



**THE CITY OF
GROVETOWN**
RISING TOWARD ITS FUTURE
WEEKLY ACTIVITIES REPORT
September 29, 2023

Good afternoon,

On Wednesday, a film crew from WJBF came to Grovetown to visit Veterans Park, the Grovetown Museum, and the Grovetown Trails at Euchee Creek. They will be including points of interest in our City for an upcoming broadcast, which will be televised in the near future. We thank them for choosing to highlight our City and are excited to see when it airs.

On Thursday, October 5th, the Columbia County Chamber of Commerce will sponsor a Candidates Forum at Grovetown Elementary School. Candidates who are running for elected office in the City of Grovetown will be on hand to meet with citizens and discuss their platforms. The event begins at 6PM and is free to the public.

Please be advised that City offices will close at noon on October 6th and will remain closed until the normal business hour on October 10th, 2023, in observance of a federal holiday.

A City Council meeting was held on Monday, September 11th, 2023, where our Mayor and Council approved ordinances to expand the City via annexation. If you live outside the City and would like to come into the City by this process, please contact our Director of Planning and Community Development at 706-863-4576, ext. 315.

A representative from Concerned Women, Inc. located in Grovetown, made an announcement at Monday's Council meeting that they are in need of food donations. They are located at 104 Johns Street and will happily accept donations from the public.

Please do not place your waste in the street. Bulk and yard waste pickup from the City occurs every other week in your area. If you do not have a bulk and yard waste pickup schedule, please contact Utility Billing at 706-863-4576, ext. 450, and you will be advised on how to receive one. Do not place rough trash out for pickup if it is not your scheduled week. The City will not pick up excessive piles of trash (see guidelines on your bulk and yard waste schedule). Trash must be placed at your address. Do not haul trash across town to dump it on someone else's property. Please help us keep our City clean. 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 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.

We have several job openings in the City. For those who may be seeking employment, please visit our website at www.cityofgrovetown.com/jobs.

Human Resources

Personnel Count

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

Vacancies (28)

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

Hiring Actions

- Interviewed 3 applicants for Light Equipment Operator – Streets and Sanitation Dept. on 9/25/2023
- Interviewed 3 applicants for Light Equipment Operator – Leisure and Recreation Dept. on 9/25/2023
- 1 conditional job offer extended to 1 applicant for Light Equipment Operator – Streets and Sanitation Dept. on 9/26/2023

Worker's Comp Claims

- 1 neck 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

- Charles Rothermel with Security Benefits Investments was at City Hall on 9/26 to meet with employees about 457 retirement investment plans

Police Department

- Police Dept. arrested 3 subjects during this period:
 - 1 for DUI (Obstruction of a Law Enforcement Officer and Failure to Obey a Traffic Control Device)
 - 1 for Terroristic Threats and Acts
 - 1 for Cruelty to Children in the 1st Degree
- Criminal Investigation Division had 5 cases assigned and closed 3 cases:
 - Arrested 1 subject for Cruelty to Children and investigating 2 cyber tips
- K9 Unit:
 - Initiated 25 traffic stops, issued 10 citations and 26 warnings, and confiscated 3.5 grams of marijuana
- Conducted firearms training 9/26-9/27
- Happy birthday to Inv. Randell Kiefat
- Officer Cami Fleming successfully completed the Family Violence First Responder course
- Chief Kitchens, Asst. Chief Major Eastman, Cpt. Powell, and Lt. Cross attended the Law Enforcement Risk Specialist training in Athens, GA
- Sgt. Loomer, K9 Officer Jenkins, Inv. Kiefat, Inv. Rodman, and Inv. Ashmore participated in a joint active shooter exercise with the National Security Agency Police (NSAP) at Ft. Gordon

Fire Rescue

- Fire Rescue responded to 35 calls:
 - 25 medical
 - 10 fire
- Firefighter David Edmiston and Firefighter Harrison Warren participated in the Hotdogs and Heroes event at Trinity Baptist Church's Grovetown Campus on 9/24
- Conducted weekly duties around stations
- Continued work on monthly fire preplans of buildings in City
- Lt. McFatrige, Phil Donohue, and Chief Kent attended training on Vector Software, which is used in Fire Dept. training
- Shift 2 completed forcible entry training on 9/28

General Services

Leisure and Recreation

- General Services: Cut grass, cleaned and organized shop and offices, and cleaned City vehicles
- Made weekly park rounds and watered flowers throughout City
- Liberty Park: Cut grass, cleaned and organized all storage areas, dragged and chalked baseball fields, cut, cleaned and prepared upper fields for use, and cleaned and sanitized bathroom and concession area

- City Hall, Planning and Community Development, Grovetown Trails at Euchee Creek, Goodale Park, Historical Park, and Kiddie Park: Cut grass
- Replanted flowers at Newmantown Rd. and Lakeview Dr. welcome sign

Fleet Maintenance

- **General Services**
 - John Deere Mower 60": Repaired choke handle (E250)
- **Planning and Community Development**
 - Ford F-150 Pickup: Repaired flat tire (V114)
- **Public Safety**
 - Chevy Tahoe: Routine maintenance and replaced RPLT94 battery (V112)
- **Utility Services**
 - Chevy Silverado Pickup: Routine maintenance (V173)
 - John Deere Gator: Replaced driver's side interior door latch handle (E171)
 - Ford F-250 Pickup: Repaired flat tire (V116)
- **Fire Dept.**
 - E-One Fire Truck: Routine maintenance (V172)
 - E-One Aerial Fire Truck: Routine maintenance (AT1)

Facility Maintenance

- Completed 26 work orders:
 - 11 at City Hall, 7 at Liberty Park, 4 at the Fire Dept., 3 at Fleet Maintenance, and 1 at Facility Maintenance

Streets and Sanitation Dept.

- Picked up 32 bags of litter on main thoroughfare
- Collected total of 22.4 tons of bulk and yard waste
- Completed 3 work orders
- Distributed 7 bulk and yard waste violation tags
- Utilized Street Sweeper in Willowick subdivision, Northrop Pl., Ashland Commons, and Old Berzelia Rd., collecting 2.13 tons of waste and debris
- Filled in potholes on Williams St. and Harlem Grovetown Rd.
- Cut grass at easements and rights-of-way on Booker St., Fiske St., Flythe St., Howell St., Harlem Grovetown Rd., Horizon S Pkwy., and Robinson Ave.

Leisure and Recreation Rental and Member Updates

- 7 new rental contracts and 6 returned with payment
- Facilities and fields were utilized a total of 104 hours

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
- 40 locates
- 115 service orders
- 7 histories

- 2 repaired leaks at GIW booster station and in Deer Hollow subdivision
- 5-TCB samples completed
- Changed out 12 old meters
- Cut offs and cut ons completed (per City Hall)
- Extension kits installed on 2 fire hydrants on Newmantown Rd. and in Grove Landing subdivision
- Conducted safety meeting for employees
- Cleaned all trucks

Stormwater Dept.

- Fixed sinkhole issue on 2nd Ave.
- Cut grass at 5 retention ponds (Main St., Independence Way, Cavan Pl., Washington St., and Battle St.)
- Cleaned all trucks

Sewer Dept./WWTP Employees

- Conducted daily labs and operations
- Ran additional labs
- Unclogged lime and polymer line
- Greased belt press and head works
- Cut grass at WWTP
- Filled 3 dumpsters with sludge and sent to Waste Management
- Discharged 9.21 million gallons of treated wastewater to Butler Creek

Infrastructure Inspections

- Changed out 12 old meters
- Addressed 1 residential issue
- Sent in 2 permit applications
- Maintained stop-work order for Woodward Pl. utility installations

Information Technology

- Began life cycle replacements
- Attended web meeting with Fortinet to start more formal working relationship
- Finalized step-by-step lifecycle replacement guide to ensure completion of replacements without follow-up
- Calls for service volume was moderate at 18
 - ERP Pro 10 issues led the way for ticketed 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.
- Director Ronnie Kurtz attended the Columbia County West Rotary Club's weekly luncheon on 9/26.

- 65 total building inspections

Meeting Update

- Planning Commission
 - 10/19 Meeting: No Agenda
- BZA
 - 10/5 Meeting: Request for Conditional Use Permit at 5237 Wrightsboro Rd. for an Automobile Service Station.

Code Enforcement Update

- 4 cases deemed in compliance
- 15 signs removed from ROW
- 3 responses to civil concerns
- Overgrown Vegetation
 - 5 warnings
- Inoperative/Abandoned Vehicles
 - 1 NOV
- Property Maintenance
 - 1 NOV

DEVELOPMENT PROGRESS CHART

September 29, 2023

<u>Sr. No.</u>	<u>PROJECT NAME And Project Details</u>	<u>Building Permits Issued</u>	<u>CO Issued</u>	<u>% of Project Completed</u>	<u>Comments</u>
<u>Commercial</u>					
<u>1</u>	<u>Dunkin' Site (4 Unit Building)</u>	<u>3</u>	<u>2</u>	<u>50%</u>	<u>No change</u>
<u>2</u>	<u>Palmetto Industries (Brighton)</u>	<u>1</u>	<u>=</u>	<u>=</u>	<u>Building permit issued</u>
<u>Residential</u>					
<u>1</u>	<u>Grove Landing, Section 5 (64 Single Family Homes)</u>	<u>64</u>	<u>59</u>	<u>92%</u>	<u>No change</u>
<u>2</u>	<u>Brighton Landing, Section 2 (67 Single Family Homes)</u>	<u>68</u>	<u>60</u>	<u>90%</u>	<u>No change</u>
<u>3</u>	<u>Deer Hollow Section 2 (110 Single Family Homes)</u>	<u>106</u>	<u>102</u>	<u>93%</u>	<u>No change</u>
<u>4</u>	<u>Deer Hollow Section 3 (122 Single Family Homes)</u>	<u>91</u>	<u>44</u>	36%	<u>4 permits 1 C/O</u>
<u>5</u>	<u>Caroleton Phase 3 (103 townhomes)</u>	<u>50</u>	<u>37</u>	<u>36%</u>	<u>No change</u>
<u>6</u>	<u>Rivercrest Townhomes (45 Townhomes)</u>	<u>22</u>	<u>=</u>	<u>=</u>	<u>No change</u>
<u>7</u>	<u>Ferguson Farms (100 Single Family Homes)</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>LDP issued; site work to begin soon</u>
	<u>Renovation Permits Issued</u>	<u>8</u>			
	<u>New Construction Permits</u>	<u>4</u>			

	Issued			
	Total Permits Issued	12		
	New Business Licenses Issued: 1			
	Renewal Business Licenses Issued: 0			

Public Information Officer

- Updated MyGrovetown app
- Updated City website
- Received new swag for distribution at City events/gatherings
- Updated bulletin board at City Hall
- Distributed employee headshots
- Alerted public to 9/28 City Council work session cancellation via City website and social media
- Participated in filming of television segment for upcoming WJBF programming
- Shared article from GovTech regarding MyGrovetown app and mobile payments via social media
- Shared voter info from Columbia County Board of Elections via social media
- Observed Stormwater Awareness Week via social media
- Alerted public to resuming of hydrant testing via social media
- Photographed 9/29 employee training session at Liberty Park
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- *Board of Zoning Appeals Meeting: 10/5 at 6PM in the Council Chambers at City Hall*
- *City Council Meeting: 10/10 at 6PM in the Council Chambers at City Hall*
- *Trunk or Treat: 10/27 at Liberty Park from 6PM-9PM*

Closing Comments

Our Leisure and Recreation employees have placed several seasonal decorations in Veterans Park and at the Museum. We thank them for beautifying our City.

Gary E. Jones, Mayor

