

CITY OF METTER
REGULAR MEETING
AGENDA
MONDAY, FEBRUARY 12, 2024
5:30 p.m.

1. CALL TO ORDER
2. WELCOME
3. PLEDGE OF ALLEGIANCE
4. INVOCATION
5. MOTION TO APPROVE THE AGENDA
6. MOTION TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:
 - a) Regular Meeting, Monday, January 8, 2024, 5:30 p.m.
 - b) Called Meeting, Friday, January 12, 2024, 5:30 p.m.
 - c) Called Meeting, Monday, February 5, 2024, 5:30 p.m.
7. PRESENTATIONS
 - a) Presentation by Takia Tinsley, representing the New Georgia Project, regarding decriminalizing marijuana.
 - b) Presentation by Carter Crawford regarding the Canoochee River Industrial Park Conceptual Master Plan.
8. OLD BUSINESS

None
9. NEW BUSINESS
 - a) Consideration of a Motion to approve a Statewide Mutual Aid and Assistance Agreement.
 - b) Consideration of a Motion to approve a Resolution authorizing Mayor Edwin O. Boyd to execute a three-year lease supplement for a lease under the GMA Direct Leasing Program, for a 2023 Dodge Durango, issued to the Metter Police Department, in the amount of \$56,390.22 at an interest rate of 5.54%.
 - c) Consideration of a Motion to approve a Resolution authorizing Mayor Edwin O. Boyd to execute a three-year lease supplement for a lease under the GMA Direct Leasing Program, for 2023 Dodge 1500, 2023 Dodge Charger, and equipment, issued to the Metter Police Department, in the amount of \$99,727.82 at an interest rate of 8.85%.
 - d) Consideration of a Motion to approve a Special Event Alcohol Permit for 303 SE Broad St. (Metter Depot), submitted by Debra Prince, Canoochee Creek Market on Broad, Inc.

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MONDAY, FEBRUARY 12, 2024
5:30 p.m.

- e) Consideration of a Motion to approve a Special Event Alcohol Permit for 10 N. Lewis St. submitted by Timothy R. Coleman, Burlap & Lace Market & Coffee Bar.
- f) Consideration of a Motion to approve the City of Metter Americans with Disabilities Act Transition Plan as required by the Georgia Department of Transportation.
- g) Consideration of a Motion to approve a Municipal Grant Writing Proposal from Roberts Civil Engineering for grant writing services for an Assistance to Firefighter's Grant through the Federal Emergency Management Agency.

10. DEPARTMENTAL REPORTS

11. CITY MANAGER'S REPORT

12. MAYOR'S REPORT

13. ADJOURN

**CITY OF METTER
REGULAR MEETING
MONDAY, JANUARY 8, 2024
5:30 P.M.**

A regular meeting of the city council was held on Monday, January 8, 2024, at 5:30 p.m. in the council chambers at City Hall.

Attending the meeting were the following officials:

Mayor Edwin O. Boyd
Councilwoman Rashida Taylor
Councilwoman Chyrileen Kilcrease
Councilwoman Victoria Gaitten
City Manager Carter Crawford
City Clerk Angie Conner
Police Chief Robert Shore
Fire Chief Jason Douglas
Planning Director Teresa Concannon
Jerri Goodman – Metter Advertiser

Councilman Gregg Stewart was absent.

GUESTS

Penny Lott
Polly Porter
Dixie Odom
Tim Spenser

CALL TO ORDER AND WELCOME

Mayor Boyd called the meeting to order and welcomed everyone.

PLEDGE OF ALLEGIANCE

Councilwoman Kilcrease led the Pledge of Allegiance.

INVOCATION

Councilwoman Kilcrease gave the invocation.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Councilwoman Kilcrease made a motion to approve the following minutes:

- a) Regular Meeting, Monday, December 11, 2023, 5:30 p.m.

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

PRESENTATIONS

Mr. Greg Strickland was listed on the agenda but was not present at the meeting.

OLD BUSINESS

No old business.

NEW BUSINESS

Resolution Reappointing Councilwoman Chyrileen Kilcrease as 2024 Mayor Pro tem

Councilman McKie made a motion to approve a resolution to reappoint Councilwoman Chyrileen Kilcrease as Mayor Pro tem of the City of Metter for 2024. Councilwoman Taylor seconded the motion, and the vote was unanimous.

Resolution Reappointing Mr. J. Kendall Gross as 2024 Municipal Court Judge

Councilwoman Kilcrease made a motion to approve a resolution to reappoint Mr. J. Kendall Gross as City of Metter Municipal Court Judge for 2024. Councilwoman Taylor seconded the motion, and the vote was unanimous.

Resolution Reappointing Mr. Duff B. Ayers as the City of Metter Indigent Defense Attorney for 2024

Councilman McKie made a motion to approve a resolution to reappoint Mr. Duff B. Ayers as the City of Metter Indigent Defense Attorney for 2024. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Resolution Reappointing Mr. Brent Carter as the City of Metter Municipal Court Prosecutor for 2024

Councilwoman Kilcrease made a motion to approve a resolution to reappoint Mr. Brent Carter as the City of Metter Municipal Court Prosecutor for 2024. Councilman McKie seconded the motion, and the vote was unanimous.

Resolution Reappointing Mr. Brent Carter as the City of Metter City Attorney for 2024

Councilwoman Kilcrease made a motion to approve a resolution to reappoint Mr. Brent Carter as the City Attorney for 2024. Councilman McKie seconded the motion, and the vote was unanimous.

Second Reading of an Ordinance Amending the City of Metter's Municipal Code Title 5 Business Licenses and Regulations by adding Chapter 5.31 Mobile Food Trucks

An ordinance amending the City of Metter's Municipal Code Title 5 Business Licenses and Regulations by adding Chapter 5.31 Mobile Food Trucks was presented to mayor and council for the second reading.

City Manager Carter Crawford recommended changing #3 in the ordinance to read as follows: A mobile food truck can only be on public property during a City, County, or Chamber sponsored event or other events approved by City Council.

Councilwoman Gaitten had questions concerning # 11 and #13. To clear up some of the concerns, Councilman McKie suggested to add a (c) under Section 5.31.050 Exceptions to read as follows: The provisions of this article shall not apply to mobile food trucks that are operating or participating in a city council approved event. The rest of the council agreed that this would clear up the issues.

Councilwoman Taylor made a motion to approve the second reading of an ordinance amending the City of Metter's Municipal Code Title 5 Business Licenses and Regulations by adding Chapter 5.31 Mobile Food Trucks and adding an item (c) under Section 5.31.050 Exceptions to read as follows: The provisions of this article shall not apply to mobile food trucks that are operating or participating in a city council approved event. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

DEPARTMENTAL REPORTS

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

Chief Shore announced that Jennifer Phillips, an employee of the animal shelter, has resigned effective January 19, 2024, due to health reasons. He said that he also had a police officer to resign.

Chief Douglas announced that he has one job opening in the fire department.

CITY MANAGER'S REPORT

The city received a check from the tax commissioner for November receipts which brought the city into the black. We have collected 50% of motor vehicle taxes through November. People are still buying cars.

The Mayor and City Council Retreat is scheduled for February 10, 2024, at the Pineland Telephone Conference Room. GMA will be facilitating the retreat. It will begin at 8:30 a.m.

MAYOR'S REPORT

Mayor Boyd reported on the following:

1. Thanked all the departments for a successful Lighting of Metter.
2. Reminded council members of the trip to Atlanta for the 2024 GMA Cities Summit. He said that this is very important for the council to see what is going on with the legislation and with other cities.
3. Informed council that he had received a call from a lady about a year ago complaining of the jake brake noise made by big trucks when traveling through the city. He said that he also recently got another complaint from Cleve Goodman, at Ace Hardware, saying that the noise from the jake brakes almost vibrates items from the shelves in the store. Mr. Goodman said that other cities have signs prohibiting the use of jake brakes within their city limits. We need to study this issue and produce our own ordinance.

Councilman McKie suggested that while we are looking at the jake brake issue, we also need to be considering commercial traffic ordinances. While we are doing this, we may need to designate truck routes, especially with the new plant coming.

4. We are working on workforce housing on Hiawatha Street where it joins the new DAS plant.
5. We are waiting for the federal government to release the funds for the downtown park renovation project.
6. The hold up with the new fire station is because of the Georgia Department of Transportation. They need to sign off on the project. The information went to the wrong office, and they have been sitting on it.

After Mayor Boyd finished his report, he called on the guests to see if anyone would like to speak. Ms. Polly Porter said that she had some concerns about the downtown park project. A drawing of the plans was presented to the guests. Ms. Porter along with the other

Regular Meeting, January 8, 2024

guests agreed that the plans looked good. Mayor Boyd said that there will be places for electric chargers. People can visit our local stores while charging their vehicles.

This rehab project will be funded totally by a grant. There is no city match. Mayor Boyd said that the DDA and Main Street Boards have worked and tweaked these plans.

ADJOURNMENT

After no further discussion, Councilwoman Taylor made a motion to adjourn the meeting at 6:04 p.m. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

Angie Conner, City Clerk

**CITY OF METTER
CALLED MEETING
FRIDAY, JANUARY 12, 2024
11:00 A.M.**

A called meeting was held on Friday, January 12, 2024, at 11:00 a.m. in the council chambers at city hall.

Attending the called meeting were the following officials:

Mayor Edwin O. Boyd
Councilman James McKie
Councilwoman Chyrileen Kilcrease
Councilwoman Victoria Gaitten
Councilman Gregg Stewart
HR-Purchasing Manager Angie Conner

Councilwoman Rashida Taylor was absent from this meeting.

CALL TO ORDER AND WELCOME

Mayor Boyd called the meeting to order and welcomed everyone.

PLEDGE OF ALLEGIANCE

Councilwoman Kilcrease led the Pledge of Allegiance.

INVOCATION

Councilwoman Kilcrease gave the invocation.

APPROVAL OF AGENDA

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

PURPOSE

- a) Consideration of a motion to approve a special event alcohol permit applied for by the Metter/Cander Chamber of Commerce for their annual meeting to be held on Tuesday, January 30, 2024, at Willow Lake Golf Club.

Called Meeting, January 12, 2024

Councilman McKie made a motion to approve the special event alcohol permit applied for by the Metter/Cander Chamber of Commerce for their annual meeting to be held on Tuesday, January 30, 2024, at the Willow Lake Golf Club. Councilwoman Kilcrease seconded the motion, and the vote was unanimous.

ADJOURNMENT

After no further discussion, Councilwoman Kilcrease made a motion to adjourn the meeting at 11:05 a.m. Councilman McKie seconded the motion, and the vote was unanimous.

Missy Edenfield, HR-Purchasing Manager

**CITY OF METTER
CALLED MEETING
MONDAY, FEBRUARY 5, 2024
5:30 P.M.**

A called meeting was held on Monday, February 5, 2024, at 5:30 p.m. in the council chambers at city hall.

Attending the called meeting were the following officials:

Mayor Edwin O. Boyd
Councilman James McKie
Councilwoman Chyrileen Kilcrease
Councilwoman Victoria Gaitten
Councilman Gregg Stewart
Councilwoman Rashida Taylor
City Manager Carter Crawford
City Clerk Angie Conner
Director of Economic Development Heidi Jeffers

Guests attending the meeting were as follows:

Juan Taylor – Metter Fire Department

CALL TO ORDER AND WELCOME

Mayor Boyd called the meeting to order and welcomed everyone.

PLEDGE OF ALLEGIANCE

Councilwoman Taylor led the Pledge of Allegiance.

INVOCATION

Councilwoman Taylor gave the invocation.

APPROVAL OF AGENDA

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

NEW BUSINESS

Proposal from the Candler County Industrial Authority

Councilwoman Kilcrease made a motion to approve the proposal as submitted by the Candler County Industrial Authority. Councilman Stewart seconded the motion. After a lengthy discussion, Mayor Boyd called for the vote. The vote was three in favor, one

Called Meeting, February 5, 2024

against, and one abstention. Councilwoman Kilcrease, Councilwoman Taylor, and Councilwoman Gaitten voted in favor of the motion. Councilman McKie voted against the motion and Councilman Stewart abstained saying that he did not have enough information. The motion carried.

ADJOURNMENT

After no further discussion, Councilwoman Kilcrease made a motion to adjourn the meeting at 6:34 p.m. Councilman Stewart seconded the motion, and the vote was unanimous.

Angie Conner, City Clerk

CANOOCHEE RIVER INDUSTRIAL PARK



CANOOCHEE RIVER INDUSTRIAL PARK

METTER, GEORGIA

BUILDING	AREA
1	± 294,500 FT ²
2	± 98,700 FT ²
3	± 712,400 FT ²
4	± 105,840 FT ²
5	± 199,800 FT ²
6	± 80,850 FT ²
TOTAL	± 1,492,090 FT ²

TO ATLANTA

5

6

4

3

2

1

16

METTER
MUNICIPAL
AIRPORT

TO SAVANNAH



COURT ATKINS GROUP
32 BRIAN RD. BLUFFTON, SC
FEBRUARY 2ND, 2024



CANOOCHEE RIVER INDUSTRIAL PARK

METTER, GEORGIA

BUILDING	AREA
1	± 294,500 FT ²
2	± 98,700 FT ²
3	± 712,400 FT ²
4	± 105,840 FT ²
5	± 199,800 FT ²
6	± 80,850 FT ²
TOTAL	± 1,492,090 FT ²



ENGINEER'S OPINION OF PROBABLE COST - REVISION 1**CITY OF METTER 2021 GEFA UTILITY EXTENSIONS****EMC PROJECT NO.: 21-2009****METTER, CANDLER COUNTY, GEORGIA****PREPARED FOR: CITY OF METTER****PREPARED BY: DMC CHECKED BY: CEP**

EMC Engineering Services, Inc.

1211 Merchant Way, Suite 201

Statesboro, GA 30458

(912) 764-7022

www.emc-eng.com

DATE: 05/23/2022

AIRPORT UTILITIES EXTENSION**SEWER CONSTRUCTION**

NO.	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Mobilization and Traffic Control	1	LS	\$ 20,000.00	\$ 20,000.00
2	Clearing and Grading	1	LS	\$ 7,500.00	\$ 7,500.00
3	Jack and Bore 15" Steel Casing w/Spacers Under SR 121	80	LF	\$ 1,040.00	\$ 83,200.00
4	8" Ductile Iron Pipe with Joint Restraints	100	LF	\$ 230.00	\$ 23,000.00
5	Stone Bedding	200	CY	\$ 100.00	\$ 20,000.00
6	8" PVC SS Gravity Main (0'-6')	600	LF	\$ 32.00	\$ 19,200.00
7	8" PVC SS Gravity Main (6'-10')	1000	LF	\$ 38.00	\$ 38,000.00
8	8" PVC SS Gravity Main (>10')	1850	LF	\$ 50.00	\$ 92,500.00
9	4' DIA PRECAST SS Manhole (0'-6')	3	EA	\$ 3,900.00	\$ 11,700.00
10	4' DIA PRECAST SS Manhole (6'-10')	3	EA	\$ 4,500.00	\$ 13,500.00
11	4' DIA PRECAST SS Manhole (>10')	7	EA	\$ 5,100.00	\$ 35,700.00
12	Connect to EX. Sewer Manhole	1	LS	\$ 5,000.00	\$ 5,000.00
13	Permanent Grassing/ Mulching	8000	SY	\$ 0.75	\$ 6,000.00
14	Cut & Patch Existing Driveways (5 EA)	165	SY	\$ 35.00	\$ 5,775.00
15	Engineering PROF SRV: Survey, Design, CEI	1	LS	\$ 27,500.00	\$ 27,500.00
SEWER CONSTRUCTION TOTAL				\$	408,575.00

WATER

NO.	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Mobilization and Traffic Control	1	LS	\$ 15,000.00	\$ 15,000.00
2	Fine Grading and Grassing	5500	SY	\$ 1.00	\$ 5,500.00
3	1" HDPE Water Service Lateral - Direct Bury	200	LF	\$ 12.00	\$ 2,400.00
4	8"x1" Tapping Saddle	4	EA	\$ 550.00	\$ 2,200.00
5	8" C900 PVC Water Main (Including Fittings)	3325	LF	\$ 45.00	\$ 149,625.00
6	Jack and Bore 15" Steel Casing w/Spacers Under SR 121	80	LF	\$ 600.00	\$ 48,000.00
7	8" Gate Valve w/box	7	EA	\$ 2,200.00	\$ 15,400.00
8	6" M&H Fire Hydrant Assembly - 5-1/4" Main Valve	3	EA	\$ 5,500.00	\$ 16,500.00
9	Connect to Existing 8" Main - Cut in Valves & Tee	1	LS	\$ 4,500.00	\$ 4,500.00
10	2" Blow Off and Back Flow Connection	1	LS	\$ 5,000.00	\$ 5,000.00
11	Chlorination & Testing	1	LS	\$ 4,000.00	\$ 4,000.00
14	Cut & Patch Existing Driveways (5 EA)	165	SY	\$ 35.00	\$ 5,775.00
15	Engineering PROF SRV: Survey, Design, CEI	1	LS	\$ 18,250.00	\$ 18,250.00
WATER CONSTRUCTION TOTAL				\$	292,150.00

UTILITY CONSTRUCTION TOTAL \$ 700,725.00

***QUANTITIES ABOVE ARE A GENERAL ESTIMATE TO EXTEND WATER AND SEWER TO THE METTER AIRPORT FACILITY. QUANTITIES ARE SUBJECT TO CHANGE UPON FINAL SURVEY AND DESIGN BASED ON UNFORESEEN FIELD CONDITIONS OR EXISTING UTILITY CONFLICTS**



EMC Engineering Services, Inc.

1211 Merchant Way, Suite 201
Statesboro, GA 30458
(912) 764-7022

OPINION OF PROBABLE COST
AIRPORT ROAD REHABILITATION (0.51 MILES, 2,680-LF, 26' WIDE)
EMC PROJECT NO.: 24-2004
METTER, CANDLER COUNTY, GEORGIA
 prepared for:
CITY OF METTER

NO.	ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	150-1000	TRAFFIC CONTROL	1	LS	\$ 10,000.00	\$ 10,000.00
2	210-0100	GRADING COMPLETE	1	LS	\$ 150,000.00	\$ 150,000.00
3	210-1000	SHOULDER BACKFILLING (BOTH SIDES), GRADE, COMPACT, TEMP & PERM GRASS	1	LM	\$ 15,000.00	\$ 15,000.00
4	301-6000	8" FULL DEPTH RECLAMATION WITH CEMENT	5700	SY	\$ 10.00	\$ 57,000.00
5	301-5000	PORTLAND CEMENT - BASED ON 8%	200	TN	\$ 200.00	\$ 40,000.00
6	310-1101	GRADED AGGREGATE BASE - 8"; FOR WIDENING OF EXISTING ROAD	1010	TN	\$ 65.00	\$ 65,650.00
7		PAVEMENT FABRIC; CENTERED ON BASE JOINT	1800	SY	\$ 6.00	\$ 10,800.00
8	402-9901	3" RECYCLED ASPHALT CONCRETE BINDER COURSE, 19mm, INCL BITUM MATERIAL, TACK, H LIME, TYPE II (330 LBS/SY)	1300	TN	\$ 200.00	\$ 260,000.00
9	402-3031	2" RECYCLED ASPHALT CONCRETE WEARING COURSE, 12.5 mm, INCL BITUM MATERIAL, TACK, H LIME, TYPE II (220 LBS/SY)	860	TN	\$ 200.00	\$ 172,000.00
10	652-2501	SINGLE WHITE SOLID STRIPE, 5" PAINTED	1	LM	\$ 1,200.00	\$ 1,200.00
11	652-2502	DOUBLE YELLOW SOLID STRIPE, 5" PAINTED	0.5	LM	\$ 2,400.00	\$ 1,200.00
12	413-1000	BITUMINOUS TACK COAT	1240	GL	\$ 3.75	\$ 4,650.00
13	653-1000	THERMO PLASTIC SOLID TRAFFIC STRIPE, 24 INCH, WHITE (STOP BAR)	1	EA	\$ 210.00	\$ 210.00
BASE CONSTRUCTION TOTAL:						\$ 787,710.00
CONTINGENCY (10%)						\$ 78,771.00
ENGINEERING & CONSTRUCTION ADMINISTRATION FEES						\$ 78,000.00
TOTAL CONSTRUCTION COST						\$ 944,481.00

The estimated quantities are based on field calculations and are subject to change upon final design. The estimate does not include utility relocations, electrical, gas, etc.

STATEWIDE MUTUAL AID AND ASSISTANCE AGREEMENT

County/Municipality: _____

The State of Georgia is vulnerable to a wide range of natural and man-made disasters and emergencies. The Georgia Emergency Management Act, as amended (The Act) gives the local governments of the State the authority to make agreements for mutual aid assistance in emergencies. Pre-existing agreements for mutual aid assistance in emergencies help to ensure the timely provision of mutual aid assistance and the reimbursement of costs incurred by those parties who render such assistance.

This mutual aid agreement is entered pursuant to authorities contained in Articles I through III, Chapter 3, Title 38, Official Code of Georgia Annotated.

ARTICLE I STATEMENT OF AGREEMENT, DEFINITIONS AND AUTHORITIES

This Agreement is made and entered into between the participating political subdivisions, which approve and execute this Agreement, hereinafter called "Participating Parties" and the Georgia Emergency Management and Homeland Security Agency (GEMA/HS). For purposes of this Agreement, the following terms and expressions shall apply:

- (1) "Agreement" means this agreement, generally referred to as the "Statewide Mutual Aid Agreement" (SWMAA).
- (2) "Assistance" includes personnel, equipment, facilities, services, supplies and other resources furnished to a Requesting Party pursuant to this Agreement during an emergency or disaster.
- (3) "Assisting Party" means a party that provides assistance pursuant to this Agreement during an emergency or disaster.
- (4) "Authorized Representative" means a Participating Party's elected or appointed official or employee who has been authorized in writing by that party to request, to offer, or otherwise to provide mutual aid assistance.
- (5) "Participating Party" means a county or municipality of the State of Georgia that has become party to this Agreement by its approval and execution of this agreement.
- (6) "Participating Parties" means the combination of counties and municipalities that have become parties to this Agreement by their approval and execution of this Agreement.
- (7) "Requesting Party" means a party that requests assistance pursuant to this Agreement during an emergency or disaster.

Any term or expression not defined in this Agreement shall have the meaning specified in the Georgia Emergency Management Act, as amended (the Act) and rules promulgated thereunder, unless used in a context that clearly suggests a different meaning.

ARTICLE II GENERAL PURPOSE

The purpose of this Agreement is to:

1. Provide the framework to support mutual assistance in managing an emergency or disaster occurring within any political subdivision that is a Participating Party, whether arising from natural disaster, technological hazard, human caused disaster, civil emergency, community disorders, insurgency, enemy attack, acts of terrorism, other significant events or homeland security activity; and
2. Identify those persons who are authorized to act on behalf of the Participating Party signing this Agreement as their Authorized Representative(s) concerning the provision of mutual aid resources and requests for mutual aid resources related to any mutual aid assistance sought from another Participating Party, or from or through the State of Georgia. Appendix A of this Agreement shall contain the name(s) of the Participating Party's Authorized Representative for purposes of this Agreement. Appendix A can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. All such amendments to Appendix A shall be done in writing and the Participating Party shall notify GEMA/HS and all other Participating Parties of such amendment within thirty (30) days.

ARTICLE III ACKNOWLEDGEMENT OF PRINCIPLES

The prompt, full and effective utilization of resources of the Participating Parties, including any resources on hand or available from the State or Federal Government or any other source, that are essential to the safety, care and welfare of the people shall be the underlying principle on which all articles of this Agreement shall be understood.

In the event of a conflict between any provision of this Agreement and any existing intrastate mutual aid agreement affecting a Participating Party, the provisions of this Agreement shall be controlling.

On behalf of the governing authority of each political subdivision of this State participating in the Agreement, the director of emergency management of such political subdivision will be responsible for formulation of the appropriate mutual aid plans and procedures necessary to implement this Agreement.

ARTICLE IV PARTICIPATING PARTY RESPONSIBILITIES

(a) It shall be the responsibility of each Participating Party to formulate procedures and programs for intergovernmental cooperation in the performance of the responsibilities listed in this Article. In formulating such plans, and in carrying them out, each Participating Party, insofar as practical, shall:

- (1) Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material; and

(2) Inventory and set procedures for the loan and delivery of human and material resources, together with procedures for reimbursement.

(b) Whenever a Participating Party requires mutual aid assistance from another Participating Party and/or the State of Georgia, the Requesting Party may request assistance by:

(1) Contacting the Participating Party who is the owner/operator/employer of the supplies, equipment and/or personnel being sought for mutual aid assistance (the Assisting Party); or

(2) Contacting GEMA/HS to serve as the facilitator of such request for those resources being sought for mutual aid that are owned/operated/employed by Participating Parties (where such Participating Parties have submitted a record of those resources to GEMA/HS for such use); and/or, when such resources being sought for mutual aid are owned/operated/employed directly by the State of Georgia.

The provisions of this Agreement shall only apply to requests for assistance made by an Authorized Representative. Requests may be verbal or in writing. If verbal, the request must be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

(1) A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, damage assessment, volunteer and donated goods and search and rescue; and

(2) The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time each will be needed; and

(3) The specific place and time for staging of the Assisting Party's response and a point of contact at that location.

The Assisting Party will (a) maintain daily personnel time records, material records and a log of equipment hours (or miles, if appropriate) and (b) report work progress to the Requesting Party at mutually agreed upon intervals.

ARTICLE V LIMITATIONS

Any Participating Party requested to render mutual aid shall take such action as is necessary to provide and make available the resources covered by this Agreement in accordance with the terms hereof; provided that it is understood that the Participating Party who is asked to render aid may withhold resources to the extent necessary to meet the current or anticipated needs of the Participating Party's own political subdivision to remain in compliance with such Participating Party's policy, rule or law.

The Assisting Party's mutual aid resources will continue under the command and control of their own

supervisors, but the organizational units will be under the operational control of the emergency services authorities of the Requesting Party unless the Assisting Party approves an alternative.

In the event the Governor should declare a State of Emergency, any and all provisions of this Agreement which may conflict with the declared State of Emergency shall be superseded by the terms and conditions contained within the State of Emergency.

ARTICLE VI LIABILITY AND IMMUNITY

(a) In accordance with O.C.G.A. § 38-3-35(a), no political subdivision of the state, nor the agents or representatives of the state or any political subdivision thereof, shall be liable for personal injury or property damage sustained by any person appointed or acting as a volunteer emergency management worker or member of any agency engaged in emergency management activity. The foregoing shall not affect the right of any person to receive benefits or compensation to which he might otherwise be entitled under Chapter 9 of Title 34, Code Section 38-3-30, any pension law, or any act of Congress.

(b) In accordance with O.C.G.A. § 38-3-35(b), no political subdivision of the state nor, except in cases of willful misconduct, gross negligence, or bad faith, the employees, agents, or representatives of the state or any political subdivision thereof, nor any volunteer or auxiliary emergency management worker or member of any agency engaged in any emergency management activity complying with or reasonably attempting to comply with Articles 1 through 3, Chapter 3, Title 38, Official Code of Georgia Annotated; or any order, rule, or regulation promulgated pursuant to Articles 1 through 3 of title, or pursuant to any ordinance relating to precautionary measures enacted by any political provisions of Articles 1 through 3 of said chapter and title, or pursuant to any ordinance relating to precautionary measures enacted by any political subdivision of the state shall be liable for the death of or the injury to person or for damage to property as a result of any such activity.

(c) It is the express intent of the parties that the immunities specified in accordance with O.C.G.A. § 38-3-35 shall apply in addition to any other immunity provided by statute or case law.

ARTICLE VII RIGHTS AND PRIVILEGES

In accordance with O.C.G.A. § 38-3-30(a), whenever the employees of any Assisting Party or political subdivision are rendering outside aid pursuant to this agreement and the authority contained in Code Section 38-3-27, the employees shall have the same powers, duties, rights, privileges and immunities as if they were performing their duties in the political subdivisions in which they are normally employed.

ARTICLE VIII REIMBURSEMENT

In accordance with O.C.G.A. § 38-3-30(b), The Requesting Party shall be liable for any loss of or damage to equipment used or placed within the jurisdiction of the Requesting Party and shall pay any expense incurred in the operation and maintenance thereof. No claim for the loss, damage or expense shall be allowed unless, within 60 days after the same is sustained or incurred, an itemized notice of

the claim under oath is served by mail or otherwise upon the designated fiscal officer of the Requesting Party. Appendix B of this Agreement shall contain the name(s) of the Participating Party's designated fiscal officer for purposes of this Agreement. Appendix B can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. Appendix B can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. All such amendments to Appendix B shall be done in writing and the Participating Party shall notify GEMA/HS and all other Participating Parties of such amendment within thirty (30) days.

The Requesting Party shall also pay and reimburse the Assisting Party for the compensation paid to employees furnished by the Assisting Party during the time of the rendition of the aid, as well as the actual travel and per diem expenses of such employees while they are rendering the aid. The reimbursement shall include any amounts paid or due for compensation due to personal injury or death while the employees are engaged in rendering the aid. The term "employee," as used herein, shall mean, and this provision shall apply with equal effect to, paid, volunteer and auxiliary employees and emergency management workers.

Expenses to be reimbursed by the Requesting Party shall include the following:

- (1) Labor costs, which shall include all usual wages, salaries, compensation for hours worked, mobilization and demobilization, the Assisting Party's portion of payroll taxes (as employer), insurance, accrued paid leave and other fringe benefits, but not those amounts paid or due as a benefit to the Assisting Parties personnel under the terms of the Georgia Workers Compensation Act; and
- (2) Equipment costs, which shall include the fair rental value, the cost of fuel and other consumable supplies, service and repairs. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract for insurance, the Requesting Party may deduct such payment from any item or items invoiced; and
- (3) Material costs, which shall include the total reasonable cost for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the benefit of the Requesting Party; and
- (4) Meals, lodging and other related expenses, which shall include charges for meals, lodging and other expenses relating to the provision of assistance pursuant to this Agreement shall be the actual and reasonable costs incurred by the Assisting Party.

The Assisting Party shall maintain records and submit invoices within 60 days for reimbursement as specified hereinabove and the Requesting Party shall pay the invoice no later than 30 days following the invoice date.

ARTICLE IX IMPLEMENTATION

This Agreement shall become operative immediately upon its approval and execution by GEMA/HS and any two political subdivisions of this State; thereafter, this Agreement shall become effective as to any other political subdivision of this State upon its approval and execution by such political subdivision.

Any Participating Party may withdraw from this Agreement by mailing notice of withdrawal, approved by the governing authority of such political subdivision, but no such withdrawal shall take effect until 30 days after the governing authority of the withdrawing political subdivision has given notice in writing of such withdrawal to the governing authorities of all other Participating Parties. Such action shall not relieve the withdrawing political subdivision from obligations assumed hereunder prior to the effective date of withdrawal.

Copies of this Agreement shall, at the time of their approval, be deposited with each of the respective Participating Parties and with GEMA/HS.

ARTICLE X
TERM OF AGREEMENT

This Agreement, once executed, is valid until March 1, 2028. Agreement of the Participating Parties to extend the term of this agreement at any time during the last year of its original term or the last year of any subsequent four-year term shall extend the term of this agreement for four years. Each four-year extension shall constitute a separate agreement.

ARTICLE XI
VALIDITY

If any provision of this Agreement is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Agreement and the applicability thereof to other persons and circumstances shall not be affected thereby.

Agreed:

Chief Executive Officer - Signature

Chief Executive Officer – Print Name

County/Municipality: _____

Date:_____/_____/_____

GEMA/HS Director – Signature

GEMA/HS Director – Print Name

Date:_____/_____/_____

APPENDIX A
AUTHORIZED REPRESENTATIVE

The below named individual(s), in addition to the chief executive officer, is/are the “Authorized Representative(s)” for _____ (county/municipality), and are authorized to request, offer, or otherwise provide and coordinate mutual aid assistance on behalf of the above-named county/municipality:

Print Name

Job Title/Position

Signature of Above Individual

Print Name

Job Title/Position

Signature of Above Individual

Print Name

Job Title/Position

Signature of Above Individual

Chief Executive Officer - Signature

Date: ____/____/____

Chief Executive Officer – Print Name

APPENDIX B
DESIGNATED FISCAL OFFICER(S)

The below named individual(s) is/are the “designated fiscal officer(s)” for _____
(county/municipality) for the purpose of reimbursement sought for mutual aid:

Print Name	Job Title/Position
------------	--------------------

Signature of Above Individual

Print Name	Job Title/Position
------------	--------------------

Signature of Above Individual

Print Name	Job Title/Position
------------	--------------------

Signature of Above Individual

Chief Executive Officer - Signature	Date: ____/____/____
-------------------------------------	----------------------

Chief Executive Officer – Print Name



President
Randall Walker
Mayor, Perry

January 25, 2024

First Vice President
Fred Perriman
Mayor, Madison

Second Vice President
Bianca Motley Broom
Mayor, College Park

Third Vice President
Andrea Gibby
Mayor, Young Harris

Immediate Past President
Julie Smith
Mayor, Tifton

CEO & Executive Director
Larry H. Hanson

Ms. Angie Conner
City Clerk
City of Metter
P.O. Box 74
Metter, Georgia 30439

RE: Direct Installment Program

Dear Ms. Conner:

Please find enclosed the proposed lease supplement between your city and the Georgia Municipal Association. GMA will file all necessary forms including the state UCC-1 and federal 8038. **Please keep in mind the payment schedule (Schedule B) may change slightly depending on the closing date.**

Please return the documents and invoice to GMA by February 28, 2024 to guarantee the 5.54% interest rate. You may wish to send the documents by overnight courier to assure prompt delivery.

PLEASE PAY CAREFUL ATTENTION TO SIGNATURES AND SEALS. OUR LENDERS WILL NOT PROCESS INCOMPLETE PAPERWORK. IF YOU ARE UNSURE ABOUT A DATE FIELD, LEAVE IT BLANK.

If you have any questions, please contact me at (678) 686-6274.

Sincerely,

A handwritten signature in black ink, appearing to read 'Philip Potter', with a stylized flourish at the end.

Philip Potter
Financial Services Manager

/PP
Enclosures

DOCUMENT NOTES

LEASE SUPPLEMENT

NOTE: ON ALL PROPERTIES REQUIRING TITLE, A COPY OF THE MV - 1 APPLICATION LISTING GMA AS LIENHOLDER MUST ACCOMPANY LEASE DOCUMENTS.

Exhibit E - Lease Supplement: Please complete requested information. Please also sign on the Lessee position, which is marked with the City's name. The City Clerk should attest this document.

Exhibit E - Schedule A: Please insert appropriate information as requested (i.e., add serial number, amount, or model number).

Exhibit E- Schedule B: No action is required for this schedule.

Exhibit E- Schedule C: Please date, sign, and have the City Clerk attest this document.

Exhibit E- Schedule D: IRS Form 8038: Please add the city's Tax I.D. number and sign at the bottom. GMA will complete this document at closing.

Exhibit E- Schedule F: Resolution/Ordinance for Supplemental Lease: Please add necessary information, date, and sign this document. The Resolution/Ordinance must be adopted at a regular council meeting at which the Mayor may designate the appropriate city officials to enter into subsequent leases for the appropriate amount. The City Clerk should sign and seal at the bottom of the page.

Please return the enclosed document and all attachments (i.e., clips, etc.) to:

Georgia Municipal Association
Attention: Financial Services Program Manager
P.O. Box 105377
Atlanta, Georgia 30348

IF YOU HAVE ANY QUESTIONS OR SHOULD NEED ANY ASSISTANCE, PLEASE DO NOT HESITATE TO CALL THE FINANCIAL SERVICES PROGRAM MANAGER AT (888) 488-4462. LEASE DOCUMENTS MUST BE EXECUTED COMPLETELY AND CORRECTLY BEFORE ANY CHECKS WILL BE ISSUED BY THE SERVICING BANK.

Note: GMA's Lienholder Code is 10288896

EXHIBIT "E"
LEASE SUPPLEMENT

THIS LEASE SUPPLEMENT (this "Lease Supplement") by and between GEORGIA MUNICIPAL ASSOCIATION, INC., a Georgia non-profit corporation ("Lessor") and the municipal corporation of the State of Georgia signing below ("Lessee"), is made and entered into the date of its execution by the Lessor.

RECITALS:

Lessor and Lessee have entered into a Master Lease (the "Master Lease") dated March 23, 2001, which provides for Lessor to lease to Lessee certain property (the "Property") to be specified in Lease Supplements to be executed and delivered by Lessor and Lessee from time to time; and

Lessor and Lessee are entering into this Lease Supplement pursuant to the Master Lease to specify the terms for the lease of certain Property.

LESSOR AND LESSEE HEREBY AGREE AS FOLLOWS:

1. Definitions. Unless a different meaning or intent is required by this Lease Supplement, the capitalized terms used in this Lease Supplement shall have the meanings set forth in the Master Lease.
2. Property. The Property described on the Property Schedule incorporated as Schedule A to this Lease Supplement is specified as the Property that initially is the subject hereof.
3. Lease Payments. The Rental Schedule, incorporated as Schedule B to this Lease Supplement describes the initial amounts and payment dates of the Rentals for the Lease, and the Purchase Price for the Property. The Termination Payment may become due and payable upon the circumstances described in Section 4.2 of the Master Lease.
4. Term of Lease. The Starting Term of the Lease of the Property shall begin on the date hereof (the "Starting Date") and end on December 31 of the same year. The Lease will be renewed for successive calendar year Renewal Terms (the "Renewal Terms"), and an Ending Term (the "Ending Term") commencing January 1 of the last calendar year appearing on the Rental Schedule, and ending on the date of the final payment shown on the Rental Schedule (the "Ending Date"), unless Lessee gives a Nonrenewal Notice or there occurs an Event of Nonappropriation, as provided in the Master Lease. The "Lease Term" is the period from the Starting Date to the Ending Date, subject to the earlier expiration or termination of the Lease as provided in the Master Lease.
5. Agreements, Representations and Warranties. Lessee represents, warrants and agrees as follows:
 - (a) Lessee's representations, warranties and agreements contained in the Master Lease are true, accurate, complete and effective as of the date hereof;
 - (b) *(this clause (b) applies only if this Lease is designated as a Bank-Qualified Lease below)* in order to enable Lessor to offer the interest rate contained in this Lease, Lessee represents and warrants that it has not issued, nor does it (taken together with the entities with which it must be aggregate pursuant to Section 265(b)(3)(E) of the Code) reasonably expect to issue (taking into account the Leases) more than \$10 million of tax-exempt obligations (other than private activity bonds) for the calendar year during which the Lease becomes effective; as provided in Code Section 265(b)(3)(B)(II), Lessee specifically designates the Lease as a "qualified tax-exempt obligation" as provided by Code Section 265(b)(3);
 - (c) Lessee will take no action that will directly or indirectly affects the deductibility of that portion of Lessor's interest expense allocable to this Lease;
 - (d) Lessee has made an available appropriation of and included in its current operating budget all Rentals for the Starting Term and the Termination Payment applicable to this Lease;
 - (e) Unless Property funds are escrowed, Lessee has received, tested, and finally accepted the Property;

- (f) The portion of the Rentals representing principal, when taken together with the principal portion outstanding under any other contract entered into by Lessee pursuant to the authority of O.C.G.A. § 36-60-13, together with the amount of debt outstanding incurred by Lessee pursuant to Article IX, Section V, Paragraph I of the Constitution of Georgia of 1983, as amended, does not exceed 10% of the assessed value of all taxable property within the jurisdictional limits of Lessee;
 - (g) The Property that is the subject hereof has not been the subject of a referendum that failed to receive the approval of the voters of Lessee within the calendar year in which this Lease is entered into for any of the four immediately preceding calendar years;
 - (h) If the Property subject to this Lease is real property: and unless the Property has been approved in the most recent referendum calling for the levy of a special county 1% sales and use tax pursuant to O.C.G.A. Tit. 48, Chapt. 8, Art. 3, Pt. 1, neither of the following has occurred:
 - (i) the average annual payments on the aggregate of all outstanding contracts entered into by Lessee for real property pursuant to the authority of O.C.G.A. § 36-60-13, including this Lease, do not exceed 7.5% of the governmental fund revenues of Lessee for the last calendar year preceding the date of delivery of this Lease (provided, however, that there may be added to such governmental fund revenues any special county 1% sales and use tax proceeds collected pursuant to O.C.G.A. § 48-8-111 legally available to pay amounts on this Lease or such other contracts); and
 - (ii) the outstanding principal balance on the aggregate of all outstanding contracts entered into by Lessee for real property pursuant to the authority of O.C.G.A. § 36-60-13, including this Lease does not exceed \$25,000,000.00
 - (i) If the property subject to this Lease is real property, Lessee held a public hearing with respect to this Lease prior to the delivery of this Lease, notice of which hearing was published at least once in each of the two weeks preceding the week of the hearing in a newspaper of general circulation in the jurisdiction of Lessee.
 - (j) No Event of Default or Event of Nonappropriation has occurred with respect to any Lease entered into under the Master Lease.
6. Non-Arbitrage Certificate. The Property that is subject to the Lease has not been and is not expected to be sold or otherwise disposed of in whole or in part prior to the Ending Date. Monies appropriated for the payment of amounts under the Lease will be paid from Lessee's general fund and will not be pledged for the Lease or be otherwise separately identified or accounted for (unless the Lease is to be paid from sales tax receipts). Lessee has not been notified of any listing of it by the Internal Revenue Service as an issuer that may not certify its obligations. No proceeds or "gross proceeds" of the Lease are expected to be invested prior to an allocation for governmental use, unless an Escrow Agreement has been entered into in connection with this Lease. The proceeds of the Lease will not be used in a manner and no other action will be taken or omitted that would cause the Lease to be an "arbitrage bond" under Section 148 or a "private activity bond" under Section 141 of the Internal Revenue Code of 1986, as amended and the regulations promulgated under that Section.
7. Quitclaim. At the outset of this Lease, the Lessee does hereby assign, transfer, convey and quitclaim to Georgia Municipal Association, Inc. ("Lessor") such ownership interests as it may possess, if any, in and to the "Property," as is necessary to permit the Property to be leased by Lessor to Lessee pursuant to the terms of this Lease Supplement and the Master Lease in accordance with their terms. Pursuant to Section 2.2 of the Master Lease, Lessor further transfers title to Lessee to the extent provided therein, and Lessee accepts such transfer in accordance with such Section 2.2. This quitclaim is given in consideration of the advance by or on behalf of the Lessor of the purchase price of the Property and the undertaking of the Lessor represented by this Lease Supplement.
8. Active Municipality. The Lessee certifies that it does, and expects to continue (a) providing at least three of the following services, either directly or by contract: law enforcement; fire protection (which may be furnished by a volunteer fire force) and fire safety; road and street construction or maintenance; solid waste management; water supply or distribution or both; waste-water treatment; storm-water collection and disposal; electric or gas utility services; enforcement of building, housing, plumbing, and electrical codes and other similar codes; planning and zoning; recreational facilities; (b) holding at least six regular, monthly or bimonthly, officially recorded public meetings each year; and (c) qualifying for and holds a regular municipal election as provided by law.

9. Effect of Lease Supplement. This Lease Supplement is intended as a separate Lease of the items of Property described in this Lease Supplement pursuant to the Master Lease. The terms, conditions and provisions of the Master Lease are hereby incorporated in this Lease Supplement to the same extent as if fully set forth in this Lease Supplement in this place, except to the extent expressly amended or modified by this Lease Supplement. The owner of Lessor's interest in this Lease shall have all rights, powers and remedies of Lessor with respect to this Lease under the Master Lease. This Lease Supplement may be executed in multiple counterparts, each of which shall constitute an original. This Lease Supplement shall be effective only upon the due completion and execution of the Schedules listed below and the delivery thereof to the Servicer.

10. Bank-Qualified or Non-Bank-Qualified.

☐ The Lease under this Lease Supplement is a Non-Bank-Qualified Lease;

OR: (Check 1 box)

☒ The Lease under this Lease Supplement is a Bank-Qualified Lease and Lessee has designated the Lease under the Lease Supplement as a "qualified tax-exempt obligation" under Section 265(b)(3) of the Code. The Lessee and its subordinate entities, and the entities that issue obligations on behalf of Lessee have not issued other tax-exempt obligations (other than private activity bonds, except Qualified 501(c)(3) Bonds) in the current calendar year, and Lessee does not expect that it and such other entities will issue such tax-exempt obligations such that all of such obligations, taken together with the Lease Amount under the Lease Supplement, would exceed \$10,000,000 in such calendar year. The only tax-exempt obligations issued or expected to be issued in the current calendar year by such parties are as follows (type title, date and amount):

	TITLE	DATE	AMOUNT
(1)	_____	_____	_____
(2)	_____	_____	_____

11. Payments Direction. Lessee authorizes and directs the Servicer under this Lease Supplement to pay the vendors of the Property as indicated below:

<u>NAME AND ADDRESS OF VENDOR</u>	<u>INVOICE #</u> (attach invoices) Enclosed	<u>AMOUNT</u>
City of Metter P.O. Box 74 Metter, GA 30439 Attn: City Clerk (912) 685-2527		\$56,390.22

(Should Lessee have previously paid vendor, or require another means of payment to the Vendor, it should attach a request for an alternate payment method with a full explanation and, if applicable, proof of payment to the vendor.)

12. Assignee and Servicer. Lessor has assigned its rights and interests in the Lease to Magnolia Bank, which shall serve as Servicer for the Lease, and Lessee shall make payments to such Servicer.

13. Schedules. Lessee hereby delivers to Lessor and its assigns the completed, executed and effective Schedules C, D, and F, described below.

This Lease Supplement is dated: _____.

IN WITNESS WHEREOF, Lessor and Lessee have caused this Lease Supplement to be duly executed.

LESSEE:
(SEAL)

City of Metter

Signed By: _____

City Manager or Mayor

Print Name: _____

Attested By: _____

City Clerk

Print Name: _____

Date: _____

LESSOR:
(SEAL)

GEORGIA MUNICIPAL ASSOCIATION, INC.

Signed By: _____

Executive Director

Attested By: _____

Financial Services Program Manager

Date of Execution: _____

Schedules Hereto:

- A. Property Schedule**
- B. Rental Schedule**
- C. Appropriation Certificate Form**
- D. Form 8038G or 8038GC**
- E. Form UCC-1 (If included)**
- F. Ordinance/Resolution for Lease Supplement**
- G. Assignment and Transfer of Lease Supplement
(Schedule G will be completed by GMA)**

SCHEDULE A

PROPERTY SCHEDULE

<u>DESCRIPTION OF PROPERTY</u>	<u>IDENTIFICATION OR VIN NUMBER</u>	<u>AMOUNT FINANCED</u>
Dodge Durango		\$56,390.22

Payment Amortization Report

Customer: City of Metter #15

Interest Rate:

5.5400% (Annual)

Per	Date	Payment	Principal	Interest	Principal Balance	Accrued Interest	Accrued Int Bal	Net Balance
0	2/24	0.00	0.00	0.00	56,390.22	0.00	0.00	56,390.22
12	2/25	20,916.83	17,792.82	3,124.02	38,597.40	3,124.02	0.00	38,597.40
24	2/26	20,916.83	18,778.54	2,138.30	19,818.87	2,138.30	0.00	19,818.87
36	2/27	20,916.83	19,818.87	1,097.97	0.00	1,097.97	0.00	0.00
Totals:		62,750.50	56,390.22	6,360.28		6,360.28		

SCHEDULE C

APPROPRIATION CERTIFICATE

Re: Master Lease dated March, 23, 2001 and Lease Supplement (the "Lease Supplement") dated _____, between Lessee and Georgia Municipal Association, Inc.

The undersigned officers of the City of Metter (the "Lessee") hereby certify that all Rentals and the Termination Payment under the referenced Lease Supplement, for the current fiscal year are within such Lessee's operating budget or budgets for such year and an appropriation of funds for such year has been made for such purpose and is available therefore.

Dated: _____

City of Metter

Signed by: _____

Print Name: _____

Title: _____

Attested By: _____

Print Name: _____

Title: _____

(SEAL)

INSTRUCTIONS:

1. To be given at the time of signing a Lease Supplement and within 30 days of the adoption of each annual budget.
2. Complete a separate certificate for each Lease Supplement in effect.

SCHEDULE D
Information Return for Tax-Exempt Governmental Obligations

► Under Internal Revenue Code section 149(e)

► See separate instructions.

Caution: If the issue price is under \$100,000, use Form 8038-GC.

OMB No. 1545-0720

Part I Reporting Authority

If Amended Return, check here ☐

1 Issuer's name City of Metter		2 Issuer's employer identification number (EIN) 58-6000621
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a
4 Number and street (or P.O. box if mail is not delivered to street address) P.O. Box 74	Room/suite	5 Report number (For IRS Use Only) 3
6 City, town, or post office, state, and ZIP code Metter, GA 30439		7 Date of issue
8 Name of issue City of Metter / GMA Essential Equipment Lease-Purchase		9 CUSIP number None
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions) Ms. Angie Conner, City Clerk		10b Telephone number of officer or other employee shown on 10a (912) 685-2527

Part II Type of Issue (enter the issue price). See the instructions and attach schedule.

11 Education	11	
12 Health and hospital	12	
13 Transportation	13	
14 Public safety	14	\$56,390.22
15 Environment (including sewage bonds)	15	
16 Housing	16	
17 Utilities	17	
18 Other. Describe ► Dodge Durango	18	
19 If obligations are TANs or RANs, check only box 19a ☐		
If obligations are BANs, check only box 19b ☐		
20 If obligations are in the form of a lease or installment sale, check box ☒		

Part III Description of Obligations. Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21		\$ 56,390.22	\$ N/A	years	%

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)

22 Proceeds used for accrued interest	22	
23 Issue price of entire issue (enter amount from line 21, column (b))	23	\$56,390.22
24 Proceeds used for bond issuance costs (including underwriters' discount)	24	0 00
25 Proceeds used for credit enhancement	25	
26 Proceeds allocated to reasonably required reserve or replacement fund	26	
27 Proceeds used to currently refund prior issues	27	
28 Proceeds used to advance refund prior issues	28	
29 Total (add lines 24 through 28)	29	0 00
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)	30	\$56,390.22

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.

31 Enter the remaining weighted average maturity of the bonds to be currently refunded	years
32 Enter the remaining weighted average maturity of the bonds to be advance refunded	years
33 Enter the last date on which the refunded bonds will be called (MM/DD/YYYY)	
34 Enter the date(s) the refunded bonds were issued ► (MM/DD/YYYY)	

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 63773S

Form **8038-G** (Rev. 9-2011)

Part VI Miscellaneous

- 35** Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) **35**
- 36a** Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions) **36a**
- b** Enter the final maturity date of the GIC ▶ _____
- c** Enter the name of the GIC provider ▶ _____
- 37** Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units **37**
- 38a** If this issue is a loan made from the proceeds of another tax-exempt issue, check box ☐ and enter the following information:
- b** Enter the date of the master pool obligation ▶ _____
- c** Enter the EIN of the issuer of the master pool obligation ▶ _____
- d** Enter the name of the issuer of the master pool obligation ▶ _____
- 39** If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box ☒
- 40** If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box ☐
- 41a** If the issuer has identified a hedge, check here ☐ and enter the following information:
- b** Name of hedge provider ▶ _____
- c** Type of hedge ▶ _____
- d** Term of hedge ▶ _____
- 42** If the issuer has superintegrated the hedge, check box ☐
- 43** If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box ☐
- 44** If the issuer has established written procedures to monitor the requirements of section 148, check box ☐
- 45a** If some portion of the proceeds was used to reimburse expenditures, check here ☐ and enter the amount of reimbursement ▶ _____
- b** Enter the date the official intent was adopted ▶ _____

Signature and Consent

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.

Signature of issuer's authorized representative _____ Date _____ Type or print name and title _____

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
Firm's name ▶	Firm's EIN ▶			
Firm's address ▶	Phone no.			

SCHEDULE F

ORDINANCE/RESOLUTION FOR SUPPLEMENTAL LEASES

A RESOLUTION OR ORDINANCE TO AUTHORIZE AND
DIRECT AN OFFICER OF THE CITY
TO EXECUTE ONE OR MORE LEASE SUPPLEMENTS FOR A LEASE
OR LEASES UNDER THE GMA DIRECT LEASING PROGRAM; TO DESIGNATE
SUCH LEASES AS QUALIFIED TAX-EXEMPT OBLIGATIONS;
TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City has entered into a Master Lease (the "Master Lease") dated as of March, 23, 2001, with Georgia Municipal Association, Inc. for the leasing from time to time of certain equipment, machinery or other personal property pursuant to Supplemental Leases;

NOW THEREFORE, BE IT RESOLVED OR ORDAINED AS FOLLOWS BY THE GOVERNING BODY OF THE CITY:

1. The _____ of the City is hereby authorized and directed to execute and deliver a Lease Supplement pursuant to the Master Lease to put into effect one or more leases for Dodge Durango (the "Leased Property"); said officer of the City is authorized and directed in the name and on behalf of the City to execute and deliver (i) one or more Lease Supplements for items of the Leased Property in substantially the form attached to the Master Lease, with such changes and additions as may be approved by said officer, and (ii) such other documents as may be deemed by such officer to be necessary or desirable to effect the purposes hereof or of the Master Lease, and such execution shall constitute conclusive evidence that the executed document has been authorized and approved hereby; the aforesaid officer is further authorized to do all things necessary or appropriate to effectuate the purposes hereof.

2. ☐ An appropriation in the City's current operating budget has previously been made, which shall be sufficient to pay the "Rentals" and the "Termination Payment" during the "Starting Term" under such Lease Supplements; or

(check box if applicable)

- ☐ An appropriation from unappropriated and unreserved funds in the City's current operating budget is hereby made for the "Rentals" and the "Termination Payment" during the "Starting Term" under such Lease Supplements, and the budget of the City is hereby amended to reflect such appropriation to the extent necessary.
3. The lease or leases contemplated by the said Lease Supplements are hereby designated "Qualified Tax-Exempt Obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, and said officer shall be authorized to confirm such designation by execution of appropriate documents in connection therewith.
4. This authorization shall be effective immediately.

CLERK'S CERTIFICATE

The undersigned hereby certifies that he or she is the Clerk of the City of Metter, Georgia (the "City"), and that the foregoing is a true copy of the ☐ Resolution or, ☐ Ordinance [Check One] adopted by the governing body of the City at a meeting duly held on the _____, 20____, at which a quorum was present and acting throughout, and that the same has not been rescinded or modified and is now in full force and effect. Given under the seal of the City, this _____, 20____.

(SEAL)

City Clerk



President
Randall Walker
Mayor, Perry

January 25, 2024

First Vice President
Fred Perriman
Mayor, Madison

Second Vice President
Bianca Motley Broom
Mayor, College Park

Third Vice President
Andrea Gibby
Mayor, Young Harris

Immediate Past President
Julie Smith
Mayor, Tifton

CEO & Executive Director
Larry H. Hanson

Ms. Angie Conner
City Clerk
City of Metter
P.O. Box 74
Metter, Georgia 30439

RE: Direct Installment Program

Dear Ms. Conner:

Please find enclosed the proposed lease supplement between your city and the Georgia Municipal Association. GMA will file all necessary forms including the state UCC-1. **Please keep in mind the payment schedule (Schedule B) may change slightly depending on the closing date.**

Please return the documents and invoice to GMA by 2/28/2024 to guarantee the 8.85% interest rate. You may wish to send the documents by overnight courier to assure prompt delivery.

PLEASE PAY CAREFUL ATTENTION TO SIGNATURES AND SEALS. OUR LENDERS WILL NOT PROCESS INCOMPLETE PAPERWORK. IF YOU ARE UNSURE ABOUT A DATE FIELD, LEAVE IT BLANK.

If you have any questions, please contact me at (678) 686-6274.

Sincerely,

A handwritten signature in black ink, appearing to read 'Philip Potter', with a stylized flourish at the end.

Philip Potter
Financial Services Manager

/PP
Enclosures

DOCUMENT NOTES

LEASE SUPPLEMENT

NOTE: ON ALL PROPERTIES REQUIRING TITLE, A COPY OF THE MV - 1 APPLICATION LISTING GMA AS LIENHOLDER MUST ACCOMPANY LEASE DOCUMENTS.

Exhibit E - Lease Supplement: Please complete requested information. Please also sign on the Lessee position, which is marked with the City's name. The City Clerk should attest this document.

Exhibit E - Schedule A: Please insert appropriate information as requested (i.e., add serial number, amount, or model number).

Exhibit E- Schedule B: No action is required for this schedule.

Exhibit E- Schedule C: Please date, sign, and have the City Clerk attest this document.

Exhibit E- Schedule D: Not Applicable.

Exhibit E- Schedule F: Resolution/Ordinance for Supplemental Lease: Please add necessary information, date, and sign this document. The Resolution/Ordinance must be adopted at a regular council meeting at which the Mayor may designate the appropriate city officials to enter into subsequent leases for the appropriate amount. The City Clerk should sign and seal at the bottom of the page.

Please return the enclosed document and all attachments (i.e., clips, etc.) to:

Georgia Municipal Association
Attention: Financial Services Program Manager
201 Pryor Street, S.W.
Atlanta, Georgia 30303

IF YOU HAVE ANY QUESTIONS OR SHOULD NEED ANY ASSISTANCE, PLEASE DO NOT HESITATE TO CALL THE FINANCIAL SERVICES PROGRAM MANAGER AT (888) 488-4462. LEASE DOCUMENTS MUST BE EXECUTED COMPLETELY AND CORRECTLY BEFORE ANY CHECKS WILL BE ISSUED BY THE SERVICING BANK.

Note: GMA's Lienholder Code is 10288896

EXHIBIT "E"
LEASE SUPPLEMENT

THIS LEASE SUPPLEMENT (this "Lease Supplement") by and between GEORGIA MUNICIPAL ASSOCIATION, INC., a Georgia non-profit corporation ("Lessor") and the municipal corporation of the State of Georgia signing below ("Lessee"), is made and entered into the date of its execution by the Lessor.

RECITALS:

Lessor and Lessee have entered into a Master Lease (the "Master Lease") dated March 23, 2001, which provides for Lessor to lease to Lessee certain property (the "Property") to be specified in Lease Supplements to be executed and delivered by Lessor and Lessee from time to time; and

Lessor and Lessee are entering into this Lease Supplement pursuant to the Master Lease to specify the terms for the lease of certain Property.

LESSOR AND LESSEE HEREBY AGREE AS FOLLOWS:

1. Definitions. Unless a different meaning or intent is required by this Lease Supplement, the capitalized terms used in this Lease Supplement shall have the meanings set forth in the Master Lease.
2. Property. The Property described on the Property Schedule incorporated as Schedule A to this Lease Supplement is specified as the Property that initially is the subject hereof.
3. Lease Payments. The Rental Schedule, incorporated as Schedule B to this Lease Supplement describes the initial amounts and payment dates of the Rentals for the Lease, and the Purchase Price for the Property. The Termination Payment may become due and payable upon the circumstances described in Section 4.2 of the Master Lease.
4. Term of Lease. The Starting Term of the Lease of the Property shall begin on the date hereof (the "Starting Date") and end on December 31 of the same year. The Lease will be renewed for successive calendar year Renewal Terms (the "Renewal Terms"), and an Ending Term (the "Ending Term") commencing January 1 of the last calendar year appearing on the Rental Schedule, and ending on the date of the final payment shown on the Rental Schedule (the "Ending Date"), unless Lessee gives a Nonrenewal Notice or there occurs an Event of Nonappropriation, as provided in the Master Lease. The "Lease Term" is the period from the Starting Date to the Ending Date, subject to the earlier expiration or termination of the Lease as provided in the Master Lease.
5. Agreements, Representations and Warranties. Lessee represents, warrants and agrees as follows:
 - (a) Lessee's representations, warranties and agreements contained in the Master Lease are true, accurate, complete and effective as of the date hereof;
 - (b) Not Applicable.
 - (c) Not Applicable.
 - (d) Lessee has made an available appropriation of and included in its current operating budget all Rentals for the Starting Term and the Termination Payment applicable to this Lease;
 - (e) Unless Property funds are escrowed, Lessee has received, tested, and finally accepted the Property;
 - (f) The portion of the Rentals representing principal, when taken together with the principal portion outstanding under any other contract entered into by Lessee pursuant to the authority of O.C.G.A. § 36-60-13, together with the amount of debt outstanding incurred by Lessee pursuant to Article IX, Section V, Paragraph I of the Constitution of Georgia of 1983, as amended, does not exceed 10% of the assessed value of all taxable property within the jurisdictional limits of Lessee;

- (g) The Property that is the subject hereof has not been the subject of a referendum that failed to receive the approval of the voters of Lessee within the calendar year in which this Lease is entered into for any of the four immediately preceding calendar years;
- (h) If the Property subject to this Lease is real property: and unless the Property has been approved in the most recent referendum calling for the levy of a special county 1% sales and use tax pursuant to O.C.G.A. Tit. 48, Chapt. 8, Art. 3, Pt. 1, neither of the following has occurred:
 - (i) the average annual payments on the aggregate of all outstanding contracts entered into by Lessee for real property pursuant to the authority of O.C.G.A. § 36-60-13, including this Lease, do not exceed 7.5% of the governmental fund revenues of Lessee for the last calendar year preceding the date of delivery of this Lease (provided, however, that there may be added to such governmental fund revenues any special county 1% sales and use tax proceeds collected pursuant to O.C.G.A. § 48-8-111 legally available to pay amounts on this Lease or such other contracts); and
 - (ii) the outstanding principal balance on the aggregate of all outstanding contracts entered into by Lessee for real property pursuant to the authority of O.C.G.A. § 36-60-13, including this Lease does not exceed \$25,000,000.00
- (i) If the property subject to this Lease is real property, Lessee held a public hearing with respect to this Lease prior to the delivery of this Lease, notice of which hearing was published at least once in each of the two weeks preceding the week of the hearing in a newspaper of general circulation in the jurisdiction of Lessee.
- (j) No Event of Default or Event of Nonappropriation has occurred with respect to any Lease entered into under the Master Lease.
- 6. Not Applicable.
- 7. Quitclaim. At the outset of this Lease, the Lessee does hereby assign, transfer, convey and quitclaim to Georgia Municipal Association, Inc. ("Lessor") such ownership interests as it may possess, if any, in and to the "Property," as is necessary to permit the Property to be leased by Lessor to Lessee pursuant to the terms of this Lease Supplement and the Master Lease in accordance with their terms. Pursuant to Section 2.2 of the Master Lease, Lessor further transfers title to Lessee to the extent provided therein, and Lessee accepts such transfer in accordance with such Section 2.2. This quitclaim is given in consideration of the advance by or on behalf of the Lessor of the purchase price of the Property and the undertaking of the Lessor represented by this Lease Supplement.
- 8. Active Municipality. The Lessee certifies that it does, and expects to continue (a) providing at least three of the following services, either directly or by contract: law enforcement; fire protection (which may be furnished by a volunteer fire force) and fire safety; road and street construction or maintenance; solid waste management; water supply or distribution or both; waste-water treatment; storm-water collection and disposal; electric or gas utility services; enforcement of building, housing, plumbing, and electrical codes and other similar codes; planning and zoning; recreational facilities; (b) holding at least six regular, monthly or bimonthly, officially recorded public meetings each year; and (c) qualifying for and holds a regular municipal election as provided by law.
- 9. Effect of Lease Supplement. This Lease Supplement is intended as a separate Lease of the items of Property described in this Lease Supplement pursuant to the Master Lease. The terms, conditions and provisions of the Master Lease are hereby incorporated in this Lease Supplement to the same extent as if fully set forth in this Lease Supplement in this place, except to the extent expressly amended or modified by this Lease Supplement. The owner of Lessor's interest in this Lease shall have all rights, powers and remedies of Lessor with respect to this Lease under the Master Lease. This Lease Supplement may be executed in multiple counterparts, each of which shall constitute an original. This Lease Supplement shall be effective only upon the due completion and execution of the Schedules listed below and the delivery thereof to the Servicer.
- 10. Not Applicable.

11. Payments Direction. Lessee authorizes and directs the Servicer under this Lease Supplement to pay the vendors of the Property as indicated below:

<u>NAME AND ADDRESS OF VENDOR</u>	<u>INVOICE #</u> (attach invoices)	<u>AMOUNT</u>
City of Metter P.O. Box 74 Metter, GA 30439 Attn: City Clerk (912) 685-2527	Enclosed	\$99,727.82

(Should Lessee have previously paid vendor, or require another means of payment to the Vendor, it should attach a request for an alternate payment method with a full explanation and, if applicable, proof of payment to the vendor.)

12. Assignee and Servicer. Lessor has assigned its rights and interests in the Lease to Magnolia Bank, which shall serve as Servicer for the Lease, and Lessee shall make payments to such Servicer.

13. Schedules. Lessee hereby delivers to Lessor and its assigns the completed, executed and effective Schedules C and F, described below.

This Lease Supplement is dated: _____,

IN WITNESS WHEREOF, Lessor and Lessee have caused this Lease Supplement to be duly executed.

LESSEE:
(SEAL)

City of Metter

Signed By: _____

City Manager or Mayor

Print Name: _____

Attested By: _____

City Clerk

Print Name: _____

Date: _____

LESSOR:
(SEAL)

GEORGIA MUNICIPAL ASSOCIATION, INC.

Signed By: _____

Executive Director

Attested By: _____

Financial Services Program Manager

Date of Execution: _____

Schedules Hereto:

- A. Property Schedule**
- B. Rental Schedule**
- C. Appropriation Certificate Form**
- D. Not Applicable**
- E. Form UCC-1 (If included)**
- F. Ordinance/Resolution for Lease Supplement**
- G. Assignment and Transfer of Lease Supplement
(Schedule G will be completed by GMA)**

SCHEDULE A

PROPERTY SCHEDULE

<u>DESCRIPTION OF PROPERTY</u>	<u>IDENTIFICATION OR VIN NUMBER</u>	<u>AMOUNT FINANCED</u>
Dodge Vehicles w/ Equipment		\$99,727.82

Payment Amortization Report

Customer: City of Metter #15

Interest Rate:

5.5400% (Annual)

Per	Date	Payment	Principal	Interest	Principal Balance	Accrued Interest	Accrued Int Bal	Net Balance
0	2/24	0.00	0.00	0.00	56,390.22	0.00	0.00	56,390.22
12	2/25	20,916.83	17,792.82	3,124.02	38,597.40	3,124.02	0.00	38,597.40
24	2/26	20,916.83	18,778.54	2,138.30	19,818.87	2,138.30	0.00	19,818.87
36	2/27	20,916.83	19,818.87	1,097.97	0.00	1,097.97	0.00	0.00
Totals:		62,750.50	56,390.22	6,360.28		6,360.28		

SCHEDULE C

APPROPRIATION CERTIFICATE

Re: Master Lease dated 3/23/2001 and Lease Supplement (the "Lease Supplement")
dated _____, between Lessee and Georgia Municipal
Association, Inc.

The undersigned officers of the City of Metter (the "Lessee") hereby certify that all Rentals and the Termination Payment under the referenced Lease Supplement, for the current fiscal year are within such Lessee's operating budget or budgets for such year and an appropriation of funds for such year has been made for such purpose and is available therefore.

Dated: _____

City of Metter

Signed by: _____

Print Name: _____

Title: _____

(SEAL)

Attested By: _____

Print Name: _____

Title: _____

INSTRUCTIONS:

1. To be given at the time of signing a Lease Supplement and within 30 days of the adoption of each annual budget.
2. Complete a separate certificate for each Lease Supplement in effect.

SCHEDULE D

Not Applicable

SCHEDULE F

ORDINANCE/RESOLUTION FOR SUPPLEMENTAL LEASES

A RESOLUTION OR ORDINANCE TO AUTHORIZE AND
DIRECT AN OFFICER OF THE CITY
TO EXECUTE ONE OR MORE LEASE SUPPLEMENTS FOR A LEASE
OR LEASES UNDER THE GMA DIRECT LEASING PROGRAM;
TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City has entered into a Master Lease (the "Master Lease") dated as of 3/23/2001, with Georgia Municipal Association, Inc. for the leasing from time to time of certain equipment, machinery or other personal property pursuant to Supplemental Leases;

NOW THEREFORE, BE IT RESOLVED OR ORDAINED AS FOLLOWS BY THE GOVERNING BODY OF THE CITY:

1. The _____ of the City is hereby authorized and directed to execute and deliver a Lease Supplement pursuant to the Master Lease to put into effect one or more leases for Dodge Vehicles w/ Equipment (the "Leased Property"); said officer of the City is authorized and directed in the name and on behalf of the City to execute and deliver (i) one or more Lease Supplements for items of the Leased Property in substantially the form attached to the Master Lease, with such changes and additions as may be approved by said officer, and (ii) such other documents as may be deemed by such officer to be necessary or desirable to effect the purposes hereof or of the Master Lease, and such execution shall constitute conclusive evidence that the executed document has been authorized and approved hereby; the aforesaid officer is further authorized to do all things necessary or appropriate to effectuate the purposes hereof.

2. ☐ An appropriation in the City's current operating budget has previously been made, which shall be sufficient to pay the "Rentals" and the "Termination Payment" during the "Starting Term" under such Lease Supplements; or

(check box if applicable)

☐ An appropriation from unappropriated and unreserved funds in the City's current operating budget is hereby made for the "Rentals" and the "Termination Payment" during the "Starting Term" under such Lease Supplements, and the budget of the City is hereby amended to reflect such appropriation to the extent necessary.

3. Not Applicable.

4. This authorization shall be effective immediately.

CLERK'S CERTIFICATE

The undersigned hereby certifies that he or she is the Clerk of the City of Metter, Georgia (the "City"), and that the foregoing is a true copy of the ☐ Resolution or, ☐ Ordinance [Check One] adopted by the governing body of the City at a meeting duly held on the _____, 20____, at which a quorum was present and acting throughout, and that the same has not been rescinded or modified and is now in full force and effect. Given under the seal of the City, this _____, 20____.

(SEAL)

City Clerk

JAN 25 2024

DATE OF APPLICATION: 1-25-24

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

DATE(S) OF EVENT: March 26 NAME OF EVENT: Container Gardening

DESCRIPTION OF EVENT: Speaker Norman Winter demonstrating plantings in containers

APPLICANT'S FULL NAME: Debra Ann Prince

APPLICANT'S HOME ADDRESS: _____

PHONE #: _____

EMAIL ADDRESS: canochecreek@outlook.com

LOCATION OF SPECIAL EVENT: Metter Depot

AREA AT LOCATION WHERE ALCOHOL WILL BE SERVED: porch of depot

NAME OF PROPERTY OWNER: _____

NUMBER OF PERMITS ISSUED IN CURRENT YEAR: 0

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 ☐

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: 1-25-24

PRINTED NAME: Debra Prince

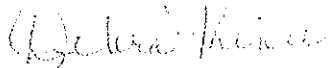
APPROVED: _____ DENIED: _____ AMOUNT PAID _____ DATE _____

CITY SIGNATURE: _____ DATE: _____

DATE: 1/25/2024
TO: B & M POOLS
FROM: CANOOCHEE CREEK MARKET ON BROAD, INC
30 SE BROAD STREET
METTER, GA. 30439

THIS IS TO INFORM YOU THAT CANOOCHEE CREEK MARKET ON BROAD WILL BE HOSTING AN EVENT, "CONTAINER GARDENING" WITH NORMAN WINTER ON TUESDAY, MARCH 26TH, 2024, FROM 5:00 P.M. TO 7:30 P.M. AT THE METTER DEPOT. WE WILL BE SERVING FINGER FOODS AND WINE ON THE PORCH OF THE METTER DEPOT. IT IS REQUIRED BY THE CITY OF METTER TO NOTIFY ADJACENT PROPERTY OWNERS THAT WE WILL BE SERVING WINE, AN ALCOHOLIC BEVERAGE.

THANK YOU.


DEBRA PRINCE, OFFICER

CITY OF METTER, GEORGIA
SPECIAL EVENT ALCOHOL PERMIT APPLICATION

SUBMIT

DATE: 2-8-24

TO: Candi Salter

FROM: Burlap & Lace Market & Coffee Bar
10 N. Lewis St.
Metter, GA, 30439

This is to inform you that Burlap & Lace will be hosting a paint party on Tuesday, February 13th, 6:00 p.m. - 9:00 p.m. We will be serving wine as part of our refreshments offered. It is required by the City of Metter to notify the owner of the property that we will be serving wine, an alcoholic beverage.

Thank You.

Timothy F. Coleman

THE CITY OF METTER AMERICANS WITH DISABILITIES ACT TRANSITION PLAN



Adopted by Mayor and City Council on

INTRODUCTION:

Title II of the "Americans with Disabilities Act" (ADA) is the title that applies to public entities like state and local governments. Title II requires nondiscrimination based on disability, in state and local government services. The "public entities" are required to comply with the ADA.

Title II of the ADA requires that all Programs, Services and Activities of public entities assure that individuals with disabilities have access to all of these.

Program accessibility means that each program is readily accessible to and usable by individuals with disabilities. This is not necessarily only for individuals with needs related to mobility disabilities, but also for individuals with needs related to speech, cognitive, vision and hearing disabilities. Physical barriers include, but are not limited to: parking, path of entry, doors, service counters, and restrooms. Programmatic barriers include, but are not limited to: building signage, customer communication and interaction, access to public phones, emergency notifications/alarms/signals, and participation opportunities for events sponsored by the City.

ADA SELF-EVALUATION AND TRANSITION PLAN:

The City of Metter has not conducted an evaluation or a plan prior to the 2018 ADA Self-Evaluation or the 2018 Transition Plan. Until this year, the City of Metter has not been required to have a Transition Plan.

The purpose of this evaluation is to document the results of the City's review of access to programs, services, and activities, as well as identify physical barriers that would hinder access to our services. We will determine if there is any discriminatory or potentially discriminatory practice, policies, or procedures. This report contains findings based on our current review.

PURPOSE:

The purpose of this Plan is to ensure that the citizens of Metter are provided full access to the City's programs, services and activities in a fashion as is reasonably possible.

Title II of the ADA requires that each of the City's services, programs and activities are reviewed in their entirety to be readily accessible and usable by individuals with disabilities. This Plan has been prepared after careful study of all City programs, services, and activities. Input has been received from all Departments of the City.

This Plan identifies two (2) forms of barriers: physical barriers and programmatic barriers.

Physical barriers include, but are not limited to: parking; paths of entry/travel; doorway; restrooms; service counter; stairways; and curb ramps.

Programmatic barriers include, but are not limited to: building signage; customer communications and interaction; access to public telephones; emergency notifications, alarm, visible signals; and communications via internet, public meetings, telephone.

I. Physical Barriers

The City owns several properties from which it can offer programs, activities, and services without incurring significant financial cost. They include:

1. City Hall, 49 South Rountree Street, Metter, Georgia
2. Metter Police Department/Municipal Annex, 805 East Lillian Street, Metter, Georgia
3. Metter Fire Department, 56 South Lewis Street, Metter, Georgia
4. Metter Community Center, 435 North Rountree Street, Metter, Georgia
5. Old Metter Depot, 303 South East Broad Street, Metter, Georgia
6. Georgia Innovation Center, 25 South Terrell Street, Metter, Georgia

A self-evaluation was conducted in each facility in preparation of this Plan. Summaries of these evaluations are attached as Exhibit "A". Deficiencies identified that diminish the ability of disabled persons to benefit from the city programs, services and activities have been identified and a corrective action plan is noted along with a tentative completion date for each.

BASELINE CONDITIONS: Each of the facilities was reviewed on several "baseline" conditions to include:

- Access to parking and entry into the facilities;
- Access to programs and services themselves; and,
- Access to public areas, restrooms, and other amenities.

CONDITIONS FOR DETERMINING IMPEDIMENT: Criteria established to determine whether corrective action needs to be taken in any facility include, but are not limited to:

- The nature of programs or services. Some facilities are the only location that a particular program or service may be provided;
- Facilities already in compliance with ADA guidelines. A majority of the City's facilities were constructed or renovated after the effective date of the ADA;
- Current state of accessibility of each facility in terms of barriers already removed or identified to be removed;
- Cost. The cost of alternatives versus the cost of removing identified barriers;
- Public use. The population served by a certain program or service and whether the public can obtain service from an alternative location.

II. Programmatic Barriers

Not all barriers are physical in nature. Other types of barriers have been identified to be addressed that must be overcome to provide complete City services to those who are disabled. These recommendations have been identified in Exhibit "A".

City facilities, programs, services, policies, practices, and procedures will continue to be surveyed on an on-going basis, and the Plan may be revised from time to time to account for changes deemed necessary by the City.

STATEMENT OF ACCESSIBILITY:

The City of Metter shall make reasonable modifications in policies, practices and/or procedures when necessary to avoid discrimination on the basis of disability. The city will ensure the services, programs, or activities are not altered in any way. There will be no surcharges assessed on individuals with disabilities to cover the cost involved in making programs accessible.

ADDRESS OF GRIEVANCE:

Any person with a disability, or any individual who represents a minor with a disability, who believes they have been the subject of discrimination, denied access to facilities, programs or services due to their disability may file a grievance.

The City of Metter has adopted and published the ADA Grievance Policy and Procedure.

EXHIBIT "A"**PHYSICAL BARRIERS:**

FACILITY	BARRIER	STATUS
Fire Department	Restrooms are not handicap accessible.	The City will be building a new Fire Station in 2024.
City Hall	N/A	ADA Compliant
Police Department	N/A	ADA Compliant
Georgia Grown Innovation Center	N/A	ADA Compliant
Metter Community Center	N/A	ADA Compliant
Old Metter Depot	N/A	ADA Compliant

The items listed above are to be completed prior to the required update to this Plan. The city will continue to communicate to the public and our clients through website communication, social media communication, and the use of local written and radio communications. The city is committed to allowing persons with disabilities to participate in City-sponsored programs and activities.

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT (“ADA”)

The City of Metter complies with the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability. The ADA, as applied to cities, counties and other local governmental entities, requires that no qualified individual with a disability shall, on the basis of disability, be denied benefits of local government services, programs or activities.

Accordingly, the City of Metter will not refuse to allow a person with a disability to participate in a local government service, program, or activity simply because the person has a disability.

The City of Metter will not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate programs are necessary to ensure that the benefits and services are equally effective.

The City of Metter will not subject individuals with disabilities to discrimination in employment or any local government service, program or activity.

The City of Metter will take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

The City of Metter will make reasonable accommodations in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in a local government program would result. The ADA does not require the City of Metter to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

The City of Metter will operate its programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

Complaints that a program, service, or activity of the City of Metter is not accessible to people with disabilities should be directed to the ADA Coordinator at (912) 685-7845.

FOR FURTHER INFORMATION:

In accordance with Section 35.106 of the ADA's Title II Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from this local government and from the Office on the Americans with Disabilities Act, Civil Right Division, U.S. Department of Justice, Washington, DC 20035-61185 (202) 514-0301 (Voice or (202) 514-0381 (TDD)

In accordance with Title II, Americans with Disabilities Act (ADA), the City of Metter has designated an ADA Coordinator and designee to oversee and coordinate the efforts to comply with Title IL.

Cliff Hendrix
Public Works Director/ADA Coordinator
City of Metter
700 Washington Street
P.O. Box 74
Metter, Georgia 30439
912-685-7845
chendrix@cityofmetterga.gov

Missy Edenfield
HR Manager/Safety Coordinator
City of Metter
49 S. Rountree Street
P.O. box 74
Metter, Georgia 30439
912-685-2527
medenfield@cityofmetterga.gov

In accordance with the Americans with Disabilities Act of 1990, the ADA Coordinator(s) is responsible for ensuring that all programs, services, and activities provided by the City are accessible to people with disabilities.

THE CITY OF METTER

ADA GRIEVANCE POLICY

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Metter. The City's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be filed in writing (but can be submitted in alternate format such as personal interview or a tape recording), containing information about the alleged discrimination such as the name and address of the person filing, and the location, date, and briefly describing the alleged violation of the regulations or discriminatory act.

The complaint should be submitted within 60 calendar days after the alleged violation to:

Cliff Hendrix
Public Works Director/ ADA Coordinator
700 Washington Street
P.O. Box 74
Metter, Georgia 30439

Within 15 calendar days after receipt of the complaint, the ADA Coordinator, or his/her designee, will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or designee will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the City of Metter and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or designee does not satisfactorily resolve the issue, the complainant and/or designee may appeal the decision within 15 calendar days after receipt of the response to the City Manager, or his/her designee.

Within 15 calendar days after receipt of the appeal, the City Manager or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager or designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or his/her designee, appeals to the City Manager or his/her designee, and responses from these two offices will be retained by the City of Metter for at least three (3) years.

CITY OF METTER

ADA GRIEVANCE FORM

NAME _____

ADDRESS _____

PHONE # _____

EMAIL ADDRESS _____

LOCATION OF PROBLEM _____

DATE NOTICED _____

NATURE OF GRIEVANCE:

*** Please attach additional pages in needed.**

The grievance form should be submitted by the grievant and/or his/her designee as soon as possible but no later than 30 calendar days after the alleged violation to:

Cliff Hendrix
Public Works Director/ ADA Coordinator
700 Washington Street
P.O. Box 74
Metter, Georgia 30439
(912) 685-7845

FOR OFFICE USE ONLY:

Date Interview conducted by ADA Coordinator with grievant:

Investigative process and findings of ADA Coordinator:

Action Taken:

Date Received by City Manager:

Action Taken:

Date of Final Resolution: _____

City Manager Signature: _____

ADA Representative Signature: _____

Grievant Signature: _____

(Signature of grievant indicates receipt of final disposition only)

CITY OF METTER

ADA COMPLIANCE SURVEY TOOL

ADA SELF-EVALUATION

COMPLETED BY: _____

DEPARTMENT: _____

SURVEY INSTRUCTIONS

The Self-Evaluation Survey is designed so that you have to answer only those questions that are relevant to your department.

Please read each question carefully to determine whether it applies to your department. If your department does not fit the description of the question asked, you may skip to the next question.

Please keep in mind that the survey is not a test. The survey is a tool that is being used to gather baseline data about the accessibility of city benefits and services.

We hope to identify best practices as well as areas where improvement is needed. The city will use that data gathered to determine where resources and training are needed to improve access across all departments.

Your assistance and time are greatly appreciated.

1. Approximately how many members of the public receive service from your department each year:

_____ Under 1,000
_____ 1,000 - 5,000
_____ 5,001 - 10,000
_____ Over 10,000

2. Approximately what percentage of these individuals have disabilities? *[Note: It is understood that your department may not collect this data and does not expect you to do so. However, your best estimate of this percentage will give us a clearer picture of your department.]*

_____ None
_____ Under 10%
_____ 10% - 25%
_____ 26% - 50%
_____ Over 50%
_____ Have No Idea

3. Does your department ever provide transportation for its applicants or participants?

_____ Yes _____ No

If yes, what type? _____

4. Does your department use an automated phone menu system to access staff and/or information on services?

_____ Yes _____ No

5. Does your department have a TTY/TDD (text telephone for communicating with people with hearing and/or speech impairments?)

_____ Yes _____ No

6. Does your department provide phones for the public to use to make outgoing calls when needed?

_____ Yes _____ No

7. Are people with disabilities portrayed in any of the materials used by your department?

_____ Yes _____ No

8. Does your department allow an individual to request a modification of department policies, procedures, or practices to accommodate his/her disability?

_____ Yes _____ No

9. Does your department require applicants or participants to wait in line at any time at an information window and/or to apply for services, etc.? If so, are there alternatives for individuals whose physical or mental disabilities make it unduly difficult to stand or wait for an extended period of time?

_____ Yes _____ No

Please describe the alternatives: _____

10. Does your department have a grievance procedure for resolving complaints by the public alleging noncompliance with the ADA in any of your services, activities and/or benefits?

_____ Yes _____ No

Please describe the procedure: _____

11. Do you provide wheelchair accessible transportation for people who need it?

_____ Yes _____ No

12. Is the building or site that houses your department have emergency evacuation procedures?

_____ Yes _____ No

Are they in written form? _____ Yes _____ No

13. Do these evacuation procedures include specific provisions for evacuating people with disabilities?

_____ Yes _____ No

14. Is the building where your department is located equipped with visual emergency alarms, flashing lights, etc., in addition to audio alarms?

_____ Yes _____ No

15. Do members of your staff receive information on any of the following:

- Americans with Disabilities Act (ADA)
- Fair Housing Amendments Act
- Section 504 of the Rehabilitation Act
- State Disability Laws

_____ Yes _____ No

16. Do members of your staff receive training in working with people who have any type of disability?

_____ Yes _____ No

17. Does your department have an ADA Coordinator?

_____ Yes _____ No

18. Would your staff benefit from training and/or technical assistance with ADA questions/concerns?

_____ Yes _____ No



ROBERTS
CIVIL ENGINEERING

St Simons Island | Savannah | Jacksonville | Charleston | Baxley
www.robertscivilengineering.com

**Project and Engineering Consulting Services
City of Metter, Georgia
Municipal Grant Writing Proposal**

Attachment A – Scope of Work

Roberts Civil Engineering (RCE) is pleased to present the following proposal for grant writing services for an Assistance to Firefighter's Grant through the Federal Emergency Management Agency for the City of Metter, GA. The following summarizes the scope of services that RCE proposes to perform:

These services are available to the City of Metter related to its Assistance to Firefighter Grant application and may include but are not limited to the following:

- a. Budgeting
- b. Project Planning
- c. Project Management
- d. Due Diligence
- e. Cost Estimates
- f. Contract Administration
- g. Contractor Coordination
- h. On-Call Consulting

Cost: \$9,250.00, to be paid as a one-time fee once verification of the submission of the application to FEMA has been received by RCE and the City of Metter. (This does not include sub-consultant services cost).

Grant Administration: 3% of Grant Total to be paid quarterly throughout the grant process once a grant is written and awarded. RCE will be responsible for all aspects of grant administration. The final invoice will be due 30 days following the close of the grant.

- 1. Hourly Services – Tasks not specifically stated in the Scope of Work are available on an hourly basis at RCE's current hourly rate at the time of service. These tasks could include but are not limited to meetings, calls, bidding, and contractor coordination.**

Current Hourly Rate Schedule

Principal Engineer	\$195
Project Manager	\$185
Sr. Project Engineer	\$185
Project Engineer	\$150
Sr. Field Engineer	\$150
Project Coordinator	\$130
Field Engineer	\$130
Draftsman	\$130
Admin	\$75

Notes:

1. Hourly rates are subject to change.

CONTRACT AGREEMENT

This Contract Agreement is entered into this date _____, 2024 by and between the **City of Metter, GA** (hereinafter "Client") and **Roberts Civil Engineering, LLC** (hereinafter "Engineer") (collectively the "Parties").

1. Parties Information:

CLIENT: City of Metter (c/o City Manager Carter Crawford)

Client Address: 49 South Rountree Street
Metter, GA 30439

Client Phone: (912) 685-2527

Client Email: craw@planters.net

ENGINEER: Roberts Civil Engineering, LLC

Engineer Contact: Johnathan Roberts

Engineer Address: 301 Sea Island Rd., Suite 10
St. Simons Island, GA 31522

Engineer Phone: (912) 638-9681

Engineer Email: ccopelan@robertscivilengineering.com

2. **Purpose:** Client desires to retain Engineer, as an independent contractor, to provide certain services as specified herein to Client and Engineer desires to provide such services to Client in accordance with the terms and conditions set forth herein.
3. **Scope of Work:** Engineer's Scope of Work under this Contract Agreement shown in Attachment A (hereinafter "Scope of Work"). The Parties agree that any work performed by Engineer beyond the Scope of Work defined herein shall be performed at Client's expense based on the hourly fees described in Attachment A. The hourly rate services may include but are not limited to revisions, permitting, meetings, calls, bidding, and contractor coordination.
4. **Contract Price:** Engineer agrees to perform the Scope of Work as shown in Attachment A (hereinafter "Contract Price"), subject to additions and deductions by Change Orders.

5. **Terms of Payment:** Client shall make payments in draws to Engineer monthly based on the hourly fees for work performed and reimbursable expenses. Payment is due upon receipt of the invoice. A 1.5% interest fee will be charged for each 30-day period that elapses from the date of the invoice until receipt of payment.
6. **Stop Work Clause:** Billings become delinquent if not paid within thirty (30) days of the invoice date. If billings are not paid within thirty (30) days of the invoice date, RCE we will stop all work until your account is brought current, or we will withdraw from engagement under this Agreement. The Client acknowledges and agrees that RCE is not required to continue work in the event of the Client's failure to pay on a timely basis for services rendered as required by this Agreement. The Client further acknowledges and agrees that in the event we stop work or withdraw from this Agreement as a result of the Client's failure to pay on a timely basis for services rendered as required by this Agreement, RCE shall not be liable to the Client for any damages that occur as a result of RCE's ceasing to render services.
7. **Contract Time:** Engineer agrees to obtain Substantial Completion and Final Completion in accordance with the schedules established by the Parties via an executed Change Order.
8. **Insurance:** Engineer shall maintain valid: (1) general liability insurance in the aggregate amount of \$1,000,000; (2) worker's compensation insurance in the amounts prescribed by law; and (3) errors and omissions insurance in the amount of \$1,000,000 or the duration of this Project with extended coverage for a period of 1 year following completion of the Project.
9. **Limitation of Liability:** To the extent permitted by Georgia law, client agrees that Engineer and its agents and employees shall not be held responsible for any loss or damage sustained by Client, or additional costs incurred by Client, resulting from a delay caused by Client or its other Subcontractors, their agents or employees, or supplier, or by abnormal weather conditions, or by any other cause. The maximum liability that the Engineer shall incur shall be the lesser of the design fee or the insurance amount.
10. **Indemnity:** To the extent permitted by Georgia law, client agrees to defend, indemnify and save harmless Engineer from and against any claim, cost, attorneys' fees incurred (including attorneys' fees incurred on any appeal), expense, liability, or damages attributable to bodily injury, sickness, disease, or death, or to damage to or destruction of property (including loss of use thereof), caused by, arising out of, resulting from, or occurring in connection with, in whole or in part, the performance of the Scope of Work by Client, its other Subcontractors and suppliers, or their agents, servants, or employees. Client shall not, however, be required to indemnify Engineer from or against claims solely arising out of Engineer's own negligence. Client shall strictly comply and shall ensure that its contractor(s) and other subcontractors comply with all federal, state, or local laws, statutes, codes, ordinances, rules, and regulations applicable to its presence or performance of any activity on the Project, including but not limited to permits required under the Federal Clean Water Act and local ordinances for land disturbance activity. Owner expressly agrees to indemnify, defend, and hold Engineer harmless with respect to any fines, penalties, liabilities, or other consequences for its failure to so comply.
11. **Statute of Limitations:** Client agrees to file any and all claims against Engineer within one (1) year of the last date on which Engineer supplied or provided design for the project.
12. **Termination:** Either party may terminate this agreement after (15) calendar days of written notice. Engineer shall be paid for the amount of work completed through the notice of termination.
13. **Independent Contractor:** It is the intention of the Parties that the Engineer occupies the status of an independent contractor, as that term is generally understood in the construction industry. It is the intention of the Parties that: (i) the Engineer shall specifically not occupy the status of an agent, servant, or employee of the Client; and (ii) the relationship between the Engineer and the Client shall specifically not be that of a partnership, joint venture, or other similar association.
14. **Entire Agreement:** This Contract Agreement and the Attachments hereto constitute the sole and entire agreement between the Parties hereto with respect to the subject matter hereof and no modification of this Contract Agreement and Exhibits shall be binding unless signed by all Parties. No representation, promise, or inducement not included in this Contract Agreement or Exhibits shall be binding upon any party hereto.

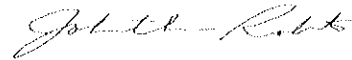
15. **Counterparts:** This Contract Agreement may be executed in several counterparts, each of which shall constitute an executed original hereof.
16. **Engagement:** Engineer shall be engaged to begin the Scope of Work upon receipt of all of the following items from Client:

i. Signed Contract Agreement

IN WITNESS WHEREOF the Parties hereto have caused this agreement to be executed as of the day and year first above written.

ENGINEER:

By: Johnathan Roberts
For: Roberts Civil Engineering, LLC
Its: Professional Engineer



CLIENT:

By: _____
For: _____
Its: _____



METTER POLICE DEPARTMENT
JANUARY 2024 STATS

		Jan-24	LAST MONTH	LAST YEAR
CITATIONS ISSUED		131	83	63
WARNINGS		124	111	141
ARRESTS		19	9	19
ACCIDENTS		11	14	15
INCIDENT REPORTS		48	25	44
	Cleared by Arrest	19	9	19
	Exceptionally Cleared	2	0	2
	Unfounded	5	6	4
	Felony Cases	18	10	11
	Misdemeanor Cases	20	18	28
	Fowarded to Investigations	27	40	25

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

Angie Conner

From: Jason Douglas
Sent: Thursday, February 1, 2024 9:03 AM
To: Angie Conner; Kellie Lank; baasheim@candlerco-ga.gov; craw@planters.net
Subject: Fire Response for Jan. 2024
Attachments: Jan 2024Fire Response List.xlsx

3 Calls in the City of Pulaski

Metter Fire Rescue Response List

Jan-24

Call Type and Jurisdiction

Jan-24

	Structure	Vehicle	Res.	Brush	Inv.	Alarm	Heli.	Haz.	Service	Med.	Other	Total
City	0	0	1	0	1	1	6	1	0	8	0	18
County	1	1	1	9	1	2	1	0	1	8	0	25
Total	1	1	2	9	2	3	7	1	1	16	0	

Total Calls	43
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Jan-23

	Structure	Vehicle	Res.	Brush	Inv.	Alarm	Heli.	Haz.	Service	Med.	Other	Total
City	0	2	1	2	2	3	2	1	1	4	0	18
County	0	3	6	5	0	7	0	0	0	4	1	26
Total	0	5	7	7	2	10	2	1	1	8	1	

Total Calls	44
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REPORT CITY OF METTER
PUBLIC WORKS DIRECTOR
MONTHLY REPORT
JANUARY 01 TO JANUARY 31, 2024

A. Water and Sewer Department:

Items	Current Month	Last Month	This Month Last Year	YTD CITY FY2024
1. Total number of work orders.	209	156	258	958
2. Turn on-New Customers.	28	23	23	170
3. Turn off-Final Billing.	24	18	22	166
4. Reconnect.	38	26	56	338
5. Check for leaks.	07	08	03	63
6. Turn off-non-payment.	53	25	73	430
7. Sewer Problems.	05	04	06	40
8. Discolored Water Calls	03	17	07	244
9. Service calls.	27	06	22	151
10. Busted water mains	00	00	01	07
11. Water taps.	00	00	00	07
12. Sewer taps.	00	00	00	12
13. Meters damaged by customers	00	00	02	09
14. Utilities Protection Center Locate Tickets.	24	29	40	233
15. Water Meters Tested for Calibration	00	00	01	07

B. Roadways and Walkways/Sanitation Department:

Items	Current Month	Last Month	This Month Last Year	YTD CITY FY2024
1. Total number of work orders.	60	56	59	420
2. Amount of junk picked up.	15.28 tons	32.17 tons	28.77 tons	166.66 tons
3. Number of poly carts repaired or replaced.	16	12	15	111
4. Amount of Garbage took to landfill.	149.87 tons	139.33 tons	149.64 tons	1,014.31 tons
5. Amount of yard waste picked up.	80.01 tons	65.17 tons	93.0 tons	653.83 tons
6. Number of potholes repaired.	01	01	09	11
7. Number of tires picked up.	36	03	43	227

C. **Building Inspection Department:**

Items	Current Month	Last Month	This Month Last Year	YTD CITY FY2024
1. Number of Building Permits issued.	05	02	02	20
2. Number of Electrical Permits issued.	01	00	00	07
3. Number of Mobile Home Permits issued.	00	02	00	02
4. Number of Sign Permits issued.	00	00	01	06
5. Number of Land Disturbing Permits issued.	00	00	00	03
6. Number of Fence Permits issued.	00	01	00	04
7. Number of Nuisance Letters sent out	01	01	00	06

D. **Projects:**

1. The 2023 LMIG Project 7% complete.
2. We have started the 2021 TIA Projects for paving of E. Hiawatha St. (75% complete) and sidewalks (10% complete) for S. Lewis St.
3. We have received permits from EPD and GDOT for the water and sewer extension for the property on Airport Road. We are waiting on a couple of Utility easements to be signed before putting the project out for bids.
4. We have started the design for the INOIDIC Grant for the downtown parks project.
5. The Sewer Rehabilitation Project has begun and is about 55% complete.

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

A. Permits and Applications:

January Applications

Occupational Tax Registration

1. Harvey's Liquidation and More LLC – 301 Central Ave. – Approved
2. The Busy B! – 31 S. Rountree St. – Under Review
3. Sikes Civil – 1010 E. Hiawatha St. – Under Review

Building Permit

1. Tony Doyle – 236 S.W. Broad St. – Approved
2. Ashley Jones – 605-A S. Leroy St. – Approved
3. Ashley Jones – 520 Holly Dr. – Approved
4. Julio Salazar – 363 S. Leroy St. - Approved

Utility Building

1. Benji Crooms – 830 S. Leroy St. - Approved

Electrical Permit

1. Andrew Norman/Daniels Bishop Chevrolet – 905 S. Lewis St. - Approved

Special Event Alcohol Permit

1. Metter-Candler Chamber of Commerce – Annual Meeting – 1/30/24 – Approved
2. Canoochee Creek Market – Container Gardening – 3/26/24 – Under Review

Temporary Vendor Permit

1. Candler County Historical Society – Open Air Market 2024 - Approved

January Building Rental

Depot - \$ 1,650.00

Community Center - \$ 375.00

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

Number of Transactions – 542

Total Amount - \$47,276.21

Tasks

- Continue to assist with the USDA Loan Application for the new fire station.
- Assisting auditor with the FY 2023 audit.
- Assisted with organizing the Arbor Day Celebration – Historical Society Building – February 13, 2024, 10:00 am.
- Tweaking the new city website but it is up and running.
- Assisted with organizing the City Council Planning Retreat.
- Attended Tree Board Meeting, Jan. 18, 2024.
- Organized Called Meeting for January 12, 2024.
- Attended a Project Team meeting led by City Manager Carter Crawford.
- Assisted City Council with room reservations and training materials for the GMA Cities Summit held at the Atlanta Hilton.
- Organized Called Meeting for Monday, February 5, 2024.
- Attended Great American Cleanup Meeting. – Cleanup is scheduled for March 23, 2024.