



**City of Guyton, Georgia  
City Council Meeting  
August 13, 2024 at 7:00 P.M.**

**Guyton City Hall  
310 Central Boulevard  
Guyton, GA 31312**

---

## **AGENDA**

**1. Call to Order**

**2. Invocation and Pledge of Allegiance**

**3. Consideration to Approve the Agenda**

**4. Consideration to Approve the Minutes**

- ⊗ 07/09/24 Regular Meeting
- ⊗ 07/18/24 Special Called Meeting

**5. Reports from Staff and Committees**

- |                            |                    |
|----------------------------|--------------------|
| ⊗ Police Department        | Kelphie Lundy      |
| ⊗ Code Enforcement         | Moses Walker       |
| ⊗ Fire Department          | Clint Hodges       |
| ⊗ Public Works/Water/Sewer | EOM                |
| ⊗ Planning and Zoning      | Lon Harden         |
| ⊗ Industrial Development   | Lon Harden         |
| ⊗ Historical Commission    | Lucy Powell        |
| ⊗ Leisure Services         | Lula Seabrooks     |
| ⊗ Library Board            | Jim Odum           |
| ⊗ Downtown Development     | Miller Barger, Jr. |

**6. Public Participation**

- ⊗ Frank Patterson, Scouting America
- ⊗ Susanna Seigler, Effingham Health System Foundation

**7. General Government**

- ⊗ Linton Lane Manhole Removal and Replacement
- ⊗ Public Reprimand and Apology, Councilman Theodore Hamby
- ⊗ Monthly Telephone Utility Payment Notices

**8. Old Business**

- A. Second reading and consideration to approve Ordinance 2024-02 amending the City of Guyton Zoning Ordinance
  - Planning and Zoning Commission recommended approval at 7/23/24 meeting

**9. New Business**

- A. First reading of Ordinance 2024-04 levying a net tax
- B. Consideration to approve Major Subdivision Sketch Plan
  - Planning and Zoning Commission recommended approval at 7/23/24 meeting
- C. Consideration to add Springfield Wrecker Service to the Guyton Police Department's wrecker rotation list
- D. Consideration to approve Guyton Police Department Policy 200-05, "Take-Home Vehicles," and 200-08, "Vehicle Operations"
- E. Consideration to approve Change Order #1 for the Guyton LAS Sprayfield Improvement Project in the amount of \$18,000.00
- F. Consideration to approve Elected Officials Benefits for the City of Guyton Retirement Plan in the amount of \$12,447.00
- G. Consideration to approve Resolution 2024-17 imposing a moratorium on the acceptance of applications for sanitary sewer services for residential properties
- H. Consideration to approve Resolution 2024-18 engaging Waste Water Systems, Inc.

**10. Consideration to move from the regular meeting into an executive session referencing personnel**

**11. Consideration to take any action needed arising from executive session**

**12. Dates to Remember**

- 🕒 Wednesday, August 14, 2024, Blood Drive from 1:00 P.M. until 6:00 P.M. — Guyton Gymnasium, 505 Magnolia Street, Guyton, GA 31312
- 🕒 Wednesday, August 21, 2024, Downtown Development Authority Meeting at 10:00 A.M. — Guyton City Hall, 310 Central Boulevard, Guyton, GA 31312
- 🕒 Thursday, August 22, 2024, Bingo from 11:00 A.M. until 12:00 P.M. — Leisure Services Room, 505 Magnolia Street, Guyton, GA 31312
- 🕒 Monday, September 2, 2024, Guyton City Hall closed in observance of Labor Day

🕒 Tuesday, September 3, 2024, Planning and Zoning Public Hearing and Meeting at 7:00 P.M. — Guyton City Hall, 310 Central Boulevard, Guyton, GA 31312

🕒 Tuesday, September 10, 2024, Guyton City Council Public Hearing and Meeting at 7:00 P.M. — Guyton City Hall, 310 Central Boulevard, Guyton, GA 31312

**13. Consideration to Adjourn**

## **Rules of Decorum for All Meetings**

The purpose of the Rules of Decorum is to foster an atmosphere of civil and courteous discourse, even and especially when discussing contentious topics, at all meetings held by the City of Guyton.

### **(A) General rules applicable to all (Mayor and City Council, Staff, Members of the Public)**

- 1) Each speaker should refrain from personal attacks, foul or abusive language, and will maintain a civil and courteous manner and tone.
- 2) During designated times for members of the public to speak, members of the public will be permitted 10 minutes to discuss topics. After 10 minutes of discussion on a topic, members of the public will be limited to 3:00 minutes speaking time. The Mayor or presiding officer shall have the authority to grant additional speaking time. Notwithstanding the foregoing, during public hearings involving zoning decisions, members of the public will have no less than 10 minutes to speak in favor, and no less than 10 minutes to speak in opposition.
- 3) Members of the audience will respect the rights of others and will not create noise or other disturbances that will disrupt or disturb persons who are addressing the Mayor and Council or Committee or Board or Commission, or members of those bodies who are speaking, or otherwise impede the orderly conduct of the meeting.

### **(B) Additional Rules for Mayor and City Council, Committees, Boards or Commissions**

1. The Mayor and City Council, Committees, Boards, Authorities, or Commissions will conduct themselves in a professional and respectful manner at all meetings.
2. Questions for staff or individuals or other Council, Committee, Board or Commission members will be directed to the appropriate person to answer. Members of the Mayor and City Council, Committees, Boards, Authorities, or Commissions will attempt to answer or address questions presented one at a time without attempting to talk over another member.
3. Members of the Mayor and City Council, Committees, Boards, Authorities, or Commissions are always free to criticize or question policies, positions, data, or information presented. However, members of the Mayor and City Council, Committees, Boards, Authorities, or Commissions will not attack or impugn the person presenting.

### **(C) Enforcement**

The Mayor or presiding officer has the authority to enforce each of the Rules of Decorum regarding members of the public. If any Rule is violated, the Mayor or presiding officer will give the speaker a warning, citing the Rule being violated, and telling the speaker that a second violation will result in a forfeiture of the right to speak further. The Mayor or presiding officer also may have the offending speaker removed from the meeting if the misconduct persists. The Mayor or presiding officer shall not have any power under this provision regarding a Council, Committee, Board or Commission member.



**City of Guyton  
City Council Meeting  
July 9, 2024 — 7:00 PM**

**MINUTES OF MEETING**

---

**Call to Order** — The City of Guyton Council held a City Council Meeting on July 9, 2024, at Guyton City Hall — 310 Central Boulevard, Guyton, GA 31312. The meeting was called to order by Mayor Andy Harville at approximately 7:00 PM. Mayor Andy Harville, Mayor Pro Tem Michael Johnson, Councilmember Jeremiah Chancey, Councilmember Theodore Hamby, and Councilmember Joseph Lee were present at this meeting.

**Additional Administrative Staff Present** — City Clerk Fabian Mann and City Attorney Wes Rahn were present.

**Guest Present** — The guest sign-in sheets are filed in the Office of the City Clerk.

---

**Invocation** — The invocation was led by **Lon Harden**.

**Pledge of Allegiance** — The Pledge of Allegiance was led by **Lee**.

**Consideration to Approve the Agenda** — **Johnson** made a motion to approve the agenda with the following amendments. **Lee** seconded the motion. **Motion passed unanimously.**

**Consideration to Approve the Minutes** — **Johnson** made a motion to approve the minutes of the following meeting. **Lee** seconded the motion. **Motion passed unanimously.**

- 🕒 06/11/24 Regular Meeting
  - 🕒 06/25/24 Special Called Meeting
  - 🕒 06/26/24 Special Called Meeting
- 

**Reports from Staff or Committees**

- |                                  |                    |
|----------------------------------|--------------------|
| 🕒 Police Department              | Kelphie Lundy      |
| 🕒 Fire Department                | Clint Hodges       |
| 🕒 Public Works/Water/Sewer       | EOM                |
| 🕒 Planning and Zoning            | Lon Harden         |
| 🕒 Industrial Development         | Lon Harden         |
| 🕒 Leisure Services               | Lula Seabrooks     |
| 🕒 Library Board                  | Jim Odum           |
| 🕒 Downtown Development Authority | Miller Barger, Jr. |



---

## New Business

**Consideration to approve Resolution 2024-14 adopting the City of Guyton Commission, Authority, and Board Appointment Policy — Chancey made a motion to approve Resolution 2024-14. Hamby seconded the motion. Motion passed unanimously.**

**Consideration to nominate and confirm appointments to the Board of Ethics —**

- ④ **Harville** appointed Josh Heath.
- ④ **Hamby** nominated Michael Garvin. **Nomination/Appointment passed unanimously.**
- ④ **Harville** nominated Sarah Tomlinson. **Nomination/Appointment passed unanimously.**

**Consideration to approve a five-year, digital copier lease with Digital Office Equipment for the Code Enforcement Department in the amount of \$88.87 per month — Johnson made a motion to approve the lease. Lee seconded the motion. Motion passed unanimously.**

**Consideration to renew a one-year contract with Spatial Engineering regarding RightSpot GIS Services in the amount of \$32,000.00 — Johnson made a motion to renew the contract with Spatial Engineering. Lee seconded the motion. Motion passed unanimously.**

**Consideration to approve the expenditure of \$12,920.00 for water meters from Delta Municipal Supply — Johnson made a motion to approve the expenditure for water meters. Chancey seconded the motion. Motion passed unanimously.**

**Consideration to approve the expenditure of \$13,216.00 for meter boxes from Consolidated Pipe & Supply Company — Johnson made a motion to approve the expenditure for meter boxes. Lee seconded the motion. Motion passed unanimously.**

---

## Dates to Remember

Thursday, July 11, 2024, Bingo from 11:00 A.M. until 12:00 P.M. — Leisure Services Room, 505 Magnolia Street, Guyton, GA 31312

Wednesday, July 17, 2024, Downtown Development Authority Meeting at 10:00 A.M. — Guyton City Hall, 310 Central Boulevard, Guyton, GA 31312

Saturday, July 20, 2024, Community Picnic from 12:00 P.M. until 5:00 P.M. — Guyton Gymnasium, 505 Magnolia Street, Guyton, GA 31312



Tuesday, July 23, 2024, Planning and Zoning Public Hearing and Meeting at  
7:00 P.M. — Guyton City Hall, 310 Central Boulevard, Guyton, GA 31312

Thursday, July 25, 2024, Bingo from 11:00 A.M. until 12:00 P.M. — Leisure Services Room, 505  
Magnolia Street, Guyton, GA 31312

Saturday, July 27, 2024, Summer Sale Along the Trail from 8:00 A.M. until  
2:00 P.M. — Guyton Walking Trail, 310 Central Boulevard, Guyton, GA 31312

Tuesday, August 13, 2024, Guyton City Council Meeting at 7:00 P.M. —  
Guyton City Hall, 310 Central Boulevard, Guyton, GA 31312

---

**Consideration to Adjourn** — **Johnson** made a motion to adjourn. **Hamby** seconded the  
motion. **Motion passed unanimously.** The meeting adjourned at approximately 7:46 P.M.

---

City of Guyton

---

Andy Harville, Mayor

Attest:

---

Fabian M. Mann, Jr., City Clerk



**City of Guyton**  
**City Council Special Called Meeting**  
**July 18, 2024 — 6:00 PM**

**MINUTES OF MEETING**

---

**Call to Order** — The City of Guyton Council held a Special Called City Council Meeting on July 18, 2024, at Guyton City Hall — 310 Central Boulevard, Guyton, GA 31312. The meeting was called to order by Mayor Andy Harville at approximately 6:03 PM. Mayor Andy Harville, Mayor Pro Tem Michael Johnson, Councilmember Jeremiah Chancey, Councilmember Theodore Hamby, and Councilmember Joseph Lee were present at this meeting.

**Additional Administrative Staff Present** — City Clerk Fabian Mann was present at this meeting.

**Guest Present** — The guest sign-in sheets are filed in the Office of the City Clerk.

---

**Consideration to Approve the Agenda** — **Johnson** made a motion to approve the agenda with the following amendments. **Lee** seconded the motion. **Motion passed unanimously.**

- ③ Adding Item D: Consideration to approve Resolution 2024-16 awarding the Guyton LAS Sprayfield Improvements Project to SEC Site Work with a bid amount of \$453,335.25

**Review Board of Ethic’s Decision Regarding Ethics Complaint Against Councilman Theodore Hamby**

---

**New Business**

**Consideration to take action regarding the Board of Ethics’s decision**

Councilman Hamby recused himself from the discussion.

- ③ **Lee** made a motion for Councilman Hamby to issue a public apology. **Johnson** seconded the motion. **Lee** and **Johnson** voted aye. **Harville** and **Chancey** voted nay. **Motion failed with a 2-2 vote.**
- ③ **Chancey** made a motion requesting the resignation of Councilman Hamby. **Harville** seconded the motion. **Chancey** and **Harville** voted aye. **Johnson** and **Lee** voted nay. **Motion failed with a 2-2 vote.**
- ③ **Lee** made a motion for a public reprimand in addition to Council Hamby issuing a public apology. **Chancey** seconded the motion. **Motion passed unanimously.**





**Consideration to approve Resolution 2024-15 amending the City of Guyton’s fee schedules — Johnson made a motion to approve Resolution 2024-15. Chancey seconded the motion. Motion passed unanimously.**

**Consideration to nominate and confirm appointment to the Board of Ethics — Harville nominated Chad Morgan. Nomination/Appointment passed unanimously.**

**Consideration to approve Resolution 2024-16 awarding the Guyton LAS Sprayfield Improvements Project to SEC Site Work with a bid amount of \$453,335.25 — Lee made a motion to approve Resolution 2024-16. Hamby seconded the motion. Motion passed unanimously.**

---

### Dates to Remember

- ☉ Saturday, July 20, 2024, Community Picnic from 12:00 P.M. until 5:00 P.M. — Guyton Gymnasium, 505 Magnolia Street, Guyton, GA 31312
- ☉ Tuesday, July 23, 2024, Planning and Zoning Public Hearing and Meeting at 7:00 P.M. — Guyton City Hall, 310 Central Boulevard, Guyton, GA 31312
- ☉ Thursday, July 25, 2024, Bingo from 11:00 A.M. until 12:00 P.M. — Leisure Services Room, 505 Magnolia Street, Guyton, GA 31312
- ☉ Saturday, July 27, 2024, Summer Sale Along the Trail from 8:00 A.M. until 2:00 P.M. — Guyton Walking Trail, 310 Central Boulevard, Guyton, GA 31312
- ☉ Tuesday, August 13, 2024, Guyton City Council Meeting at 7:00 P.M. — Guyton City Hall, 310 Central Boulevard, Guyton, GA 31312

---

**Consideration to Adjourn — Johnson made a motion to adjourn. Hamby seconded the motion. Motion passed unanimously.** The meeting adjourned at approximately 6:20 P.M.

---

City of Guyton

---

Andy Harville, Mayor

Attest:

---

Fabian M. Mann, Jr., City Clerk

Cartee Construction & Utilities  
376 Metts Road  
Statesboro, GA 30461  
Phone: 912-682-9937



June 17, 2024

Re: Manhole Remove and Replace on Linton Lane in Guyton, GA

Dear Sir or Madam:

We propose the following for Utility installation to include the following:

- Remove and Replace Receiving Manhole 17' at Lift Station

Our price for performing this work is stated below:

- Dewatering and Shoring included
- Reroute FM line and remove manhole
- Install 17' lined manhole
- Sewer bypass included with silent pumps
- Total: \$114,750.00

Please review the following notes:

1. Cartee Construction cannot be held responsible for unforeseen conditions.
2. No permits, fees or any kind of testing included.
3. No removal of unsuitable soil and no compaction test.
4. No Layouts/ as-builts included.
5. No cut and patch of asphalt included.
6. No removal or relocating existing utilities.
7. Quote to expire in 30 days.

Sincerely,

Clay Cartee  
Project Manager/ Estimator



Re: Ethics Complaint Against Councilmember Theodore Hamby

Dear Citizens of the City of Guyton,

You expect, demand, and deserve ethical and moral conduct from your elected officials. Having found that Councilmember Theodore Hamby engaged in conduct contrary to this expectation, the Mayor and the City Council hereby reprimand Councilmember Hamby's actions. Unethical behavior has no place in the City of Guyton, and we will take all steps available to us to ensure that your elected officials govern with honesty and integrity.

Thank you for the opportunity to serve this great City.

---

Mayor Andy Harville

---

Councilmember Joseph Lee

---

Councilmember Michael Johnson

---

Councilmember Jeremiah Chancey

**CITY OF GUYTON  
STATE OF GEORGIA**

**ORDINANCE NO. 2024-02**

**AN ORDINANCE BY THE MAYOR AND COUNCIL FOR THE CITY OF GUYTON TO AMEND THE CITY OF GUYTON, GEORGIA ZONING ORDINANCE; TO PROVIDE FOR NOTICE; TO PROVIDE FOR SEVERABILITY; TO PROVIDE AN EFFECTIVE DATE; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.**

**WHEREAS**, the duly elected governing authority of the City of Guyton, Georgia is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its property, affairs and local government;

**WHEREAS**, the Mayor and Council have authority to amend the City of Guyton, Georgia Zoning Ordinance from time to time and where necessary to maintain adequate regulations;

**WHEREAS**, the duly elected governing authority of the City of Guyton, Georgia hereby resolve to amend the City of Guyton, Georgia Zoning Ordinance; and

**NOW THEREFORE, IT IS HEREBY ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF GUYTON**, in a regular meeting assembled and pursuant to lawful authority thereof, as follows:

**Section 1.** Article 4 – Interpretation of Terms and Definitions, Section 401(36) “LOT OF RECORD” shall be amended to read as follows:

(36) LOT OF RECORD. A lot which is part of a subdivision, a plat of which has been legally recorded in the records of the Clerk of Effingham County Superior Court, or a parcel of land, the deed of which has been legally recorded in the same office.

**Section 2.** Article 6 – Intent of Land Use Districts and Specific Land Use District Regulation, Section 604 shall be amended in its entirety to now read as follows:

**Section 604. R-4, Single Family Residential District**

District Intent

The intent of this district is to provide distinct areas within the city where single family dwellings are allowed by right and single-family manufactured housing are allowed on a special permit use basis. It is intended that R-4 land use districts be limited to those areas of the city where manufactured homes and single-family dwellings have historically existed together but where single-family dwellings are the dominant housing type.

A. Uses Permitted

The following uses shall be permitted in the R-4, single Family Residential District:

- (1) Single family dwellings; except that single family residences are not required to meet the standard listed in Section 601(D)(5);
- (2) Parks and playgrounds;
- (3) Country clubs and golf courses;
- (4) General purpose farm or garden, but not the keeping of poultry or non-domestic animals;
- (5) Accessory uses and structures; and
- (6) Home business offices.

#### B. Special Permit Uses

The following uses may be permitted in accordance with the provisions contained in Article Ten, and if any additional conditions which may be required are met:

- (1) Manufactured houses (subject to O.C.G.A. § 36-66-7);
- (2) Modular homes (subject to O.C.G.A. § 36-66-7);
- (2) Public and private schools;
- (3) Public buildings and utilities;
- (4) Churches;
- (5) Day care centers and kindergartens;
- (6) Clubs, lodges, or fraternal organizations;
- (7) General purpose farm or garden that includes the keeping of poultry or non-domestic animals;
- (8) Home occupation.

#### C. Area Regulations

Unless otherwise specified in this ordinance, uses permitted in the R-4, Single Family Residential District shall conform to the following requirements:

- (1) Minimum lot area for uses other than manufactured houses: 0.5 acres;
- (2) Minimum lot area for manufactured houses on a Lot of Record existing as of the effective date of this ordinance: 0.5 acres;
- (3) Minimum lot area for manufactured houses: 1 acre;
- (4) Minimum lot width at the building line: 75 feet;
- (5) Minimum front yard setback from street: 25 feet;
- (6) Minimum side yard, setback from street: 25 feet, setback from other property line: 10 feet;
- (7) Minimum rear yard, setback from street: 25 feet; setback from other property line: 15 feet;
- (8) Maximum percentage of lot coverage: 30%;
- (9) Maximum building height: 35 feet.

**Section 3.** Article 12 – Amendments to the Zoning Ordinances, Section 1205 shall be amended in its entirety to now read as follows:

**Section 1205. Public Hearings, Public Hearing Procedure, and Rezoning Standards**

(1) Required Public Hearings

No official action shall be taken on any proposed zoning amendment unless a public hearing has been held. The public hearing shall be conducted by the Planning and Zoning Commission.

(2) Procedure for Calling a Public Hearing

(a) Prior to scheduling of the required public hearing, applicants shall first complete all submission requirements provided by the Planning and Zoning Director (e. g., forms, deeds, maps, etc.) Incomplete applications shall not be processed. There shall be no amendment made to the application once submitted.

(b) The Planning and Zoning Director shall then notify the applicant of the date, time, and place of the required public hearing. Notice of such hearing shall be provided via mail to the owner of the property that is the subject of the proposed action at least 15 days prior to the hearing.

(c) At least 15, but not more than 45, days prior to scheduled public hearings, the Planning and Zoning Director shall publish in the newspaper of general circulation, notice of the date, time, place, and purpose of the public hearing.

(d) If a zoning amendment is for the rezoning of property, the public notice shall also include: (1) the location of the property; (2) the present zoning classification of the property; and (3) the proposed zoning of the property.

(e) Not less than 15 days prior to the date of a public hearing, the Planning and Zoning Director shall post in a conspicuous location on the property in question a sign which shall contain information regarding the proposed rezoning (specifically, the date, time, place, and purpose of the public hearing).

(f) No official action shall be taken on a proposed amendment by the City Council until after the required public hearings have been conducted.

(g) The primary goal of conducting public hearings on proposed zoning amendments shall be to solicit pertinent factual information which will be beneficial in helping the Planning and Zoning Commission and the City Council evaluate the merits of each specific proposed amendment.

(3) Notice to Property Owners.

The Planning and Zoning Commission shall give notice of the date, time, place, and purpose of public hearings to be held by it on proposed amendments or supplements by mail to the owners of all properties abutting any part of the property proposed to be changed. The failure to notify as provided in the Section shall not invalidate any recommendations adopted hereunder.

(4) Action on Planning and Zoning Commission.

The Planning and Zoning Commission may recommend that the application be granted as requested, or it may recommend a modification of the zoning amendment requested in the application, or it may recommend that the application not be granted. These recommendations shall then be certified to the City Council.

(5) Action of the City Council.

The City Council shall consider the recommendations of the Planning and Zoning Commission and vote on the proposed amendment to the text or map of the Zoning Ordinance after the Planning and Zoning Commission's public hearing. If the proposed amendment is not recommended by the Planning and Zoning Commission, the favorable vote of a majority of the entire membership (3 of 4 members) of the City Council shall be required to make the amendment effective. The applicant and others so requesting shall receive notice of the decision of the City Council through the Planning and Zoning Director.

(6) Conditions of Zoning Amendments.

Upon consideration of the standards listed below, the Planning and Zoning Commission may recommend and the City Council may require such conditions, in addition to those required by other provisions of this Ordinance. Violation of any of those conditions shall be a violation of this Ordinance. Such conditions may include, but are not limited to, specifications for: type of landscaping/vegetation, increased setbacks and yards, specified sewage disposal and water supply facilities, hours of operation, operational controls, professional inspection and maintenance, sureties, location of piers, docks, parking and signs, and types of construction.

(7) Denial of Rezoning.

If the decision of the City Council is to deny the rezoning of property, then the same property may not again be considered for rezoning until the expiration of at least six (6) months immediately following the denial of the rezoning by the City Council.

(8) Action by City to Rezone Property to Original Zoning.

When an amendment (rezoning) has been granted for a parcel of land on request by the owner or his agent and no building permit has been applied for within twelve (12) months of the date of the rezoning, the Planning and Zoning Director will initiate action to rezone the parcel to its original zoning. The procedures in this article shall be followed, except that no fees shall be paid.

(9) Procedure for Conducting a Public Hearing

(a) All public hearings on zoning amendments shall be chaired by either the Chairman of the Planning and Zoning Commission or the Mayor of Guyton or their designees.

(b) A secretary shall record the proceedings of the public hearing. If requested by any party, verbatim transcripts of the public hearing can be prepared, but only if requested and purchased in advance by the requesting party.

(c) The record of the public hearing and all evidence submitted at the public hearing shall be recorded as such and become a permanent part of the particular zoning amendment's file.

(d) The Chairman of the Planning and Zoning Commission or his or her designee shall preside at the public hearing and shall identify speakers, maintain order, and conduct the public hearing.

(e) The process to be followed in conducting these hearings shall be as follows:

1. The presiding officer shall open the hearing by setting the specific zoning amendment being considered at the public hearing.

2. Speakers at the public hearing shall be allowed no less than ten (10) minutes per side for the presentation of data, evidence, and opinions, provided, however, that the presiding officer may at his or her discretion elect to extend this time period equally to proponents and opponents. .
3. The presiding officer shall recognize the individual parties wishing to testify or present evidence and allow them to present this information.
4. Once all parties have concluded their testimony, the presiding officer shall adjourn the public hearing.

(10) Zoning Amendment Criteria

The following factors will be used to determine whether the rezoning is appropriate:

- (a) Whether the rezoning is a logical extension of a zoning boundary which would improve the pattern of uses in the general area;
  - (b) Whether the rezoning is an illogical extension of a zoning boundary;
  - (c) Whether the rezoning is likely to lead to neighborhood deterioration, the spread of blight, and requests for additional zoning of a similar nature which would expand the problem;
  - (d) Whether the rezoning would result in spot zoning or generally be unrelated to either existing zoning or the pattern of development of the area;
  - (e) Whether the rezoning would create traffic which would traverse established single-family neighborhoods on minor streets, leading to congestion, noise and traffic hazards;
  - (f) Whether the rezoning conforms to the general expectations for population growth and distribution;
  - (g) Whether the rezoning would limit options for the acquisitions of future planned public facility sites, roads, open-space, etc.;
  - (h) Whether the rezoning would result in major changes in existing levels of public service, and/or fiscal stability;
  - (i) Whether the rezoning would achieve short term goals at the expense of long-term development goals;
  - (j) Whether the rezoning will adversely affect property values in the adjacent areas;
  - (k) Whether the rezoning will have an adverse physical impact on surrounding properties;
  - (l) Whether there are substantial reasons why the property cannot be used in accordance with its present zoning classification; and
  - (m) Whether the rezoning conforms to policies and recommendations contained in the Guyton and/or Effingham County Comprehensive Plan.
- A negative finding on one or more of these criteria shall not preclude approval of a rezoning.

**Section 4.** If any section, clause, sentence, or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no



way effect the validity of the remaining portions of this ordinance.

**Section 5.** This ordinance shall become effective immediately upon its adoption by the City Council.

**Section 6.** All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Approved this the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF GUYTON**

\_\_\_\_\_  
ANDY HARVILLE, Mayor

**ATTEST:**

\_\_\_\_\_  
FABIAN MANN, City Clerk

**CITY OF GUYTON  
STATE OF GEORGIA**

**ORDINANCE 2024-04**

**AN ORDINANCE LEVYING A NET TAX TO MEET THE ORDINARY CURRENT AND EXTRAORDINARY EXPENSES OF THE CITY OF GUYTON, GEORGIA, FOR THE TAX YEAR 2024 AND FOR OTHER PURPOSES.**

Section I.

**IT IS HEREBY ORDAINED** by the Governing Authority of the City of Guyton, Georgia, and it is hereby ordained by the authority of the same, that there be, and there is hereby levied a net tax of 2.140 mills on each one dollar (\$1.00) of the assessed value of the taxable property in said City of Guyton for the tax year 2024.

Section II.

**BE IT FURTHER ORDAINED** by the authority aforesaid that all ordinances in conflict with this ordinance be, and the same are hereby repealed.

Approved this \_\_\_\_\_ day of August, 2024.

**CITY OF GUYTON**

\_\_\_\_\_  
Andy Harville, Mayor

**ATTEST:**

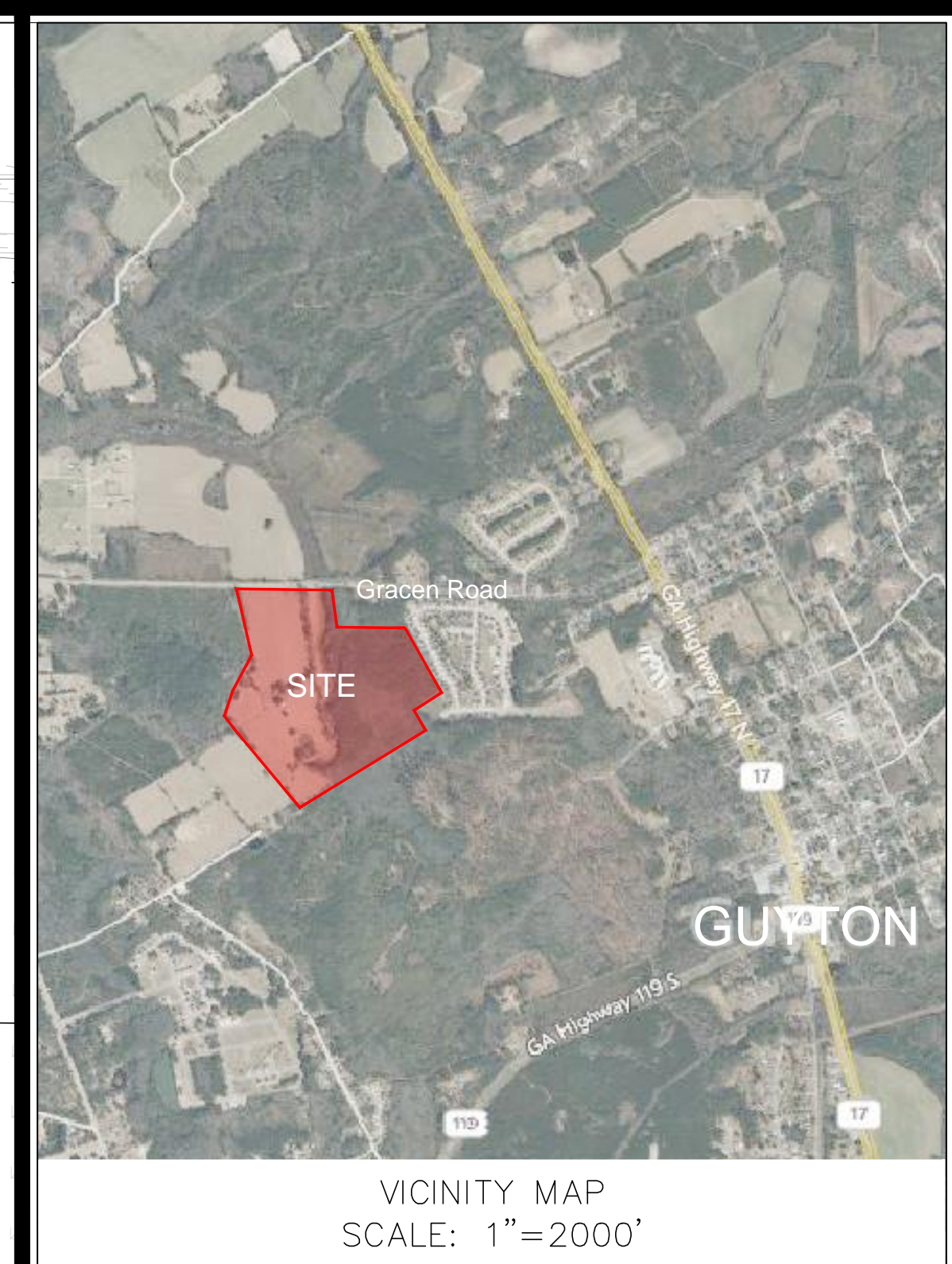
\_\_\_\_\_

Fabian Mann, City Clerk

\_\_\_\_\_

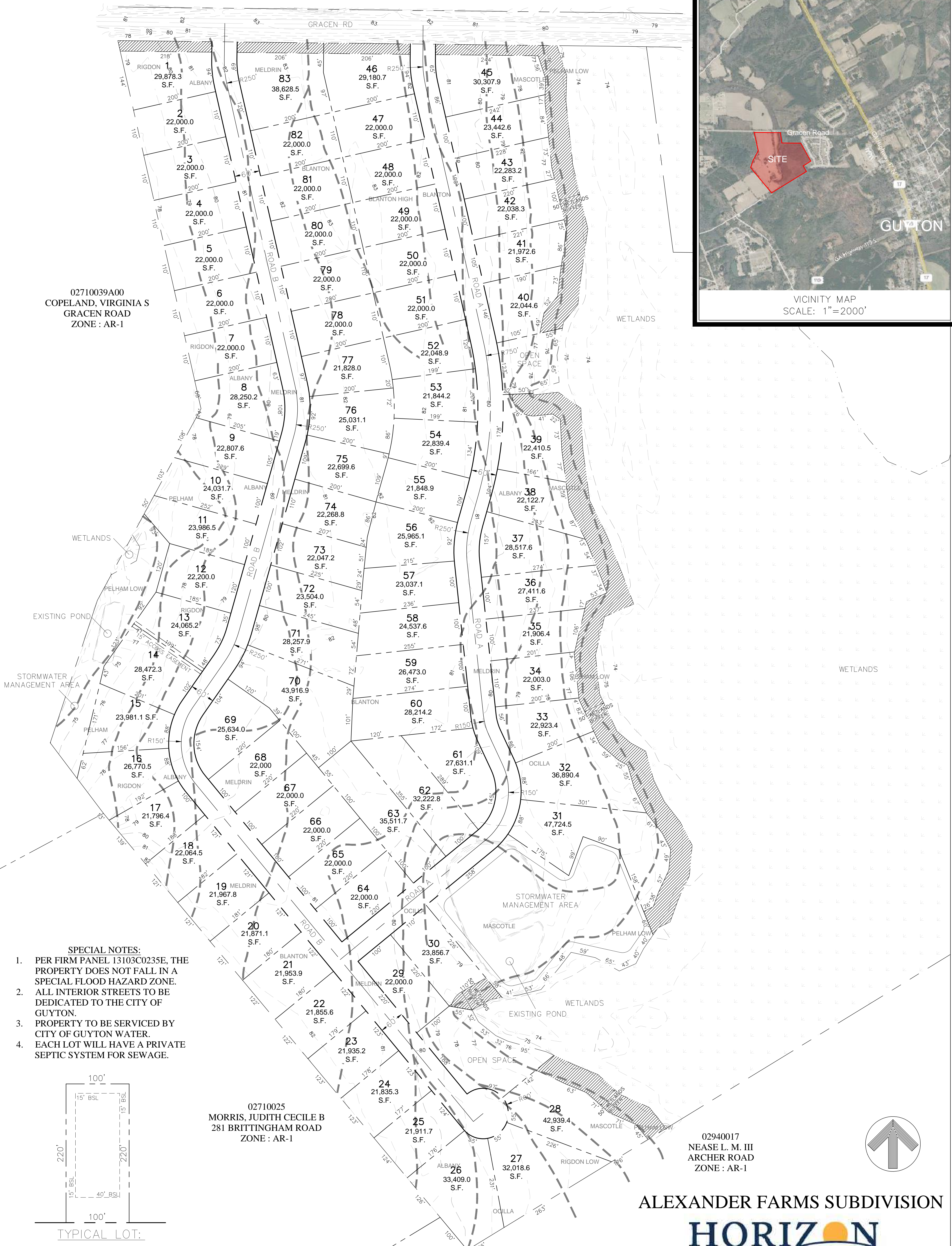
**CURRENT 2024 TAX DIGEST AND FIVE YEAR HISTORY OF LEVY**

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Real and Personal	52,769,251	56,547,038	66,764,835	82,693,791	107,561,714	127,027,769
Motor Vehicles	1,031,040	1,056,680	983,580	858,850	745,520	745,930
Mobile Homes	306,653	567,284	581,366	669,141	644,959	644,959
Timber	-	-	-	-	-	-
Heavy duty equipment	-	-	-	-	-	-
Gross Digest	54,106,944	58,171,002	68,329,781	84,221,782	108,952,193	128,418,658
Less: M&O Exemptions	896,851	1,662,757	2,380,229	2,759,902	3,595,288	5,226,923
Net M&O Digest	53,210,093	56,508,245	65,949,552	81,461,880	105,356,905	123,191,735
Gross M&O Millage	8.625	8.452	5.368	5.231	4.011	4.030
Less: Rollbacks	4.970	4.886	2.134	2.302	1.711	1.890
Net M&O Millage	3.655	3.566	3.234	2.929	2.300	2.140
						<b>Proposed</b>
Net Taxes Levied	\$ 194,483.00	\$ 201,508.00	\$ 213,281.00	\$ 238,602.00	\$ 242,321.00	\$ 263,630.00
Net Taxes \$ Increase	\$ 78,660.00	\$ 7,025.00	\$ 11,773.00	\$ 25,321.00	\$ 3,719.00	\$ 21,309.00
Net Taxes % Increase/(Decrease)	67.91%	3.61%	5.84%	11.87%	1.56%	8.79%

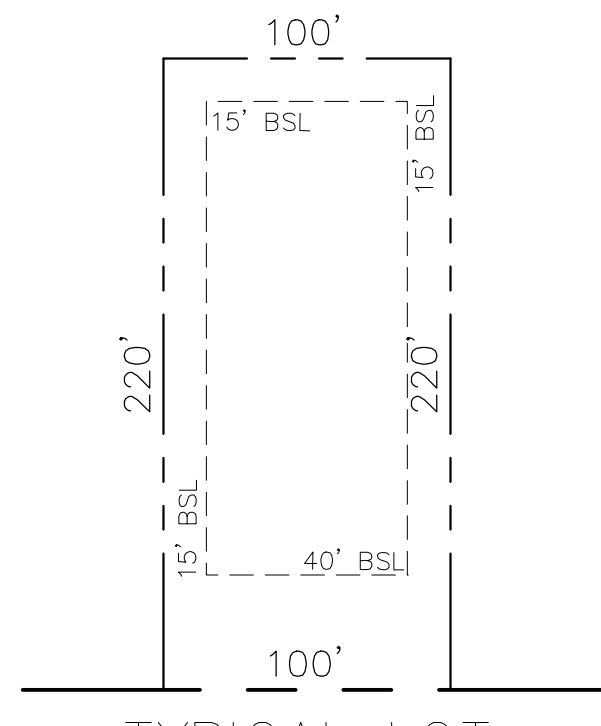


VICINITY MAP  
SCALE: 1" = 2000'

02710039A00  
COPELAND, VIRGINIA S  
GRACEN ROAD  
ZONE : AR-1



- SPECIAL NOTES:**
1. PER FIRM PANEL 13103C0235E, THE PROPERTY DOES NOT FALL IN A SPECIAL FLOOD HAZARD ZONE.
  2. ALL INTERIOR STREETS TO BE DEDICATED TO THE CITY OF GUYTON.
  3. PROPERTY TO BE SERVICED BY CITY OF GUYTON WATER.
  4. EACH LOT WILL HAVE A PRIVATE SEPTIC SYSTEM FOR SEWAGE.



TYPICAL LOT:

02710025  
MORRIS, JUDITH CECILE B  
281 BRITTINGHAM ROAD  
ZONE : AR-1

02710029  
BRIAN WAYNE NUTTER AND  
CHERYL DENISE  
434 BRITTINGHAM ROAD  
ZONE : AR-1

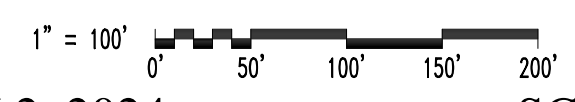
02940041  
NEASE L. M. III  
ARCHER ROAD  
ZONE : AR-1

02940017  
NEASE L. M. III  
ARCHER ROAD  
ZONE : AR-1

ALEXANDER FARMS SUBDIVISION



SKETCH PLAN  
GRAPHIC SCALE



DATE: JULY 2, 2024 SCALE: 1" = 100'

**HUSSEY GAY BELL**  
Established 1958

329 COMMERCIAL DRIVE/SAVANNAH, GA 31406/T:912.354.4626

**CITY OF GUYTON, GEORGIA  
APPLICATION FOR TOWING ROTATION LIST**

APPLICANT NAME (COMPANY OR INDIVIDUAL): Springfield Wrecker Service  
(OR D/B/A): \_\_\_\_\_

MAILING ADDRESS: 1110 S Laurel St Springfield GA  
Address city state

PHYSICAL ADDRESS: 1110 S Laurel S Springfield GA  
Address city state

DAYTIME PHONE #: [REDACTED] NIGHT TIME PHONE #: [REDACTED]

**Please answer the following questions by circling the appropriate response:**

- YES NO I maintain a twenty-four-hour, seven-day-a-week wrecker service.
- YES NO I have space available for the storage of vehicles resulting from rotation list Dispatches. Such storage area is well-lit and is suitable for properly accommodating and protecting all motor vehicles and their contents against damage or theft.

YES NO I have liability insurance in the following amounts:

<b>Intrastate</b>	<b>Bodily injury:</b> \$100,000 / person; \$300,000 / accident <b>Property damage:</b> \$50,000 / person; \$100,000 / accident
<b>Interstate</b>	\$750,000 liability + MCS-90 (proof of liability insurance)

YES NO I have cargo or garagekeeper insurance in the following amounts:

covers stored vehicles and contents and storage lot premises, and must include fire, explosion, theft, riot and civil commotion, vandalism, collision with a deductible no greater than five hundred dollars (\$500.00)	<b>For light-duty wrecker:</b> \$25,000.00
	<b>For heavy-duty wrecker:</b> \$100,000.00

**Please provide the following information:**

<u>BB</u> initial	Proof of minimum of six months pre-paid insurance coverage or a certificate of insurance
<u>BB</u>	A declaration of ownership demonstrating all parties (by name and address) who own any interest in the service
<u>BB</u>	Copy of title or registration for each wrecker to be operated in conjunction with the City rotation list
<u>BB</u>	A copy of the company's current business license
<u>BB</u>	A current Motor Vehicle Report for each driver who will be operating a wrecker
<u>BB</u>	A photocopy of the driver's license for each person who will be driving a wrecker
<u>BB</u>	A release signed by each owner and driver authorizing the City to conduct criminal history background checks

- I have been provided a copy of the City of Guyton's "Ordinance to Provide for Regulations for Wrecker and Towing Service for the City of Guyton on a Rotation Basis", acknowledge receipt thereof, and understand the regulations and conditions of the Ordinance and my responsibilities to the City if I (or my Company) am (are) selected for inclusion on the rotation list.
- I understand that the present year's rotation list eligibility **ends December 31 of this year**, and I must reapply for the next calendar year.
- I understand that I may be subject to the inspection of pertinent documents (bills, invoices, etc.), work sites and equipment before renewal to the next year's wrecker list and at any time while on the City rotation list (including throughout the year).

Date: 7/10/24

[Signature]  
Signature of applicant  
Springfield Wrecker Service  
Name of Company

**OFFICIAL USE ONLY**

DATE RECEIVED: \_\_\_\_\_ BY WHOM: \_\_\_\_\_ (initials)

All required documentation provided? YES NO

Approved for rotation list: \_\_\_\_\_ date \_\_\_\_\_  
Initials of police chief (or designee)

# GUYTON POLICE DEPARTMENT

## GENERAL ORDER 200-05

### “Take-Home Vehicles”

**CHIEF OF POLICE: Kelphe K. Lundy**

**CALEA STANDARD:**

**EFFECTIVE DATE: 07/05/24**

**INDEX AS: Vehicles**

**LAST REVISED DATE: 07/05/24**

NOTE: This document is for internal use only. It does not establish a legal duty or standard of care for civil liability or enlarge an employee’s civil or criminal liability in any way. A violation of this policy may only form the basis for internal discipline by this agency and then only in a non-judicial administrative setting.

#### **I. PURPOSE AND SCOPE**

The purpose of this policy is to establish conditions concerning department assigned take-home vehicles including eligibility, use, care, maintenance and security, and suspension of privileges, and is applicable to all sworn personnel of the Guyton Police Department.

#### **II. POLICY**

A. It is the policy of the Guyton Police Department to implement a take-home vehicle program which assigns law enforcement vehicles to officers to be used to commute to and from work. This program is intended to benefit officers by providing them with a reliable and convenient form of transportation and to accomplish the following goals that will benefit the public, the city, and the police department:

1. Enhance public safety through increased presence and visibility of police vehicles in the community.
2. Enhance the rapid response of off-duty officers to designated emergencies,
3. Enhance the ability of officers subject to frequent callback to respond more effectively.
4. Enhance the level of vehicle performance and appearance through a scheduled preventive maintenance program.
- 5.
6. Provide additional incentives to enhance recruiting opportunities.

#### **III. DEFINITIONS**

A. Take-Home Police Vehicle: A marked or unmarked police vehicle assigned for use by eligible officers that, when not in use, is parked at the officer’s primary place of residence, or at a parking lot of a police department, fire department, or other government agency that has security cameras on that parking lot twenty-four hours per day, 7 day per week. It is mandatory that the officer provide a physical address in

writing where said police vehicle will be parked while off-duty. If the police vehicle is not parked at the officer's primary place of residence, the officer shall also provide a written agreement from that agency head or his/her designee stating it's okay to park the patrol vehicle in their parking lot.

#### **IV. PROCEDURE**

##### **A. Eligibility for Assignment**

1. Upon availability, and when approved by the Chief of Police, full-time, sworn, non-probationary officers may be authorized to participate in the take-home vehicle program.
2. Employees assigned take-home vehicles may only take the vehicle to their residence if it is located within 30 miles (based on straight line distance) of Guyton City Hall and within the State of Georgia. Employees may with prior approval of the Chief of Police, drive their vehicle to a pre-approved location and after securing said vehicle and its contents, leave the vehicle parked, provided such location is within 30 miles (straight line distance) from City Hall and within the State of Georgia.
3. It is mandatory that all employees provide to the Chief of Police or his designee the physical address at which the take-home vehicle will be parked. The address given will be verified before the officer is assigned a take-home vehicle.
4. Assignment of a take-home vehicle is at the discretion of the Chief of Police. Priority consideration may be given to the following eligible officers when assigning a take-home vehicle:
  - a. Officers who reside in, or who are in reasonable proximity to, this jurisdiction, so they can quickly respond to callbacks.
  - b. Officers who, by reason of their assignment, are subject to frequent callback to major crimes or emergencies, e.g., command, administrative, investigative personnel.
  - c. Officers who require a specific vehicle to perform their required duties, e.g. SRO - who is assigned to a school and who will respond to all school situations.
5. Officers assigned a take-home vehicle retain no expectation of privacy in assigned vehicles. The department retains the right to enter and inspect assigned vehicles at any time without prior notice, with or without cause.

##### **B. Use of Assigned Take-Home Vehicles**

1. Department vehicles are to be used for official use only. Official use is defined as conducting department related purposes such as driving to and from work; department related travel; pre-approved training; department meetings; court proceedings; special events; on-call reporting requirements; and call to duty requirements.
2. Department vehicles will only be operated by members of the Guyton Police Department, except when a vehicle is driven by a mechanic for the purpose of repairs or maintenance. However, in an emergency, department vehicles can be driven by a law enforcement officer from another agency or other emergency personnel (such as EMS/Fire -Fighter).

3. Off-duty officers assigned take-home vehicles are required to operate the vehicle in compliance with the Federal, State, and local laws and department policy.
4. Non-municipal employees are prohibited from riding in assigned take-home vehicles unless it is directly related to municipal business, an emergency, or approved by the Chief of Police or their designee.
  - a. Off-duty officers may, however, offer temporary assistance to motorists with a disabled vehicle and need emergency assistance. Ideally, any transport in this circumstance should be conducted by on-duty personnel but may be permitted with authorization of the on-duty supervisor.
  - b. In the rare circumstance when a take-home vehicle is authorized to be used for off-duty transportation of non-City employees, officers shall ensure that passengers abide by the following rules:
    - i. Passengers shall be appropriately attired when being transported in a take-home vehicle.
    - ii. Passengers shall use seat belts or other legal restraints.
    - iii. Passengers shall comply with appropriate department regulations while in the vehicle, including appropriate behavior and conduct for children and the nonintervention of adults in any official police activity.
    - iv. Passengers shall abide by all instructions provided during an emergency response. If an off-duty officer must respond to a call for service, for instance, civilians being transported in the vehicle should first be dropped off at a safe location, if possible.
5. Off-duty officers will dress appropriately whenever operating a take-home vehicle. Officers will wear or have immediate access to some type of identifying attire, i.e., department approved tee-shirt, hat, jacket, traffic vest or display their badge, along with ready access to their identification card, an authorized sidearm, handcuffs and soft body armor that will allow them to be identified and function as a police officer.
6. Off-duty officers will always activate the police radio (and in-car camera if equipped) while operating the assigned take-home vehicle.
  - a. Self-initiated calls are not permitted except in an emergency. Off-duty officers that become aware of the need for additional responding units should alert dispatch of their availability and location and await approval to respond from the on-duty supervisor.
  - b. In accordance with department policy regarding Off-Duty Arrests, officers should not enforce minor violations such as traffic offenses, minor misdemeanors, or other nuisance offenses when off-duty. On-duty personnel should be contacted to respond to the situation where an off-duty officer becomes aware of such violations and enforcement action is needed.
  - c. Pending the arrival of on-duty personnel, officers may stop and lend assistance at accident scenes where personal injury is apparent or reasonably likely. In other motor vehicle collisions, officers may engage in traffic control and management at the scene if needed.
  - d. While off-duty and in civilian attire, officers operating take-home vehicles shall render assistance when observing or summoned to a violent or other incident that reasonably represents a threat of serious bodily harm or death.

#### C. Care, Maintenance and Security



1. Vehicles left unattended shall always be locked, and all weapons and equipment secured while the vehicle is unattended.
2. Officers on extended leave (normally of one week or more) shall leave the assigned take-home vehicle at the department at the end of the shift preceding the start of the extended leave.
3. Assigned take-home vehicles should be clean, fueled, and equipped with all authorized and assigned equipment necessary to respond to calls as if the officer is beginning a tour of duty.
4. Officers are responsible for ensuring routine and regular inspections, cleaning, maintenance, and repairs, of their assigned take-home vehicle in accordance with department policy and procedures.
  - a. No additional engine parts or any type of equipment shall be added to a department vehicle including but not limited to window tint, tags, bumper stickers/decals, or any other like item displaying a graphic or word message without prior approval of the Chief of Police.
  - b. No vehicle or installed equipment shall be modified in any way except by a certified technician with prior approval of the Chief of Police.

D. Suspension of Take-Home Vehicle Privileges:

1. The loss or suspension of an officer's take-home vehicle privileges may occur for the following reasons:
  - a. Excessive accidents or unsafe driving.
  - b. Mechanical abuse/neglect.
  - c. Uncleanness.
  - d. Failing Inspections.
  - e. If the officer is on light duty, leave of absence, leave without pay, administrative or disciplinary leave.
  - f. Failure to provide the address at which the take-home vehicle is located.
  - g. Any other reason or cause deemed appropriate by the Chief of Police or his/her designee.

\_\_\_\_\_  
APPROVED: CHIEF OF POLICE

\_\_\_\_\_  
DATE

I HAVE READ AND UNDERSTAND THIS ORDER

\_\_\_\_\_  
SIGNATURE OF OFFICER

\_\_\_\_\_  
DATE

**CHIEF OF POLICE: Kelphe K. Lundy CALEA STANDARD: 41.3.3, Chapt 70**

**EFFECTIVE DATE: 02/01/23**

**INDEX AS: Vehicles  
Seat Belts**

**LAST REVISED DATE: 07/05/24**

## **GUYTON POLICE DEPARTMENT GENERAL ORDER 200-08 “Vehicle Operations”**

Purpose: To establish guidelines and rules and regulations for the assignment, inspection, repair, use, and care of police department vehicles.

Policy: It is the responsibility of each employee of the GUYTON Police Department to ensure the proper care, daily inspection, and maintenance of police department vehicles and equipment is given to each vehicle assigned to them. All personnel must remember that personally assigned vehicles and vehicles used by employees remain public property and must be used with the utmost care and caution, and that the assignment of a vehicle is a privilege and not a right.

### **I. ASSIGNMENT**

- A. Vehicles will be assigned to employees by the Chief of Police or their designee based upon the employee's current assignment and the current condition of the vehicle fleet.
- B. The assignment of a city vehicle to any employee does not alleviate the necessity for that employee to maintain alternate means of transportation to and from work as necessary.

### **II. RULES AND REGULATIONS**

- A. All rules and regulations pertaining to on duty employees will apply to off duty employees while operating an assigned vehicle.
- B. All employees shall have in their possession a valid state driver's license at all times while operating any vehicle owned and operated by the GUYTON Police Department. The state of issuance may be dependent on the residency of the employee and may be pre-approved by the Chief of Police.
- C. Vehicles will not be utilized for carrying heavy or excessive loads and will not have objects protruding from the trunk or windows, with the exception of evidence and found property as necessary.

200-08	VEHICLE OPERATIONS	2
--------	--------------------	---

- D. Police vehicles must at all times display the issued government license plate. Unmarked vehicles may display the issued government license plate unless authorized by the Chief of Police or their designee and in compliance with current Georgia law.
- E. There will be no extra equipment, lights, radios, gadgets, or other unauthorized instruments installed or placed on the vehicle except upon written approval of the Chief of Police or their designee. There will be no unauthorized bumper stickers, devices, decals, special license plates, etc., affixed to the police vehicle without the permission of the Chief of Police or their designee.
- F. Employees are strictly forbidden to operate a city vehicle while consuming or under the influence of alcohol, drugs, or any medication, which may impair driving ability.
- G. Employees shall exercise good judgment in utilizing the vehicle and will not drive, use, or park vehicles in such a manner that will cause unfavorable comment or reflect discredit upon the department. Employees will not presume any special privilege with an assigned vehicle such as parking in "reserved" or "no parking" areas. Vehicles may not be parked at lounges, bars, package stores, etc., or used for the purpose of purchasing alcoholic beverages unless performing an official police act.
- H. While off-duty, employees must park their assigned vehicle at the Police Department or other authorized city property, or, if assigned a take-home vehicle, the vehicle must be parked at a location in accordance with the Take-Home Vehicles policy (General Order 200-05).
- I. The operator of a department motor vehicle shall lock the ignition and remove the key when leaving the vehicle unattended and also lock the doors of such vehicle when it is unattended, except in emergency situations.
- J. Vacation and/or Leave of Absence:
  - 1. Employees unable to perform their assigned function due to sickness or injury for 72 hours or more will have the assigned vehicle removed from personal assignment until such time as they return to full duty status.
- K. Unattended vehicles shall be locked at all times and weapons and other valuables shall be secured by the employee. The above-mentioned items shall also be removed and secured while the vehicle is receiving maintenance or repair.
- L. Unauthorized non-sworn personnel are not allowed to ride in a police department vehicle except as a necessary part of the performance of the employee's assigned duties. Authorized non-sworn personnel include civilian employees of the City of GUYTON, City Manager, Mayor, Councilmembers, and others on a per case basis, as approved by

200-08	VEHICLE OPERATIONS	3
--------	--------------------	---

Chief of Police. The Chief of Police or their designee may authorize an officer's immediate family member (wife, child, mother, and father) to ride inside the police vehicle. Off-duty officers are not allowed to ride with on-duty officers at any time unless necessary to accomplish an official mission of the department and with the approval of the on-duty Supervisor or Chief of Police.

- M. Employees of the police department may not use tobacco or tobacco related products while operating or riding in a city owned vehicle.

### III. USE OF CELL PHONES AND SIMILAR DEVICES

- A. While driving a police vehicle, employees may utilize cell phones and similar devices as prescribed by the laws of the State of Georgia.

### IV. USE OF SAFETY BELTS

- A. Safety belts installed by the vehicle manufacturer, properly adjusted and securely fastened, must be worn by drivers and passengers in all vehicles owned, leased or rented by the department at all times.
- B. The driver of the vehicle is responsible for ensuring the use of seat belts by all occupants of the vehicle they are operating, with the exception of specific circumstances as outlined in this Order. Approved child safety restraints shall be used when available for all children of age, size, or weight for which such restraints are prescribed by law. Vehicles equipped with a prisoner shield or cages cannot use these seating locations to secure child safety seats. In an emergency affecting life, safety, and/or health, officers may transport a child even if an approved restraint and/or a vehicle without a prisoner shield or cage is unavailable.
- C. Unless a replacement vehicle is unavailable, no person may operate a Departmental vehicle in which the driver's position safety belt is inoperable. Except in an emergency, no person may be in a seating position in which the safety restraint is inoperable.
- D. Personnel who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.
- E. No person may modify, remove, deactivate or otherwise tamper with the vehicle safety belts except for vehicle maintenance and repair and not without the express authorization of the Chief of Police or their designee.
- F. Any person(s) under arrest and being transported in Department vehicle(s) are required, when reasonably possible, to be secured in the vehicle by a safety belt in a seating position for which safety belts are provided by the vehicle manufacturer. If the prisoner is so combative as to create a potential for injury to the officer or prisoner, the belt need not be used until the prisoner can be restrained safely. The decision not to secure a prisoner with a safety belt should be so noted on the incident report. **Caution:** Prisoners

200-08	VEHICLE OPERATIONS	4
--------	--------------------	---

that are handcuffed in front have the ability to defeat the handcuffs using the safety restraint's latch plate.

- G. An officer operating in an undercover capacity may be exempt **only** if the officer believes the use of the safety belt will compromise their identity.
- H. When arriving at an emergency call or making a vehicle traffic stop, the operator may remove the safety restraint just prior to stopping for quick exit. Caution should be exercised to ensure that during the traffic stop the violator is in fact going to stop. This prevents becoming involved in a pursuit without the use of a safety belt.
- I. If negligence or noncompliance with the requirements of this order is displayed, appropriate corrective or disciplinary action may be initiated as prescribed by Department policies.
- J. Exceptions will be in conformity with current State Law on safety belt use. This policy will not apply to persons with a physical handicap or medical condition that would render safety belt use impractical or harmful, or as approved by the Chief of Police or their designee.

## **V. VEHICLE INSPECTION**

- A. Any employee who is assigned to or otherwise operates a motor vehicle will be responsible for checking the serviceability of the vehicle assigned for his use. Except when the vehicle is in emergency use, the employee will inspect the vehicle when it is turned over to him and will submit a written report to his supervisor of any defect, damage, or unserviceable condition of said vehicle. The employee at the same time will inspect the interior of the vehicle for the presence of any unauthorized articles and remove such.
- B. Officers will conduct a daily inspection of their assigned vehicle. Inspection of the exterior of the vehicle will include tires, emergency lights, siren/PA system, fluid levels, and checking the vehicle for body and paint damage. Officers will make an inspection of the interior of the vehicle to include under the back seat and trunk. Inspections will be accomplished prior to the officer beginning his tour of duty. If emergency situations requiring immediate officer response arise prior to vehicle inspection, the inspection will be made following clearance of that call.
- C. If vehicle inspection reveals equipment and supply shortages or damage, officers will inform their supervisor. Attempts should be made to correct equipment and supply shortages prior to beginning the tour of duty.
- D. Supervisors will be responsible for inspecting the vehicles of personnel under their command.

## **VI. VEHICLE MAINTENANCE**

200-08	VEHICLE OPERATIONS	5
--------	--------------------	---

- A. Employees who are assigned vehicles will be responsible for the general maintenance, and proper care of the assigned vehicle.
- B. Repair and maintenance of the police fleet is a responsibility of the assigned employee.
- C. Mechanical trouble discovered during unit operation should be reported immediately to the employee's supervisor. The supervisor will determine if the vehicle should be placed out of service pending repairs.
- D. If a police department vehicle is found to have mechanical trouble during a tour of duty, the vehicle will be removed from service as provided in "C", above, the Shift Supervisor will be notified in order for a note to be made on the squad room vehicle board. The employee's supervisor should be notified when a vehicle operated by their personnel goes out of service. The vehicle should be taken to a shop as soon as possible. A vehicle maintenance form will be properly completed and sent with the vehicle to the maintenance shop. The Day Shift Supervisor is responsible for scheduling needed repairs and arranging for the delivery of the vehicles to the Shop.
- E. Employees vacating or delivering a unit for repair will remove personal gear, weapons, and any other sensitive items from the vehicle.
- F. Prior to the end of the shift, the Day Shift will check with the Shop and place back into service any vehicle that has been repaired.
- G. A supervisor may authorize minor emergency repairs during evening/night hours and on holidays and weekends, or whenever the maintenance shop is not open. Replacing fuses, lights, flat tires, etc. are repairs that should be made to keep the unit in service. Major expense repairs (i.e., transmissions, brakes, electrical system) require the services of the shop and will be coordinated with the shop personnel during their next business day.
- H. In cases of major mechanical failure which require the towing of a police unit at night or on weekends/holidays, a supervisor will request the towing service and have the unit stored at GPD. If a towing situation arises during normal working hours the Chief of Police or their designee will be notified, prior to the tow.
- I. The below listed activities are **NOT** authorized and may not be attempted:
  - 1. Making adjustments except of a minor nature;
  - 2. Altering the body, general design, appearance, markings, or mechanical and or electrical system;
  - 3. Making or having repairs made to the vehicle other than at the direction of the maintenance center;

200-08	VEHICLE OPERATIONS	6
--------	--------------------	---

4. Using fuel, oil, lubricant or other additives other than those issued at the authorized maintenance center, unless authorized by the Chief of Police or the Shift Supervisor.

J. Employees will be responsible for the following:

1. All flats occurring during off duty time will be changed by the employee. Tire repair will be made by maintenance personnel upon delivery to the motor pool.
2. A full tank of fuel will be maintained in departmental vehicles before terminating a scheduled tour of duty, to assure that the vehicle is ready for service at the beginning of the next shift or tour of duty. Refueling constitutes the checking of all fluid levels to include oil, power steering fluid, transmission fluid, brake fluid, window washer fluid, and radiator fluid to ensure that all fluids are maintained at the proper level. Any vehicle found to be low on fluids may be replenished by the officer after receiving supervisor approval and verification. Any other problems should be serviced by the city mechanic. No vehicle will be operated that is low on fluids, which might cause damage to the vehicle.
3. All normal maintenance, service or repair, may be accomplished by the assigned employee leaving their vehicle at GPD or designated shop. This should be accomplished, when possible, on the assigned employee's last scheduled work day before their break and at the end of normal on-duty working hours. Employees are permitted to take vehicles for repair or maintenance during on-duty time only. Vehicles to be transported to the shop when the employee is off-duty are to be left at the Police Department and retrieved by on-duty employees.

- K. No on-duty employee should remain with a vehicle being serviced at the maintenance center in excess of thirty (30) minutes.

## **VII. VEHICLE APPEARANCE**

- A. Employees will be responsible for the appearance and cleanliness of vehicles, both interior and exterior. Vehicles should be cleaned as soon as practical.
- B. As authorized by the Chief of Police or their designee, employees may utilize individuals who are serving as a laborers under a court ordered community service program to wash assigned vehicles. Such assignments must be completed at police headquarters.
- C. Employees may wash and wax their assigned vehicle during their off time if circumstances deem necessary. The department will not recognize this as on duty time and will not be responsible for comp-time or monetary compensation. Vehicles may be

washed on or off duty at a mechanical car wash provided the employee accepts responsibility for proper payment of such wash. No employee will be permitted to accept a gratis (free) car wash by any business, organization or individual, unless the service is available to all on-duty department vehicles.

**VIII. ACCIDENTS AND REPORTING PROCEDURES**

- A. All accidents or damage to departmental vehicles must be reported immediately and a supervisor called to the scene. The accident will be investigated by the Shift Supervisor or their designee. The Supervisor and involved employee will forward a memorandum through the chain of command to the Chief of Police relating the circumstances of the accident and, if applicable, how the accident/incident could have been avoided.
  
- B. Disciplinary review for at-fault accidents by a police employee operating a city vehicle will be followed pursuant to General Order 100, Disciplinary Procedures.

\_\_\_\_\_  
APPROVED: CHIEF OF POLICE

\_\_\_\_\_  
DATE

I HAVE READ AND UNDERSTAND THIS ORDER

\_\_\_\_\_  
SIGNATURE OF OFFICER

\_\_\_\_\_  
DATE



## CONTRACT CHANGE ORDER

<b>CONTRACT FOR:</b> Guyton LAS Sprayfield Improvements	<b>PROJECT NO.:</b>	PE22148
<b>OWNER:</b> City of Guyton	<b>ORDER NO.:</b>	1
<b>TO:</b> SEC Site Work	<b>DATE:</b>	August 1st, 2024
<b>68 Piney Grove Church Road</b>	<b>STATE:</b>	Georgia
<b>Bristol, GA 31518</b>	<b>COUNTY:</b>	Effingham

You are hereby requested to comply with the following changes from the contract plans and specifications:

ITEM NO.	DESCRIPTION	QTY	UNIT	Price	DECREASE in Contract Price	INCREASE in Contract Price
1hh.	Adding Regulatory Supervision	1	LS	\$ 18,000.00		\$ 18,000.00
	NET CHANGE IN CONTRACT PRICE =				\$ -	\$ 18,000.00
	TOTAL INCREASE IN CONTRACT PRICE =				\$	18,000.00

**Justification:** Addition of Regulatory Supervision.

**Contract Time:**

The amount of the contract prior to this change order:

Four hundred fifty three thousand three hundred thirty five dollars and twenty five cents. Dollars  
( \$453,335.25 )

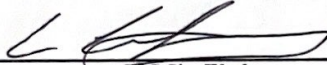
The amount of the contract will increase by the sum of

Eighteen thousand dollars and zero cents. Dollars  
( \$18,000.00 )

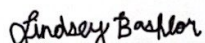
The contract total including this and previous change orders will be:

Four hundred seventy one thousand three hundred thirty five dollars and twenty five cents. Dollars  
( \$471,335.25 )

This document will become a supplement to the contract and all provisions will apply hereto.

  
 \_\_\_\_\_  
 SEC Site Work

8-1-24  
 \_\_\_\_\_  
 (Date)

  
 \_\_\_\_\_  
 Lindsey Bashlor  
 Parker Engineering, LLC

08/01/2024  
 \_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 City of Guyton

\_\_\_\_\_  
 (Date)

July 9, 2024

Mr. Joshua Colley  
RMEBS Field Services Representative  
Georgia Municipal Association  
201 Pryor Street, SW  
Atlanta, Georgia 30303

**Re: Benefit Study for the City of Guyton**

Dear Josh:

As requested, we have calculated the impact on plan funding of providing Elected Officials Benefits for the City of Guyton Retirement Plan. The following plan provisions were used in our calculations:

Benefit Level – \$50

Normal Retirement Age – 65

Early Retirement Age – 55 with 10 years of service

Prior Service – include for vesting, eligibility, and benefit computation

All other benefits are the same as those for General Employees.

The City provided census data for five current Elected Officials. Otherwise, the data, financial information, and plan provisions for the January 1, 2024 valuation dated April 12, 2024 were used to develop these results. Since the results are dependent on a given set of assumptions and data as of a specific date, there is a risk that emerging results may differ significantly, as actual experience differs from the assumptions.

When determining the Recommended Contribution, the total level dollar amortization is adjusted, if necessary, to be within a corridor of the 10-year and the 30-year amortization of the unfunded/(surplus) actuarial accrued liability. In addition, since the funded ratio on an actuarial basis prior to the plan change is 100.93%, the proposed plan changes are amortized over 20 years per the GMEBS funding policy. The amortization period may change depending on the funded ratio when the plan change is first reflected. If the actuarial funding ratio drops below 80%, the amortization period would be 15 years instead of 20.

Please note, for the fiscal year July 1, 2023 to June 30, 2024, GASB standards require that the plan's Net Pension Liability (NPL) be reported on the sponsoring employer's balance sheet. The standards require using the Entry Age Funding method and assets at market (rather than the projected Unit Credit method and smoothed assets which are used for determining contribution requirements). For the fiscal year ended June 30, 2024, we have calculated the NPL as \$31,981. Inclusion of the proposed benefit improvement would increase this by an estimated

\$62,000.


This study was prepared in accordance with generally accepted actuarial principles as prescribed by the Actuarial Standards Board and the American Academy of Actuaries at the request of GMA to assist the City of Guyton in administering the Retirement Plan.

The actuarial calculations included in this study were performed under our direction. We are members of the American Academy of Actuaries and we meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion herein. To the best of our knowledge, the information supplied in this study is complete and accurate.

This document has been prepared for the exclusive use and benefit of GMA and the City of Guyton, based upon information provided by the GMA that was made available to Segal at the time this document was created. Segal makes no representation or warranty as to the accuracy of any forward-looking statements and does not guarantee any particular outcome or result. Except as may be required by law, this document should not be shared, copied or quoted, in whole or in part, without the consent of Segal. This document does not constitute legal, tax or investment advice or create or imply a fiduciary relationship. You are encouraged to discuss any issues raised with your legal, tax and other advisors before taking, or refraining from taking, any action.

If you have any questions or need additional information, please let us know.

Sincerely,



Jeanette R. Cooper, FSA, FCA, MAAA, EA  
Vice President and Consulting Actuary



Malichi S. Waterman, FCA, MAAA, EA  
Vice President and Consulting Actuary

Cc: Michelle Warner

**City of Guyton  
 Benefit Study  
 Summary of Results**

<b>Description</b>	<b>Current Plan</b>	<b>Provide Benefits for Elected Officials</b>
Recommended Contribution as of January 1, 2024	\$28,730	\$28,730
Covered Payroll	\$608,482	\$608,482
% of Covered Payroll	4.67%	4.67%
<hr/>		
<b><u>Impact of Benefit Improvement</u></b>		
Cost of Benefit Improvement	--	\$12,447
% of Covered Payroll	--	2.02%
<b><u>Total Plan Cost of Benefit Improvement</u></b>		
\$ Amount (Recommended Contribution + Cost of Benefit Improvement)	--	\$41,177
% of Covered Payroll	--	6.69%
<hr/>		
<b><u>Funding Elements</u></b>		
Mid-year Normal Cost with Expenses	\$27,726	\$35,358
Actuarial Value of Assets	\$634,996	\$634,996
Actuarial Accrued Liability	\$629,150	\$685,661
Unfunded Actuarial Accrued Liability	-\$5,846	\$50,665
Funded Ratio on Actuarial Value of Assets	100.93%	92.61%
Market Value of Assets	\$645,476	\$645,476
Funded Ratio on Market Value of Assets	102.59%	94.14%

*Fiscal year begins July 1, 2024.*

**STATE OF GEORGIA  
CITY OF GUYTON**

**RESOLUTION # 2024-17**

**A RESOLUTION OF THE CITY OF GUYTON, GEORGIA TO IMPOSE A  
MORATORIUM ON THE ACCEPTANCE OF APPLICATIONS FOR SANITARY  
SEWER SERVICES FOR RESIDENTIAL PROPERTIES**

**WHEREAS**, the City of Guyton (the “City”) and the surrounding region have experienced rapid residential, commercial, and industrial growth and development during the preceding five years;

**WHEREAS**, it is widely accepted that such growth and development will continue for the foreseeable future;

**WHEREAS**, such growth and development has, and will continue to, result in increased demand for the City’s sanitary sewer services;

**WHEREAS**, the City is currently working to expand its wastewater treatment capacity through the expansion of its wastewater treatment plant and the development of new land application treatment systems;

**WHEREAS**, the City expects to have a better understanding as to the date of completion of its expansion efforts on or before August 1, 2025;

**WHEREAS**, the City recognizes the demand for additional businesses and commercial properties to accommodate the recent influx of residents in the City;

**WHEREAS**, additional businesses and commercial properties will provide essential services and improve the quality of life of the general citizenry of the City;

**WHEREAS**, until the City increases its wastewater treatment capacity, it will be unable to satisfy the demand for sanitary sewer services for commercial properties if it continues to accept applications for sanitary sewer services for residential properties;

**WHEREAS**, a temporary moratorium on the acceptance of applications for sanitary sewer services for residential properties will enable the City to meet sanitary sewer service demands for commercial properties while the City works to increase its wastewater treatment capacity;

**WHEREAS**, the moratorium imposed by this Resolution is reasonably necessary, the least restrictive means available to maintain the status quo, a reasonable exercise of the City’s police power, and in the best interests of the public health, safety, and welfare; and

**WHEREAS**, the interests of the general citizenry of the City shall be served by imposing a temporary moratorium on the acceptance of applications for sanitary sewer services for residential properties.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE GOVERNING AUTHORITY OF THE CITY OF GUYTON, GEORGIA IN A REGULAR MEETING ASSEMBLED AND PURSUANT TO LAWFUL AUTHORITY THEREOF, AS FOLLOWS:**

1. A moratorium is hereby imposed on the acceptance of applications for sanitary sewer services for residential properties.
2. The moratorium imposed by this Resolution shall terminate on August 1, 2025, unless terminated earlier by resolution adopted by City Council.
3. All ordinances or resolutions in conflict herewith are hereby repealed.
4. This Resolution shall become effective immediately upon its adoption by the City Council.

**SO RESOLVED** this \_\_\_\_ day of August, 2024.

**CITY OF GUYTON**

\_\_\_\_\_  
Andy Harville, Mayor

**ATTEST:**

\_\_\_\_\_  
Fabian Mann, City Clerk

**CITY OF GUYTON  
STATE OF GEORGIA**

**RESOLUTION NUMBER 2024-18**

**A RESOLUTION BY THE MAYOR AND COUNCIL OF THE CITY OF GUYTON,  
GEORGIA TO ENGAGE WASTE WATER SYSTEMS, INC. TO PROVIDE  
MATERIALS AND SERVICES RELATED TO THE INSTALLATION OF AN  
AUTOMATED IRRIGATION CONTROL SYSTEM AT THE GUYTON LAND  
APPLICATION SYSTEM.**

**WHEREAS**, the Mayor and Council of the City of Guyton, Georgia (the “City”) are desirous of entering into an agreement with Waste Water Systems, Inc. for materials and services related to the installation of an automated irrigation control system at the Guyton Land Application System;

**WHEREAS**, the installation of an automated irrigation control system at the Guyton Land Application System would allow the City to operate the Land Application System more efficiently and reduce expenses related to the operation of the Land Application System;

**WHEREAS**, Waste Water Systems, Inc. has submitted proposals for the provision of materials and services needed for the installation of an automated irrigation control system at the Guyton Land Application System (the “Proposals”), and such Proposals are attached hereto as Exhibit A;

**WHEREAS**, pursuant to state law and the City of Guyton’s Purchasing Policy, a contract may be awarded without competition when the City determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, service or construction item;

**WHEREAS**, the City conducted a good faith review of available sources and determined that Waste Water Systems, Inc. is the only company that can provide the proper design, software, and control panels for the desired automated irrigation control system, as well as construct the system itself;

**WHEREAS**, the City Engineer, Wesley Parker P.E., has recommended that the City accept the Proposals and confirmed that Waste Water Systems, Inc. is the only source for the desired automated irrigation control system;

**WHEREAS**, a true and correct copy of Mr. Parker’s letter containing his recommendation and confirmation is attached hereto as Exhibit B; and

**WHEREAS**, it is reasonable for the City to rely upon Mr. Parker’s recommendations, and the City is desirous of accepting the Proposals and engaging Waste Water Systems, Inc. to provide materials and services related to the installation of an automated irrigation control system at the Guyton Land Application System because it is in the best interests of the citizenry of the City of Guyton.

**NOW, THEREFORE**, be it resolved by the Mayor and Council of Guyton, Georgia, that the Proposals are accepted, and that the Hon. Andy Harville, Mayor of the City of Guyton, Georgia, is fully authorized to: (1) execute all documents necessary to accept the Proposals; (2) execute all documents necessary to engage Waste Water Systems, Inc. to provide materials and services related to the installation of an automated irrigation control system at the Guyton Land Application System; (3) and execute all documents in conformity with the Proposals.

SO RESOLVED, this \_\_\_ day of August, 2024.

**CITY OF GUYTON**

\_\_\_\_\_  
Andy Harville, Mayor

**ATTEST:**

\_\_\_\_\_  
Fabian Mann, City Clerk



**EXHIBIT A**  
**The Proposals**

**WASTE WATER SYSTEMS INC.**

**DESIGN**



**BUILD**

## **Proposal**

Date: 6/27/2024  
Project: Guyton Georgia  
Wastewater LAS Upgrade 2024  
To: City of Guyton Georgia

### **Spray System Scope-of-Work**

Waste Water Systems, Inc. (WWSI) specializes in the design and manufacture of “On-Site Management Systems” for the purpose of wastewater irrigation disposal and reclamation. These systems are marketed under the trademarks “Spray-Rite”® (for Spray Irrigation), “Perc-Rite”® (for Drip Irrigation) and “Dose-Rite”® (for Conventional Systems).

WWSI will provide all labor for the complete installation of the proposed “Spray-Rite® Irrigation Control System. WWSI will provide and install all drain systems including valves with all control accessories required to automate and all trench panels. WWSI will install ground water monitoring well level sensors (wells by others). WWSI will install rain sensor and temperature sensors. WWSI will install one “Spray-Rite”® PC Control Panel in the irrigation pump building and interface with the existing pump motor starters and existing flow meter for full control over scheduled irrigation cycles. WWSI will install one (1) “Spray-Rite”® Remote Field Panel, power connection up to 25 feet to 120V disconnect (120V disconnect by others) all fiber optic cabling and all irrigation wiring to provide interfacing via direct-bury fiber optic cabling with the “Spray-Rite” Panel communications and this panel will provide all “local” 24-volt VAC outputs to field valves via direct-bury irrigation wiring. All 120-volt power for remote field panel is to be provided by others.

**Includes:**

WWSI will install the complete control system including:

- 1 - Rain sensor
- 1 - Temperature Sensor
- 2 - Ground Water Level Sensors Wells by others)
- 1 - “Spray-Rite”® PC Control System with Uninterrupted Power Supply (UPS). **(120-volt power provided by others).**
- 1 - “Spray-Rite”® Remote Field Panels Uninterrupted Power Supply (UPS) including mounting stand and power connection to disconnect up to 25 feet**(120-volt power and disconnect provided by others).**
- All Direct-Bury Fiber Optic cabling, FO end Ethernet Switches and interfacing between panels.
- All Field Control Valve control water plumbing, 24 VAC solenoids, accessories and interfacing.
- All Field Control Valve direct-bury irrigation control wiring from remote panel to field valves.
- All Field Drain Valve control water plumbing, 24 VAC solenoids, accessories and interfacing.
- All Field Drain Valve direct-bury irrigation control wiring from remote panel to drain valves.
- All direct-bury irrigation control wiring from remote panel to ground water level sensors
- All interfacing control wiring between flow meter and “Spray-Rite”® Panel.
- All interfacing control wiring between pump starters and “Spray-Rite”® Panel.

**Excluded:**

- Power Supply to control panels.
- Rock Excavation or Excavation Dewatering.
- Erosion Control.
- Landscaping or Final Grassing.
- Water for testing & start-up.
- Bonds
- Groundwater level wells.
- 3” vault penetration for drain system.

**Total Cost of Labor: \$89,864.00**

This quote is valid for 30-days.

By: Marc Shaw

Accepted By: \_\_\_\_\_

Name: Marc Shaw

Name: \_\_\_\_\_

Title: Operations Manager

Title: \_\_\_\_\_

Date: 06/27/2024

Date: \_\_\_\_\_

---

**“Perc Rite”™**

INDUSTRIAL • COMMERCIAL • MUNICIPAL  
ON-SITE **DRIP** MANAGEMENT SYSTEMS • CUSTOM FILTRATION DESIGN & CONTROLS

P.O. BOX 1023 • ELLIJAY, GA 30540  
PHONE: 706.276.3139 FAX: 706.276.6535



## Proposal

Date: 6/27/2024  
Project: Guyton Georgia  
Wastewater LAS Upgrade 2024  
To: City of Guyton Georgia

### **Spray System Material Quote**

Waste Water Systems, Inc. (WWSI) specializes in the design and manufacture of “On-Site Management Systems” for the purpose of wastewater irrigation disposal and reclamation. These systems are marketed under the trademarks “Spray-Rite”® (for Spray Irrigation), “Perc-Rite”® (for Drip Irrigation) and “Dose-Rite”® (for Conventional Systems).

WWSI will provide all materials, for the the proposed “Spray-Rite® Irrigation Control System. WWSI will provide all the Automated Field Zone Control valves for installation by the Pipe Line Contractor . WWSI will outfit each installed valve with all control accessories required to automate each valve. WWSI will provide all materials for drain systems including valves with all control accessories required to automate and all trench panels and end caps. WWSI will provide ground water monitoring well level sensors (wells by others). WWSI will provide rain sensor and temperature sensors. WWSI will provide one (1) “Spray-Rite”® PC Control Panel in the irrigation pump building to be interfaced with the existing pump motor starters and existing flow meter for full control over scheduled irrigation cycles. WWSI will provide one (1) “Spray-Rite”® Remote Field Panel, all fiber optic cabling and all irrigation wiring to provide interfacing via direct-bury fiber optic cabling with the “Spray-Rite” Panel communications and this panel will provide all “local” 24-volt VAC outputs to field valves via direct-bury irrigation wiring. The “Spray-Rite”® PC Panel is provided with a “local” network and a Windows 11 laptop computer for Operator Interface.

**Includes:**

WWSI will supply the complete control system including:

- 6 - 6-inch Bermad 700 Series Class 150 Y-Pattern Flanged Control Valves.
- 5 - 2-inch Bermad 100 Series Angle Pattern Control Valves
- 13 – infiltrator panels
- 5 - infiltrator end caps
- 5 - 6” X 2” saddles
- 1 - materials for mounting remote panels
- 1 - Rain sensor
- 1 - Temperature Sensor
- 2 - Ground Water Level Sensors
- 1 - “Spray-Rite”® PC Control System with Uninterrupted Power Supply (UPS).
- 1 - “Spray-Rite”® Remote Field Panels each with Uninterrupted Power Supply (UPS)
- 5000’ Direct-Bury Fiber Optic cabling.
- 50,000’ Valve direct-bury irrigation control wiring.
- System Start Up & Operator Training.

**Total Cost of Materials: \$106,450.00**

8% sales tax not included ( tax exempt number required)

This quote is valid for 30-days.

By: Marc Shaw

Accepted By: \_\_\_\_\_

Name: Marc Shaw

Name: \_\_\_\_\_

Title: Operations Manager

Title: \_\_\_\_\_

Date: 06/27/2024

Date: \_\_\_\_\_

---

**“Perc Rite”™**

INDUSTRIAL • COMMERCIAL • MUNICIPAL  
ON-SITE **DRIP** MANAGEMENT SYSTEMS • CUSTOM FILTRATION DESIGN & CONTROLS

P.O. BOX 1023 • ELLIJAY, GA 30540  
PHONE: 706.276.3139 FAX: 706.276.6535

**EXHIBIT B**  
**Letter from City Engineer**



36 Courtland Street  
Suite B, Statesboro GA 30458  
Phone: 912-764-7722  
Email: wesley@parker-engineering.com

July 3, 2024

Mayor Andy Harville  
P.O. Box 99  
Guyton, Ga 31312

**RE: Sole Source Request for the Purchase and Installation of an Automated System for the Proposed Land Application System (LAS)**

Dear Mayor Harville,

It is in the City's best interest to automate the sprayfield irrigation system at the LAS. With automation the system would be able to accomplish the following:

1. Operate the sprayfield irrigation without an operator on-site.
2. Operate the sprayfield irrigation at night, weekends, and holidays.
3. Keep track of the number of gallons sprayed for each field (this is an EPD requirement.)
4. Stop the sprayfield irrigation when it is raining.
5. Stop the sprayfield irrigation when groundwater rises too high.
6. Stop the sprayfield irrigation when it is freezing and open a valve to drain the irrigation to prevent pipe bursting.

The above advantages will allow the City to keep the storage ponds at a minimum level which will result in less pumping to Springfield during wet times. Another advantage is the ability to expand the system easily if the City was able to find additional land to irrigate.

I only know of one company that can provide the design of the automation, provide the automation software and control panels, as well as construct the automation system. That company is Waste Water Systems, Inc. from Ellijay, Georgia. I have worked with this company on several projects dating back to 2003 and I have found them to be very knowledgeable and reliable – they also have a very good relationship with the Georgia EPD. I called two other engineers in the wastewater industry, and they were also unaware of any other company that could provide these services/materials/products.

I have attached a copy of their proposal to this letter. Please call with questions.

Sincerely,

A handwritten signature in blue ink that reads "Wesley Parker".

Wesley Parker, PE

cc: Joseph Lee (Water and Sewer Chair), Ben Perkins, Wes Rhan