



**THE CITY OF  
GROVETOWN**  
**RISING TOWARD ITS FUTURE**  
**WEEKLY ACTIVITIES REPORT**  
*August 11, 2023*

*Good afternoon,*

*On Wednesday, City Administrator Elaine Matthews and Fire Chief Wayne Kent attended a Local Emergency Planning Committee meeting at the Columbia County Emergency Operations Center. A most interesting presentation was given regarding harmful substances in our environment.*

*Thanks to all our City employees who are working every day to keep our City clean and beautiful.*

*We are having issues with illegal dumping in our City and our Streets and Sanitation Dept. has been busy putting up “No Dumping” signs. They have issued approximately 90 warnings regarding rough trash violations, and they are happy to report that they have not had any repeat offenders. Asst. Supervisor Quantice Samuels is heading up this effort and we thank him for his hard work.*

*Employees are still on the lookout for trash being brought into the City and dumped on the sides of City streets. If you notice anyone dumping, please notify the General Services Dept. at 706-863-4576, ext. 319.*

*Please be reminded curb-side pickup is for rough garbage and yard waste, not for household trash. Be sure yard waste is placed at the curb on Sunday night in the appropriate week for pickup in your neighborhood. Also be reminded that we do not pick up tree debris when a company cuts it. It is the responsibility of the company to move it.*

*Please be aware that there is an ordinance against illegal parking and this ordinance is being enforced. Also be aware that our City has a tree ordinance. Before cutting a tree, please contact Planning and Community Development for guidance on this matter.*

*If your trash can is not emptied during pickup, please contact Grovetown City Hall at 706-863-4576, ext. 450.*

*We have several job openings in the City. For those who may be seeking employment, please visit our website at [www.cityofgrovetown.com/jobs](http://www.cityofgrovetown.com/jobs).*

## **Human Resources**

### **Personnel Count**

- 155 full-time number authorized
- 130 full-time number employed
- 1 part-time (Museum)
- 12 part-time/as needed (Firefighters)

### **Vacancies (25)**

- 1 Human Resources Technician
- 3 Police Officer – Road Patrol
- 2 Public Safety Dispatcher
- 2 Firefighter/EMT
- 1 City Planner
- 1 Wastewater Lab Analyst
- 2 Sewer Plant Operator Trainee
- 1 Light Equipment Operator (Sewer)
- 3 Light Equipment Operator (Water Dept.)
- 2 Light Equipment Operator (Streets and Sanitation Dept.)
- 1 Administrative Assistant – Administration
- 6 \*\*\*positions to be advertised at a later date\*\*\*
- 3 Part-Time Firefighter/EMT

### **Hiring Actions**

- Interviewed 5 applicants for Light Equipment Operator – Streets and Sanitation Dept. on 8/10/2023
- Interviewed 7 applicants for Light Equipment Operator – Water Dept. on 8/10/2023

### **Worker's Comp Claims**

- 1 minor hand injury

### **Additional information**

- Processed additional applications and preparing for interviews
- Scheduling additional interviews for other jobs as we receive enough completed applications from qualified applicants
- Processing pre-employment paperwork and backgrounds on several potential employees
- Preparing conditional job offers for several applicants

## **Police Department**

- Police Dept. arrested 10 subjects during this period:
  - 3 for DUI (Open Container, Impeding the Flow of Traffic, Suspended License, Headlight Violation, and Driving While Unlicensed)
  - 1 for Driving Without a License, Taillight Requirement, and Failure to Maintain Lane
  - 1 for Financial Transaction Card Theft
  - 1 for Enticing a Child for Indecent Purposes

- 1 for Battery (Family Violence), Cruelty to Children 3<sup>rd</sup> Degree, and Possession of a Knife During the Commission of a Crime
- 1 for Simple Battery (Family Violence)
- 1 for a Failure to Appear Warrant (Suspended Registration, No Insurance, and Failure to Stop at a Stop Sign)
- 1 for a City of Grovetown Probation Warrant
- Criminal Investigation Division had 4 cases assigned and closed 2 cases:
  - CID obtained and executed 3 arrest warrants and seized 1 motor vehicle
  - CID obtained 1 search warrant for a child exploitation case and seized 7 devices for analysis
- K9 Unit initiated 18 traffic stops:
  - Issued 11 citations, 15 warnings, and confiscated 8.2 grams of marijuana
- Happy birthday to Sgt. Eldon Powers
- Conducted in-service class titled “Tactical Rifle Course” on 8/10
- All sworn and reserve officers completed mandatory online course titled “2023 Legislative Update”
- Assisted Augusta Stars (Special Olympics Cyclists) with training program by providing road safety and security
- Chief Jamey Kitchens attended the Governor’s Office of Highway Safety (GOHS) conference

### **Fire Rescue**

- Fire Dept. responded to 30 calls:
  - 24 medical
  - 6 fire
- Responded to 2 structure fires
- All Shifts continued to conduct fire hydrant testing
- All Shifts conducted weekly training drills

### **General Services**

#### **Leisure and Recreation**

- General Services: Cut grass, cleaned and organized shop and offices, and cleaned City vehicles
- Liberty Park: Cut grass, cleaned and organized all storage areas, dragged and chalked baseball fields, and cleaned and sanitized bathroom and concession area
- City Hall, Planning and Community Development, Courthouse, Kiddie Park, and Goodale Park: Cut grass
- Grovetown Trails at Euchee Creek: Cut low hanging limbs throughout trails, cut grass, blew off trails, and repaired bridge
- Assisted Streets and Sanitation Dept. with cutting Lakeview Dr., Old Wrightsboro Rd., Harlem Grovetown Rd., and Whiskey Rd.
- Made weekly park rounds and watered flowers throughout City

#### **Fleet Maintenance**

- **General Services**
  - John Deere Mower 60”: Routine maintenance and replaced blades (E222)

- **Public Safety**
  - Ford Police Interceptor SUV: Replaced tire (V199)
  - Chevy Tahoe: Routine maintenance and replaced tire (V109)
- **Utility Services**
  - John Deere Gator: Replaced 4 tires (E171)
  - Ford F-350 Utility Truck: Routine maintenance and rotated tires (V142)
  - CAT Backhoe 420F2: Replaced starter, boom latch, and ECM (E118)
  - O'Brien Jeter: Serviced hydraulic system (E83)
  - Dodge Lane Generator: Replaced batteries (E17)
  - Case CX55B Mini Excavator: Replaced tracks (E108)

### **Facility Maintenance**

- Completed 23 work orders:
  - 6 for Streets and Sanitation Dept., 5 at Liberty Park, 4 for Facility Maintenance, 3 at City Hall, 2 for Utility Services, 1 at Planning and Community Development, 1 for Fleet Maintenance, and 1 for Fire Dept.

### **Streets Department**

- Picked up 39 bags of litter on main thoroughfare
- Collected total of 42.37 tons of bulk and yard waste
- Completed 7 work orders
- Distributed 5 bulk and yard waste violation tags
- Utilized Street Sweeper on Harlem Grovetown Rd., VFW Rd., Whiskey Rd., and Spring St., collecting 3.81 tons of waste.
- Performed weekly easement and rights-of-way grass cutting throughout City
- Fixed potholes on Harlem Grovetown Rd.
- Placed signage at Dunkin' Donuts

### **Leisure and Recreation Rental and Member Updates**

- 11 new rental contracts and 5 returned with payment
- Facilities and fields were utilized a total of 51 hours
- 1 new gym membership

### **Upcoming Events/Programs**

- Maverick's Fitness: Mondays and Wednesdays from 6:15PM–7:15PM
- Martial Arts Classes: Tuesdays and Thursdays from 6PM–7:30PM
- Trunk or Treat: 10/27 from 6PM-9PM

## **Utility Services**

### **Water Dept.**

- Ran daily water route
- 32 locates
- 102 service orders
- 3 leaks repaired on Lottie Ln., Booker St., and Arbor Springs Cir.
- 9 histories
- Installed 23 new meters (20 in Deer Hollow's new phase and 3 on Dorn St.)
- Flushed fire hydrant due to dirty water complaints on Sierra Ln.
- Water tap and a blow off valve installation completed on Leven St.
- Completed 2 sewer taps on Dorn St.

- Replaced broken curb stop in Creekside Estates
- Replaced 4-inch meter at GIW
- Cut grass at all water tanks, booster stations, and new Water office
- Dressed up all worksites with seeds and wheat straw
- Cleaned and organized trucks

#### **Stormwater Dept.**

- Assisted with sewer tap installations on Dorn St.
- Cleaned ditch line and jetted clogged storm drainpipe on Wadsworth Ct.
- Assisted Water Dept. with 3 water leaks
- Repaired 2 sink holes in Summerfield subdivision and on Harlem Grovetown Rd.
- Cleaned and organized trucks

#### **Sewer Dept./WWTP Employees**

- Conducted daily labs and operations
- Filled 3 dumpsters of sludge and sent to Waste Management
- Cut grass at WWTP
- Unclogged pump at Grovetown Crossing Townhomes
- Uncovered manhole on Railroad Ave.
- Discharged 6.89 million gallons of treated wastewater to Butler Creek
- Submitted July 23<sup>rd</sup> DMR to EPD
- Conducted monthly safety checks

#### **Infrastructure Inspections**

- Addressed 11 residential issues
- Approved 3 permit applications; 1 still under review

### **Information Technology**

- Shout out to IT Tech John Klosinski for successfully managing the Dept. while IT Manager was out
- Finalized coordination and contract to get internet services to new Water Dept. building
- City Hall Server Replacement presentation placed on hold pending more quotes
- Received requested quotes for computer lifecycle replacements
- Calls for service volume moderate at 15
  - ERP Pro 10 issues led ticket action items

### **Planning and Community Development**

- City Council voted to adopt a new zoning code and map on 5/8 at 6PM in the Council Chambers. Video from the event is archived on the City's Facebook page. Follow this link to access the new documents on the City's website:
  - <https://cityofgrovetown.com/159/Zoning>
  - Citizens are encouraged to reach out with any questions to: [rkurtz@cityofgrovetown.com](mailto:rkurtz@cityofgrovetown.com).
- 8/4 was the last day for Intern Ethan Dent. We wish him well as he heads off to college and thank him for his contributions to the City of Grovetown!
- Our Director attended the Association of the U.S. Army (AUSA) Greater Augusta-Ft. Gordon Chapter's monthly board meeting on 8/8.

- Our Director attended the Rotary Club of Columbia County West’s luncheon on 8/8, the Columbia County Chamber’s Meet the Leadership Columbia County Class of 2024 event at the Performing Arts Center on 8/9, and the Columbia County Chamber Government Affairs Committee’s meeting on 8/10.
- 36 total building inspections

**Meeting Update**

- Planning Commission
  - 8/17 Meeting:
    - Consider the Preliminary Plat for Hidden Crossing I (206 and 208 Hardy Dr.—Parcel #s G11 014D and G11 014C).
    - Consider text amendments to Appendix A—Comprehensive Zoning Ordinance of the City of Grovetown code of ordinances.
- BZA
  - 9/7 Meeting: No Agenda

**Code Enforcement Update**

- 35 cases deemed in compliance
- 4 responses to civil concerns
- 4 signs removed from ROW
- Overgrown Vegetation
  - 1 NOV
  - 18 warnings
- Inoperative/Abandoned Vehicles
  - 11 warnings
- Parking Violations
  - 3 warnings
- Trash Containers
  - 8 warnings
- Property Maintenance
  - 1 NOV
  - 1 warning

**DEVELOPMENT PROGRESS CHART**

**August 11, 2023**

<b>Sr. No.</b>	<b>PROJECT NAME And Project Details</b>	<b>Building Permits Issued</b>	<b>CO Issued</b>	<b>% of Project Completed</b>	<b>Comments</b>
<b>Commercial</b>					
1	Dunkin’ Site (4 Unit Building)	3	2	50%	No change
2	Palmetto Industries (Brighton)	1	-	-	Building permit Issued
<b>Residential</b>					
1	Grove Landing, Section 5 (64 Single Family Homes)	64	59	92%	No change
2	Brighton Landing, Section 2 (67 Single Family Homes)	68	60	90%	No change

3	Deer Hollow Section 2 (110 Single Family Homes)	106	102	93%	No change
4	Deer Hollow Section 3 (122 Single Family Homes)	87	31	25%	10 permits 1 C/O
5	Caroleton Phase 3 (103 townhomes)	46	33	32%	No change
6	Rivercrest Townhomes (45 Townhomes)	10	-	-	No change
7	Ferguson Farms (100 Single Family Homes)	-	-	-	LDP issued; site work to begin soon
	<b>Renovation Permits Issued</b>	<b>6</b>			
	<b>New Construction Permits Issued</b>	<b>10</b>			
	<b>Total Permits Issued</b>	<b>16</b>			
	<b>New Business Licenses Issued: 1</b>				
	<b>Renewal Business Licenses Issued: 5</b>				

### Public Information Officer

- Alerted public to hydrant testing via social media
- Shared weather alerts from NWS via social media
- Updated City website
- Announced participation in #CityHallSelfieDay via social media
- Booked headshots for City employees
- Highlighted City employees via social media
- Alerted public to 8/9 road closure/reopening at Ford Ave.
- Alerted public to Ford Ave. structure fire via press release on social media
- Began drafting promotional materials for potential public distribution
- Updated City bulletin board
- Promoted events in/around Grovetown via social media

### Upcoming Events/Programs/Meetings

- *City Council Meeting: 8/14 at 6PM in the Council Chambers at City Hall*
- *Planning Commission Meeting: 8/17 at 6PM in the Council Chambers at City Hall*
- *Trunk or Treat: 10/27 at Liberty Park from 6PM-9PM*

### Closing Comments

*Thanks to our Police and Fire Departments for keeping our City safe.*

*Gary E. Jones, Mayor*

