



**City of Guyton, Georgia
City Council
Regular Meeting
July 8, 2025 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**
 - ☉ 6/10/25 Special Called and Regular Meeting
 - ☉ 6/18/25 Special Called Meeting
- 5. Reports from Staff and Committees**

☉ Police Department	Kelphie Lundy
☉ 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
☉ Downtown Development	Miller Barger, Jr.
- 6. General Government**
- 7. Old Business**
 - A. Discuss revisions to current Personnel Policy Handbook
- 8. New Business**
 - A. Consideration to approve Effingham Health System's 3rd annual Soul to Sole 5K on October 11th 2025
 - B. Consideration to approve Resolution 2025-05 City of Guyton Street Improvement Project
 - C. Consideration to approve Resolution 2025-06 Authorizing Participation in an Amicus Brief in the Chang V. City of Milton Appeal
 - D. Consideration to approve City of Guyton job descriptions

- E. Consideration to approve Neptune quote to replace the software for reading the City of Guyton water meters
- F. Consideration to approve the City Manager to list the open job positions of Streets and Lanes Superintendent and Streets and Lanes Equipment Operators.
- G. Consideration to approve reappointment of Rebecca Boston to Serve on the CRC Council

9. Dates to Remember

- 📅 **Thursday, July 10, 2025, Bingo from 11:00 A.M. until 12:00 P.M. – Leisure Services Room, 505 Magnolia Street, Guyton GA 31312**
- 📅 **Wednesday, July 16, 2025, Downtown Development Authority Meeting at 10:00 A.M. – Guyton City Hall, 310 Central Boulevard, Guyton GA 31312**
- 📅 **Saturday, July 19, 2025, Community Picnic from 10:00A.M. until 3:00 P.M.--505 Magnolia Street, Guyton GA 31312**
- 📅 **Tuesday, July 22, 2025, Planning and Zoning Meeting at 7:00 P.M. – Guyton City Hall, 310 Central Boulevard, Guyton GA 31312**
- 📅 **Tuesday, August 12, 2025, Guyton City Council Meeting at 7:00 P.M. --- Guyton City Hall, 310 Central Boulevard, Guyton, GA 31312**

- 10. Consideration to move from the Regular Meeting to an Executive Session regarding personnel
- 11. Consideration to take any action needed arising from Executive Session
- 12. **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

PO Box 99, Guyton, Georgia 31312
Telephone – 912.772.3353. Fax – 912.772.3152
www.cityofguyton.com
Working Together to Make a Difference

Mayor
Andy W. Harville
City Manager
Bill Lindsey
City Clerk
Moses Walker

City of Guyton Special Called and Regular Meeting June 10, 2025 — 7:00 PM

MINUTES OF MEETING

Call to Order — The meeting was called to order by Mayor Andy Harville at approximately 7:00 PM. Mayor Andy Harville, Mayor Pro Tem Michael Johnson, Councilmember Theodore Hamby and Councilmember Joseph Lee were present at this meeting. Councilmember Jeremiah Chancey was not present.

Additional Administrative Staff Present — City Manager Bill Lindsey, City Clerk Moses Walker and City Attorney Ben Perkins 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 **Andy Harville**

Consideration to approve the agenda— **Michael Johnson** made a motion to approve the agenda. Theodore Hamby seconded the motion. **Motion passed unanimously.**

Consideration to Approve the minutes ----- **Theodore Hamby** made a motion to approve the minutes. **Joseph Lee** seconded the motion. **Motion passed unanimously.**

Reports from Staff or Committees

☉ Police Department	Kelphie Lundy
☉ Public Works/Water/Sewer	EOM
☉ Planning and Zoning	Lon Harden
☉ Industrial Development	Lon Harden
☉ Historical Commission	Lucy Powell
☉ Leisure Services	Lula Seabrooks
☉ Downtown Development Authority	Miller Barger, Jr.



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New Business

A. First reading of Ordinance 2025-05 regarding the 25/26 Financial Budget. Michael Johnson made a motion to approve the agreement. **Theodore Hamby** seconded the motion. **Motion passed unanimously.**

B. Consideration to approve the replacement of the air conditioning unit at the Guyton Gym in the amount of \$38,118.00 from O'Leary. **Michael Johnson** made a motion to approve the ordinance. **Jospeh Lee** seconded the motion. **Motion passed unanimously.**

C. Consideration to outsource planning and zoning staff services with the Berkley Group. A roll call vote was taken. Andy Harville – Aye, Michael Johnson – Aye, Joseph Lee – Aye Theodore Hamby -Nay. **Michael Johnson** made a motion to approve to utilizing the outsource services with the Berkley Group. **Andy Harville** seconded the motion. The **motion passed 3-1.**

D. Consideration to approve partnership agreement with TextMyGov. Suggested by Andy Harville to table the discussion regarding the partnership with the Berkley Group to gather more information. **Michael Johnson** made a motion to table the discussion. approve Resolution 2025-03. **Jospeh Lee** seconded the motion. **Motion passed unanimously.**

E. Consideration to approve revisions to the Personnel Policy Handbook. Suggested by Andy Harville to table the discussion until the next city council meeting on July 10, 2025 in order to review the changes. **Michael Johnson** made a motion to approve to table the discussion. **Michael Johnson** seconded the motion. **Motion passed unanimously.**



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Dates to Remember

- ☉ **Thursday, June 12, 2025, Summer Social from 5:00 P.M. until 7:00 P.M. – Guyton Walking Trail, Central Boulevard, Guyton, GA 31312**
- ☉ **Wednesday, June 18, 2025, Downtown Development Authority Meeting at 10:00 A.M. – Guyton City Hall, 310 Central Boulevard, Guyton GA 31312**
- ☉ **Wednesday, June 18, 2025, Guyton City Council Special Called Meeting at 6:00 P.M. –Guyton City Hall, 310 Central Boulevard, Guyton Ga 31312**
- ☉ **Wednesday, June 25, 2025, Blood Drive from 1:00 P.M. until 6:00P.M. --- Guyton Gym, 505 Magnolia Boulevard, Guyton, GA 31312**
- ☉ **Tuesday, July 8, 2025, Guyton City Council Meeting, at 7:00P.M.-- Guyton City Hall, 310 Central Boulevard, Guyton, GA 31312**

Consideration to Adjourn -----Theodore Hamby made a motion to adjourn. Michael Johnson seconded the motion. Motion passed unanimously.

City of Guyton

Andy Harville, Mayor

Attest:

Moses Walker, City Clerk



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Andy W. Harville
City Manager
Bill Lindsey
City Clerk
Moses Walker

**City of Guyton
Special Called
June 18, 2025 — 6:00 PM**

MINUTES OF MEETING

Call to Order — The meeting was called to order by Mayor Andy Harville at approximately 6:00 PM. Mayor Andy Harville, Mayor Pro Tem Michael Johnson, Councilmember Theodore Hamby were present at this meeting. Councilmember Jeremiah Chancey and Councilmember Lee were not present.

Additional Administrative Staff Present — City Manager Bill Lindsey, City Clerk Moses Walker were present

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

Second Reading and Consideration of Ordinance 2025-06 providing the City Guyton Budget for the Fiscal Year Ending June 30, 2026 — Michael Johnson made a motion to approve the 2025-06 budget. Theodore Hamby seconded the motion. **Motion passed unanimously.**

Consideration to Adjourn --- Theodore Hamby made a motion to adjourn. Michael Johnson seconded the motion. **Motion passed unanimously.**

Dates to Remember

- ⑥ **Wednesday, June 25, 2025, Blood Drive from 1:00 P.M. until 6:00P.M. --- Guyton Gym, 505 Magnolia Boulevard, Guyton, GA 31312**
- ⑥ **Tuesday, July 8, 2025, Guyton City Council Meeting, at 7:00P.M.-- Guyton City Hall, 310 Central Boulevard, Guyton, GA 31312**

City of Guyton

Andy Harville, Mayor

Attest:

Moses Walker, City Clerk

**CITY OF GUYTON
STATE OF GEORGIA**

**RESOLUTION NUMBER 2025-05
RE: GUYTON STREET IMPROVEMENT PROJECT**

WHEREAS bids were received by the City of Guyton on June 25th, 2025, for the 2025 Guyton Street Improvements project, and

WHEREAS the low responsible, responsive bidder is Sikes Brothers, Inc. of Cobbtown, Georgia with a bid in the amount of **\$655,374.10**; and

WHEREAS the low bidder, Sikes Brothers, Inc. of Cobbtown, Georgia appears to have the necessary financial and technical ability to complete the project, and

BE IT THEREFORE resolved the City of Guyton hereby makes contract award of the construction contract to Sikes Brothers, Inc. in the amount of **\$655,374.10**. This Award is subject to the City's approval of the contract documents.

THIS RESOLUTION was passed by a vote of _____ to _____ at a City Council Meeting held on _____.

CITY OF GUYTON

Andy Harville, Mayor

Attest: _____
Bill Lindsey, City Manager

**SECTION 00621
NOTICE OF AWARD**

PROJECT DESCRIPTION:

2025 GUYTON STREET IMPROVEMENTS

The OWNER has considered the BID submitted by you on June 25th, 2025, for the above-described WORK in response to its Advertisement for Bids and Instruction to Bidders.

You are hereby notified that your BID has been accepted for items in the amount of Six hundred fifty-five thousand three hundred seventy-four dollars and ten cents. (\$655,374.10)

You are required by the Instructions to Bidders to execute the Agreement and furnish the required CONTRACTOR's Performance BOND, Payment BOND, and Certificates of Insurance within fifteen (15) calendar days from the date of the Notice to you.

If you fail to execute said Agreement and to furnish said BONDS within fifteen (15) days from the date of this notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE of AWARD to the OWNER.

Dated this _____ day of _____, 20__.

CITY OF GUYTON

Signature

By: Andy Harville
Title: Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged this ____ day of _____, 20__.

Signature

By: _____

Title: _____

BID TABULATION FOR ALL BIDS
RECEIVED AT 310 Central Boulevard, Guyton, GA 31329
ON June 25th, 2025, at 2:00 P.M.

PARKER ENGINEERING, LLC
36 COURTLAND STREET, SUITE B
STATESBORO, GA 30456

PROJECT:			BIDDERS:								
City of Guyton 2025 Guyton Street Improvements PROJECT NO.: PE23172			Siles Brothers, Inc. PO Box 147 Cobbtown, GA 30420								
			McLendon Enterprises, Inc 2365 Altimet Road Vadair, GA 30474								
			Platinum Paving & Concrete 11 Gateway Blvd, Suite 44 Savannah, GA 31419								
			Phillips Paving Co. 1330 Quacco Road Pooler, GA 31322								
			Reeves Construction Co. 100 Morgan Industrial Blvd Garden City, GA 31408								
			APAC Atlantic, Inc. 47 Teller Place Savannah, GA 31415								
ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
ITEM 1 - Griffin Road / 4th Avenue Improvements (from Williams Road to Magnolia Street)											
a.	44	SY	Deep Patching (Including Road Removal)	\$ 55.00	\$ 2,420.00	\$ 112.00	\$ 4,928.00	\$ 116.00	\$ 5,104.00	\$ 100.00	\$ 4,400.00
b.	932	GL	413-1000 Bituminous Tack Coat	\$ 3.75	\$ 3,495.00	\$ 3.00	\$ 2,796.00	\$ 4.50	\$ 4,194.00	\$ 4.45	\$ 4,147.40
c.	1,538	TN	402-3103 165 lb/ST Recycled Asphalt Concrete 9.5 mm Superpave, GP2 only, Incl. Blum, Mat, And H. Lime	\$ 117.45	\$ 180,698.10	\$ 109.00	\$ 167,642.00	\$ 125.00	\$ 192,250.00	\$ 126.20	\$ 194,095.60
d.	2,86	LM	652-2502 Solid Traffic Stripe, 5" Yellow	\$ 950.00	\$ 2,777.00	\$ 2,850.00	\$ 8,151.00	\$ 1,300.00	\$ 3,718.00	\$ 2,500.00	\$ 7,150.00
e.	2,86	LM	652-2501 Solid Traffic Stripe, 5" White	\$ 950.00	\$ 2,777.00	\$ 2,850.00	\$ 8,151.00	\$ 1,300.00	\$ 3,718.00	\$ 2,500.00	\$ 7,150.00
f.	21	LF	Thermoplastic Solid Traffic Stripe, 24" White	\$ 15.00	\$ 315.00	\$ 7.50	\$ 157.50	\$ 15.00	\$ 315.00	\$ 15.00	\$ 315.00
g.	14	EA	Raise Manhole Lid Before Paving	\$ 200.00	\$ 2,800.00	\$ 339.00	\$ 4,746.00	\$ 600.00	\$ 8,400.00	\$ 165.00	\$ 2,310.00
h.	1	LS	Clip Shoulders and Dress-up Shoulders	\$ 3,500.00	\$ 3,500.00	\$ 3,157.00	\$ 3,157.00	\$ 2,000.00	\$ 2,000.00	\$ 4,500.00	\$ 4,500.00
i.	1	LS	Traffic Control	\$ 7,500.00	\$ 7,500.00	\$ 25,500.00	\$ 25,500.00	\$ 3,600.00	\$ 3,600.00	\$ 16,000.00	\$ 16,000.00
ITEM 2 - Magnolia Street Improvements (from Samuel Samlits Sr Ave to Springfield Ave)											
a.	2489	SY	Milling	\$ 2.00	\$ 4,978.00	\$ 3.80	\$ 9,458.20	\$ 5.00	\$ 12,445.00	\$ 4.50	\$ 11,200.50
b.	50	SY	Mill at Intersection of Samuel Samlits Avenue	\$ 25.00	\$ 1,250.00	\$ 62.50	\$ 3,125.00	\$ 21.00	\$ 1,050.00	\$ 28.00	\$ 1,400.00
c.	10	SY	Deep Patching (Including Road Removal)	\$ 55.00	\$ 550.00	\$ 112.00	\$ 1,120.00	\$ 257.00	\$ 2,570.00	\$ 100.00	\$ 1,000.00
d.	732	GL	413-1000 Bituminous Tack Coat	\$ 3.75	\$ 2,745.00	\$ 3.00	\$ 2,196.00	\$ 4.50	\$ 3,294.00	\$ 4.45	\$ 3,257.40
e.	1,207	TN	402-3103 165 lb/ST Recycled Asphalt Concrete 9.5 mm Superpave, GP2 only, Incl. Blum, Mat, And H. Lime	\$ 117.45	\$ 141,762.15	\$ 109.00	\$ 131,563.00	\$ 125.00	\$ 150,875.00	\$ 126.20	\$ 152,323.40
f.	1,98	LM	652-2502 Solid Traffic Stripe, 5" Yellow	\$ 950.00	\$ 1,881.00	\$ 2,850.00	\$ 5,643.00	\$ 1,300.00	\$ 2,574.00	\$ 2,500.00	\$ 4,950.00
g.	1,98	LM	652-2501 Solid Traffic Stripe, 5" White	\$ 950.00	\$ 1,881.00	\$ 2,850.00	\$ 5,643.00	\$ 1,300.00	\$ 2,574.00	\$ 2,500.00	\$ 4,950.00
h.	24	LF	Thermoplastic Solid Traffic Stripe, 24" White	\$ 15.00	\$ 360.00	\$ 7.50	\$ 180.00	\$ 15.00	\$ 360.00	\$ 15.00	\$ 360.00
i.	3	EA	Raise Water Valve Lid Before Paving	\$ 125.00	\$ 375.00	\$ 290.00	\$ 870.00	\$ 500.00	\$ 1,500.00	\$ 390.00	\$ 1,170.00
j.	3	EA	Raise Manhole Lid Before Paving	\$ 200.00	\$ 600.00	\$ 339.00	\$ 1,017.00	\$ 700.00	\$ 2,000.00	\$ 165.00	\$ 465.00
k.	1	LS	Clip Shoulders and Dress-up Shoulders	\$ 3,500.00	\$ 3,500.00	\$ 2,858.00	\$ 2,858.00	\$ 1,600.00	\$ 1,600.00	\$ 3,100.00	\$ 3,100.00
l.	1	LS	Traffic Control	\$ 5,000.00	\$ 5,000.00	\$ 5,645.00	\$ 5,645.00	\$ 2,700.00	\$ 2,700.00	\$ 12,800.00	\$ 12,800.00
ITEM 3 - Newsum Street Improvements (from Samuel Samlits Sr Ave to Anderson Ave)											
a.	50	SY	Clip Shoulders and Dress-up Shoulders	\$ 25.00	\$ 1,250.00	\$ 66.50	\$ 3,325.00	\$ 21.00	\$ 1,050.00	\$ 28.00	\$ 1,400.00
b.	71	GL	413-1000 Bituminous Tack Coat	\$ 3.75	\$ 266.25	\$ 3.00	\$ 213.00	\$ 4.50	\$ 319.50	\$ 4.45	\$ 315.55
c.	116	TN	402-3103 165 lb/ST Recycled Asphalt Concrete 9.5 mm Superpave, GP2 only, Incl. Blum, Mat, And H. Lime	\$ 117.45	\$ 13,624.20	\$ 109.00	\$ 12,644.00	\$ 129.00	\$ 14,964.00	\$ 126.20	\$ 14,639.20
d.	0.22	LM	652-2502 Solid Traffic Stripe, 5" Yellow	\$ 950.00	\$ 209.00	\$ 2,850.00	\$ 627.00	\$ 1,300.00	\$ 286.00	\$ 2,500.00	\$ 550.00
e.	0.22	LM	652-2501 Solid Traffic Stripe, 5" White	\$ 950.00	\$ 209.00	\$ 2,850.00	\$ 627.00	\$ 1,300.00	\$ 286.00	\$ 2,500.00	\$ 550.00
f.	20	LF	Thermoplastic Solid Traffic Stripe, 24" White	\$ 15.00	\$ 300.00	\$ 7.50	\$ 150.00	\$ 15.00	\$ 300.00	\$ 15.00	\$ 300.00
g.	1	EA	Raise Manhole Lid Before Paving	\$ 200.00	\$ 200.00	\$ 339.00	\$ 339.00	\$ 600.00	\$ 600.00	\$ 165.00	\$ 165.00
h.	1	LS	Clip Shoulders and Dress-up Shoulders	\$ 1,500.00	\$ 1,500.00	\$ 411.00	\$ 411.00	\$ 800.00	\$ 800.00	\$ 350.00	\$ 350.00
i.	1	LS	Traffic Control	\$ 1,500.00	\$ 1,500.00	\$ 3,645.00	\$ 3,645.00	\$ 500.00	\$ 500.00	\$ 1,430.00	\$ 1,430.00
ITEM 4 - Macedonia Street Improvements (from Samuel Samlits Sr Avenue to End)											
a.	102	SY	Mill at Intersection of Samuel Samlits Avenue	\$ 25.00	\$ 2,500.00	\$ 62.50	\$ 3,125.00	\$ 21.00	\$ 1,050.00	\$ 28.00	\$ 1,400.00
b.	50	GL	413-1000 Bituminous Tack Coat	\$ 3.75	\$ 382.50	\$ 3.00	\$ 306.00	\$ 4.50	\$ 459.00	\$ 4.45	\$ 453.90
c.	169	TN	Superpave, GP2 only, Incl. Blum, Mat, And H. Lime	\$ 117.45	\$ 19,646.05	\$ 109.00	\$ 18,421.00	\$ 129.00	\$ 21,801.00	\$ 126.20	\$ 21,327.80
d.	0.28	LM	652-2502 Solid Traffic Stripe, 5" Yellow	\$ 950.00	\$ 275.50	\$ 2,850.00	\$ 826.50	\$ 1,300.00	\$ 377.00	\$ 2,500.00	\$ 725.00
e.	0.28	LM	652-2501 Solid Traffic Stripe, 5" White	\$ 950.00	\$ 275.50	\$ 2,850.00	\$ 826.50	\$ 1,300.00	\$ 377.00	\$ 2,500.00	\$ 725.00
f.	22	LF	Thermoplastic Solid Traffic Stripe, 24" White	\$ 15.00	\$ 330.00	\$ 7.50	\$ 165.00	\$ 15.00	\$ 330.00	\$ 15.00	\$ 330.00
g.	1	EA	Raise Manhole Lid Before Paving	\$ 200.00	\$ 200.00	\$ 339.00	\$ 339.00	\$ 600.00	\$ 600.00	\$ 165.00	\$ 165.00
h.	1	LS	Clip Shoulders and Dress-up Shoulders	\$ 1,500.00	\$ 1,500.00	\$ 523.00	\$ 523.00	\$ 800.00	\$ 800.00	\$ 460.00	\$ 460.00
i.	1	LS	Traffic Control	\$ 1,500.00	\$ 1,500.00	\$ 3,645.00	\$ 3,645.00	\$ 500.00	\$ 500.00	\$ 1,880.00	\$ 1,880.00
ITEM 5 - 3rd Avenue Improvements (from Central Boulevard to Magnolia Street)											
a.	108	GL	413-1000 Bituminous Tack Coat	\$ 3.75	\$ 405.00	\$ 3.00	\$ 324.00	\$ 4.50	\$ 486.00	\$ 4.45	\$ 480.60
b.	179	TN	402-3101 165 lb/ST Recycled Asphalt Concrete 9.5 MM Mix, GP2 only, Incl. Blum, Mat, And H. Lime	\$ 117.45	\$ 21,023.55	\$ 109.00	\$ 19,517.00	\$ 128.00	\$ 22,912.00	\$ 126.20	\$ 22,589.80
c.	0.35	LM	652-2502 5" Yellow Center Stripe, (Paint)	\$ 950.00	\$ 332.50	\$ 2,850.00	\$ 997.50	\$ 1,300.00	\$ 455.00	\$ 2,500.00	\$ 875.00
d.	0.35	LM	652-2502 5" Yellow Edge Stripe, (Paint)	\$ 950.00	\$ 332.50	\$ 2,850.00	\$ 997.50	\$ 1,300.00	\$ 455.00	\$ 2,500.00	\$ 875.00
e.	60	LF	653-1704 Thermoplastic Solid Traffic Stripe, 24" White (Paint)	\$ 15.00	\$ 900.00	\$ 7.50	\$ 450.00	\$ 15.00	\$ 900.00	\$ 15.00	\$ 900.00
f.	2	EA	Adjust Manhole for Paving	\$ 200.00	\$ 400.00	\$ 339.00	\$ 678.00	\$ 600.00	\$ 1,200.00	\$ 165.00	\$ 330.00
g.	1	LS	Clip Shoulders and Dress-up Shoulders	\$ 1,500.00	\$ 1,500.00	\$ 1,112.00	\$ 1,112.00	\$ 800.00	\$ 800.00	\$ 550.00	\$ 550.00
h.	1	LS	150-1000 Traffic Control	\$ 1,500.00	\$ 1,500.00	\$ 3,645.00	\$ 3,645.00	\$ 400.00	\$ 400.00	\$ 2,285.00	\$ 2,285.00

PROJECT:			BIDDERS:																	
City of Guyton 2025 Guyton Street Improvements PROJECT NO.: PE23172			Silas Brothers, Inc. PO Box 147 Cobbtown, GA 30420			McLendon Enterprises, Inc 2265 Airwell Road Vienna, GA 30474			Platinum Paving & Concrete 11 Gateway Blvd, Suite 44 Savannah, GA 31419			Phillips Paving Co. 1330 Quinceo Road Pocahontas, GA 31222			Reeves Construction Co. 100 Morgan Industrial Blvd Garden City, GA 31408			APAC Atlantic, Inc. 47 Telfair Place Savannah, GA 31415		
ITEM NO.	QTY.	UNIT	DESCRIPTION		UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE		
ITEM 6 - 5th Avenue Improvements (from Central Boulevard to Poplar Street)																				
a.	853	SY	Milling		\$ 2.00	\$ 1,706.00	\$ 4.80	\$ 4,094.40	\$ 6.00	\$ 5,118.00	\$ 4.50	\$ 3,838.50	\$ 5.75	\$ 4,904.75	\$ 5.00	\$ 4,265.00	\$ 5.00	\$ 4,265.00		
b.	11	SY	Milling at Intersection of Magnolia Street		\$ 25.00	\$ 275.00	\$ 175.00	\$ 1,925.00	\$ 95.00	\$ 1,045.00	\$ 28.00	\$ 308.00	\$ 520.00	\$ 5,720.00	\$ 220.00	\$ 2,420.00	\$ 1,550.00	\$ 1,550.00		
c.	230	GL	413-1000 Bituminous Tack Coat		\$ 3.75	\$ 862.50	\$ 3.00	\$ 690.00	\$ 4.50	\$ 1,035.00	\$ 4.45	\$ 1,023.50	\$ 3.20	\$ 736.00	\$ 5.00	\$ 1,150.00	\$ 5.00	\$ 1,150.00		
d.	380	TN	402-3101 165 lbs/ST Recycled Asphalt Concrete 9.5 MM Mix, GP2 only, Incl. Blum, Mail, And H, Lime		\$ 117.45	\$ 44,631.00	\$ 109.00	\$ 41,420.00	\$ 126.00	\$ 47,880.00	\$ 126.20	\$ 47,956.00	\$ 128.00	\$ 48,640.00	\$ 144.00	\$ 54,720.00	\$ 144.00	\$ 54,720.00		
e.	0.70	LM	652-2502 Solid Traffic Stripe, 5" Yellow		\$ 950.00	\$ 665.00	\$ 2,850.00	\$ 1,995.00	\$ 1,300.00	\$ 910.00	\$ 2,500.00	\$ 1,750.00	\$ 2,850.00	\$ 1,995.00	\$ 1,400.00	\$ 980.00	\$ 1,400.00	\$ 980.00		
f.	0.70	LM	652-2501 Solid Traffic Stripe, 5" White		\$ 950.00	\$ 665.00	\$ 2,850.00	\$ 1,995.00	\$ 1,300.00	\$ 910.00	\$ 2,500.00	\$ 1,750.00	\$ 2,850.00	\$ 1,995.00	\$ 1,400.00	\$ 980.00	\$ 1,400.00	\$ 980.00		
g.	21	LF	Thermoplastic Solid Traffic Stripe, 24" White		\$ 15.00	\$ 315.00	\$ 7.50	\$ 157.50	\$ 15.00	\$ 315.00	\$ 315.00	\$ 315.00	\$ 15.00	\$ 157.50	\$ 15.00	\$ 315.00	\$ 15.00	\$ 315.00		
h.	4	EA	Raise Water Valve Lid Before Paving		\$ 125.00	\$ 500.00	\$ 290.00	\$ 1,160.00	\$ 500.00	\$ 2,000.00	\$ 130.00	\$ 520.00	\$ 215.00	\$ 860.00	\$ 500.00	\$ 2,000.00	\$ 500.00	\$ 2,000.00		
i.	4	EA	Raise Manhole Lid Before Paving		\$ 200.00	\$ 800.00	\$ 339.00	\$ 1,356.00	\$ 600.00	\$ 2,400.00	\$ 165.00	\$ 660.00	\$ 310.00	\$ 1,240.00	\$ 1,075.00	\$ 4,380.00	\$ 1,075.00	\$ 4,380.00		
j.	1	LS	Clip Shoulders and Dress-up Shoulders		\$ 2,000.00	\$ 2,000.00	\$ 1,214.00	\$ 1,214.00	\$ 1,200.00	\$ 1,200.00	\$ 1,100.00	\$ 1,100.00	\$ 750.00	\$ 750.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00		
k.	1	LS	Traffic Control		\$ 5,000.00	\$ 5,000.00	\$ 3,645.00	\$ 3,645.00	\$ 1,000.00	\$ 1,000.00	\$ 4,530.00	\$ 4,530.00	\$ 3,500.00	\$ 3,500.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00		
ITEM 7 - 6th Avenue Improvements (from Central Boulevard to Poplar Street)																				
a.	219	GL	413-1000 Bituminous Tack Coat		\$ 3.75	\$ 821.25	\$ 3.00	\$ 657.00	\$ 4.50	\$ 985.50	\$ 4.45	\$ 974.55	\$ 3.20	\$ 700.80	\$ 5.00	\$ 1,055.00	\$ 5.00	\$ 1,055.00		
b.	362	TN	402-3101 165 lbs/ST Recycled Asphalt Concrete 9.5 MM Mix, GP2 only, Incl. Blum, Mail, And H, Lime		\$ 117.45	\$ 42,516.90	\$ 109.00	\$ 39,458.00	\$ 127.00	\$ 45,914.00	\$ 126.20	\$ 45,694.40	\$ 128.00	\$ 46,336.00	\$ 144.00	\$ 52,128.00	\$ 144.00	\$ 52,128.00		
c.	0.70	LM	652-2502 Solid Traffic Stripe, 5" Yellow		\$ 950.00	\$ 665.00	\$ 2,850.00	\$ 1,995.00	\$ 1,300.00	\$ 910.00	\$ 2,500.00	\$ 1,750.00	\$ 2,850.00	\$ 1,995.00	\$ 1,400.00	\$ 980.00	\$ 1,400.00	\$ 980.00		
d.	0.70	LM	652-2501 Solid Traffic Stripe, 5" White		\$ 950.00	\$ 665.00	\$ 2,850.00	\$ 1,995.00	\$ 1,300.00	\$ 910.00	\$ 2,500.00	\$ 1,750.00	\$ 2,850.00	\$ 1,995.00	\$ 1,400.00	\$ 980.00	\$ 1,400.00	\$ 980.00		
e.	80	LF	Thermoplastic Solid Traffic Stripe, 24" White		\$ 15.00	\$ 1,200.00	\$ 7.50	\$ 600.00	\$ 15.00	\$ 1,200.00	\$ 15.00	\$ 1,200.00	\$ 7.50	\$ 600.00	\$ 15.00	\$ 1,200.00	\$ 15.00	\$ 1,200.00		
f.	2	EA	Raise Water Valve Lid Before Paving		\$ 125.00	\$ 250.00	\$ 290.00	\$ 580.00	\$ 500.00	\$ 1,000.00	\$ 130.00	\$ 260.00	\$ 215.00	\$ 430.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		
g.	5	EA	Raise Manhole Lid Before Paving		\$ 200.00	\$ 1,000.00	\$ 339.00	\$ 1,695.00	\$ 600.00	\$ 3,000.00	\$ 165.00	\$ 825.00	\$ 310.00	\$ 1,550.00	\$ 1,075.00	\$ 5,375.00	\$ 1,075.00	\$ 5,375.00		
h.	1	LS	Clip Shoulders and Dress-up Shoulders		\$ 2,000.00	\$ 2,000.00	\$ 1,214.00	\$ 1,214.00	\$ 1,200.00	\$ 1,200.00	\$ 1,100.00	\$ 1,100.00	\$ 1,000.00	\$ 1,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00		
i.	1	LS	Traffic Control		\$ 2,900.00	\$ 2,900.00	\$ 5,766.00	\$ 5,766.00	\$ 800.00	\$ 800.00	\$ 4,530.00	\$ 4,530.00	\$ 1,900.00	\$ 1,900.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00		
ITEM 8 - 7th Avenue Improvements (from Central Boulevard to Poplar Street)																				
a.	154	GL	413-1000 Bituminous Tack Coat		\$ 3.75	\$ 577.50	\$ 3.00	\$ 462.00	\$ 4.50	\$ 693.00	\$ 4.45	\$ 686.50	\$ 3.20	\$ 492.80	\$ 5.00	\$ 770.00	\$ 5.00	\$ 770.00		
b.	255	TN	402-3101 165 lbs/ST Recycled Asphalt Concrete 9.5 MM Mix, GP2 only, Incl. Blum, Mail, And H, Lime		\$ 117.45	\$ 29,946.75	\$ 109.00	\$ 27,795.00	\$ 128.00	\$ 32,464.00	\$ 126.20	\$ 32,161.00	\$ 128.00	\$ 32,640.00	\$ 144.00	\$ 36,720.00	\$ 144.00	\$ 36,720.00		
c.	0.50	LM	652-2502 Solid Traffic Stripe, 5" Yellow		\$ 950.00	\$ 475.00	\$ 2,850.00	\$ 1,425.00	\$ 1,300.00	\$ 650.00	\$ 2,500.00	\$ 1,250.00	\$ 2,850.00	\$ 1,425.00	\$ 1,400.00	\$ 700.00	\$ 1,400.00	\$ 700.00		
d.	0.50	LM	652-2501 Solid Traffic Stripe, 5" White		\$ 950.00	\$ 475.00	\$ 2,850.00	\$ 1,425.00	\$ 1,300.00	\$ 650.00	\$ 2,500.00	\$ 1,250.00	\$ 2,850.00	\$ 1,425.00	\$ 1,400.00	\$ 700.00	\$ 1,400.00	\$ 700.00		
e.	100	LF	Thermoplastic Solid Traffic Stripe, 24" White		\$ 15.00	\$ 1,500.00	\$ 7.50	\$ 750.00	\$ 15.00	\$ 1,500.00	\$ 15.00	\$ 1,500.00	\$ 7.50	\$ 750.00	\$ 15.00	\$ 1,500.00	\$ 15.00	\$ 1,500.00		
f.	1	EA	Raise Water Valve Lid Before Paving		\$ 125.00	\$ 125.00	\$ 290.00	\$ 290.00	\$ 500.00	\$ 500.00	\$ 130.00	\$ 130.00	\$ 215.00	\$ 215.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00		
g.	5	EA	Raise Manhole Lid Before Paving		\$ 200.00	\$ 1,000.00	\$ 339.00	\$ 1,695.00	\$ 600.00	\$ 3,000.00	\$ 165.00	\$ 825.00	\$ 310.00	\$ 1,550.00	\$ 1,075.00	\$ 5,375.00	\$ 1,075.00	\$ 5,375.00		
h.	1	LS	Clip Shoulders and Dress-up Shoulders		\$ 1,750.00	\$ 1,750.00	\$ 1,214.00	\$ 1,214.00	\$ 1,000.00	\$ 1,000.00	\$ 1,100.00	\$ 1,100.00	\$ 750.00	\$ 750.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00		
i.	1	LS	Traffic Control		\$ 2,500.00	\$ 2,500.00	\$ 3,645.00	\$ 3,645.00	\$ 600.00	\$ 600.00	\$ 4,530.00	\$ 4,530.00	\$ 1,750.00	\$ 1,750.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		
ITEM 9 - Simmons Street Improvements (from Central Boulevard to Simmons Street Ext)																				
a.	144	GL	413-1000 Bituminous Tack Coat		\$ 3.75	\$ 540.00	\$ 3.00	\$ 552.00	\$ 4.50	\$ 648.00	\$ 4.45	\$ 640.80	\$ 3.20	\$ 588.80	\$ 5.00	\$ 920.00	\$ 5.00	\$ 920.00		
b.	304	TN	402-3101 165 lbs/ST Recycled Asphalt Concrete 9.5 MM Mix, GP2 only, Incl. Blum, Mail, And H, Lime		\$ 117.45	\$ 35,704.80	\$ 109.00	\$ 33,136.00	\$ 126.00	\$ 38,304.00	\$ 126.20	\$ 38,364.80	\$ 128.00	\$ 38,912.00	\$ 144.00	\$ 43,776.00	\$ 144.00	\$ 43,776.00		
c.	0.70	LM	652-2502 Solid Traffic Stripe, 5" Yellow		\$ 950.00	\$ 665.00	\$ 2,850.00	\$ 1,995.00	\$ 1,300.00	\$ 910.00	\$ 2,500.00	\$ 1,750.00	\$ 2,850.00	\$ 1,995.00	\$ 1,400.00	\$ 980.00	\$ 1,400.00	\$ 980.00		
d.	0.70	LM	652-2501 Solid Traffic Stripe, 5" White		\$ 950.00	\$ 665.00	\$ 2,850.00	\$ 1,995.00	\$ 1,300.00	\$ 910.00	\$ 2,500.00	\$ 1,750.00	\$ 2,850.00	\$ 1,995.00	\$ 1,400.00	\$ 980.00	\$ 1,400.00	\$ 980.00		
e.	12	LF	Thermoplastic Solid Traffic Stripe, 24" White (Paint)		\$ 15.00	\$ 180.00	\$ 7.50	\$ 90.00	\$ 15.00	\$ 180.00	\$ 15.00	\$ 180.00	\$ 7.50	\$ 90.00	\$ 15.00	\$ 180.00	\$ 15.00	\$ 180.00		
f.	1	EA	Raise Water Valve Lid Before Paving		\$ 2,500.00	\$ 2,500.00	\$ 971.00	\$ 971.00	\$ 1,000.00	\$ 1,000.00	\$ 790.00	\$ 790.00	\$ 750.00	\$ 750.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00		
g.	1	LS	Clip Shoulders and Dress-up Shoulders		\$ 2,500.00	\$ 2,500.00	\$ 3,645.00	\$ 3,645.00	\$ 600.00	\$ 600.00	\$ 3,240.00	\$ 3,240.00	\$ 1,750.00	\$ 1,750.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		
ITEM 10 - Magnolia Street Extension Improvements (from Springfield Avenue to End)																				
a.	93	GL	413-1000 Bituminous Tack Coat		\$ 3.75	\$ 348.75	\$ 3.00	\$ 279.00	\$ 4.50	\$ 418.50	\$ 4.45	\$ 413.85	\$ 3.20	\$ 291.60	\$ 5.00	\$ 465.00	\$ 5.00	\$ 465.00		
b.	153	TN	402-3101 165 lbs/ST Recycled Asphalt Concrete 9.5 MM Mix, GP2 only, Incl. Blum, Mail, And H, Lime		\$ 117.45	\$ 17,969.85	\$ 109.00	\$ 16,677.00	\$ 126.00	\$ 19,278.00	\$ 126.20	\$ 19,308.60	\$ 128.00	\$ 19,278.00	\$ 144.00	\$ 22,032.00	\$ 144.00	\$ 22,032.00		
c.	0.33	LM	652-2502 Solid Traffic Stripe, 5" Yellow		\$ 950.00	\$ 313.50	\$ 2,850.00	\$ 940.50	\$ 1,300.00	\$ 429.00	\$ 2,500.00	\$ 825.00	\$ 2,850.00	\$ 940.50	\$ 1,400.00	\$ 462.00	\$ 1,400.00	\$ 462.00		
d.	0.33	LM	652-2501 Solid Traffic Stripe, 5" White		\$ 950.00	\$ 313.50	\$ 2,850.00	\$ 940.50	\$ 1,300.00	\$ 429.00	\$ 2,500.00	\$ 825.00	\$ 2,850.00	\$ 940.50	\$ 1,400.00	\$ 462.00	\$ 1,400.00	\$ 462.00		
e.	1	LF	Thermoplastic Solid Traffic Stripe, 24" White (Paint)		\$ 15.00	\$ 15.00	\$ 7.50	\$ 67.50	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 7.50	\$ 67.50	\$ 15.00	\$ 135.00	\$ 15.00	\$ 135.00		
f.	1	EA	Raise Water Valve Lid Before Paving		\$ 1,500.00	\$ 1,500.00	\$ 859.00	\$ 859.00	\$ 800.00	\$ 800.00	\$ 520.00	\$ 520.00	\$ 750.00	\$ 750.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00		
g.	1	LS	Clip Shoulders and Dress-up Shoulders		\$ 2,500.00	\$ 2,500.00	\$ 3,645.00	\$ 3,645.00	\$ 600.00	\$ 600.00	\$ 2,150.00	\$ 2,150.00	\$ 1,000.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		
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**CITY OF GUYTON
STATE OF GEORGIA**

**RESOLUTION NUMBER 2025-06
RE: AUTHORIZING PARTICIPATION IN AN AMICUS BRIEF IN THE
CHANG V. CITY OF MILTON APPEAL**

WHEREAS, the Chang v. Milton litigation involves a claim of liability against the City of Milton, Georgia, for personal injuries due to a 2016 vehicle collision with a fixed obstruction (a masonry planter) located on City-owned right of way where the obstruction was outside the motoring lanes of travel;

WHEREAS, the masonry planter had been at the same location since 1992 and had never been the subject of a complaint or prior accident;

WHEREAS, at the trial court, the City of Milton was found to be partially at fault and a jury awarded money damages against the City of Milton of \$35,000,000;

WHEREAS, on September 16, 2024, the Court of Appeals affirmed the findings of the trial court, City of Milton v. Chang, et. al., 373 Ga. App. 667 (2024) (Court of Appeals ruling);

WHEREAS, on June 24, 2025, the Supreme Court of Georgia granted certiorari, Supreme Court docket number S25G0476;

WHEREAS, the Georgia Supreme Court identified three issues upon which it wanted the Parties to focus in their appellate briefing:

1. Is the design and placement of objects on a shoulder of a roadway part of the ministerial duty of a municipality to keep its “streets and sidewalks in a reasonably safe condition” or is it a governmental function? Compare Mayor, Etc., of Dalton v. Wilson, 118 Ga. 100 (44 SE 830) (1903) with Town of Fort Oglethorpe v. Phillips, 224 Ga. 834 (165 SE2d 141) (1968). See generally OCGA § 36-33-1.
2. Is the placement of a planter on the shoulder of a roadway a “defect[] in the public roads of [the municipality’s] municipal street system”? See OCGA § 32-4-93 (a).
3. For municipal immunity to be waived under the circumstances of this case, must the plaintiff show that the municipality violated its ministerial duty to keep its “streets and sidewalks in a reasonably safe condition” and that the planter on the shoulder of the roadway is a “defect[] in the public roads of [the municipality’s] municipal street system”? Please address the interplay between OCGA § 36-33-1 and OCGA § 32-4-93 (a).

WHEREAS, the CITY believes that answers to the above legal questions are of significant value to its citizens and residents;

WHEREAS, the CITY believes that Supreme Court guidance on such questions may lead to the Court of Appeals ruling being overturned

WHEREAS, the CITY believes the Court of Appeals ruling is inconsistent with existing legal precedent; and,

WHEREAS, the CITY believes that it is in the best interests of the health, welfare, and safety of its citizens that the Court of Appeals ruling be reversed and that the questions presented by the Supreme Court be answered in a way that benefits Georgia's cities.

NOW THEREFORE BE IT RESOLVED, that the CITY does hereby authorize participation in an amicus brief before the Georgia Supreme Court asking that the Court of Appeals ruling be reversed and that the Supreme Court's three proffered questions be answered in a way that is legally advantageous to Georgia's cities. An amicus brief so tendered may include the City's name as a participating party.

This _____, day of _____, 2025.

CITY OF GUYTON

Andy Harville, Mayor

Attest:

Moses Walker, City Clerk



POSITION DESCRIPTION			
Title	City Hall Receptionist	Department	Administration
Reports To	City Manager	Status	Non-Exempt
Summary	<p>The City Hall Receptionist serves a vital function as being the first person to interact with visitors to City Hall or those telephoning City Hall. As such, the City Hall Receptionist is the first impression that people receive of City Hall staff and their government. Reception duties include greeting all City Hall visitors, answering all incoming phone calls, collecting water payments and providing daily receipt payment reports, and generating work orders for public works department (e.g., water/sewer and streets). The City Hall Receptionist works collaboratively to support all administrative functions of the City.</p>		
Employee Expectations	<p>All team members of the City of Guyton are expected to work diligently and collaboratively in furthering the goals and objectives that serve the city of Guyton and its residents, businesses and guests.</p>		
Position Requirements & Qualifications	<ul style="list-style-type: none"> ▪ Minimum 3 years' relevant experience in a customer-focused position required. ▪ High School diploma or equivalent required. ▪ Experience with billing processes, accounts payable and/or cashiering functions preferred. ▪ Experience with city ordinances, rates, and billing policies preferred. ▪ Proficiency in Microsoft Office and Google suite of tools required. 		
Essential Job Responsibilities	<p>Receptionist Responsibilities</p> <ul style="list-style-type: none"> ▪ Answers all phone calls and greets incoming guests in a prompt, friendly, and professional manner. ▪ Receives and enters all water bill payments, including drop off box and post office payments that need to be entered in the system. ▪ Prepares daily money reports and deposits, including water bill payments, building permits and building inspection fees, and any incoming checks from county government or other local government. ▪ Communicates with streets/lanes and water/sewer service providers with work orders for service that are requested by the citizens. ▪ Works collaboratively with the City Clerk and Utility & Permit Clerk to ensure all administrative functions are completed accurately and in a timely fashion and to coordinate back-up coverage for key functions as necessary. ▪ Sorts incoming mail and prepares outgoing mail. Delivers outgoing mail to the Post Office. 		



Traits & Distinguishing Characteristics	<ul style="list-style-type: none">▪ Maintains exceptionally high standards of integrity and confidentiality.▪ Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions▪ Seeks and receives feedback graciously and with a dedication to continuous improvement.▪ Demonstrates commitment to quality in every task performed.
Physical Demands	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none">▪ Much of the work of this position is completed while sitting at a desk, using a computer and phone. Requires talking, hearing and visual acuity sufficient to perform these major functions.▪ May occasionally include traveling to various locations and facilities throughout the City and ability to navigate mobility within a variety of environments.▪ Occasionally includes reaching above shoulder heights, below the waist or lifting up to 25 pounds for office equipment, supplies and materials.



POSITION DESCRIPTION			
Title	Code Enforcement Officer	Department	Administration
Reports To	City Manager	Status	Non-Exempt
Summary	<p>The Code Enforcement Officer is responsible for performing a variety of technical duties in support of the City's local code enforcement program, including the monitoring and enforcement of all applicable ordinances, codes, and regulations related to zoning, land use, signs, trees, nuisance conditions, other matters of public concern and all other ordinances adopted and/or enforced by the City. The Code Enforcement Officer serves as a resource to provide information on City regulations to property owners, residents, businesses, the public, and other City departments.</p>		
Employee Expectations	<p>All team members of the City of Guyton are expected to work diligently and collaboratively in furthering the goals and objectives that serve the city of Guyton and its residents, businesses and guests.</p>		
Position Requirements & Qualifications	<ul style="list-style-type: none"> ▪ High School diploma or equivalent required. ▪ Supplemented by specialized courses/training equivalent to completion of one year of college. ▪ Supplemented by five (5) years previous experience in general office operations, any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. ▪ Experience with city ordinances, regulations, policies, and procedures preferred. ▪ Proficiency in Microsoft Office and Google suite of tools required. ▪ Must possess and maintain a valid Georgia driver's license. ▪ Must possess GACE Certifications. ▪ Must pass drug screening and background check. 		
Essential Job Responsibilities	<p>Receptionist Responsibilities</p> <ul style="list-style-type: none"> ▪ Enforces compliance with City regulations and ordinances pertaining to zoning, land use, and nuisance conditions. ▪ Proactively patrols the City to identify and evaluate problem areas and/or ordinance violations; conducts property inspections, including City property, and determines the proper method to resolve violations; conducts field investigations to include contacting and interviewing alleged violators, complainants, and witnesses. ▪ Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of municipal codes and ordinances as well as State regulations. 		



	<ul style="list-style-type: none"> ▪ Schedules and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; prepares requests for legal action. ▪ Issues and posts notices of violation, and/or stop work notices; prepares related documentation; and assists all parties involved in achieving compliance. ▪ Compiles evidence in support of legal actions taken by the City; appears in court as needed; and testifies in court proceedings as required. ▪ Prepares a variety of written reports, memos, and correspondence related to code enforcement activities. ▪ Ensures that all code enforcement case files are completed in a timely manner with proper follow through for all commenced violations. ▪ Attends enforcement training, meetings, and workshops as directed. ▪ Performs related work as assigned.
Traits & Distinguishing Characteristics	<ul style="list-style-type: none"> ▪ Maintains exceptionally high standards of integrity and confidentiality. ▪ Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions ▪ Seeks and receives feedback graciously and with a dedication to continuous improvement. ▪ Demonstrates commitment to quality in every task performed.
Physical Demands	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Much of the work of this position is completed while in a vehicle/field and may require extended periods of sitting and standing. ▪ Frequently includes traveling to various locations and facilities throughout the City and ability to navigate mobility within a variety of environments. ▪ Occasionally includes reaching above shoulder heights, below the waist or lifting objects weighing up to 50 pounds at a time.



POSITION DESCRIPTION			
Title	Streets & Lanes Superintendent	Department	Administration
Reports To	City Manager	Status	Non-Exempt
Summary	The Streets & Lanes Superintendent is responsible for supervising the day-to-day operations and staff involved in constructing, maintaining, and repairing of streets, culverts, drainage ditches, and rights-of-way. This includes routine work and occasional large-scale projects requiring special operations crews or outside contractors. The Streets & Lanes Superintendent works collaboratively to support all administrative functions of the City.		
Employee Expectations	All team members of the City of Guyton are expected to work diligently and collaboratively in furthering the goals and objectives that serve the city of Guyton and its residents, businesses and guests.		
Position Requirements & Qualifications	<ul style="list-style-type: none"> ▪ Minimum 3 years' relevant experience in a construction or maintenance supervisory position required. ▪ High School diploma or equivalent required. ▪ Experience with and knowledge of local road construction/maintenance codes and ordinances and relevant state and federal laws. ▪ Experience with and knowledge of proper ditching and pipe-laying procedures. ▪ Experience with and knowledge of operating earthmoving equipment (backhoe, bulldozer, tractor, motor grader, etc.) ▪ Experience with and knowledge of operating a dump truck to haul dirt and gravel. ▪ Knowledge in operating and maintaining tools and equipment used for ditch and pipe-laying work, including a backhoe, shovels, picks, etc. ▪ Knowledge and experience in using and overseeing the operation of various hand and power tools, such as a chainsaw, cement saw, level, tripod, post-hole digger, hammer, ax, etc. ▪ Skill in achieving proper grade and compaction. ▪ Skill in performing preventive maintenance on light and heavy equipment. ▪ Knowledge of management and supervisory principles and practices. ▪ Knowledge of relevant training standards. ▪ Knowledge of city streets and geography. ▪ Skill in supervision. ▪ Skill in dealing with the public. ▪ Skill in making decisions accurately and rapidly. ▪ Skill in written and verbal communication. 		



Essential Job Responsibilities	Streets and Lanes Superintendent Responsibilities <ul style="list-style-type: none"> ▪ Schedules work crews and assigns daily duties to ensure adequate coverage and control; monitors the work of personnel in the field. ▪ Responds to complaints and inquiries from the general public. ▪ Locates property lines and sets stakes. ▪ Assists with interviewing, training, and evaluating personnel. ▪ Conducts on-site inspections of work in progress to ensure full utilization of personnel, materials, and facilities with concern for quality, safety, and efficiency. ▪ Clears right-of-way; digs and clears ditches. ▪ Reviews work orders; determines equipment and materials needed. ▪ Ensures compliance with safety guidelines. ▪ Maintains parts and supplies inventory; reorders as needed. ▪ Coordinates with outside contractors and construction workers as necessary. ▪ Operates various types of heavy equipment as needed (e.g. lowboy, dump truck, bulldozer, grader, backhoe, roller, etc.) ▪ Remains on-call for after-hours emergencies. ▪ Inspects assigned vehicles and equipment. ▪ Trains personnel in safety and operating procedures. ▪ Transports equipment and personnel to job sites. ▪ Assists with locating utility lines. ▪ Provides updates and progress reports to the City Manager. ▪ Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies, procedures, and specifications. ▪ Monitors department budget and expenditures. ▪ Ensures maintenance and proper use of equipment; develops and implements preventative maintenance schedules for equipment. ▪ Ensures daily cleaning and washing of equipment and tools; ensures completion of minor maintenance activities, such as checking and adding fluids, checking tire pressure, etc. ▪ Reports and schedules needed major repairs and maintenance. ▪ Completes and maintains inspection, gas usage, and other associated documentation. ▪ Performs other related duties as assigned.
Traits & Distinguishing Characteristics	<ul style="list-style-type: none"> ▪ Maintains exceptionally high standards of integrity and confidentiality. ▪ Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions ▪ Seeks and receives feedback graciously and with a dedication to continuous improvement. ▪ Demonstrates commitment to quality in every task performed.
Physical Demands	The physical demands described here are representative of those that must be



	<p>met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none">▪ Much of the work of this position is completed while standing, stooping, walking, sitting, bending, or crouching. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.▪ Regularly includes traveling to various locations and facilities throughout the City and ability to navigate mobility within a variety of environments.▪ Occasionally includes reaching above shoulder heights, below the waist or lifting up to 50 pounds for equipment, supplies and materials.
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POSITION DESCRIPTION			
Title	Finance Clerk & Court Clerk	Department	Administration
Reports To	City Manager	Status	Non-Exempt
Summary	<p>The Finance Clerk & Court Clerk serves a dual function in managing court procedures and functions while also having responsibility for administrative and fiscal work in receiving and accounting for and disbursing all City funds. The Finance Clerk & Court Clerk is responsible for all municipal court procedures, policies, record keeping, court payments, and open records requests regarding municipal court. As part of this function, the Court Clerk also ensures accuracy in collecting and managing court funds such as bond monies and citations, and sending monthly reports and monies to state entities.</p> <p>Finance Clerk duties include assisting in preparing, processing, and maintaining all accounting records; entering invoices for payment; balancing bank deposits to the register; maintaining the General Ledger; and performing monthly reconciliations. The Finance Clerk & Court Clerk works collaboratively to support all administrative functions of the City.</p>		
Employee Expectations	All team members of the City of Guyton are expected to work diligently and collaboratively in furthering the goals and objectives that serve the city of Guyton and its residents, businesses and guests.		
Position Requirements & Qualifications	<ul style="list-style-type: none"> ▪ Minimum 3 years' relevant experience in a customer-focused position required. ▪ High School diploma or equivalent required. ▪ Experience with billing processes, accounts payable and/or cashiering functions preferred. ▪ Experience with city ordinances, rates, and billing policies preferred. ▪ Ability to be bonded by a surety company required. ▪ Proficiency in Microsoft Office and Google suite of tools required. ▪ Exceptional organizational skills. 		
Essential Job Responsibilities	<p>Finance Clerk Responsibilities</p> <ul style="list-style-type: none"> ▪ Assists in preparing, processing, and maintaining all accounting records. ▪ Enters invoices for payment. ▪ Maintains Accounts Payable records and files. ▪ Prints and mails Accounts Payable checks. ▪ Processes vendor ACH/online payments. ▪ Maintains yearly vendor 1099s. ▪ Balances bank deposits to register. ▪ Prepares monthly Accounts Receivable and deposit reconciliations. 		



	<ul style="list-style-type: none"> ▪ Maintains General Ledger. ▪ Coordinates with external groups for financial statements. <p>Court Processes</p> <ul style="list-style-type: none"> ▪ Oversees all Municipal Court policies and procedures, preparing paperwork, dockets and court documents. ▪ Prepares and sends monthly court reports and payments to government entities. Accurately inputs all court information into recordkeeping database. ▪ Communicates regularly with the Chief of Police and members of the police department as needed to prepare for and coordinate Court responsibilities.
Traits & Distinguishing Characteristics	<ul style="list-style-type: none"> ▪ Maintains exceptionally high standards of integrity and confidentiality. ▪ Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions ▪ Seeks and receives feedback graciously and with a dedication to continuous improvement. ▪ Demonstrates commitment to quality in every task performed.
Physical Demands	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Much of the work of this position is completed while sitting at a desk, using a computer and phone. Requires talking, hearing and visual acuity sufficient to perform these major functions. ▪ Regularly includes traveling to various locations and facilities throughout the City and ability to navigate mobility within a variety of environments. ▪ Occasionally includes reaching above shoulder heights, below the waist or lifting up to 25 pounds for office equipment, supplies and materials.



POSITION DESCRIPTION			
Title	Buildings & Grounds Maintenance Superintendent	Department	Administration
Reports To	City Manager	Status	Non-Exempt
Summary	The Buildings & Grounds Maintenance Superintendent is responsible for performing technical duties in support of the maintenance and physical upkeep of City buildings and grounds. This includes tasks such as cleaning, minor repairs, landscaping, maintaining equipment, and ensuring that all buildings and grounds are safe for use. The Buildings & Grounds Maintenance Superintendent works collaboratively to support all administrative functions of the City.		
Employee Expectations	All team members of the City of Guyton are expected to work diligently and collaboratively in furthering the goals and objectives that serve the city of Guyton and its residents, businesses and guests.		
Position Requirements & Qualifications	<ul style="list-style-type: none"> ▪ Minimum 3 years' relevant experience in a construction or maintenance position required. ▪ High School diploma or equivalent required. ▪ Experience with and knowledge of construction materials, methods, and standards. ▪ Experience with and knowledge of grounds maintenance principles and practices. ▪ Knowledge of HVAC, plumbing, electrical, and other building system maintenance and repair procedures. ▪ Skill in the operation and maintenance of lawn equipment and hand/power tools. ▪ Exceptional organizational skills and ability to supervise subordinate help. ▪ Skill in dealing with the public. 		
Essential Job Responsibilities	Buildings and Grounds Maintenance Superintendent Responsibilities <ul style="list-style-type: none"> ▪ Maintains and repairs all City buildings and facilities as assigned. ▪ Maintains accurate records on cost of routine maintenance performed on all City buildings. ▪ Performs HVAC, plumbing, and electrical installation, maintenance, and repair functions. ▪ Maintains grounds, mows grass, and controls weeds. ▪ Inspects buildings and grounds for maintenance and repair needs. ▪ Designs and implements preventative maintenance schedules. ▪ Operates a variety of hand and power tools. 		



	<ul style="list-style-type: none"> ▪ Ensures compliance with safety guidelines. ▪ Maintains parts and supplies inventory; reorders as needed. ▪ Coordinates with outside contractors and construction workers as necessary. ▪ Supervises the work of subordinates and assigned inmate workers; ensures compliance with relevant guidelines. ▪ Maintains complete inventory of all City buildings, facilities, and equipment. ▪ Performs other related duties as assigned.
Traits & Distinguishing Characteristics	<ul style="list-style-type: none"> ▪ Maintains exceptionally high standards of integrity and confidentiality. ▪ Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions ▪ Seeks and receives feedback graciously and with a dedication to continuous improvement. ▪ Demonstrates commitment to quality in every task performed.
Physical Demands	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Much of the work of this position is completed while standing, stooping, or walking. Requires talking, hearing and visual acuity sufficient to perform these major functions. ▪ Regularly includes traveling to various locations and facilities throughout the City and ability to navigate mobility within a variety of environments. ▪ Occasionally includes reaching above shoulder heights, below the waist or lifting up to 25 pounds for equipment, supplies and materials.



POSITION DESCRIPTION			
Title	Streets & Lanes Equipment Operator	Department	Administration
Reports To	City Manager	Status	Non-Exempt
Summary	The Streets & Lanes Equipment Operator is responsible for operating a variety of both light and heavy machinery and equipment and assisting with construction and daily maintenance and upkeep of city streets and lanes infrastructure. The Streets & Lanes Equipment Operator works collaboratively to support all administrative functions of the City.		
Employee Expectations	All team members of the City of Guyton are expected to work diligently and collaboratively in furthering the goals and objectives that serve the city of Guyton and its residents, businesses and guests.		
Position Requirements & Qualifications	<ul style="list-style-type: none"> ▪ Minimum 3 years' relevant experience in a road construction or maintenance position required. ▪ High School diploma or equivalent required. ▪ Experience with and knowledge of local road construction/maintenance methods and practices. ▪ Knowledge of Manual of Uniform Traffic Control Devices standards as it applies to work zone safety. ▪ Experience with and knowledge of operating earthmoving equipment (backhoe, bulldozer, tractor, motor grader, etc.) ▪ Experience with and knowledge of operating a dump truck to haul dirt and gravel. ▪ Knowledge in operating and maintaining tools and equipment used for ditch and pipe-laying work, including a backhoe, shovels, picks, etc. ▪ Knowledge and experience in using and overseeing the operation of various hand and power tools, such as a chainsaw, cement saw, level, tripod, post-hole digger, hammer, ax, etc. ▪ Knowledge of drainage principles and procedures used in the installation and maintenance of drainage structures. ▪ Skill in achieving proper grade and compaction. ▪ Skill in reading and interpreting construction staking. ▪ Skill in performing preventive maintenance on light and heavy equipment. ▪ Knowledge of city streets and geography. ▪ Skill in supervision. ▪ Skill in dealing with the public. ▪ Skill in written and verbal communication. 		



Essential Job Responsibilities	Streets and Lanes Equipment Operator Responsibilities <ul style="list-style-type: none"> ▪ Operates a variety of vehicles and equipment such as pickup trucks, dump trucks, mowers, tractors with various implements, backhoes, hydradig, excavators, pavement rollers, etc. ▪ Performs maintenance activities including patching roads, mowing of right-of-ways, spreading dirt and gravel, and clearing debris. ▪ Operates a variety of hand tools. ▪ Conducts preventative maintenance for equipment and vehicles; performs daily equipment inspections; checks tires and fluid levels; performs minor repairs and maintenance; reports other repair needs to Streets & Lanes Superintendent. ▪ Flags traffic. ▪ Clears right-of-way; digs and clears ditches. ▪ Installs and maintains work zone traffic control devices. ▪ Assists in the construction, repair, and maintenance of road signs. ▪ Responds to after-hours emergencies. ▪ Assists with the installation of storm drainpipes and culverts. ▪ Performs other related duties as assigned.
Traits & Distinguishing Characteristics	<ul style="list-style-type: none"> ▪ Maintains exceptionally high standards of integrity and confidentiality. ▪ Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions ▪ Seeks and receives feedback graciously and with a dedication to continuous improvement. ▪ Demonstrates commitment to quality in every task performed.
Physical Demands	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Much of the work of this position is completed while standing, stooping, walking, sitting, bending, or crouching. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity. ▪ Regularly includes traveling to various locations and facilities throughout the City and ability to navigate mobility within a variety of environments. ▪ Occasionally includes reaching above shoulder heights, below the waist or lifting up to 50 pounds for equipment, supplies and materials.



408 Jesse Cronin Road
Braselton, GA 30517

Date	Quote #
3/25/2025	16031

Bill To
City of Guyton 310 Central Blvd. Guyton, GA 31312 EMAIL INVOICES

Ship To
City of Guyton Water Dept. 310 Central Blvd. Guyton, GA 31312 Attn: David Cook

Your No.	Terms	Rep	FOB	Ship Via
	Net 30 Days	PN		

Quantity	Description	Unit Price	Total
30	5/8" x 3/4" Neptune T-10 Water Meter ProCoder)R900i Pit GAL w/6' Ant	286.00	8,580.00
30	5/8" Neptune T-10 ProCoder)R900i V4 Pit Reg. GAL w/6' Ant.	235.00	7,050.00
20	ANTENNA ASSY, 6' CABLE R900 PIT	35.00	700.00

	Subtotal	\$16,330.00
	Sales Tax (0.00)	\$0.00
	Total	\$16,330.00

WE APPRECIATE YOUR BUSINESS! Please contact our office with any questions regarding this quote.
Pricing Subject to Change. Standard Quotes are valid for 30 Days. Copper Quotes are valid for 24 hours.


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TO: Chairman Damon Rahn, Effingham County Commission
Mayor Kevin Exley, City of Rincon
Mayor Andy Harville, City of Guyton
Mayor Barton Alderman, City of Springfield

FROM: Dionne Lovett, Executive Director 

DATE: June 17, 2025

SUBJECT: Reappointment/Appointment of Non-Public Representative for Effingham County to Serve on the CRC Council

As you know, Ms. Rebecca Boston has served as the non-public representative of Effingham County and the cities of Guyton, Rincon, and Springfield for the CRC Council. With the end of her current term, it is important that you reappoint her or appoint someone else to this position. Terms run from July 1 – June 30 and are eligible for reappointment each

Please remember that a non-public representative must fill this position. It is also very important that the person appointed to this position be able to attend the regular meetings that are held on the second Wednesday of every month at the Coastal Georgia Botanical Gardens at 10:00 a.m.

To finalize this reappointment/appointment, the County and municipalities need to agree on the reappointment/appointment and then submit a letter signed by the Chairman, with the Mayors copied, confirming the concurrence of a reappointment/appointment of an individual to serve in this capacity.

Should you have any questions, please contact Chrishonda Grant, Administrative and Human Resource Services Manager, at cgrant@crc.ga.gov.

DL/cg

c: Stephanie Johnson, Effingham County Clerk
Rebecca Boston