommends 182 units, which is down from the 202 units.

Mr. Zittrouer with Kern & Company representing the landowner Laural Grove Development said that the present proposal is for 118 single-family and 64 town-home units. The townhomes will be on East side of property. For single-family detached unit minimum lot size is 6,500 square feet. The total is 182 units.

Ms. Trapnell said that she appreciates the effort in going with a larger lot size. She commented on living in small town in California where lot sizes were very small. She said that she sold real estate there for 10 years and what they are looking for is larger lot sizes. This plan is not keeping with the way we want to keep our plan. We want it to stay a small community. She also commented on the issue with traffic. She asked Mr. Zittrouer what is on the amenity site and is it necessary.

Mr. Zittrouer said that yes there will be an amenity site. What we have now is a covered pavilion, mail kiosk and a covered bus stop. There is an option to add other amenities.

Mr. Franklin wanted to know how wide the streets are.

Mr. Zittrouer explained that the streets have 28 ft. of pavement width with the exception if we establish in the covenants that every house has to have three off street parking spaces; two in driveway and one in carport then it can be reduced to 22 ft. If the builder has two parking spaces, then we will have to have a 28 ft. road. If they agree to the three parking spaces, then we can reduce it to 22 ft. which is what is in the current R-4 district.

Mr. Franklin asked council if they had read the report where the Planning Commission turned this project down. He asked council if they were aware of what transpired at that meeting.

Mayor Boyd said that he was aware that Councilwoman Gaitten requested a larger lot size at that meeting. She was successful in her attempt to have the whole project designed to meet one of her criteria. We heard from the citizens at the last one of these meetings.

Councilwoman Gaitten said that we do get a report from the Planning Commission but the only thing it stated was that they did not recommend the rezoning of this property.

Councilman McKie stated that part of having a Planning Board is to make it a separate entity from council. That way we do not have influence on them and their influence on us is just a recommendation. We want to hear from the citizens directly. They are separate for a reason which is that council does not want to influence their decision. We are supposed to be two separate entities. They are supposed to take whatever info they have and base their decision on that. The council can take other stuff into consideration. Their sole purpose is to tell council where they agree on something or not. It is not that we did not want to hear anyone's input.

Councilman Stewart was concerned about the traffic study. Ms. Concannon stated that staff has contacted GDOT. Mr. Hendrix said that he sent a letter to the traffic engineer with GDOT last week. We have not heard back from him.

Mr. Franklin said that it is going to be a major traffic issue with all the school traffic in the morning, especially with emergency vehicles using Hiawatha Street.

Ms. Brantley asked if the streets in this project will be maintained by the city.

Mr. Zittrouer said that once they are fully constructed and complete a warranty maintenance period, it will be our intent to deed them over to the city in the event they are willing to accept them. If the city chooses not to accept them then they will remain under maintenance ownership obligation of the HOA. Water, sewer, and sidewalks will work the same, everything within the 65 ft. right of way.

Ms. Sasser, 440 S. Lewis Street and owns property on Hiawatha Street, wrote Mr. Zittrouer a letter explaining the history of Metter and how it was formed. Her great, great grandfather James Terrell Trapnell owned 67 acres of land that is currently now present-day Metter. He hired an engineer to work with him to lay out the City of Metter. They were responsible for the tree line medians. They were responsible for the grid that goes North, South, East, and West. At that time the residential lots were 65 X 150 ft. and also 75 X 150 ft. He was a visionary. We currently reap those rewards from his work. He was also a builder that built several historic homes. James Terrell had a vested interest here unlike these developers. She asked council what kind of legacy they are going to leave. She shares the same concerns as others, especially the traffic situation and high density. There is a part of this that is heartbreaking but also a part that is very exciting; the growth and prosperity.

She said she appreciates the time and effort to revise the plans but urged and encouraged the developers to marry this development into more like our town is.

Councilwoman Gaitten read a letter from Clint and Natalie Turner. It strongly expressed opposition to the rezoning of land that is adjacent to their property. They are worried about the negative impact that this would have on our town. The city is not in need of homes. There are plenty available on the market in Metter that remain unsold. This project could diminish our neighborhood's quality of life, increase traffic noise, etc. This is not in the best interest of our community and ask council to vote against it.

Ms. Crosby expressed her concerns about the younger generation not being able to afford homes in Metter. Unless you vote for housing, you are running the younger generation out. There is no affordable housing here for young people. They are moving away and not coming back because of this.

Mr. Zittrouer said that it is important to know with all the adjustments that we have been making which increase our costs for infrastructure - the selling price has not changed. HOA in the beginning will probably be \$200 to \$300 annually. If we have to maintain streets and do more elaborate amenity site, then this would increase.

Ms. Brantley was concerned about the units not being handicapped accessible. Mr. Zittrouer said that there will be options for people to upgrade. One of the options will be to make it ADA compliant.

Ms. King was concerned about the green space near Terrell Street. Mr. Zittrouer said the buffer width is 25 ft. We will look at putting up some kind of privacy fence when we get to that phase. Ms. King thanked Mr. Zittrouer for making changes and addressing concerns. She said that she is still concerned about the street traffic and sewer in that area.

Mr. Zittrouer said that the city has not been asked to be involved with any of the infrastructure. This will not be an extra burden on the taxpayers in order to promote this development. We are not looking at any grants at this time. Mr. Hendrix said that based on the city's subdivision ordinance, the developer is responsible for all the infrastructure, and it has to meet city specifications.

Ms. Sasser asked if there was a vision for landscaping and trees. Mr. Zittrouer said that there will be trees along the amenity area and landscaping around the entrance. The reality is that in the event the city takes over the roadway, they do not want trees planted on top of their water and sewer lines. We do plan to put a 2 to 3 tree requirement on each lot as each house is built. It will be done in conjunction with each house not all at one time. This will be part of the HOA requirements.

Ms. King asked since the project will be built in phases, where is the plan to begin. Mr. Zittrouer said at this time the plan is to have a mixture of townhomes, single-family detached and the amenity site in the first phase.

Councilwoman Taylor said that the last meeting was on July 14th so when was GDOT contacted? Mr. Hendrix said that they were contacted last week; the day after the Planning Commission meeting. Mr. Hendrix said that the letter was sent to the traffic engineer but had no idea how long it will take for him to respond.

Ms. Sasser asked why doesn't the Planning Commission have to revisit this as part of the process since changes were made after they met? Ms. Concannon said because the proposal that they looked at last week was 202 units, but we specified up to 202 units. We advertised it so that the total number of units was not specified. That left wiggle room for changes to the development. This request for less than 10,000 sq. ft. per lot is not out of line with some of the existing areas in town.

Councilwoman Taylor asked if the Planning Commission had the same information that we are seeing when they met last, 64 single-family homes and 118 townhomes? Ms. Concannon said that no they did not. Councilwoman Taylor asked what were the reasons that the Planning Commission did not pass this. Ms. Concannon said that there were no reasons expressed.

Mr. Zittrouer said that the current zoning is R-4 that allows townhomes with 10,000 sq. ft. lots, what happens in the event this is denied tonight? Many would like to see the 10,000 sq. ft. lots and the property developed R-4 under 10,000 sq. ft. lots. We have somewhat analyzed that and the reality of it is the infrastructure costs. We want this development to be successful. If we cannot do this work another developer might come in here and develop it meeting the R-4 requirements. We want our project to be successful.

Councilwoman Gaitten asked what if the lots remained at 10,000 sq. ft. what would the price of a house be? Mr. Zittrouer said it would probably increase the price of each home by around \$30,000. Mr. Jones asked if you went to a 10,000 sq. ft. lot over a 6,500 sq. ft. lot the number of houses would be cut back some, but the overall development would look very similar to what we are looking at here.

Ms. Brantley said she appreciates Mr. Zittrouer working with the citizens. She said that you can do a lot of different things to not make them look like cookie cutter houses. There are ways to make it fit in with the culture of Metter.

Councilman Stewart asked how many houses would you start with? Mr. Zittrouer said 15 to 20 and after we sell 5 to 10 then we would go to the next phase.

Adjournment

After thanking everyone for the comments and concerns, Mayor Boyd adjourned the hearing at 6:08 p.m.

**CITY OF METTER
REGULAR MEETING
MONDAY, AUGUST 11, 2025
6:17 P.M.**

A regular meeting of the city council was scheduled for Monday, August 11, 2025, at 5:30 p.m. but the meeting was delayed until 6:17 p.m. due to the overrun of the public hearing prior to the council meeting. The meeting was held in the council chambers at city hall.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd
Councilwoman Victoria Gaitten
Councilwoman Rashida Taylor
Councilman Gregg Stewart
Councilman James D. McKie
Councilwoman Chyrileen Kilcrease
City Manager Scott Wood
City Clerk Angie Conner
Public Works Director Cliff Hendrix
Planning Director Teresa Concannon
Police Chief McKinley Lewis
Director of Economic Development Heidi Jeffers
Fire Chief Jason Douglas
Taylor Crosby – Metter Advertiser

Attending the meeting were the following guests:

Ben Johnson
Chad Zittrouer
Dave Burns
Beau Beasley
Cortney King
Audra Lee
Regina Sutton
Grady Franklin
Jody Burns
Evan Burns
Vera Collins
Jana Sasser
Jan Trapnell
Pam Brantley
Brad Jones
Clint & Natalie Turner
Juan Taylor

CALL TO ORDER AND WELCOME

Mayor Boyd called the meeting to order and welcomed everyone.

Regular Meeting, August 11, 2025

PLEDGE OF ALLEGIANCE

Councilman McKie led the Pledge of Allegiance.

INVOCATION

City Manager Scott Wood gave the invocation.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Councilwoman Kilcrease made a motion to approve the following minutes:

- a) Public Hearing, Monday, July 14, 2025, 5:15 p.m.
- b) Regular Meeting, Monday, July 14, 2025, 5:30 p.m.

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

PRESENTATIONS

There were no presentations.

Guest Comments

There were no comments from the guests.

OLD BUSINESS

Election Agreement with Candler County

Councilwoman Taylor made a motion to approve the agreement between the City of Metter, Georgia and the Board of Commissioners of Candler County, Georgia to conduct elections for the City of Metter. Councilwoman Gaitten seconded the motion, and the vote was unanimous.

Zoning Ordinance Workshop

City Council agreed to set the date for the zoning ordinance workshop on Tuesday, September 16, 2025, at 5:00 p.m.

NEW BUSINESS

Rezoning Request

Councilwoman Taylor made a motion to approve a request to rezone property located on East Hiawatha Street, east of the intersection with South Terrell Street (Tax Parcel ID: M56-001) from R-4 (Multi-Family Residential) to a Residential Planned Unit Development (PUD). The project consists of no more than 202 residential units (a combination of single family detached and

townhouses). Councilwoman Gaitten seconded the motion, and the vote was four in favor and one opposed. Councilman McKie cast the opposing vote.

Councilwoman Gaitten expressed her appreciation to the developer for listening to the citizens and revising the plan. Councilwoman Taylor expressed her traffic concerns.

Short-Term Rentals Ordinance

An amendment to the City of Metter's Municipal Code Title 3. Revenue and Finance, 3.18.010(b) Short-Term Rental Ordinance was presented for a first reading.

Urban Camping and Improper Use of Public Spaces Ordinance

An amendment to the City of Metter's Municipal Code Title 12 Streets, Sidewalks and Public Places to include Chapter 12.18 Urban Camping and Improper Use of Public Spaces was presented for the first reading.

Refuse Collection and Disposal Ordinance

An amendment to the City of Metter Municipal Code Refuse Collection and Disposal Ordinance Chapter 13.16 was presented for the first reading.

Amendment to the Alcohol Ordinance

City Council discussed O.C.G.A. 3-3-11 Sale of Mixed Drinks for Off-Premises Consumption and the City of Metter 5.08.730 Removal of beverages prohibited. After the discussion, staff was asked to have the City Attorney to amend the City of Metter Alcohol Ordinance to correspond with O.C.G.A. 3-3-11.

TIA Band 1 Projects and 2024 LRA Road Projects

Councilwoman Kilcrease made a motion to approve the bid from Sikes Brothers, Inc. in the amount of \$1,395,211.75 for ten streets for second round TIA Band 1 projects and the 2024 LRA Road projects which include resurfacing, utility improvements and drainage improvements. These projects will be funded by TIA 2024 SPLOST, and R&R Water & Sewer. Councilman McKie seconded the motion, and the vote was unanimous.

Resolution Declaring Surplus

Councilwoman Kilcrease made a motion to approve a Resolution to surplus and sell the following vehicles and equipment:

1. A 2007 Freightliner M2106 Garbage Truck VIN# 1FVACXCSO7HY18104.
2. A 2017 Freightliner M2106 Garbage Truck VIN# 1FVACYCY6HHHY4524.
3. A 2020 International HV607 SBA (Knuckle Boom Truck) VIN# 3HAEJTAN2LL424622.
4. A 2001 International Navistar Street Sweeper VIN# 1HTCSABN81H351212. The sweeper's engine unit is bad, and the cost of repair is \$46,000.00. Too old to repair.
5. A Vermeer 1800XL Brush Chipper VIN# 1VRY131ZOH1002633.

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

2026 LMIG Program

Councilman McKie made a motion to approve the following as the 2026 LMIG Program submission:

1. High St. from W. Lillian St. to Central Avenue. Resurface 24' width roadway, adding centerline and edge line stripping and stop bars for an estimated cost of \$38,592.00.
2. Daniel St. from N. Lewis St. to Cedar St. Resurfacing 24' width roadway, adding centerline and edge line stripping and stop bar. Estimated cost \$88,780.00.

The city will receive \$89,080.84 in GDOT funds and with our 10% match we will have around \$97,988.93 for LMIG funding. We can use additional funds from our monthly TIA amount that we receive.

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

Landscaping Bid – Metter Welcome Center

Councilwoman Kilcrease made a motion to approve a bid from Southern Turf Management Services in the amount of \$5,940.00 annually for landscaping at the Metter Welcome Center. This is a budgeted expense in the FY 2026 Welcome Center budget. Councilwoman Taylor seconded the motion. Some members of council had concerns as to why the present streets and lanes department could not take care of this. They thought that this money could be used for something else since the budget was so tight. After some discussion, Mayor Boyd called for the vote. The vote was two in favor of the motion and two opposed. Councilwoman Kilcrease and Councilman Stewart voted in favor of the motion and Councilwoman Gaitten, Councilwoman Taylor, and Councilman McKie voted against. The motion failed.

Closure of S. Rountree St. for the Harvest Festival

Councilwoman Kilcrease made a motion to approve a request to close South Rountree Street from South Broad Street to North Broad Street as requested by Communities in Schools for the Harvest Festival, November 8, 2025, 8:00 a.m. to 5:00 p.m. Councilman McKie seconded the motion, and the vote was unanimous.

Alcoholic Beverage License – RaceTrac

Councilwoman Kilcrease made a motion to approve an application for retail alcoholic beverage license, package sales for off premise consumption of beer and wine submitted by Na-Lea Gregory on behalf of RaceTrac, Inc. DBA RaceTrac #2650 located at 1302 S. Lewis Street, Metter, GA contingent upon meeting all legal requirements and passing all Fire and Life Safety Codes. Councilman McKie 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. City and County have adopted the FLOST. Mr. Wood encouraged council to think about the approach needed to get it passed by the voters.
2. Advertising for the City Manager position through the end of September.
3. Continuing with plans to build the new fire station at the current site. Total project cost \$4,500,000.00. Meeting with the architects to revise the plans. The cost for that is \$190,000.00.
4. Advertising for bids to tear down and remove the existing building. This will be presented at the next meeting.
5. Sanitation transition to Allgreen is going well.
6. Officer Johnny Carter was in a car accident and is recovering at home.
7. Mr. Wood informed Council that he will be out of the office some attending the GA Community Authority Board conference.
8. Informed council of the cash flow challenge due to the time of year.
9. Promoted McKinley Lewis from Interim Chief of Police to Chief of Police.

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. Thanked visitors for their comments.
2. He congratulated Chief McKinley Lewis.
3. He congratulated Ms. Concannon for getting the housing project across the finish line. He thanked council for listening, thinking, and working through it.
4. He commented on the nice luncheon that staff put together for the public works employees.

ADJOURNMENT

After no further discussion, Councilwoman Kilcrease made a motion to adjourn the meeting at 7:13 p.m. Councilwoman Gaitten seconded the motion, and the vote was unanimous.

Angie Conner, City Clerk

AN ORDINANCE AMENDING THE CITY OF METTER, GEORGIA'S
SHORT-TERM RENTALS

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

WHEREAS, it is the intent of the City of Metter, Georgia desires to clarify these regulations to further define applicant qualifications; and

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

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

Section 1: That the Code of Ordinances City of Metter, Georgia **Title 3. Revenue and Finance, 3.18.010(b) Short-Term Rental.** be amended by adding the underscored portions as follows:

(1) Applicants shall be limited to owner-occupiers receiving a current homestead exemption through Candler County and/or counties adjoining Candler County.

Section 2: This Ordinances shall be and remain in full force and effect from and after its date and adoption on two separate readings:

First Reading: _____

Second Reading: _____

CITY OF METTER, GEORGIA.

BY:

Edwin O. Boyd, Mayor

Chyrileen Kilcrease, Council Member

Victoria Gaitten, Council Member

James McKie, Council Member

Gregg Stewart, Council Member

Rashida Taylor, Council Member

ATTEST:

Angie O. Conner, City Clerk

**ORDINANCE AMENDING THE CITY OF METTER'S MUNICIPAL
CODE TITLE 12 STREETS, SIDEWALKS AND PUBLIC PLACES TO
INCLUDE CHAPTER 12.18 URBAN CAMPING**

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

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

WHEREAS, the Mayor and Council have reviewed a proposed ordinance and desire to adopt an ordinance that governs urban camping and improper use of public spaces within the corporate limits of Metter;

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

Section 1. That the Code of Ordinances City of Metter, Georgia Title 12. Streets, Sidewalks and Public Places, be amended by adding a new chapter 12.18 to read as follows:

Chapter 12.18 - Urban Camping and Improper use of Public Spaces

12.18.010. Definitions.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Camp or camping: Occupying or using a public park, public area, square, or parking area servicing a public park/area/square/building as defined herein for living accommodation purposes such as sleeping activities or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal property or storing other belongings, making a fire, carrying on cooking activities, or using a tent, or other structure for habitation. These activities constitute camping if, in light of all the circumstances, it reasonably appears that in conducting one (1) or more of these activities, the person is in fact using the area as a living accommodation, regardless of the intent of the person or the nature of any other activities in which the person may also be engaging.

Inappropriate use of public area: The use of public areas, or the improvements located thereon, for any personal or otherwise unlawful use not otherwise authorized by this section or any ordinance of the City of Metter. This shall include, but is not limited to, the use of public parks, fountains, and/or utilities for bathing, hygienic care, or elimination.

Interference with ingress or egress: Camping, storing personal property, standing, sitting, lying down, using personal property, or performing any other activity where such activity:

1. Materially interferes with the ingress into or egress from buildings, driveways, streets, sidewalks, alleys, or any other real property that has a limited number of entrances or exits, regardless of whether the property is owned in whole or in part by the city, a private owner, or another public entity, unless having received the prior express written permission of the property owner; or

2. Reasonably appears, in light of all of the circumstances, to have the purpose or effect of blocking ingress into or egress from buildings, driveways, streets, sidewalks, alleys, or any other real property that has a limited number of entrances or exits, regardless of whether the property is owned in whole or in part by the city, a private owner, or another public entity, unless having received the prior express written permission of the property owner.

Public area(s): An area to which the public or a substantial group of persons has access, including, but not limited to, streets, highways, roadways (including shoulders and medians), bridges, the area above and below any bridge, sidewalks, alleys, parking lots and decks, plazas, parks, public greenspace areas, playgrounds, schools, transportation facilities, within a public-transportation vehicle, an area owned in whole or in part by, operated by, for, or under the custody and control of the City of Metter, Georgia, and other public property, including all areas in the immediate vicinity of public buildings and any other property where public gatherings occur on a regular basis, and any other property where public meetings are conducted.

Storing personal property: Leaving one's personal effects, such as, but not limited to, clothing, bedrolls, cookware, sleeping bags, luggage, knapsacks, or backpacks, unattended for any substantial prolonged length of time. This term shall not include parking a bicycle or other mode of transportation.

12.18.020. Prohibited Acts.

Unless acting under a valid permit issued by the City of Metter, Georgia or otherwise authorized by the City of Metter through its agencies or authorities, it shall be unlawful for any person within the corporate limits of the city to commit any of the following acts:

- (1) No person shall camp in a public area.
- (2) No person shall interfere with ingress or egress of any building, private property, or public area.
- (3) No person shall inappropriately use a public area as defined herein.

12.18.030. Prohibited use of private property.

It shall be unlawful for anyone other than the owner of a private property, a leaseholder of such private property, or other rightful occupant of such private property to camp,

sleep, reside, store personal property, or lie upon, any private property without the owner's or leaseholder's permission. Any such use of private property authorized by and consented to by the owner or leaseholder of such private property must be in conformity with the provisions of the Code of Ordinances of the City of Metter, including, but not limited to, the zoning and land use provisions of said Code of Ordinances which are applicable to such private property, and if such use is a violation of said Code of Ordinances, an authorization of such use by the landowner or leaseholder shall not nullify a violation of any provision of this section.

12.18.040. Warning.

No person may be arrested for violating this section until such person has received a verbal or written warning to cease the unlawful conduct. If the violator fails to promptly comply with the warning issued, then that person may be issued a citation or arrested.

12.18.050. Exceptions.

This section shall not be construed to prohibit any of the following behaviors:

- (1) Uses of public parks or public streets authorized by the Mayor and City Council of the City of Metter or an authority delegated to authorize such use;
- (2) A person or persons sitting or lying down as a result of a medical emergency; and
- (3) A person or persons, sitting, or resting in a public park, public street, or private property where such activity does not constitute camping as herein defined, and such activity does not interfere with ingress and egress as defined herein.

12.18.060. Abandoned Personal Property.

Any personal property used to camp, in which a citation was issued, or being stored, as defined above, may be deemed abandoned by the City of Metter Police Department or the City of Metter Code Enforcement Department and may be confiscated by the same after proper notice is given by verbal warning and/or posting of the property for three (3) days. This Code section shall apply to the confiscation of abandoned personal property regardless of whether the personal property relates to the issuance of a citation or arrest as a result of a violation of this section. The City of Metter Police Department shall retain the property in a manner consistent with the handling of confiscated or abandoned property. The City of Metter Police Department shall not be liable for the disposal of abandoned personal property as defined herein.

12.18.070. Violation; Penalty.

Refer to section 1-8 of the City of Metter Code of Ordinances

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

First Reading: _____

Second Reading: _____

APPROVED AND ADOPTED

CITY OF METTER, GEORGIA

BY:

Edwin O. Boyd, Mayor

Chyrileen Kilcrease, Council Member

Victoria Gaitten, Council Member

James McKie, Council Member

Gregg Stewart, Council Member

Rashida Taylor, Council Member

ATTESTED BY:

Angie Conner, City Clerk

**ORDINANCE AMENDING THE CITY OF METTER'S
REFUSE COLLECTION AND DISPOSAL**

THAT WHEREAS, the City of Metter, Georgia provides for the uniform and proper collection and disposal of common household and commercial waste within its jurisdiction; and

WHEREAS, the Mayor, City Clerk, and City Council have identified language in the present ordinances identified as Chapter 13.16 that need to be clarified and expanded for the best interest of the health, safety, morals, and welfare of the public; and

NOW THEREFORE BE IT ORDAINED, by the Mayor and Council of the City of Metter, Georgia that the Refuse Collection and Disposal of the City of Metter, Georgia is hereby amended as follows:

Section 1: That section **"13.16.010 Definitions"** shall be amended to add the following:

"Designee Representative" means any person, firm, or corporation that engages in the business of collecting, transporting, or disposing of any refuse within the city.

"Refuse container" means one of the containers owned by the city or designee and consigned to the owner, tenant or occupant of a private dwelling house or commercial apartment located within the city for the purpose of containing and removing household waste from the consignee;

Section 2: That section **"13.16.015 Collections by City or Designee."** shall be amended as follows:

A. Generally. All solid waste and recyclable materials accumulated in the city shall be collected, conveyed, and disposed of by the city or designee, except as otherwise expressly authorized herein or approved by the mayor and city council.

Section 3: That a new section entitled **"13.16.020 Refuse containers to be provided by city or designee responsibility of consignee."** shall be amended as follows:

The city or designee shall cosign one refuse container to each owner, tenant or occupant of a private dwelling house or commercial business or apartment located in the city; however, only one refuse container shall be issued per family unit or group of persons occupying a private dwelling house, one refuse container shall be issued for each occupied apartment in a duplex or multiple family dwelling.

The city or designee shall initially provide and bear the cost of the first cart for each single-family residence.

Section 4: That section **"13.16.030 Placing of refuse and commercial containers for collection"** shall be amended as follows:

On the day designated by the city or designee as being the pickup day for refuse, each consignee shall be responsible for placing the refuse container adjacent to the street nearest the private dwelling house and used by the city or designee refuse collection vehicle to remove the accumulated refuse. The refuse container shall be placed not less than two nor more than five feet from the curb or road pavement of the street or thoroughfare being used by the city or

designee refuse collection vehicle. After the refuse container has been emptied by the city or designee sanitation department, the refuse container shall be removed by each consignee from such street or thoroughfare at the earliest convenience of the consignee; however, under no circumstances shall a refuse container be left adjacent to the street or thoroughfare for more than twelve (12) hours after pickup by the city or designee sanitation department. (Ord. of 12-10-18)

Section 5: That section “**13.16.040 Charges for collection Uses of system required.**” shall be amended as follows:

The charge shall be assessed on a monthly basis against each occupied residence and place of business regardless of whether said residence or place of business utilizes the garbage collection service provided by the city or designee. All residences and businesses are prohibited from disposing of garbage and refuse within the city limits except by way of utilizing the authorized garbage disposal containers provided by the city or designee or by using a private disposal service which has been approved by the city.

Section 6: That section “**13.16.050 Frequency of collection Disposal of refuse**” shall be amended as follows:

- A. The employees of the city or designee sanitation department shall collect the refuse and dispose of it in the approved landfill not less often than once a week, with the exception of holidays or in times when such collection is impossible, such as in the event of natural disasters.
- B. All such refuse shall be taken to and deposited in such landfill by the employees of the city or designee sanitation department, and it is unlawful to otherwise dispose of such refuse.
- E. Yard trimmings/inert waste shall be collected by the city or designee contractor once every week if placed at curbside for collection. (Ord. of 12-10-18)

Section 7: That section “**13.16.060 Burning of trash in city or designee containers prohibited**” shall be amended as follows:

It is unlawful for any person to burn trash in city or designee containers. (Ord. of 12-10-18)

Section 8: That section “**13.16.070 Residential garbage collection**” shall be amended as follows:

Such persons shall provide to the city or designee a written statement from a physician which validates the existence of such a handicap and shall include their physical address.

Section 9: That section “**13.16.080 Waste generated by contractors, tree surgeons and landscapers**” shall be amended by deleting the struck through portion as follows:

Contractors, tree surgeons, and landscapers providing services and work within the city limits shall be required to haul away and dispose of their own debris, ~~which is larger than eight inches in diameter, in the public landfill provided for use by the city~~ and to pay whatever fees are required for disposal of their own debris and garbage related to this business activity. (Ord. 02-02: Ord. 97-7 & 12-77 (Ord. of 12-10-18)

Section 10: That section “**13.16.090 Yard trash, tree and shrubbery trimmings**” shall be amended by deleting as follows:

No tree trunks, branches, limbs, or shrubbery larger than six inches in diameter, longer than six feet in length, or heavier than sixty (60) pounds shall be collected. ~~by the city.~~

Section 11: That section “**13.16.140 Household furniture and appliances**” shall be amended by deleting the struck through portion and adding the underscored portions as follows:

~~The city shall collect normal and intact household furniture and appliances, including sofas, chairs, beds, refrigerators, washers, dryers, hot water heaters and similar items, but not including furnaces, from single family and duplex (two family) residential structures only.~~ Bulk goods shall include up to four items and defined as large non-household waste items such as appliances and furniture not to exceed 200 lbs from single-family and duplex (two family) residential structures only.

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

FIRST READING: _____

SECOND READING: _____

CITY OF METTER, GEORGIA

BY:

Edwin O. Boyd, Mayor

Chyrileen Kilcrease, Council Member

Rashida Taylor, Council Member

Victoria Gaitten, Council Member

James Mckie, Council Member

Gregg Stewart, Council Member

ATTESTED TO BY:

Angie Conner, City Clerk

**EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY**

Recipient:

Loan Number:

At a duly called meeting of the governing body of the Borrower identified above (the "Borrower") held on the _____ day of _____, _____, the following resolution was introduced and adopted.

WHEREAS, the Borrower has borrowed \$ 1,130,000 from the **GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "Lender"), pursuant to the terms of the Loan Agreement (the "Loan Agreement"), dated October 26, 2021, between the Borrower and the Lender; and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement is evidenced by a Promissory Note (the "Note"), dated October 12, 2021, of the Borrower; and

WHEREAS, the Borrower desires to increase the loan amount by \$ 34,296, and

WHEREAS, the Borrower and the Lender have determined to amend and modify the Loan Agreement, pursuant to the terms of a Second Modification of Promissory Note and Loan Agreement (the "Second Modification") between the Borrower and the Lender, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the form, terms, and conditions and the execution, delivery, and performance of the Modification are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the Second Modification are in the best interests of the Borrower, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Second Modification, and any related documents necessary to the consummation of the transactions contemplated by the Second Modification.

(Signature of Person to Execute Documents) (Print Title)

(Signature of Person to Attest Documents) (Print Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

Date: _____
Secretary/Clerk

(SEAL)

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

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

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

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

WHEREAS, _____ has been recommended and agreed to serve on the Planning Commission for the City of Metter; and

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

WHEREAS, this is a five-year term that will expire on September 11, 2030; and

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

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

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

Adopted this 8th day of September 2025.

CITY OF METTER, GEORGIA

BY:

ATTESTED BY:

Edwin O. Boyd, Mayor

Angie Conner, City Clerk

Chapter 2.32 - PLANNING COMMISSION

Sections:

2.32.010 - Established.

In order to guide and accomplish a coordinated and harmonious development of the city which will, in accordance with existing and future needs, best promote the public health, safety, morals, order, convenience, prosperity and the general welfare, as well as efficiency and economy in the process of development, the Metter planning commission, referred to in this chapter as the planning commission, is created and established, and such planning commission shall be organized and empowered as provided in this chapter.

(Ord. dated 5-12-97 (part); prior code § 17-18)

2.32.020 - Membership.

The planning commission shall consist of five members, who shall be residents of the city, appointed by the mayor and council. The term of office of each member shall be for a period of five years, and until his successor is duly appointed and qualified, except that of the first appointees one member shall be appointed for one year, one member for two years, one member for three years, one member for four years, and the remaining member for five years. Any vacancy in membership shall be filled, and members may be removed, as provided in Section 3.11 of the Charter. All members shall serve without compensation, but may be reimbursed for actual expenses incurred in connection with their official duties.

(Ord. dated 5-12-97 (part); prior code § 17-19)

2.32.030 - Organization, rules, staff, finances.

- A. The organization, meetings and rules of the planning commission shall be as established by city council.
- B. The planning commission may appoint such employees and staff as it may deem necessary for its work and may contract with the Bureau of State Planning and Community Affairs and city planners and other consultants for such services as it may require. The expenditures of the planning commission, exclusive of gifts, shall be within the amounts appropriated for the purpose by the mayor and council.

(Ord. dated 5-12-97 (part); prior code § 17-20)

2.32.040 - Powers and duties.

From and after the time when the planning commission shall have organized and selected its officers and shall have adopted its rules of procedure, then such planning commission shall have all the powers, duties and responsibilities as established by city council.

(Ord. dated 5-12-97 (part); prior code § 17-21)

**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: August 29, 2025
Subject: Architect proposals for redesign of new fire station

Per your request find attached two proposals for Architect fees for the re-design of the new fire station with a construction budget of \$3,000,000.00 showing an 8-week schedule and a 16-week schedule. One proposal is from the current architect GMC and the second is from DPR architect. A copy of all four proposals is attached.

GMC Architect, Savannah, GA. 8-week schedule.....	\$192,000.00
GMC Architect, Savannah, GA. 16-week schedule.....	\$176,000.00

DPR Architect, Statesboro, GA. 8-week schedule.....	\$175,000.00
DPR Architect, Statesboro, GA. 16-week schedule.....	\$130,000.00

Cc: Jason Douglas, Fire Chief
Angie Conner, City Clerk
Missy Edenfield, Purchasing



Goodwyn Mills Cawood

114 Barnard St
Suite 114-2B
Savannah, GA 31401

T (912) 226-1667

www.gmcnetwork.com

August 29, 2025

Chief Jason Douglas
cc Cliff Hendrix
City of Metter Fire Department
56 S. Lewis Street
Metter, GA 30439

(Via E-mail)

REFERENCE: ARCHITECTURAL/ENGINEERING SERVICES PROPOSAL

PROJECT: METTER FIRE STATION DESIGN/DRAWINGS RE-DESIGN
Located at 46 S. Lewis St, Metter, GA 30439

Dear Chief Douglas,

Goodwyn Mills Cawood LLC (GMC), sincerely appreciates the opportunity to present this proposal to provide Professional Architectural Services for the Schematic Design, Design Development, Construction Documents, Bidding and Negotiation, and Construction Administration for the above referenced project. This is an exciting project and one that our firm enjoys being a part of.

This proposal is the result of several assumptions made by GMC that will ultimately need confirmation by the owner with respect to program, budget, schedule and the full scope of services you require. Please find below the understanding of the project scope for the master planning services to be provided, as well as the related fees and the schedule.

PROJECT DESCRIPTION

It is our understanding that the City of Metter and the Fire Department would like to update the Construction Documents created by GMC and its team of consultants for the previously designed Metter Fire Station after a Value Engineering session with the Construction Manager / Constructor.

The intent is to have the scope and program to be reduced in order to adjust them to the current budget for construction.



August 29, 2025
Chief Jason Douglas
City of Metter Fire Department

SCOPE OF SERVICES

We will provide Architectural/Engineering Services (Design, Construction Documents, and Contract Administration Phases):

Architectural/Engineering Services

Basic Design Services

- Architecture
- Structural Engineering
- Mechanical, Plumbing, and Fire Protection Engineering
- Electrical Engineering

Services Excluded

- Landscape Architecture
- Civil Engineering

Optional Services

- Landscape Architecture
- Furniture package coordination (5% of furniture package)

CLARIFICATIONS OF SCOPE AND BASIC SERVICES BY GMC

1. GMC will provide a pdf/electronic version suitable for reproduction.
2. GMC will coordinate our services with those services provided by the Owner and their consultants (site surveys, geotechnical, etc.) and shall be entitled to rely on the accuracy and completeness of services and information that the Owner and their consultants furnished to GMC.
3. LEED and other green certifications are not included in this proposal, but can be added on at a later date (if required).
4. GMC will assist the Owner in the formulation of any special inspection and testing requirements applicable to the Project and shall reasonably coordinate with any Special Inspectors the Owner has retained and the Building Officials or Authorities.
5. In the interest of providing Owner options on bid day, alternates may be provided.



August 29, 2025
Chief Jason Douglas
City of Metter Fire Department

EXCLUSIONS

1. Renders.
2. Energy modeling or LEED documentation.
3. Commissioning Services.
4. Design coordination beyond BIM LOD 300.
5. Hazardous materials testing or abatement design.

PHASES – BASIC SERVICES

Prior to the commencement of Architectural/Engineering Services, clear Owner direction as to the scope, program, and construction budget will need to be approved and provided to Goodwyn Mills Cawood. The architectural/engineering design services for the project shall be provided in the following phases:

1. PRE-DESIGN PHASE

The design team will create new floor plans and elevations following the scope and priorities defined by the Owner.

2. SCHEMATIC DESIGN PHASE

The design team will advance the design to a point which will allocate and configure the necessary program elements to provide a functioning facility. The design team will prepare Schematic Design drawings to illustrate the design including floor plans, building elevations, and sections, as well as a written narrative sufficient to define the scope of the project and for a schematic cost estimate. The goal of this phase is to delineate the character of the building design, identifying basic materials, and define massing and forms.

The design team will review progress with the designated Owner's Project Representative. The Architect will be responsible to design to the estimated budget and assist the GC with value engineering to stay within the budget targets. Design presentations will be made to the appropriate parties for approvals.

3. DESIGN DEVELOPMENT PHASE

Based on the Owner approved Schematic Design and the estimated cost of construction, the design, character, and levels of quality will be further refined in this phase and reviewed with the Owner's Project Representative. A more detailed development of building systems including structural, mechanical, electrical, plumbing, and fire protection will be performed. Preliminary coordination will be initiated.

Design Development drawings including floor plans, interior elevations, sections, wall sections, and outline specifications will be produced. These will be used by the CG/Owner's cost consultant, to develop a more detailed cost estimate at the conclusion of the phase.

The Architect will be responsible to design the estimated budget and assist the GC/Cost Consultant with value engineering to stay within the budget targets.



August 29, 2025
Chief Jason Douglas
City of Metter Fire Department

4. CONSTRUCTION DOCUMENTS PHASE

During this effort, GMC will develop the owner-approved Design Development Documents into a final set of Construction Drawings and Specifications, which will serve as the “confirmed” Contract Documents. These documents will include: (1) Working Drawings, (2) Specifications, (3) General Conditions of the Contract, and (4) Supplemental Conditions of the Contract, if required. Certain provisions may be made in the form of “allowances” to compensate for unknowns in the early package releases.

5. PERMITTING & CONSTRUCTION CONTRACT NEGOTIATION / BIDDING

We will meet with the relevant agencies as necessary for permitting and with the contractor as necessary for bidding as well as respond to Contractor questions via Addendum.

6. CONSTRUCTION ADMINISTRATION

This phase will commence (a) when the Owner issues a written “Notice to Proceed” to the Contractor, or (b) if the Owner has not issued a “Notice to Proceed” to the Contractor, with the first request by the Owner and/or the Contractor to provide the services described in this Section of this Proposal. Our services in this phase will consist of the administration of the Construction Contract to facilitate progress of the work.

Included in this phase is a review of test reports, reviews for each shop drawing submittal for conformance with design intent, periodic site visits, Application for Payment review and certification, authorship of the minutes of the Owner/Architect/Contractor meetings, and written reports to you concerning our site visits. The purpose of the periodic site visits is for GMC to become generally familiar with the progress and quality of the portion of the Work completed and to determine, in general, if the Work being observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. It is anticipated GMC will make bi-weekly site visits in accordance with industry standards during relevant periods of construction.

PROJECT BUDGET

It is our assumption that the estimated project construction cost for this building is:

\$ 3,000,000.00



August 29, 2025
Chief Jason Douglas
City of Metter Fire Department

COMPENSATION

Based on the scope of work listed above, compensation for the services is proposed as follows:

TOTAL COMPENSATION (~5.87% of construction cost): \$176,000.00
+ renders (if required)

Finalized Renderings: **\$5,000** for the first view, **\$3,500** for each additional view.

REIMBURSABLE EXPENSES

Expenses directly related to the Project will be reimbursed by the Owner in addition to the compensation outlined above and will be invoiced to the Owner with 20% markup. Normal reimbursable expenses include costs associated with travel as well as costs of reproduction (for progress prints and final documents for Owner), and communication (postage, delivery, and handling of documents).

PAYMENT SCHEDULE

Monthly Based on Progress. Percentages below do not include reimbursables expenses referenced above.

Proposed payment schedule:

Pre-Design	6%
Schematic Design (~30% CDs)	12%
Design Development (~60% CDs)	22%
Construction Documents (100% CDs)	35%
Permitting & Contract Negotiation / Bidding	5%
Construction Administration	20%

OWNER'S RESPONSIBILITY

The Owner will employ a Designated Representative with the authority to make decisions and to serve as the primary point of contact for the Design Team. This person is **Jason Douglas**.



August 29, 2025
Chief Jason Douglas
City of Metter Fire Department

SCHEDULE

It is understood and agreed that time is important for the provision of professional services and the Owner, and Architect shall mutually prepare a Project Design Schedule which will provide for the timely provision of the Architect's services, the Owner's review and approvals, and for the review and approval of governmental authorities having jurisdiction over the project for the orderly progress of the project. It should be noted that our team is positioned to start immediately.

GMC is prepared to provide a Pre-Design set including floor plans and elevations for Owner review and approval **three weeks** after receiving NTP. Once the design team has received clarification on scope and program, and approval of the Pre-Design deliverables, the GMC team will start working on the drawing set and design phases which will be completed in roughly **sixteen weeks**.

Phase Approximate Timeline:

Pre-Design	3 weeks
Design	16 weeks
Procurement	3 months
Construction	12-18 months

CONTRACT

Goodwyn Mills Cawood, LLC. enthusiastically looks forward to participating in this significant project and welcomes an opportunity to discuss any additional concepts or thoughts you may have regarding this Proposal. If this proposal meets your expectations, please authorize by signing below so we can proceed with the creation of the Contract.

GMC proposes using AIA Contract Documents (following a design CMAR approach).

Sincerely,
GOODWYN MILLS CAWOOD, LLC


Ana Manzo, AIA, NCARB, LEED® GA
Savannah Practice Leader, Architecture

AGREED:

Signed

By

Date



Goodwyn Mills Cawood

114 Barnard St
Suite 114-2B
Savannah, GA 31401

T (912) 226-1667

www.gmcnetwork.com

August 8, 2025

Chief Jason Douglas
cc Cliff Hendrix

(Via E-mail)

City of Metter Fire Department
56 S. Lewis Street
Metter, GA 30439

REFERENCE: ARCHITECTURAL/ENGINEERING SERVICES PROPOSAL

PROJECT: METTER FIRE STATION DESIGN/DRAWINGS RE-DESIGN
Located at 46 S. Lewis St, Metter, GA 30439

Dear Chief Douglas,

Goodwyn Mills Cawood LLC (GMC), sincerely appreciates the opportunity to present this proposal to provide Professional Architectural Services for the Schematic Design, Design Development, Construction Documents, Bidding and Negotiation, and Construction Administration for the above referenced project. This is an exciting project and one that our firm enjoys being a part of.

This proposal is the result of several assumptions made by GMC that will ultimately need confirmation by the owner with respect to program, budget, schedule and the full scope of services you require. Please find below the understanding of the project scope for the master planning services to be provided, as well as the related fees and the schedule.

PROJECT DESCRIPTION

It is our understanding that the City of Metter and the Fire Department would like to update the Construction Documents created by GMC and its team of consultants for the previously designed Metter Fire Station after a Value Engineering session with the Construction Manager / Constructor.

The intent is to have the scope and program to be reduced in order to adjust them to the current budget for construction.



August 8, 2025
Chief Jason Douglas
City of Metter Fire Department

SCOPE OF SERVICES

We will provide Architectural/Engineering Services (Design, Construction Documents, and Contract Administration Phases):

Architectural/Engineering Services

Basic Design Services

- Architecture
- Structural Engineering
- Mechanical, Plumbing, and Fire Protection Engineering
- Electrical Engineering

Services Excluded

- Landscape Architecture
- Civil Engineering

Optional Services

- Landscape Architecture
- Furniture package coordination (5% of furniture package)

CLARIFICATIONS OF SCOPE AND BASIC SERVICES BY GMC

1. GMC will provide a pdf/electronic version suitable for reproduction.
2. GMC will coordinate our services with those services provided by the Owner and their consultants (site surveys, geotechnical, etc.) and shall be entitled to rely on the accuracy and completeness of services and information that the Owner and their consultants furnished to GMC.
3. LEED and other green certifications are not included in this proposal, but can be added on at a later date (if required).
4. GMC will assist the Owner in the formulation of any special inspection and testing requirements applicable to the Project and shall reasonably coordinate with any Special Inspectors the Owner has retained and the Building Officials or Authorities.
5. In the interest of providing Owner options on bid day, alternates may be provided.



August 8, 2025
Chief Jason Douglas
City of Metter Fire Department

EXCLUSIONS

1. Renders.
2. Energy modeling or LEED documentation.
3. Commissioning Services.
4. Design coordination beyond BIM LOD 300.
5. Hazardous materials testing or abatement design.

PHASES – BASIC SERVICES

Prior to the commencement of Architectural/Engineering Services, clear Owner direction as to the scope, program, and construction budget will need to be approved and provided to Goodwyn Mills Cawood. The architectural/engineering design services for the project shall be provided in the following phases:

1. PRE-DESIGN PHASE

The design team will create new floor plans and elevations following the scope and priorities defined by the Owner.

2. SCHEMATIC DESIGN PHASE

The design team will advance the design to a point which will allocate and configure the necessary program elements to provide a functioning facility. The design team will prepare Schematic Design drawings to illustrate the design including floor plans, building elevations, and sections, as well as a written narrative sufficient to define the scope of the project and for a schematic cost estimate. The goal of this phase is to delineate the character of the building design, identifying basic materials, and define massing and forms.

The design team will review progress with the designated Owner's Project Representative. The Architect will be responsible to design to the estimated budget and assist the GC with value engineering to stay within the budget targets. Design presentations will be made to the appropriate parties for approvals.

3. DESIGN DEVELOPMENT PHASE

Based on the Owner approved Schematic Design and the estimated cost of construction, the design, character, and levels of quality will be further refined in this phase and reviewed with the Owner's Project Representative. A more detailed development of building systems including structural, mechanical, electrical, plumbing, and fire protection will be performed. Preliminary coordination will be initiated.

Design Development drawings including floor plans, interior elevations, sections, wall sections, and outline specifications will be produced. These will be used by the CG/Owner's cost consultant, to develop a more detailed cost estimate at the conclusion of the phase. The Architect will be responsible to design the estimated budget and assist the GC/Cost Consultant with value engineering to stay within the budget targets.



August 8, 2025
Chief Jason Douglas
City of Metter Fire Department

4. CONSTRUCTION DOCUMENTS PHASE

During this effort, GMC will develop the owner-approved Design Development Documents into a final set of Construction Drawings and Specifications, which will serve as the “confirmed” Contract Documents. These documents will include: (1) Working Drawings, (2) Specifications, (3) General Conditions of the Contract, and (4) Supplemental Conditions of the Contract, if required. Certain provisions may be made in the form of “allowances” to compensate for unknowns in the early package releases.

5. PERMITTING & CONSTRUCTION CONTRACT NEGOTIATION / BIDDING

We will meet with the relevant agencies as necessary for permitting and with the contractor as necessary for bidding as well as respond to Contractor questions via Addendum.

6. CONSTRUCTION ADMINISTRATION

This phase will commence (a) when the Owner issues a written “Notice to Proceed” to the Contractor, or (b) if the Owner has not issued a “Notice to Proceed” to the Contractor, with the first request by the Owner and/or the Contractor to provide the services described in this Section of this Proposal. Our services in this phase will consist of the administration of the Construction Contract to facilitate progress of the work.

Included in this phase is a review of test reports, reviews for each shop drawing submittal for conformance with design intent, periodic site visits, Application for Payment review and certification, authorship of the minutes of the Owner/Architect/Contractor meetings, and written reports to you concerning our site visits. The purpose of the periodic site visits is for GMC to become generally familiar with the progress and quality of the portion of the Work completed and to determine, in general, if the Work being observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. It is anticipated GMC will make bi-weekly site visits in accordance with industry standards during relevant periods of construction.

PROJECT BUDGET

It is our assumption that the estimated project construction cost for this building is:

\$ 3,000,000.00



August 8, 2025
Chief Jason Douglas
City of Metter Fire Department

COMPENSATION

Based on the scope of work listed above, compensation for the services is proposed as follows:

TOTAL COMPENSATION (6.4% of construction cost): **\$192,000.00**
+ renders (if required)

Finalized Renderings: **\$5,000** for the first view, **\$3,500** for each additional view.

REIMBURSABLE EXPENSES

Expenses directly related to the Project will be reimbursed by the Owner in addition to the compensation outlined above and will be invoiced to the Owner with 20% markup. Normal reimbursable expenses include costs associated with travel as well as costs of reproduction (for progress prints and final documents for Owner), and communication (postage, delivery, and handling of documents).

PAYMENT SCHEDULE

Monthly Based on Progress. Percentages below do not include reimbursables expenses referenced above.

Proposed payment schedule:

Schematic Design (~30% CDs)	15%
Design Development (~60% CDs)	25%
Construction Documents (100% CDs)	35%
Permitting & Contract Negotiation / Bidding	5%
Construction Administration	20%

OWNER'S RESPONSIBILITY

The Owner will employ a Designated Representative with the authority to make decisions and to serve as the primary point of contact for the Design Team. This person is **Jason Douglas**.



August 8, 2025
Chief Jason Douglas
City of Metter Fire Department

SCHEDULE

It is understood and agreed that time is important for the provision of professional services and the Owner, and Architect shall mutually prepare a Project Design Schedule which will provide for the timely provision of the Architect's services, the Owner's review and approvals, and for the review and approval of governmental authorities having jurisdiction over the project for the orderly progress of the project. It should be noted that our team is positioned to start immediately.

The Owner has expressed their need to finalize the project on a fast-tracking schedule.

GMC is prepared to provide a Pre-Design set including floor plans and elevations on August 28th for Owner review and approval. Once the design team has received clarification on scope and program (after August 28th), the GMC team will start working on the drawing set and design phases which will be completed in roughly **eight weeks**.

Phase Approximate Timeline:

Pre-Design	3 weeks
Design	8 weeks
Procurement	3 months
Construction	12-18 months

CONTRACT

Goodwyn Mills Cawood, LLC. enthusiastically looks forward to participating in this significant project and welcomes an opportunity to discuss any additional concepts or thoughts you may have regarding this Proposal. If this proposal meets your expectations, please authorize by signing below so we can proceed with the creation of the Contract.

GMC proposes using AIA Contract Documents (following a design CMAR approach).

Sincerely,

GOODWYN MILLS CAWOOD, LLC

Ana Manzo, AIA, NCARB, LEED® GA
Savannah Practice Leader, Architecture

Signed

By

Date

AGREED:



Mr. Scott Wood
Mr. Cliff Hendrix
49 S. Rountree St.
Metter GA

**RE: ARCHITECTURAL SERVICES PROPOSAL
DRAWINGS AND SPECIFICATIONS FOR
NEW FIRE STATION
METTER GA**

Mr. Wood and Mr. Hendrix,

I would like to submit my proposal to design, bid and provide contract administration for the proposed new fire station on the corner of S. Lewis St. and E. Vertia St. in Metter GA. Our Firm has designed and constructed 6 new fire stations and renovated 5 fire stations in the past 5 years. We currently have 2 new stations in design.

It is my understanding that John Lavender and Associates has been selected as the contractor for the new fire station. We will work with Lavender to develop a plan that meets the \$3M budget.

The following is a brief description of our services with a lump sum fee indicated. These fees include design meetings, information gathering at the proposed site and printing review drawings.

It is my understanding that Civil engineering is complete for the previous fire station design. The civil engineering will need to be updated if the building size changes.

This proposal does not include surveying, soil testing or civil engineering.

I PRELIMINARY DESIGN

Fee \$45,000

We will develop a schematic floor plan using the drawings provided. We will incorporate the items we discussed at our initial meeting into a Preliminary Design. We will have 2 or 3 progress meetings to incorporate comments and plan changes into the design. The design will comply with County, State and National Codes. The Preliminary Design will include:

1. Floor Plans showing all spaces and layout of the Restroom Building and Pavilion
2. Exterior elevations of the proposed buildings
3. Three dimensional views and rendering – for presentation

Upon written approval of Preliminary Design we will proceed with Construction Documents.

II CONSTRUCTION DOCUMENTS

Fee 110,000

We will provide a full set of Architectural Plans and Specifications to bid and construct the new building. We will coordinate and incorporate the design work of mechanical, plumbing and electrical engineers into the construction documents. We will make submittals to local building officials and address issues that relate to construction documents. The owner will be required to pay for the construction permit and fees. The Construction Documents will include:

1. Dimensioned floor plans and specifications
2. Interior elevations
3. Building sections and details as required

4. Foundation plans
5. Mechanical Plumbing & Electrical drawings & specifications.

Upon request and written approval of Construction Documents, we will proceed to Bidding and Contract Negotiations.

III BIDDING AND CONTRACT NEGOTIATIONS

Fee NIC

If requested by the owner, we will make plans available to selected contractors for bidding. We will administer the bidding process and receive sealed bids on your behalf. We will assist you in the evaluation of proposals, value engineering and contract negotiation. We will review insurance documents and construction schedule submitted by contractor. We will provide an AIA Owner/Contractor Agreement and issue a Notice to Proceed to the contractor.

IV CONTRACT ADMINISTRATION

Fee \$20,000

If requested by the owner, we will review: submittals, shop drawings, requests for information (RFI), and change order requests, from the contractor and subcontractors. We will review construction progress and process monthly pay requests. We will answer these requests on your behalf during construction process. We will also provide additional drawings when required.

PROPOSED PROJECT SCHEDULE

Preliminary Design	4 weeks
Construction Documents	4 weeks
Plan Review	2 to 3 weeks
Bidding	4 to 6 weeks
Construction	40 to 52 weeks

I am available to meet with you at your convenience to discuss this process in more detail or to answer any questions. If you choose to proceed, we will provide you with a standard AIA contract between Owner and Architect for review or you may indicate your acceptance of this proposal below and return a copy to my office.

I will be happy to provide client references upon request.

Thank you for this opportunity.

Sincerely yours,



FRANK R. D'ARCANGELO
A.I.A. LEED A.P.

Mr. Scott Wood
Mr. Cliff Hendrix

Date



Mr. Scott Wood
Mr. Cliff Hendrix
49 S. Rountree St.
Metter GA

**RE: ARCHITECTURAL SERVICES PROPOSAL
DRAWINGS AND SPECIFICATIONS FOR
NEW FIRE STATION
METTER GA**

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The following is a brief description of our services with a lump sum fee indicated. These fees include design meetings, information gathering at the proposed site and printing review drawings.

It is my understanding that Civil engineering is complete for the previous fire station design. The civil engineering will need to be updated if the building size changes.

This proposal does not include surveying, soil testing or civil engineering.

I PRELIMINARY DESIGN

Fee \$30,000

We will develop a schematic floor plan using the drawings provided. We will incorporate the items we discussed at our initial meeting into a Preliminary Design. We will have 2 or 3 progress meetings to incorporate comments and plan changes into the design. The design will comply with County, State and National Codes. The Preliminary Design will include:

1. Floor Plans showing all spaces and layout of the Restroom Building and Pavilion
2. Exterior elevations of the proposed buildings
3. Three dimensional views and rendering – for presentation

Upon written approval of Preliminary Design we will proceed with Construction Documents.

II CONSTRUCTION DOCUMENTS

Fee 80,000

We will provide a full set of Architectural Plans and Specifications to bid and construct the new building. We will coordinate and incorporate the design work of mechanical, plumbing and electrical engineers into the construction documents. We will make submittals to local building officials and address issues that relate to construction documents. The owner will be required to pay for the construction permit and fees. The Construction Documents will include:

1. Dimensioned floor plans and specifications
2. Interior elevations
3. Building sections and details as required

4. Foundation plans
5. Mechanical Plumbing & Electrical drawings & specifications.

Upon request and written approval of Construction Documents, we will proceed to Bidding and Contract Negotiations.

III BIDDING AND CONTRACT NEGOTIATIONS

Fee NIC

If requested by the owner, we will make plans available to selected contractors for bidding. We will administer the bidding process and receive sealed bids on your behalf. We will assist you in the evaluation of proposals, value engineering and contract negotiation. We will review insurance documents and construction schedule submitted by contractor. We will provide an AIA Owner/Contractor Agreement and issue a Notice to Proceed to the contractor.

IV CONTRACT ADMINISTRATION

Fee \$20,000

If requested by the owner, we will review: submittals, shop drawings, requests for information (RFI), and change order requests, from the contractor and subcontractors. We will review construction progress and process monthly pay requests. We will answer these requests on your behalf during construction process. We will also provide additional drawings when required.

PROPOSED PROJECT SCHEDULE

Preliminary Design	4 to 6 weeks
Construction Documents	4 to 8 weeks
Plan Review	2 to 3 weeks
Bidding	4 to 6 weeks
Construction	18 to 24 weeks

I am available to meet with you at your convenience to discuss this process in more detail or to answer any questions. If you choose to proceed, we will provide you with a standard AIA contract between Owner and Architect for review or you may indicate your acceptance of this proposal below and return a copy to my office.

I will be happy to provide client references upon request.

Thank you for this opportunity.

Sincerely yours,



FRANK R. D'ARCANGELO
A.I.A. LEED A.P.

Mr. Scott Wood
Mr. Cliff Hendrix

Date

**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: August 28, 2025
Subject: Recommendation of bid for the demolition of the old fire station and Quonset hut

There was 1 bid received for the Fire Station Demolition Project on August 27, 2025, at 2:00 PM. There is an attachment list showing the bids.

It is our recommendation to award this project to Anderson Environmental, Inc./Adam Olliff for a bid price of \$67,567.50.

Cc: Angie Conner, City Clerk
Missy Edenfield, Purchasing



ANDERSON

514 Speedway Boulevard
335 First Street

Hampton, GA 30228
Forest Park, GA 30297

August 25, 2025

Cliff Hendrix

CITY OF METTER

700 Washington Street

Metter, GA 30439

VIA Email – chendrix@cityofmetter.gov

**Reference: 46 and 56 South Lewis Street
Metter, GA 30439
DEMOLITION**

QUOTATION

We propose to furnish all labor, material, equipment, supervision, license, disposal, insurance, escort, notification(s) and incidentals necessary for the total structural demolition as per specifications and verbal directives at site visit with Cliff Hendrix, Tim Anderson and Adam Olliff.

Scope of Work:

- Removal and disposal of building, foundations, footprints
 - Install fencing around work area
 - Field dress (seed & straw) after demolition
 - Utilities removed 5' from structure
 - Smooth grade finish at structure site
 - Disposal to approved waste facility
 - EPD GEOS notification
- NOTE – portion of building attached to auto parts store to be HAND DEMOLISHED to insure no damage to remaining building
- Installation of erosion control as required
- Does not include sidewalks
- Does not include hazardous materials, lead and or universal waste removal
- All work to be completed Monday – Friday (8am – 5pm)
- **Allow 5-7 days for completion of work**

TOTAL \$ 67,567.50

Office 770.707.1255

Fax 678.228.2026

WWW.ANDERSONENVIRONMENTALINC.COM



ANDERSON

514 Speedway Boulevard
335 First Street

Hampton, GA 30228
Forest Park, GA 30297

NOTE –

- * Work to be completed in accordance with bid package
- **Purchase order and/or signed proposal required prior to commencement of work
- ***Does not include Davis Bacon Wages and/or certified payrolls

Anderson Environmental, Inc. meets and/or exceeds all insurance requirements –

\$10MM Liability Insurance, \$10MM Environmental Insurance and \$10MM Automobile

All work to be completed in accordance to State, Federal, Local and OSHA regulations as governed. Anderson Environmental, Inc. will use employees with badges to complete work listed above and provide any escort needed for the project.

If you should have any questions, please contact our office.

Sincerely,

Vickie Davis

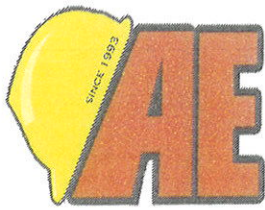
Vickie@AndersonEnvironmentalInc.com

404-723-7411 - mobile

770-707-1255 – office

678-228-2026 – fax

Georgia GC License – GCCO006138
Georgia Asbestos Contractor – ASBRN-516
Georgia Asbestos Inspector – R25-0391-AI-O
Georgia RRP Contractor – GAEPDRRPFIRM-519
GA Dept of Transportation Certified Contractor



ANDERSON

514 Speedway Boulevard
335 First Street

Hampton, GA 30228
Forest Park, GA 30297

WORK AUTHORIZATION & ACCEPTANCE

The above price(s), specifications and conditions are satisfactory and are hereby accepted. Anderson Environmental, Inc. is authorized to do the work as specified. Payment will be made as outlined above. *THIS PROPOSAL MUST BE SIGNED, DATED AND RETURNED prior to commencement of work.*

Thank you!

Signature _____

Date _____

Printed Name _____

Qualifications/Experience:

Demolition of 4 Burnt Commercial building including a shared wall just as this building has.

Pernal Franklin 912-687-5385

Demolition of old Game Room and Restaurant on same State Highway as fire station

Alan Thigpen 912-531-3450

Demolition of a Commercial Fertilizer Warehouse

Adam Lovett 912-314-7391

Demolition of Old School Café with asbestos present

Greg Strickland 912-687-9065

Demolition of Old Basketball Gym

Greg Strickland 912-687-9065

Approach :

We will start by removing sections of roof off cleaners building to expose the connection to the Napa wall. This will be done by hand from a man lift. We will then see what steps needs taken to disconnect cleaners from Napa safely. Once building is disconnected far enough back we will start conventional demo process using machines. We will keep site clean and safe at all times.

Safety:

All personnel will have PPE and we will keep a safe work site.

**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: September 03, 2025
Subject: Recommendation of bid for new riding mower

There was 1 bid received for the new Zero Turn riding mower for Street and Lane Department on September 3, 2025, at 2:00 PM. The specifications were for a 2025 Zero Turn Radius liquid cooled minimum 25 HP engine heavy-duty industrial/commercial. This mower will replace a 2017 Grasshopper riding mower. It is my recommendation to award this to the one bidder. This item was budgeted to be paid for out of the 2024 SPLOST Equipment.

Company Name	
Georgia Equipment Co., Swainsboro, GA.....	\$15,299.00

Cc: Missy Edenfield, Purchasing



**GEORGIA
EQUIPMENT CO**
georgiaequipment.com

Dublin · 478-275-0050

Swainsboro · 478-237-5848

Remit all payments to:
389 W. Meadowlake Pkwy
Swainsboro, GA 30401

Statesboro · 912-764-5444

1-710926

Quote

Rent Date:	8/21/2025 6:52 AM
Due Date:	8/22/2025 7:30 AM
Return Date:	
Order Terms:	Net 10th
PO #:	missy
Job #:	

Customer Information

CITY OF METTER
49 SOUTH ROUNTREE STREET
Metter, GA 30439

Ship VIA	Customer Drivers License	Work Phone #	Fax Phone #					
		(912) 685-2527						
Customer #	Authorized Contact Name	Contact Phone #	Sales Person Name	Employee Name				
30948				ALane				
Description	Qty Out	Qty. In	Daily	Weekly	Monthly	Per Unit	Taxable	Extended
SERIES 11, 61" 38HP KOHLER	1.00					\$15299.00	✓	\$15299.00
Item ID: SCAG / TT11-61V-38CH	<-- Sale -->							

Order Terms:

Thank you for your business!

X

Customer Signature

Customer Name (Printed)

Date

HOURS:
Monday - Friday 7:30am - 6:00pm
Saturday 7:30am - Noon
Closed Sundays



Merchandise Sales:	\$15,299.00
Sub Total:	\$15,299.00
Tax:	\$0.00
Order Total:	\$15,299.00
Amount Paid:	\$0.00
Amount Due:	\$15,299.00

Tax Exempt ID:	STATE
----------------	-------

Thank You For Your Business!
Created: Thursday, August 21, 2025 06:52 AM
Printed: Thursday, August 21, 2025 6:53 AM

NAME OF ORGANIZATION: Canoochee Creek Market on Broad, Inc.
DATE(S) OF EVENT: 10/07/2025 NAME OF EVENT: James Farmer Book Signing
DESCRIPTION OF EVENT: Book Signing
APPLICANT'S FULL NAME: Debra Prince
APPLICANT'S HOME ADDRESS: [REDACTED]
PHONE #: [REDACTED] EMAIL ADDRESS: [REDACTED]
LOCATION OF SPECIAL EVENT: 30 SE Broad St; Metter, GA 30439
AREA AT LOCATION WHERE ALCOHOL WILL BE SERVED: Front Room
NAME OF PROPERTY OWNER: Greg Strickland
NUMBER OF PERMITS ISSUED IN CURRENT YEAR: 1

Check all that apply:

1. _____
2. _____
3. _____

☐ 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 ☐

X 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: Debra Prince DATE: 08/28/2025

PRINTED NAME: Debra Prince

APPROVED: _____ DENIED: _____ AMOUNT PAID _____ DATE _____

CITY SIGNATURE: _____ DATE: _____

NAME OF ORGANIZATION: Canoochee Creek Market on Broad, Inc.

DATE(S) OF EVENT: November 7-9 NAME OF EVENT: Open House

DESCRIPTION OF EVENT: Open House at Canoochee Creek

APPLICANT'S FULL NAME: Debra Prince

APPLICANT'S HOME ADDRESS: [REDACTED]

PHONE #: [REDACTED] EMAIL ADDRESS: [REDACTED]

LOCATION OF SPECIAL EVENT: 30 SE Broad St; Metter, Ga 30439

AREA AT LOCATION WHERE ALCOHOL WILL BE SERVED: Front Room

NAME OF PROPERTY OWNER: Greg Strickland

NUMBER OF PERMITS ISSUED IN CURRENT YEAR: 2

1. Spring at the Depot
2. James Farmer Book Signing
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: Debra Prince DATE: 9/3/25

PRINTED NAME: Debra Prince

APPROVED: _____ DENIED: _____ AMOUNT PAID _____ DATE _____

CITY SIGNATURE: _____ DATE: _____

Metter Fire Rescue Response List

Aug-25

Call Type and Jurisdiction

Aug-25

	Structure	Vehicle	Res.	Brush	Inv.	Alarm	Heli.	Haz.	Service	Med.	Other	Total
City	0	0	4	1	0	4	8	0	0	6	0	23
County	0	3	4	2	2	7	0	0	1	10	0	29
Total	0	3	8	3	2	11	8	0	1	16	0	

Total Calls	43
-------------	----

Total 44 ==1 Mutual aid given to Emanuel County

Aug-24

	Structure	Vehicle	Res.	Brush	Inv.	Alarm	Heli.	Haz.	Service	Med.	Other	Total
City	0	1	2	0	0	3	8	3	0	7	2	26
County	0	0	0	4	1	4	0	0	2	4	2	17
Total	0	1	2	4	1	7	8	3	2	11	4	

Total Calls	43
-------------	----

Total 44 ==1 Mutual aid to Emanuel County



METTER POLICE DEPARTMENT
AUGUST 2025 STATS

		AUG-25	LAST MONTH	LAST YEAR
CITATIONS ISSUED		50	121	99
WARNINGS		106	109	69
ARRESTS		17	13	6
ACCIDENTS		13	11	10
INCIDENT REPORTS		37	42	32
	Cleared by Arrest	12	16	6
	Exceptionally Cleared	2	2	0
	Unfounded	3	4	1
	Felony Cases	12	4	19
	Misdemeanor Cases	27	32	26
	Fowarded to Investigations	13	12	34

DMP

Metter Animal Shelter Monthly Report 2025

Of dogs from the City of Metter

Of dogs from Candler County

Total # of dogs

Of cats from the City of Metter

Of cats from Candler County

Total # of cats

Of owner reclaimed

Of calls responded to

Of dogs surrendered by owner

Of dogs adopted

Of dogs euthanized

Of dogs deceased at shelter

Of dog bites reported

Of cats surrendered by owner

Of cats adopted

Of cats euthanized

Of cats deceased at shelter

Of cat bites reported

Rescue transfer for dogs

Rescue transfer for cats

Jan

5

Feb

12

Mar

7

Apr

9

May

3

June

11

July

10

Aug

6

Sept

20

8

40

14

39

24

16

12

25

20

47

23

42

35

26

18

8

2

5

16

7

18

6

8

4

12

8

6

13

15

28

19

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17

Incidents between two dates (by Species)

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

Criteria:

Enter the from date: 08/01/2025

Enter the to date: 08/31/2025

Cat

Animals at large

Date	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
08/04/2025 15:00:00	H: W: C:	Stray mama with kittens			Metter Georgia 30439			08/27/2025 08:00:00 No animal found
08/06/2025 18:50:00	H: W:912-	Stray cats need to be trapped			Metter Ga 30439			08/15/2025 13:35:00 Animal picked up
08/11/2025 10:00:00	H: W: C:(912)	Tiny kitten			Metter Georgia 30439			08/11/2025 11:20:00 Animal picked up
08/15/2025 08:30:00	H: W: C:(	Mama with kittens			Metter Georgia 30439			
08/15/2025 17:30:00	Jnknown H: W: C:('	Stray kitten			Metter Georgia 30439			08/19/2025 10:05:00 No animal found
08/19/2025 11:00:00	H: W: C:(	Stray friendly cat			Cobbtown Georgia 30420			08/21/2025 10:20:00 Animal picked up
08/19/2025 12:15:00	H:912- W: C:(912)	2 kittens under car			St Metter Georgia 30439			08/21/2025 10:40:00 Animal picked up
08/20/2025 13:10:00	H: W: C:(912)	stray black cat			Metter Georgia 30439			08/21/2025 15:00:00 Animal picked up
08/21/2025 11:01:53	H:(912) :	Stray cats			METTER GA 30439			

08/05/2025 16:00:00	H: W: C: (912)	Stray beagle			Metter Georgia 30439			11:10:00 Owner reclaimed
08/06/2025 08:30:00	H:685- C	Stray dog			METTER GA 30439			08/06/2025 10:45:00 Animal picked up
08/07/2025 07:50:00	H: W:912- C:	Stray pup with orange collar running between cars			Metter Georgia 30439			08/07/2025 08:40:00 No animal found
08/07/2025 13:34:49	H: W: C: (912)	Caller needing help trapping 2 dogs that are there and she is not able to go feed them, but will keep them			Metter Georgia 30439			08/18/2025 15:25:00 Animal picked up
08/07/2025 14:00:14	H:(912) W: C:	Stray pup			Metter Georgia 30439			08/07/2025 14:25:00 Animal picked up
08/12/2025 13:00:00	H: W: C:	Stray mama showed up yesterday with 4 pups and collar with owner's info. She attempted to contact owner, but he seemed as if he knew nothing about the dog. She will rehome the pups, but can not keep the mom due to skin issues. She will drop the adult dog off with collar			Metter Georgia 30439			08/12/2025 13:35:00 Animal picked up
08/13/2025 10:15:56	H: W: C:	Stray white female pit			Metter Georgia 30439			08/13/2025 11:05:00 Animal picked up
08/15/2025 14:10:00	H: W: C:	2 pitbulls roaming between his and his neighbor's yard			Metter Georgia 30439			08/15/2025 17:10:00 Owner reclaimed
08/15/2025 14:39:10	H: W: C:	Stray dog- white with brown on side of his face			Metter Georgia 30439			08/18/2025 15:50:00 No animal found
08/15/2025		2 stray dogs at gas						08/16/2025 11:00:00

21:30:00	H: W:912- C:	station			Metter Ga 30439			Animal picked up
08/17/2025 12:30:00	H: W:912- C:	Two pitbulls from are running at large near			Metter Ga 30439			08/17/2025 12:50:00 Owner reclaimed
08/17/2025 18:00:00	H: W: C:	sent FB messenger stating she saw this dog at the with no collar on			Metter Georgia 30439			08/18/2025 10:25:00 No animal found
08/18/2025 09:10:00	H: W: C:912-	Caller claims she picked up puppy yesterday and took it home with her and now wants to bring it to the shelter UPDATE: Dropping off Friday 8/22			Metter GA 30439			08/22/2025 10:30:00 Animal picked up
08/18/2025 09:40:00	H: W: C: (912)	Pups running on the highway			Metter Georgia 30439			08/18/2025 10:40:00 No animal found
08/19/2025 09:17:58	H: W: C: (912)	Stray dog			Metter Georgia 30439			08/19/2025 10:35:00 No animal found
08/19/2025 09:50:00	H: W: C: (912)	Stray dog sitting on porch of church			Metter Georgia 30439			08/19/2025 12:05:00 Animal picked up
08/19/2025 16:08:43	H: W: C: (912)	Stray dog needs to be trapped at neighbor's house			Metter Georgia 30439			08/21/2025 12:00:00 Animal picked up
08/20/2025 07:45:00	H: W:912- C:	Neighbor's pitbulls keeping jumping the fence and the caller is scared of the dogs			Metter Ga 30439			08/20/2025 09:10:00 Owner given verbal warning
08/20/2025 13:29:09	H: W: C: (912)	Caller states that the neighbor's dog is chasing people down the street from their business and they are having to use a stick to make him go back home			Metter Georgia 30439			08/20/2025 15:45:00 In compliance
08/20/2025		Stray german shepherd						08/21/2025 16:20:00

16:08:36	H: W:912- C:	pup has showed up at caller's house			Metter Ga 30439			Owner reclaimed
08/22/2025 08:38:18	H: W: C:	Stray dog hanging between and			METTER GA 30439			08/22/2025 08:50:00 Unable to capture
08/25/2025 10:05:00	H: W: C: (912)	Stray St bernard			Metter Georgia 30439			
08/25/2025 10:20:00	H: W: C: (912)	German shepherd			Metter Georgia 30439			08/29/2025 14:25:00 Completed by Animal Control
08/26/2025 09:00:00	H: W: C: (912)	Stray blue heeler showed up			Metter Georgia 30439			08/26/2025 16:00:00 Owner reclaimed
08/26/2025 11:30:00	H: (912) W: C: (912)	Stray 6 month black lab			Metter Georgia 30439			
08/27/2025 11:44:53	H: W: C:	Stray puppies			Cobbtown Georgia 30420			
08/28/2025 13:05:00	H: (912) W: C: (912)	3 young stray dogs			Metter Georgia 30439			

Total Animals at large: 32

Bite

Date	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
08/08/2025 13:50:00	H: C: V:	Dog bite			Cobbtown Ga 30420			08/13/2025 12:10:00 Completed quarantine

Total Bite: 1

Dead animal

Date	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
08/14/2025 11:20:00	Unknown H: W: C: (912)	Dead dog laying by trash cans			Metter Georgia 30439			08/14/2025 14:15:00 Completed by Animal Control

Total Dead animal: 1

Nuisance

Date	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
08/11/2025 10:53:53	H: W: C:	neighbors behind him on have pits that are jumping the fence and getting in their yard.			Metter GA 30439			08/11/2025 11:00:00 Owner given verbal warning

Total Nuisance: 1

Number of pets

Date	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
08/04/2025 15:45:00	H: W: C: (912)	Surrender			Metter Georgia 30439			08/06/2025 10:00:00 Owner surrender
08/12/2025 13:14:42	H: W: C: (912)	Surrender puppy			Metter Georgia 30439			08/12/2025 13:15:00 Owner surrender
08/15/2025 11:25:00	H: W:912- C:	Caller wants to surrender dog due to fight that occurred in his backyard and now both are injured..his dog has caused this dog to have a swollen face and doesn't want to keep and have it happen again			Metter Ga 30439			08/15/2025 11:35:00 Owner surrender
08/16/2025 10:30:00	H:(912) W: C:	Surrender			Metter Georgia 30458			08/16/2025 13:40:00 Owner surrender
08/16/2025 10:50:00	H:(912) W: C: (912)	Surrender			Metter Georgia 30439			08/16/2025 10:50:00 Owner surrender

Total Number of pets: 5

Sick/injured animal

Date	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
08/06/2025 07:50:00	H: W:912-	Stray dog possibly hit by car			Metter Ga 30439			08/06/2025 08:15:00 Owner reclaimed

	2291 C:							
08/06/2025 08:30:00	H: W: C:	Someone stopped the ACO stating that there are 2 dogs on the side of the highway...very skinny with bones showing			Between Aline caution light and Griffin Ferry Rd Metter Georgia 30439			08/06/2025 10:20:00 No animal found
08/08/2025 13:30:00	H: W: C: (912) 334- 6137	Stray pup with skin issues and bleeding on the pups face			Metter Georgia 30439			08/08/2025 14:00:00 Animal picked up

Total Sick/injured animal: 3

Welfare check

Date	Caller	Notes	Victim	Suspect	Dispatch	Dispatched	Responded	Completed
08/07/2025 14:50:54	H:685- W: C:	Welfare check for dogs on property			METTER GA 30439			08/07/2025 15:10:00 In compliance
08/07/2025 15:43:59	H: W: C:	Anonymous caller wanting welfare check on dog with a short chain and overgrown grass around the dogs area			Metter Georgia 30439			08/12/2025 11:35:00 Animal picked up
08/14/2025 11:10:00	H: W: C:(912)	Requesting welfare check for dog chained to a tree			Metter Georgia 30439			08/14/2025 12:10:00 In compliance
08/15/2025 10:00:00	H: W:912- :	Two pups left outside in wire crates with no food or water UPDATE: Owner's being cited for cruelty to animals and inadequate water (animals seized)			Metter Ga 30439			08/15/2025 15:45:00 Animal picked up
08/15/2025 15:48:00	H: W:912-	contacted ACO requesting welfare check for dog tied to tree in front yard			UPDATE: Metter Georgia 30439			08/15/2025 16:10:00 In compliance
08/16/2025 15:35:00	H: W:912- :	contacted ACO stating there are multiple dogs at the residence that are not in healthy conditions and also to do a welfare check			Metter Ga 30439			08/18/2025 13:40:00 In compliance

08/20/2025 14:50:00	H: W:912-	contacted ACO stating there is a dog at this residence with no doghouse that they are handling a different case with			Metter Ga 30439		
08/28/2025 11:06:47	H: W: (912)	requested for animal control to respond to the address due to complaints of the dogs eating each other and living in an unhealthy condition			Metter Ga 30439		08/28/2025 12:00:00 Completed by Animal Control

Total Welfare check: 8

Total Dog: 52

Report: **Monthly Reports -> Incidents between two dates (by Species)**

Generated by Animal Shelter Manager 51u [Wed Aug 27 09:01:30 UTC 2025] at Metter Animal Shelter on 09/02/2025
by mhart

REPORT CITY OF METTER

PUBLIC WORKS DIRECTOR

MONTHLY REPORT

AUGUST 01 TO AUGUST 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.	266	250	276	516
2. Turn on-New Customers.	21	24	19	45
3. Turn off-Final Billing.	26	27	21	53
4. Reconnect.	42	39	58	81
5. Check for leaks.	12	17	25	29
6. Turn off-Bad Checks.	00	00	00	00
7. Turn off-non-payment.	62	58	70	120
8. Sewer Problems.	02	00	00	02
9. Discolored Water Calls	00	00	00	00
10. Service calls.	35	24	45	59
11. Busted water mains	02	00	00	02
12. Water taps.	01	01	00	02
12. Sewer taps.	01	00	00	01
13. Meters damaged by customers	02	04	00	06
14. Utilities Protection Center Locate Tickets.	47	43	29	90
15. Water Meters Tested for Calibration	15	13	09	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.	48	50	88	98
2. Number of potholes repaired.	04	01	04	05

C. **Building Inspection Department:**

Items	Current Month	Last Month	This Month Last Year	YTD CITY FY2026
1. Number of Building Permits issued.	03	05	02	08
2. Number of Electrical Permits issued.	03	05	01	08
3. Number of Mobile Home Permits issued.	00	00	00	00
4. Number of Sign Permits issued.	00	00	03	00
5. Number of Land Disturbing Permits issued.	00	00	00	00
6. Number of Fence Permits issued.	00	00	02	00
7. Number of Nuisance Letters sent out	01	00	01	02

D. **Projects:**

1. We received the FY 2026 CDBG Grant in the amount of \$1,000,000.00. We will start on the final drawing designs and prepare bid documents.
2. The 2025 LRA Road Project is under design.
3. The 2026 LMIG Project is under design.

UPCOMING CITY-WIDE PROJECTS

1. 10 TIA and 2 2024 LRA Streets for resurfacing, drainage improvements, and utility improvements-**Cost \$1,395,211.75.**
2. 2024 LRA resurfacing and utility improvements-**Estimated Cost \$125,000.00.**
3. Upgrading the Aline Lift Station-**Estimated Cost \$175,000.00.**

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

A. Permits and Applications:

August Applications

Occupational Tax Registration

1. Ice House America – 306 S.E. Broad St. - Approved

Building Permit

1. Pineland Contractors Inc. – 210 N. Kennedy St. – Approved
2. Marlen Cibrian Jimenez – 295 S. Leroy St. – Approved

Electrical Permit

1. Hadden & Hadden Inc./Get-It-Clean Carwash – 260 N. Lewis St. – Approved
2. Matthew Markham – 2 Thomas Lane – Approved
3. Palmer Addison Bragg – 105 Hickory St. – Approved

Park Permit

1. Communities in Schools – Harvest Festival – 10/18/25 – Approved

Special Event Permit

1. Metter High School Beta – Santa Sleigh 5k – Approved

August Building Rental

Depot - \$750

Community Center - \$550

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

August 2025

Number of Transactions – 591

Total Amount - \$58,049.60

Tasks

- Held interviews and hired a new Municipal Court Clerk.
- Angie Conner and Cindy Collins attended the GMCA District 9 Lunch & Learn Session at Lyons City Hall on August 27, 2025.
- Ran 5-Year History and Public Notices for Millage Rate Increases.

- Scheduled public hearings and called meeting for the Adoption of the proposed Millage Rate Increase. (Public Hearings - Thursday, September 4, 2025 at 8:30 a.m. and 6:15 p.m. and Public Hearing/Called Meeting – September 12 at 9:15 a.m.)
- Registered council and staff for the GMA District 9 meeting to be held at the GGIC on September 25, 2025 at 5:30 p.m.
- Communicating with Richard Deal on the upcoming audit for FY 2025.
- Shauna Goodman and Angie Conner completed training and received certificates which allowed them to qualify candidates for the November 4, 2025 election.
- Qualified 8 candidates for the November 4, 2025 election during qualifying week.
- Shauna Goodman completed the required Security Awareness Training provided by the GBI which is mandated for the use of the finger printing system for applicants applying for alcohol licenses.
- Ran a notice in the Metter Advertiser requesting nominations for the Planning Commission. Ms. Martha Cannady's term expires this month. John Tapley and Amy Harrison have expressed interest in serving on this board.

Planning Department Report

September 2025 City Council Meeting

Contact with applicants / developers:

- Met with development team regarding regional review, permitting, and plat requirements for single family residential development.
- Met with DCA regional representative for Initial Project Assessment of a potential rural workforce housing initiative project. Corresponded with grant program manager for clarification of requirements.
- Responded to calls & emails regarding zoning and permitting questions.

Meetings:

- Staff meetings to discuss building plans/development plans.
- Presented E. Hiawatha Street PUD rezoning at August 11 Public Hearing.

Reports

- Received notice of GA ReLeaf grant award. Began preparations for 2026 Arbor Day tree giveaway.
- Reviewed DNR's Recreation Trails Program requirements to determine suitability for walking trail repair.
- Reviewed elevation certificate for proposed development.

Zoning Ordinance Update:

- Reviewing zoning ordinance draft.

Metter Welcome Center & Georgia Grown Innovation Center

Monthly Report – August 2025

Metter Welcome Center Summary

- **Total Visitors:** 388
- **Visitors with Pets:** 11

Visitor Activities

- 99% used the restroom or stopped to ask questions
- 89% utilized the picnic area
- 65% made a purchase in the gift shop

Visitor Origins

We welcomed guests from across Georgia, numerous U.S. states, and typically internationally — although **no international visitors** were recorded this month.

U.S. Cities & States Represented:

Atlanta (GA), Wisconsin, Tybee Island (GA), Florida, , Brunswick (GA), Metter (GA), Savannah (GA), Alabama, South Carolina

Visitor Feedback Highlights

We received many positive comments this month, including:

- **Rachael Oglesby (Metter GA):** Great customer service, friendly employees, clean restroom

Product Updates

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

- **Metter Pecan**
- **Cork's Popcorn**
- **Mama E's Cheese Straws**
- **Better Fresh Farms**
- **Hendrix Farms**
- **Candler County Historical Society**

These Georgia-based products continue to be popular with both local and out-of-state visitors and contribute to promoting local businesses.

Georgia Grown Innovation Center Summary

Workshops, Tours & Meeting

- **Candler County Extension Workshop**
 - **Attendees:** 65
- **Better Fresh Farm Tour**
 - **Attendees:** 10
- **Legacy Village Farm Tour**
 - **Attendees:** 4
- **Farm Tour with Abilyn Hardy**
 - **Attendees:** 5
- **Farmer Market Committee Meeting (3)**
 - **Attendees:** 28

Community Events Hosted Downtown

- **2nd Saturday Open- Air Market**
 - **Attendees:** 90
- **Total Attendance:** 202

Building Permit

- 8/15/2025, Building Permit, Pineland Contractors Inc., DEMOLITION
- 8/22/2025, O.T. Registration, Ice House America LLC, New Ownership
- 8/28/2025, Building Permit, Marlen Cibrian Jimenez, Back Porch

Operations & Staff Activities

Heidi Jeffers

- **In-Person Meetings:** 20
- **Phone & Zoom Calls:** 50
- **Total Meetings/Calls:** 70

In addition to facilitating events and communications, Heidi played an essential role in project planning and community engagement. She also participated in the **Georgia Grown Mart for Georgia Tour**, representing the Innovation Center and strengthening partnerships statewide.