

AGENDA
Regular Scheduled Meeting
CITY OF GRIFFIN BOARD OF COMMISSIONERS
June 23, 2026
W. ELMER GEORGE MUNICIPAL HALL
6:00 PM

Present:

Call to order by Mayor Hollberg

Pledge of Allegiance

Invocation

Approval of Agenda

CITIZEN COMMENTS

At this time, the Mayor opens the floor to comments from the audience. Comments should relate to a specific agenda item, not listed on the agenda for a Public Hearing, or to a concern within the jurisdiction of the City. Commission meetings serve the purpose of conducting city business and are not a forum for the unlimited expression of opinion. Subject to the Citizen Comment Policy adopted on February 13, 2024 and posted for public view, all speakers shall be limited to three minutes which will be strictly followed and enforced. The Mayor reserves the right to limit comments to matters germane to city business and may refer speakers to the City Manager or other staff for resolution.

CONSENT AGENDA

1. Consider a Supplemental Agreement #1 between GDOT and the Griffin-Spalding County Airport Authority in the amount of \$6,000,000.00 for Georgia Airport Aid Funding Grant AP025-9000-41(255) PID - T009066 (GAAF-41). *Airport Director, Robert Mohl, will address.*
2. Consider a resolution to grant a Right-Of-Way Easement to the Southern Natural Gas Company for an interstate pipeline. *Airport Director, Robert Mohl, will address.*
3. Consider renewal of agreement for services for water storage tank maintenance for FY27 from American Tank Maintenance in the amount of \$126,517.00. *Director of Water and Wastewater, Brandon Lewis, will address.*
4. Consider the purchase of up to 540,000 pounds of Cedar Clear 757 chemical from CedarChem LLC., best bidder, up to the amount of \$207,900.00 for the Dr. Brant D. Keller Water Treatment Plant. *Director of Water and Wastewater, Brandon Lewis, will address.*
5. Consider the purchase of up to 60,000 gallons of Sodium Hypochlorite chemical from PVS DX, Inc., lowest bid, up to the amount of \$110,760.00 for the Dr. Brant D. Keller Water Treatment Plant. *Director of Water and Wastewater, Brandon Lewis, will address.*
6. Consider declaring as surplus certain out-of-life cycle information technology equipment and selling it through GovDeals online auction service (see attachment). *Chief Technology Officer, Gibb Cotton, will address.*
7. Consider Amendment #2 to the Pharmacy Agreement between the City of Griffin and Veracity Benefits, LLC, which will continue to provide pharmacy services to covered employees on the City of Griffin's Health Plan effective for the plan year beginning July 1, 2026. *Human Resources Director, Stephanie Woods will address.*

REGULAR AGENDA

The Regular Agenda includes items on which the Commission will individually consider and possibly take action.

8. Consider the minutes of the City of Griffin Board of Commissioners' Regular Meeting on June 9, 2026.
9. Consider the minutes of the City of Griffin Board of Commissioners' Called Meeting on June 9, 2026.
10. Consider an amendment to the contract with Bench Craft Company for the addition of 11 ball washers at the Griffin Golf Course. *Public Works Director, Mariza Eller, will address.*
11. Consider a contract with Seiler & Associates, Inc., in the amount of \$11,250.00 for surveying services and grave lot staking of single grave lots in section F8 of Oak Hill Cemetery. *Public Works Director, Mariza Eller, will address.*
12. Consider Memorandum of Understanding with Griffin Downtown Council, Inc. for the purpose of facilitating Downtown Council's dissolution plan and accepting assignment of remaining 2026 partnership events. *Assistant City Manager of Development Services, Kelsey Carden, will address.*
13. Consider a claim for personal injury to Gerrie Zebrowski, based upon Ante Litem Notice, dated June 3, 2026, from the Hawk Law Firm. *City Attorney Drew Whalen will address.*

CITY MANAGER'S REPORT

The City Manager will update the Commission on pending items, upcoming workshops, meetings, conferences and other pertinent issues.

CITY ATTORNEY COMMENTS

CITY COMMISSIONER COMMENTS

Commissioners will provide updates regarding issues of interest from their respective districts and/or committee reports.

ADJOURN

*The City of Griffin is committed to providing equal access to all of its programs, services and activities regardless of race, color, religion, marital status, gender, gender identity, genetic information, sexual orientation, national origin, age, physical or mental disability, past or present membership in the Uniformed Services, applicants to the Uniformed Services, any protected concerted activity or any other legally protected status. Any individual who needs an accommodation because of a disability should contact **Stephanie Woods at (770) 233-2923 or hr@cityofgriffin.com** as far in advance of a meeting as possible.*

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Supplemental Agreement #1 between GDOT and the Griffin-Spalding County Airport Authority in the amount of \$6,000,000.00 for Georgia Airport Aid Funding Grant AP025-9000-41(255) PID - T009066 (GAAF-41). *Airport Director, Robert Mohl, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The GS-Airport Authority and GDOT entered into an agreement on 15 November 2024. GAAF-41 is a Limited Participation Grant providing \$6,000,000.00 towards the development & construction of the replacement Airport. The Supplemental Agreement #1 extends the time of the contract out from its original expiration date of 14 November 2026 to its new expiration date of 30 June 2028.

STAFF RECOMMENDATION:

Both the City of Griffin Attorney & The GS-Airport Authority Legal Counsel Approve As To Form. Staff recommends approval.

FINANCIAL IMPACT:

This Supplemental has zero financial impact.

Submitted By:

Robert Mohl

Meeting Date:

23/06/2026

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

[GAAF-41_GDOT_Time_Extension_Amendment_1__2026_-_2028.pdf](#)

SUPPLEMENTAL AGREEMENT #1

BETWEEN

GEORGIA DEPARTMENT OF TRANSPORTATION

STATE OF GEORGIA

AND

CITY OF GRIFFIN

SPALDING COUNTY

GRIFFIN-SPALDING COUNTY AIRPORT AUTHORITY

Project Number: AP025-9000-41(255) Spalding
PID – T009066

This agreement is made and entered into on _____, by and between the GEORGIA DEPARTMENT OF TRANSPORTATION, an agency of the State of Georgia, hereinafter referred to as the "DEPARTMENT", and the CITY OF GRIFFIN (the "CITY"), SPALDING COUNTY (the "COUNTY") and GRIFFIN-SPALDING COUNTY AIRPORT AUTHORITY (the "AUTHORITY"). The CITY, COUNTY AND AUTHORITY collectively shall be called the "SPONSORS".

WHEREAS, the DEPARTMENT and the SPONSORS heretofore on November 15 2024, entered into an Agreement, hereinafter called the "ORIGINAL CONTRACT", whereby the DEPARTMENT agreed to participate in the SPONSORS desire to perform certain work at the Griffin-Spalding County Airport in Griffin, GA (the "Project"), as more particularly described in the ORIGINAL CONTRACT; and

WHEREAS, the DEPARTMENT has determined that the time period for completion of the PROJECT should be extended allowing additional contract time to complete the work. This supplemental agreement will provide the ability to carry out the full scope of work as identified in the ORIGINAL CONTRACT dated November 15, 2024. This Supplemental Agreement will be financially neutral and will not increase or decrease the budget; and

NOW THEREFORE, THE PARTIES HERETO mutually agree that for and in consideration of the mutual benefits to flow from each other to the other, the ORIGINAL CONTRACT dated, November 15, 2024, is hereby modified as follows:

- I. Section 20– is hereby deleted in its entirety and the following is substituted in lieu thereof:
(20)– The Term of this contract shall be from the Effective Date to June 30, 2028.

Except as modified, changed, or amended, all the terms and conditions of the Original contract dated November 15, 2024, as amended by the Supplemental Agreement, shall remain in full force and effect. The covenants herein contained shall except as otherwise provided accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.

IN WITNESS THEREOF said parties have hereunto set their hands and affixed their seals the day and year above first written.

GEORGIA DEPARTMENT OF
TRANSPORTATION:

CITY OF GRIFFIN:

DATE: _____

DATE: _____

COMMISSIONER

BY: _____
Douglas S. Hollberg, Mayor

Attest: _____
Jessica W. O'Connor, Secretary (SEAL)

ATTEST: _____
TREASURER

Approved as to form:

BY: Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

Federal Employment Identification

Number: 58-6000587

SPALDING COUNTY:

DATE: _____

BY: _____
Clay W. Davis, Chairman

Attest: _____
Steve Ledbetter, PhD
Spalding County Clerk (SEAL)

Approved as to form:



Stephanie W. Windham
Spalding County Attorney

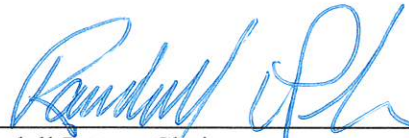
Federal Employment Identification

Number: 58-6000886

GRIFFIN-SPALDING COUNTY AIRPORT
AUTHORITY:

DATE: _____

BY: _____



Randall Peters, Chair

Attest: _____



Dennis Noll, Secretary (SEAL)

Approve as to form:



Stephanie W. Windham
Attorney for Griffin-Spalding County
Airport Authority

Federal Employment Identification

Number: 47-3406704

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a resolution to grant a Right-Of-Way Easement to the Southern Natural Gas Company for an interstate pipeline. *Airport Director, Robert Mohl, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The specific city parcel - the tract of land containing 33.18 acres, more or less, situated in Land Lots 177 and 208 of the Second Land District of Spalding County, Georgia, depicted on that certain Plat of Survey by Justin Kyle Lawrence, RLS, dated November 3, 2020, and recorded in Volume 27, at Page 233 of the Plat Records of Spalding County, Georgia, and being more particularly described in that certain Limited Warranty Deed dated November 9, 2020, recorded in Volume 4685, at Page 173 of the Deed Book Records of Spalding County, Georgia.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The City will receive \$10.00.

Submitted By:

Robert Mohl

Meeting Date:

23/06/2026

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

[SNG City of Griffin Resolution.pdf](#)

[SNG ROW Easement.pdf](#)

[Griffin - Secretary's Certification SNG Easement.pdf](#)

RESOLUTION

BE IT RESOLVED, that the Board of Commissioners of the City of Griffin, a Georgia municipal corporation (hereafter the “City”), approves a Right of Way easement in favor of Southern Natural Gas Company, L.L.C., in substantially the form attached hereto, covering the specific property described as follows and located in the County of Spalding, State of Georgia, to-wit:

GA-SP-0027.00000 PROPERTY DESCRIPTION

That certain tract of land containing 33.18 acres, more or less, situated in Land Lots 177 and 208 of the Second Land District of Spalding County, Georgia, depicted on that certain Plat of Survey by Justin Kyle Lawrence, RLS, dated November 3, 2020, and recorded in Volume 27, at Page 233 of the Plat Records of Spalding County, Georgia, and being more particularly described in that certain Limited Warranty Deed dated November 9, 2020, recorded in Volume 4685, at Page 173 of the Deed Book Records of Spalding County, Georgia.

BE IT FURTHER RESOLVED, that Mayor Douglas S. Hollberg is hereby authorized to execute said easement on behalf of the City, and Secretary to the Board of Commissioners, Jessica W. O’Connor, is hereby authorized to attest the Mayor’s signature and affix the City seal.

This 23d day of June, 2026.

By: _____
Douglas S. Hollberg, Mayor

Attest: _____
Jessica O’Connor, Secretary

(Seal)

Line Name: Riverdale Loop Line
Line No: 5106-4L1
ROW No:
AFE No: 240330
Tract No: GA-SP-0027.00000

This Instrument prepared by and after
recording return to:
Attn: Michael Ray
Southern Natural Gas Company, L.L.C.
Land & Right of Way Department
569 Brookwood Village, Suite 600
Birmingham, Alabama 35209

STATE OF GEORGIA)

SPALDING COUNTY)

Tax ID No: 019A03014

RIGHT OF WAY EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

THAT **CITY OF GRIFFIN**, a political subdivision of the State of Georgia, whose address is P.O. Box T, Griffin, Georgia 30224 (hereinafter “GRANTOR”, whether one or more), for and in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration, the receipt and adequacy of which are hereby acknowledged, does hereby grant, sell, warrant, convey, transfer and confirm effective as of June 23, 2026 (the “Effective Date”), unto **SOUTHERN NATURAL GAS COMPANY, L.L.C.**, a Delaware limited liability company (“GRANTEE”), whose address is 569 Brookwood Village, Suite 600, Birmingham, Alabama 35209, its successors and assigns, the following permanent and temporary workspace easements, as applicable (collectively, the “Easements” and individually, an “Easement”) for the purpose, presently and at such other times in the future as GRANTEE may elect, to survey, construct, reconstruct, install, maintain, operate, inspect, repair, replace, change the size of, protect, preserve, relocate, alter, remove and retire in place one or more pipelines for the purpose of transporting natural gas, oil, gas, crude, condensate and any other substances that can be transported by pipeline and all related above and below ground appliances, appurtenances, fixtures and equipment deemed by GRANTEE to be necessary or desirable in connection with such pipelines, including, but not limited to, cathodic protection, power line drops, power sources, meters, fittings, tie-overs, risers, valves, launchers, receivers and related piping (collectively, the “Pipelines” and individually, a “Pipeline”), in, on, over, under, across, upon and through the following described property situated in the County of Spalding, State of Georgia, to wit:

SEE EXHIBIT "A" TO THIS RIGHT OF WAY EASEMENT, WHICH IS APPENDED
HERETO AND INCORPORATED HEREIN, FOR PROPERTY DESCRIPTION

If during construction GRANTEE determines that the location of the Easements shown on Exhibit "B" to this Right of Way Easement, which is appended hereto and incorporated herein, requires a material change of location, GRANTEE will seek GRANTOR's consent to modify the location of the Easements, and such consent shall not be unreasonably withheld.

The fifty (50) foot wide permanent right of way Easement hereby granted shall be a permanent right of way Easement located and to be situated twenty-five (25) feet from each side of the centerline of the first Pipeline hereafter installed and constructed by GRANTEE. The portion of this fifty (50) foot wide permanent right of way Easement that lies within the boundaries of the property described herein is described and generally depicted as the "NEW PERMANENT RIGHT OF WAY" on Exhibit "B" to this Right of Way Easement, which is appended hereto and incorporated herein.

GRANTOR does further grant, sell, warrant, convey, transfer and confirm unto GRANTEE an easement to use as temporary workspace during the construction or replacement of its Pipelines the portion of the Property depicted as such on Exhibit "B" (the "TEMPORARY WORKSPACE"). The temporary workspace areas include area necessary for any Pipeline dewatering that may not be depicted on Exhibit "B". Upon completion of GRANTEE's construction or replacement project and restoration of said Temporary Workspace, the Temporary Workspace shall revert back to GRANTOR, and the grant of the Temporary Workspace easements made herein shall terminate.

This grant shall include, without limitation, the perpetual right of GRANTEE, at all times, to have the right of ingress and egress over, across and through the Easement areas and the adjacent and contiguous properties of GRANTOR by reasonable means, including the use of private roads and any other routes of access of GRANTOR, whether presently existing of hereafter constructed and maintained, in order that GRANTEE may access the Easements or otherwise exercise the rights granted by this Right of Way Easement.

GRANTOR represents and warrants that GRANTOR is the lawful owner in fee simple of the land on which the Easements are located and that GRANTOR has a good right to grant the rights and privileges aforesaid, subject only to outstanding mortgages, deeds to secure debt, or deeds of trust, if any, now of record in the county in which said land is situated, and in the event of default by GRANTOR, GRANTEE shall have the right to discharge or redeem for GRANTOR, in whole or in part, any mortgage, deed to secure debt, deed of trust, tax or other lien on said land and thereupon be subrogated to such lien and rights incident thereto. GRANTOR further warrants that it has good and merchantable title to the property described herein and agrees to defend GRANTEE from all claims to the contrary. GRANTOR further agrees to defend, indemnify and hold harmless GRANTEE, its successors and assigns, from and against any and all claims disputing GRANTOR's legal right to convey the Easements to GRANTEE.

GRANTEE, its successors and assigns, is hereby expressly given and granted the right to lease, sell, assign, transfer or convey to others the Easements, including the full rights and privileges hereby granted.

GRANTEE agrees that the Pipelines will be constructed to meet or exceed the US Department of Transportation's depth of cover requirements for the type of pipeline facilities being installed. GRANTOR shall not reduce the cover over the pipelines at any time, increase or decrease the elevation of the earth within the Easement, or allow the reduction of such cover by any third party without GRANTEE's prior written consent, which consent shall not be unreasonably withheld.

GRANTOR, for itself and its heirs, personal representatives, successors and assigns, reserves all oil, gas and other minerals on and under the area of the Easements and the right to cultivate, farm, graze and otherwise fully use and enjoy said lands; provided, however, that GRANTOR, its heirs, personal representatives, successors and assigns, shall not hinder, conflict or interfere with GRANTEE's surface or subsurface rights hereunder, in any way disturb GRANTEE's Pipeline facilities or otherwise interfere with the enjoyment or use of the rights, Easements and estates granted hereby. GRANTOR shall not plant trees, including trees considered as a growing crop, on the area of the Easements. GRANTOR shall neither construct, nor permit to be constructed, any houses, buildings, roads, dams, levees, lakes, reservoirs, ponds, structures, fixtures or any similar or dissimilar obstructions on or over the area of the Easements, or any part thereof, without the prior written consent of GRANTEE. GRANTEE shall have the right hereafter (without liability for any damages to GRANTOR, its successors or assigns) to cut, mow and use appropriate herbicides to keep clear all trees, brush, undergrowth, plantings, invasive plants and noxious weeds, and to remove any other improvements and natural or man-made obstructions that may injure, endanger or interfere with the construction, maintenance or use of the Pipelines or otherwise interfere with GRANTEE's exercise of the rights granted by this Right of Way Easement. After the Pipeline is initially constructed, in the event GRANTOR constructs or allows any man-made obstruction within the area of the Easements or interfering with the Easements, GRANTEE may remove such obstruction. GRANTOR expressly agrees to pay GRANTEE the cost of such removal upon receipt of an invoice from GRANTEE for said costs. GRANTOR shall pay the invoice within thirty (30) days from the date of the invoice.

In addition to the consideration paid for the Easements, GRANTEE agrees to pay GRANTOR for any and all actual physical damages, including, but not limited to growing crops, pasture and fences that arise from GRANTEE's acts or omissions in the use of GRANTEE's ongoing operation activities on the Easements. GRANTEE shall have the right (without liability for any damages to GRANTOR, its successors or assigns) at any time and from time to time after the initial construction of the Pipelines to re-clear the area of the permanent Easement by removing trees, brush and any other obstructions that may interfere with GRANTEE's use of said Easement or the exercise of its rights granted herein.

No delay of GRANTEE in the use or enjoyment of any right or Easement hereby granted or in constructing or installing any additional Pipelines in or along the area of said Easement shall result in loss, limitation or abandonment of any of the right, title, interest, Easement or estate granted herein.

After the completion and installation of the Pipelines, GRANTEE shall have the right to mark the location of its Pipelines with permanent above-ground markers in accordance with any applicable federal or state law, rules, regulations or administrative or judicial orders.

This Right of Way Easement may be signed in counterparts, and all such counterparts shall be deemed as originals and binding upon each party executing any counterpart and upon their respective heirs, personal representatives, successors and assigns. Similarly, electronic signatures shall be deemed as an original signature by the enforcing party.

This Right of Way Easement shall be interpreted in accordance with the laws of, and enforced in, the State of Georgia. If the area of the Easements is located in more than one county, venue shall be in the county where the majority of the area of the Easements is geographically situated.

The Easements shall be deemed abandoned and terminate only following the receipt of a final non-appealable abandonment order (an "Abandonment Order") issued by the Federal Energy Regulatory Commission, or its successor agency, for GRANTEE to abandon the Pipeline facilities. Upon the issuance of an Abandonment Order and the completion of activities necessary to effectuate the abandonment authority granted in the Abandonment Order, (i) the Easements will terminate, (ii) GRANTEE shall have no further rights in the Easements, and (iii) all personal property located on the area of the Easements shall revert back to GRANTOR or GRANTOR's heirs, personal representatives, successors and assigns. When those conditions are satisfied, GRANTEE shall record a release of this Right of Way Easement upon the written request from GRANTOR, or GRANTOR's heirs, personal representatives, successors or assigns.

The Internal Revenue Code provides that a GRANTEE of real property interest must withhold tax if the GRANTOR is a foreign person. Therefore, GRANTOR hereby certifies under oath and subject to the penalties of perjury that GRANTOR is not a foreign person, foreign corporation, foreign trust or foreign estate, for the purposes of Internal Revenue Code compliance.

The terms and provisions hereof shall inure to the benefit of and be binding upon GRANTOR and GRANTEE and their respective heirs, personal representatives, successors and assigns.

This Right of Way Easement covers all the agreements and stipulations between GRANTOR and GRANTEE, and no representations or statements, verbal or written, have been made modifying, adding to or changing the terms or consideration for this Right of Way Easement. This Right of Way Easement, including the attachments and exhibits hereto, embodies the entire agreement between the parties regarding the subject matter hereof. There are no promises, terms, conditions or obligations other than those contained herein, and this Right of Way Easement supersedes all previous communications, representations or agreements, whether oral or written, between the parties.

[Signatures appear on following page]

IN WITNESS WHEREOF, GRANTOR has duly executed this Right of Way Easement to be effective as of the Effective Date.

GRANTOR:

CITY OF GRIFFIN,

a political subdivision of the State of Georgia

By: _____
Name: Douglas S. Hollberg
Title: Mayor

Attest: _____
Name: Jessica W. O'Connor
Title: Secretary

Approved as to form:

By: Andrew J. Whalen, III
Name: Andrew J. Whalen, III
Title: City Attorney

Signed, sealed, and delivered
in the presence of:

Unofficial Witness

(Print Name)

Notary Public

My commission expires: _____

[Notary Seal]

EXHIBIT A

GA-SP-0027.00000

PROPERTY DESCRIPTION

That certain tract of land containing 33.18 acres, more or less, situated in Land Lots 177 and 208 of the Second Land District of Spalding County, Georgia, depicted on that certain Plat of Survey by Justin Kyle Lawrence, RLS, dated November 3, 2020, and recorded in Volume 27, at Page 233 of the Plat Records of Spalding County, Georgia, and being more particularly described in that certain Limited Warranty Deed dated November 9, 2020, recorded in Volume 4685, at Page 173 of the Deed Book Records of Spalding County, Georgi.

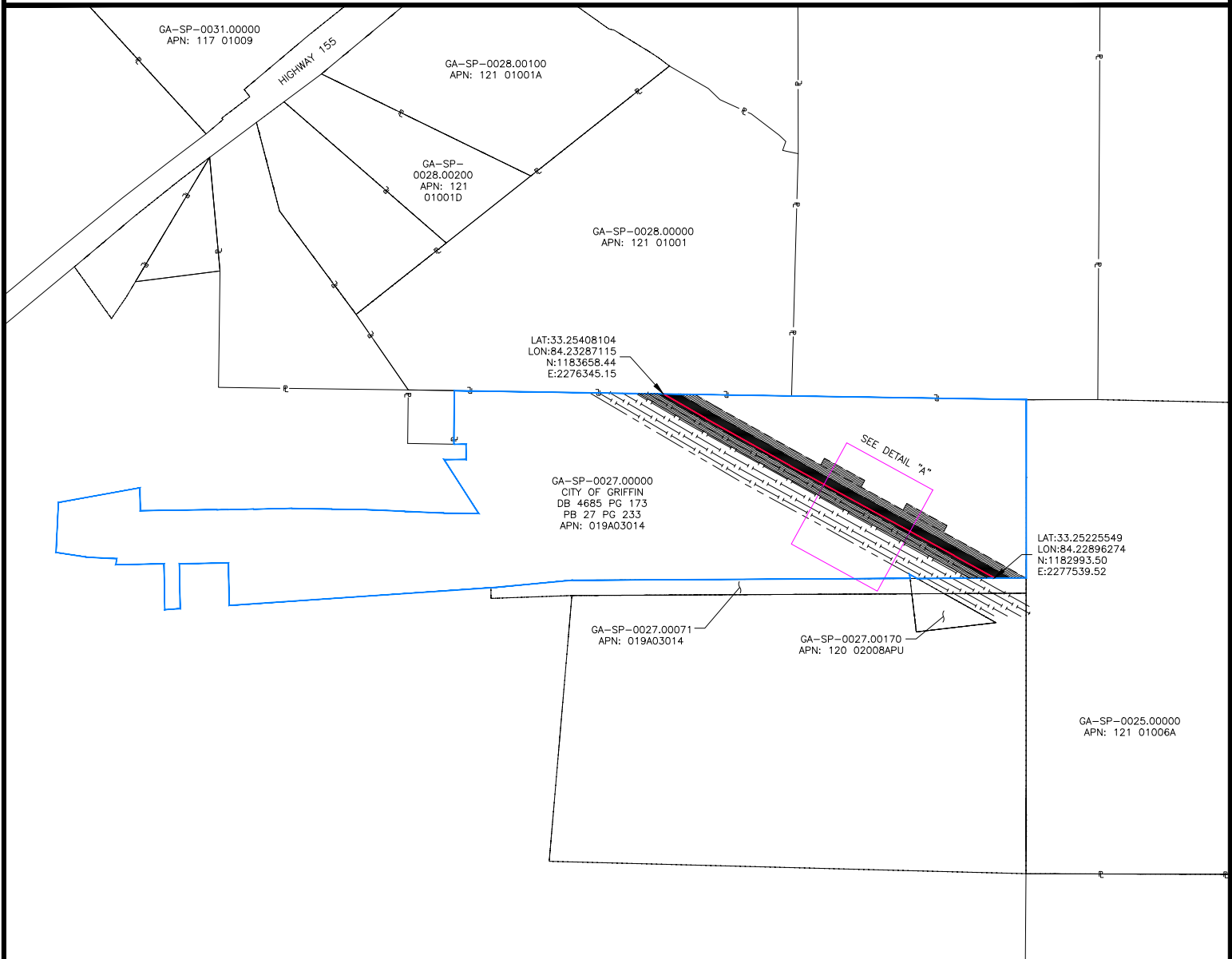
LEGEND

EXHIBIT B



SCALE: 1"=500'

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- PROPOSED PIPELINE
- EXISTING GAS LINE
- RIGHT OF WAY LIMIT (ROW)
- TEMPORARY WORKSPACE (TWS)
- NEW PERMANENT ROW
- TEMPORARY WORKSPACE



THE NEW PERMANENT ROW AND TWS SHALL BE FIXED AND DETERMINED BY THE PROPOSED PIPELINE AS INITIALLY INSTALLED.

SOUTH SYSTEM EXPANSION 4
SPALDING COUNTY, GA
CITY OF GRIFFIN
LAND LOT 177 & 208
2ND LAND DISTRICT

GONZALEZ - STRENGTH & ASSOCIATES, INC.
an **LJA** company
1550 Woods of Riverchase Drive, Suite 200, Hoover, AL 35244

NOTES:

1. THIS IS AN EASEMENT SKETCH AND DOES NOT REPRESENT A BOUNDARY SURVEY.
2. DESCRIPTIONS AND SKETCHES OF PROPERTY AND EASEMENTS DEPICTED HEREON ARE BASED ON OF RECORD OBTAINED WHILE CONDUCTING SURVEY AND ON DEEDS OF RECORD.
3. NOT ALL UTILITIES AND IMPROVEMENTS HAVE BEEN FIELD LOCATED OR DEPICTED.
4. DISTANCE BETWEEN PROPOSED CENTERLINE AND EXISTING ROW VARIES.

TEMPORARY WORKSPACE: 1.745 ACRES ±
NEW PERMANENT ROW: 0.978 ACRES ±
CENTERLINE ON TRACT: 1,237'±



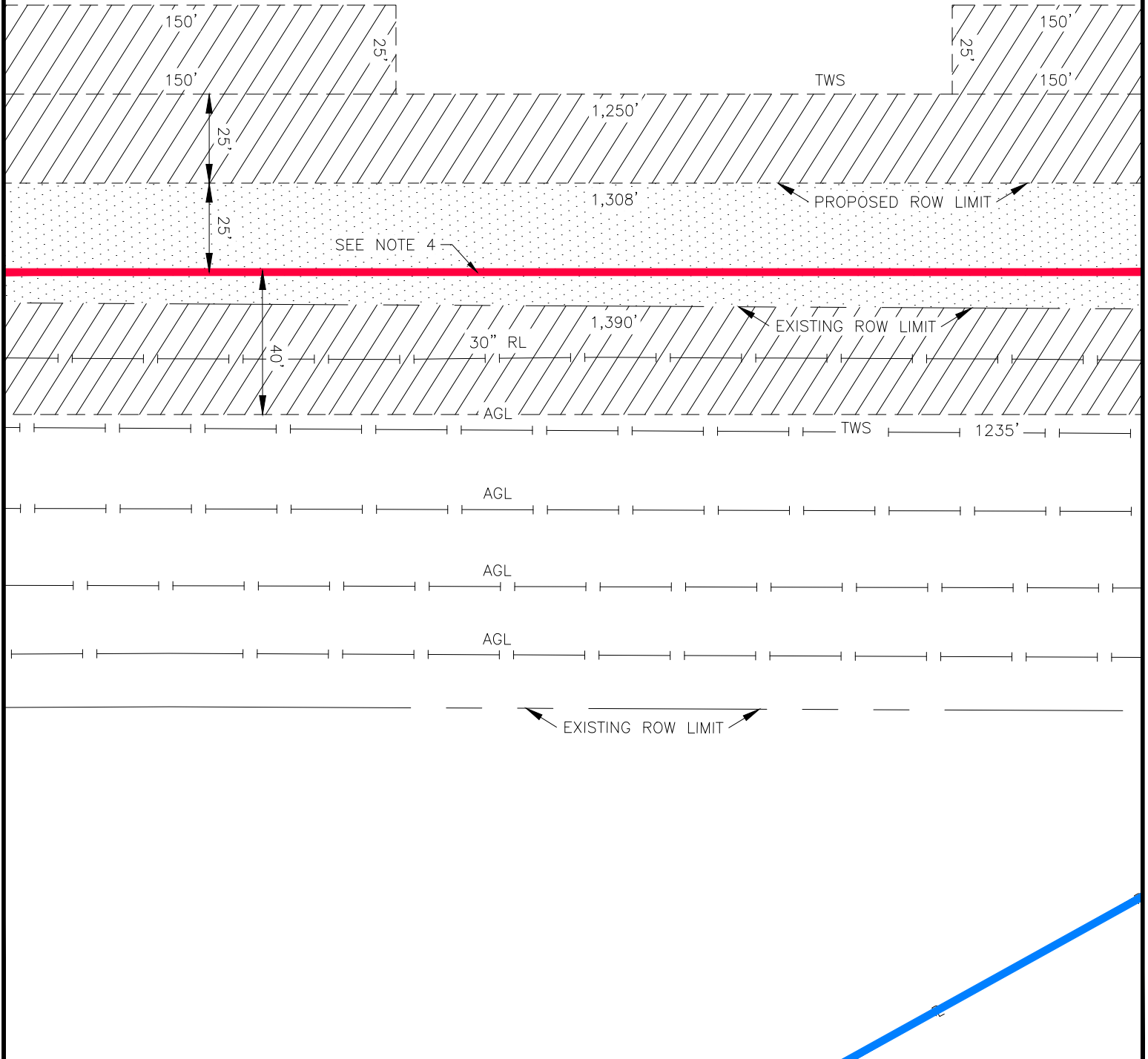
Southern Natural Gas Company, L.L.C.
a Kinder Morgan company

GA-SP-0027.00000

Sheet: 1 OF 2
DATE: 1/30/2016



SPALDING COUNTY, GEORGIA
LAND LOTS 177 & 208 OF THE 2ND LAND DISTRICT



CERTIFICATION

I, JESSICA W. O'CONNOR, do hereby certify that I am the Secretary of the Board of Commissioners of the City of Griffin, a Georgia municipal corporation, and in that capacity serve as custodian of public records for said City and its governing Board of Commissioners. The attached is a full and complete copy of a Resolution, adopted by the Board, by a vote of ___ "Aye" to ___ "Nay", in a regular meeting, held June 23, 2026, the original of which appears in the official Minutes of said meeting. Official Minutes are routinely prepared, by me or under my supervision, shortly after the time of the meeting in the regular course of business. Minutes are reviewed by the Board and approved at the next regular meeting. I have compared the attached copy of the Resolution to the Original of record and find it to be identical. Said Resolution remains in full force and effect and has not been subsequently amended, modified, or rescinded. The meeting at which the action was taken was duly called and conducted in compliance with the Georgia Open Meetings Law, with a quorum present.

This _____ day of _____, 20____.

(SEAL)

Jessica W. O'Connor
Secretary, Bd. of Commissioners
City of Griffin, Georgia

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider renewal of agreement for services for water storage tank maintenance for FY27 from American Tank Maintenance in the amount of \$126,517.00. *Director of Water and Wastewater, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

This service includes inspections and washouts once per quarter for 4 clearwells, 5 elevated water storage tanks, and one clarifier.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

FY27 budgeted funds in Repair and Maintenance Services in the amount of \$130,500.00. This agreement is for \$126,517.00.

Submitted By:

Brandon Lewis

Meeting Date:

23/06/2026

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

[1.5M_Clearwell_Agreement_-_5-24-2017.pdf](#)

[3.0M_Clearwell_Agreement_-_5-24-2017.pdf](#)

[Open_Top_Clarifier_Agreement.pdf](#)

[SB_Clearwell_1.pdf](#)

[SB_Clearwell_2.pdf](#)

[American_Tank_Signed_2019-2029 \(1\).pdf](#)

[2026-27 Budget Letter - Griffin, GA.pdf](#)



Limited Concrete Water Tank Maintenance Agreement

Tank Owner: City of Griffin

Tank Location: Buried Circular Clearwell at Harry Simmons Water Plant

Tank Size and Style: 1,500,000 Gallons - Concrete

This agreement entered into by and between the City of Griffin hereinafter known as the Owner, and American Tank Maintenance, LLC hereinafter known as the Company.

The Owner agrees to employ the Company to provide the professional services needed to maintain its 1,500,000 gallon water storage tank located at Circular Clearwell at Harry Simmons Water Plant.

This agreement outlines the Company's responsibility and accountability for the care and maintenance of the above referenced water storage tank. The Company's care and maintenance shall include the following:

The Company shall furnish all specialized services including engineering and inspection services necessary to washout and inspect this tank during the term of this agreement.

The Company shall schedule and coordinate a washout inspection of the water storage tank every three years (once in a three year period) with the Owner beginning in Contract Year 2. The Owner is responsible for draining the water storage tank. The Company shall clean the water storage tank of all mud, silt, and other accumulations which may be harmful to the water storage tank and/or its contents. The Company shall utilize high pressure equipment to perform this operation. Upon cleaning the water storage tank the Company shall inspect and document the condition as outlined in the preceding paragraph. Once the cleaning and inspection services are completed the Company shall disinfect the interior surfaces of the water storage tank utilizing AWWA Spray Method #2. A written report of the documented findings including photographs shall be made available to the Owner via mail or electronically.

The Company shall perform all services which shall be equal to, or exceed the standards of the State of Georgia and the American Water Works Association.

If the Owner needs and requests, then the Company shall provide pressure relief valves to the Owner for the Owner's use during service events which require the water storage tank to be drained.

The Owner shall have the right to continue this agreement for an indefinite period of time providing that the annual fee is paid in accordance with the terms of this agreement. The Owner shall have the right to terminate this agreement by sending written notice to American Tank Maintenance, LLC, PO Box 130, Warthen, GA 31094. The Owner's right to termination shall be subject to any agreement provisions incorporated herein.

The Company shall maintain and furnish current certificates of insurance coverage to the Owner during the duration of this agreement.

This agreement shall be managed by "Contract Years". "Contract Years" shall be defined as the consecutive 12 month periods beginning July 1, 2017. The annual fee for Contract Years 1, 2, & 3 shall be \$3,450.00 per year. The annual fee for Contract Year 4 shall be \$3,761.00. The annual fee for Contract Year 4 shall remain constant for three consecutive Contract Years. The annual fee for Contract Year 7 shall be adjusted to reflect the current cost of service. The adjustment to annual fees shall be limited to a maximum of 4% annually. Any applicable taxes shall be the responsibility of the Owner.

The first annual fee for Contract Year 1 shall be due and payable in quarterly installments beginning July 1, 2017. The annual fee for Contract Year 2 shall be due and payable in quarterly installments beginning July 1, 2018. Each subsequent annual fee shall be due and payable in quarterly installments beginning each subsequent July 1st.

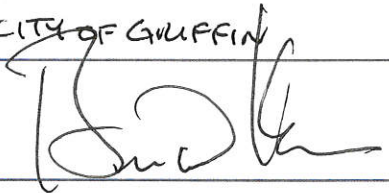
The Owner and the Company agree that any future mandated environmental, health or safety requirements which cause significant changes in cost of services provided under this agreement shall be cause for modification of this agreement. The Company is accepting this water storage tank under this agreement based on the current existing structure, components, location and surroundings. Any modification to the water storage tank, including antenna installations, and changes in surroundings especially real estate development shall be cause for modification of this agreement. This agreement does not include the cost for and/or liability on the part of the Company for: containment, removal and/or disposal of any hazardous waste materials, painting, repairs, operational problems due to cold weather, Acts of God, structural damage due to antenna installations or other attachments for which the tanks was not originally designed, repairs to the foundation of the water storage tank, operational or structural problems caused by physical conditions below the surface of the ground, acts of terrorism, or other conditions which are beyond the Owner's and/or Company's control.

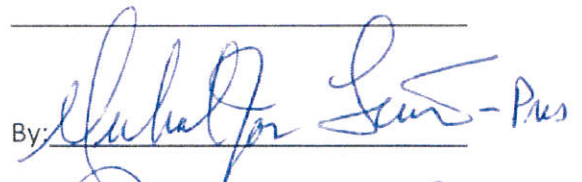
The Company reserves the right to assign any outstanding receivables from this agreement to its bank or other lending institution as collateral for any loans or lines of credit.

This Agreement is signed this 1st day of July, 2017.

Owner:

American Tank Maintenance, LLC

CITY OF GULFPORT
By: 

By:  - Pres

Witness: Michelle Haynes

Witness: Quinn L. Lewis

The above signatories certify that they are duly authorized to sign the Agreement on behalf of the entities represented.



Limited Concrete Water Tank Maintenance Agreement

Tank Owner: City of Griffin

Tank Location: Buried Rectangular Clearwell at Harry Simmons Water Plant

Tank Size and Style: 3,000,000 Gallons - Concrete

This agreement entered into by and between the City of Griffin hereinafter known as the Owner, and American Tank Maintenance, LLC hereinafter known as the Company.

The Owner agrees to employ the Company to provide the professional services needed to maintain its 3,000,000 gallon water storage tank located at Rectangular Clearwell at Harry Simmons Water Plant.

This agreement outlines the Company's responsibility and accountability for the care and maintenance of the above referenced water storage tank. The Company's care and maintenance shall include the following:

The Company shall furnish all specialized services including engineering and inspection services necessary to washout and inspect this tank during the term of this agreement.

The Company shall schedule and coordinate a washout inspection of the water storage tank every three years (once in a three year period) with the Owner beginning in Contract Year 1. The Owner is responsible for draining the water storage tank. The Company shall clean the water storage tank of all mud, silt, and other accumulations which may be harmful to the water storage tank and/or its contents. The Company shall utilize high pressure equipment to perform this operation. Upon cleaning the water storage tank the Company shall inspect and document the condition as outlined in the preceding paragraph. Once the cleaning and inspection services are completed the Company shall disinfect the interior surfaces of the water storage tank utilizing AWWA Spray Method #2. A written report of the documented findings including photographs shall be made available to the Owner via mail or electronically.

The Company shall perform all services which shall be equal to, or exceed the standards of the State of Georgia and the American Water Works Association.

If the Owner needs and requests, then the Company shall provide pressure relief valves to the Owner for the Owner's use during service events which require the water storage tank to be drained.

The Owner shall have the right to continue this agreement for an indefinite period of time providing that the annual fee is paid in accordance with the terms of this agreement. The Owner shall have the right to terminate this agreement by sending written notice to American Tank Maintenance, LLC, PO Box 130, Warthen, GA 31094. The Owner's right to termination shall be subject to any agreement provisions incorporated herein.

The Company shall maintain and furnish current certificates of insurance coverage to the Owner during the duration of this agreement.

This agreement shall be managed by "Contract Years". "Contract Years" shall be defined as the consecutive 12 month periods beginning July 1, 2017. The annual fee for Contract Years 1, 2, & 3 shall be \$3,450.00 per year. The annual fee for Contract Year 4 shall be \$3,761.00. The annual fee for Contract Year 4 shall remain constant for three consecutive Contract Years. The annual fee for Contract Year 7 shall be adjusted to reflect the current cost of service. The adjustment to annual fees shall be limited to a maximum of 4% annually. Any applicable taxes shall be the responsibility of the Owner.

The first annual fee for Contract Year 1 shall be due and payable in quarterly installments beginning July 1, 2017. The annual fee for Contract Year 2 shall be due and payable in quarterly installments beginning July 1, 2018. Each subsequent annual fee shall be due and payable in quarterly installments beginning each subsequent July 1st.

The Owner and the Company agree that any future mandated environmental, health or safety requirements which cause significant changes in cost of services provided under this agreement shall be cause for modification of this agreement. The Company is accepting this water storage tank under this agreement based on the current existing structure, components, location and surroundings. Any modification to the water storage tank, including antenna installations, and changes in surroundings especially real estate development shall be cause for modification of this agreement. This agreement does not include the cost for and/or liability on the part of the Company for: containment, removal and/or disposal of any hazardous waste materials, painting, repairs, operational problems due to cold weather, Acts of God, structural damage due to antenna installations or other attachments for which the tanks was not originally designed, repairs to the foundation of the water storage tank, operational or structural problems caused by physical conditions below the surface of the ground, acts of terrorism, or other conditions which are beyond the Owner's and/or Company's control.

The Company reserves the right to assign any outstanding receivables from this agreement to its bank or other lending institution as collateral for any loans or lines of credit.

This Agreement is signed this 1st day of July, 2017.

Owner:

CITY OF GRIFFIN
[Signature]

American Tank Maintenance, LLC

By:

By:

[Signature] - Pres

Witness:

Michelle Haynes

Witness:

[Signature]

The above signatories certify that they are duly authorized to sign the Agreement on behalf of the entities represented.



Water Tank Maintenance Agreement

Tank Owner: City of Griffin

Tank Location: Harry Simmons Water Plant

Tank Size and Style: 825,000 Gallon - Open Top Clarifier

This agreement entered into by and between the City of Griffin hereinafter known as the Owner, and American Tank Maintenance, LLC hereinafter known as the Company.

The Owner agrees to employ the Company to provide the professional services needed to maintain its 825,000 gallon water storage tank located at the Harry Simmons Water Plant – Open Top Clarifier.

This agreement outlines the Company's responsibility and accountability for the care and maintenance of the above referenced water storage tank. The Company's care and maintenance shall include the following:

The Company shall furnish all specialized services including engineering and inspection services necessary to maintain and care for the water storage tank during the term of this agreement. Maintenance and care shall include: visual inspections, exterior and interior painting, touch up painting.

The Company shall perform annual inspections and service the water storage tank beginning in Contract Year 2. The water storage tank and it's components including the safety, sanitary, structure, security and coatings aspects of the water storage tank shall be inspected and the findings documented to ensure that the water storage tank is in a sound and watertight condition.

The Company shall perform surface preparation and paint the exterior and/or interior surfaces of the water storage tank at such time as needed. The need for exterior painting shall be determined by the appearance and protective condition of the existing coating system and the Company shall use the same color of the existing coating system. The need for interior painting shall be determined by the thickness of the existing coating system and its protective condition.

The Company shall perform all services and utilize products which shall be equal to, or exceed the standards of the State of Georgia, the American Water Works Association, and the Steel Structures Painting Council. The Company shall perform all services relating to the interior of the water storage tank in accordance with procedures outlined in American Water Works Association D-102 standards.

The Company shall utilize coating systems which best suit the site conditions, environment, and general location of the water storage tank and are in compliance with local, state and federal statutes.

The Company shall provide emergency service to handle any problems covered by this agreement with the water storage tank. Reasonable mobilization time shall be acceptable to the Owner.

If the Owner needs and requests, then the Company shall provide pressure relief valves to the Owner for the Owner's use during service events which require the water storage tank to be drained.

The Owner shall have the right to continue this agreement for an indefinite period of time providing that the annual fee is paid in accordance with the terms of this agreement. The Owner shall have the right to terminate this agreement by sending written notice to American Tank Maintenance, LLC, PO Box 130, Warthen, GA 31094. The Owner's right to termination shall be subject to any agreement provisions incorporated herein.

The Company shall maintain and furnish current certificates of insurance coverage to the Owner during the duration of this agreement.

This agreement shall be managed by "Contract Years". "Contract Years" shall be defined as the consecutive 12 month periods beginning July 1, 2017. The annual fee for Contract Years 1, 2, & 3 shall be \$37,259.00 per year. The annual fee for Contract Year 4 shall be \$10,762.00. The annual fee for Contract Year 4 shall remain constant for three consecutive Contract Years. The annual fee for Contract Year 7 shall be adjusted to reflect the current cost of service. The adjustment to annual fees shall be limited to a maximum of 4% annually. Any applicable taxes shall be the responsibility of the Owner.

This water storage tank shall receive an exterior and interior renovation prior to the end of Contract Year 1. The first annual fee for Contract Year 1 shall be due and payable in quarterly installments beginning July 1, 2017. The annual fee for Contract Year 2 shall be due and payable in quarterly installments beginning July 1, 2018. Each subsequent annual fee shall be due and payable in quarterly installments beginning each subsequent July 1st. Should the Owner elect to terminate this agreement prior to remitting all of the first 3 annual fees then the balance of the first 3 annual fees shall be due and payable within thirty (30) days of notice to terminate.

The Owner and the Company agree that any future mandated environmental, health or safety requirements which cause significant changes in cost of services provided under this agreement shall be cause for modification of this agreement. The Company is accepting this water storage tank under this agreement based on the current existing structure, components, location and surroundings. Any modification to the water storage tank, including antenna installations, and changes in surroundings especially real estate development shall be cause for modification of this agreement. This agreement does not include the cost for and/or liability on the part of the Company for: any moving or mechanical parts, any electrical wiring or components, pumps, motors, conduit, containment, removal and/or disposal of any hazardous waste materials, operational problems due to cold weather, Acts of God, structural damage due to antenna installations or other attachments for which the tanks was not originally designed, repairs to the foundation of the water storage tank, operational or structural problems caused by physical

conditions below the surface of the ground, acts of terrorism, or other conditions which are beyond the Owner's and/or Company's control.

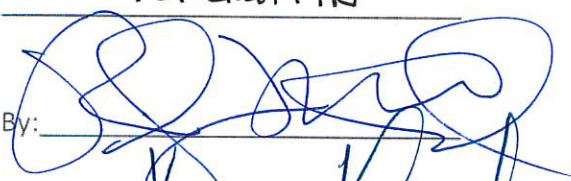
The Company reserves the right to assign any outstanding receivables from this agreement to its bank or other lending institution as collateral for any loans or lines of credit.

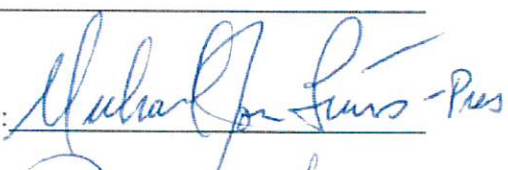
This Agreement is signed this 1st day of July, 2017.

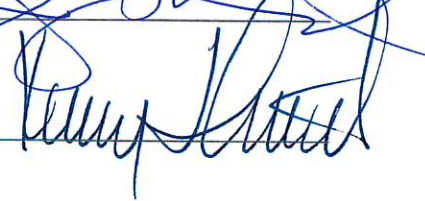
Owner:

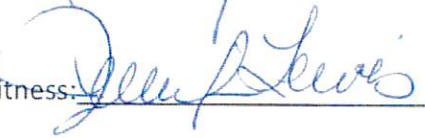
American Tank Maintenance, LLC

CITY OF GRIFFIN

By: 

By: 

Witness: 

Witness: 

The above signatories certify that they are duly authorized to sign the Agreement on behalf of the entities represented.

APPROVED AS TO FORM

THIS 25th DAY OF May 2017

BY: 

CITY ATTORNEY



Limited Concrete Water Tank Maintenance Agreement

Tank Owner: City of Griffin

Tank Location: Still Branch Concrete Clearwell Tank #1

Tank Size and Style: 1,000,000 Gallon Concrete

The Owner shall have the right to continue this agreement for an indefinite period of time providing that the annual fee is paid in accordance with the terms of this agreement. The Owner shall have the right to terminate this agreement by sending written notice to American Tank Maintenance, LLC, PO Box 130, Warthen, GA 31094. The Owner's right to termination shall be subject to any agreement provisions incorporated herein.

The Company shall maintain and furnish current certificates of insurance coverage to the Owner during the duration of this agreement.

This agreement shall be managed by "Contract Years". "Contract Years" shall be defined as the consecutive 12 month periods beginning July 1, 2016 and each subsequent 12 month period. The annual fee for Contract Years 1, 2, & 3 shall be \$2,250.00 per year. The annual fee for Contract Year 4 shall be adjusted to reflect the current cost of service. The adjustment to annual fees shall be limited to a maximum of 4% annually. Any applicable taxes shall be the responsibility of the Owner.

The first annual fee for Contract Year 1 shall be due and payable in quarterly installments beginning July 1, 2016. The annual fee for Contract Year 2 shall be due and payable in quarterly installments beginning July 1, 2017. Each subsequent annual fee shall be due and payable in quarterly installments beginning each subsequent July 1st.

The Owner and the Company agree that any future mandated environmental, health or safety requirements which cause significant changes in cost of services provided under this agreement shall be cause for modification of this agreement. The Company is accepting this water storage tank under this agreement based on the current existing structure, components, location and surroundings. Any modification to the water storage tank, including antenna installations, and changes in surroundings especially real estate development shall be cause for modification of this agreement. This agreement does not include the cost for and/or liability on the part of the Company for: interior or exterior painting or coating, structural issues of any kind, containment or disposal of any hazardous waste materials, operational problems due to cold weather, Acts of God, structural damage due to antenna installations or other attachments for which the tanks was not originally designed, repairs to the foundation of the water storage tank, operational or structural problems caused by physical conditions below the surface of the ground, acts of terrorism, or other conditions which are beyond the Owner's and/or Company's control.

This agreement entered into by and between the City of Griffin hereinafter known as the Owner, and American Tank Maintenance, LLC hereinafter known as the Company.

The Owner agrees to employ the Company to provide the professional services needed to maintain its 1,000,000 gallon water storage tank located at Still Branch Concrete Clearwell Tank #1.

This agreement outlines the Company's responsibility and accountability for the care and maintenance of the above referenced water storage tank. The Company's care and maintenance shall include the following:

The Company shall furnish all specialized services necessary to inspect, washout and disinfect this tank during the term of this agreement.

The Company shall perform annual inspections and service the water storage tank beginning in Contract Year 2. The water storage tank and it's components including the safety, sanitary, structure, security and coatings aspects of the water storage tank shall be inspected and the findings documented to ensure that the water storage tank is in a sound and watertight condition.

The Company shall schedule and coordinate a washout inspection of the water storage tank every three years with the Owner beginning in Contract Year 1. The Owner is responsible for draining the water storage tank. The Company shall clean the water storage tank of all mud, silt, and other accumulations which may be harmful to the water storage tank and/or its contents. The Company shall utilize high pressure equipment to perform this operation. Upon cleaning the water storage tank the Company shall inspect and document the condition as outlined in the preceding paragraph. Once the cleaning and inspection services are completed the Company shall disinfect the interior surfaces of the water storage tank utilizing AWWA Spray Method #2. A written report of the documented findings including photographs shall be made available to the Owner via mail or electronically.

The Company shall perform all services and utilize products which shall be equal to, or exceed the standards of the State of Georgia and American Water Works Association.

If the Owner needs and requests, then the Company shall provide pressure relief valves to the Owner for the Owner's use during service events which require the water storage tank to be drained.

The Company reserves the right to assign any outstanding receivables from this agreement to its bank or other lending institution as collateral for any loans or lines of credit.

This Agreement is signed this 14th day of June, 2016.

Owner:

Dick Morrow

American Tank Maintenance, LLC

By: Michael J. Lewis

By: Dick Morrow
Chairman

Witness: Veresa A. Watson

Witness: Jeff Lewis

The above signatories certify that they are duly authorized to sign the Agreement on behalf of the entities represented.

APPROVED AS TO FORM

THIS 11th DAY OF May, 2016

BY: Andrew J. Whalen
CITY ATTORNEY



Limited Concrete Water Tank Maintenance Agreement

Tank Owner: City of Griffin

Tank Location: Still Branch Concrete Clearwell Tank #2

Tank Size and Style: 1,000,000 Gallon Concrete

This agreement entered into by and between the City of Griffin hereinafter known as the Owner, and American Tank Maintenance, LLC hereinafter known as the Company.

The Owner agrees to employ the Company to provide the professional services needed to maintain its 1,000,000 gallon water storage tank located at Still Branch Concrete Clearwell Tank #2.

This agreement outlines the Company's responsibility and accountability for the care and maintenance of the above referenced water storage tank. The Company's care and maintenance shall include the following:

The Company shall furnish all specialized services necessary to inspect, washout and disinfect this tank during the term of this agreement.

The Company shall perform annual inspections and service the water storage tank beginning in Contract Year 1. The water storage tank and its components including the safety, sanitary, structure, security and coatings aspects of the water storage tank shall be inspected and the findings documented to ensure that the water storage tank is in a sound and watertight condition.

The Company shall schedule and coordinate a washout inspection of the water storage tank every three years with the Owner beginning in Contract Year 2. The Owner is responsible for draining the water storage tank. The Company shall clean the water storage tank of all mud, silt, and other accumulations which may be harmful to the water storage tank and/or its contents. The Company shall utilize high pressure equipment to perform this operation. Upon cleaning the water storage tank the Company shall inspect and document the condition as outlined in the preceding paragraph. Once the cleaning and inspection services are completed the Company shall disinfect the interior surfaces of the water storage tank utilizing AWWA Spray Method #2. A written report of the documented findings including photographs shall be made available to the Owner via mail or electronically.

The Company shall perform all services and utilize products which shall be equal to, or exceed the standards of the State of Georgia and American Water Works Association.

If the Owner needs and requests, then the Company shall provide pressure relief valves to the Owner for the Owner's use during service events which require the water storage tank to be drained.

The Owner shall have the right to continue this agreement for an indefinite period of time providing that the annual fee is paid in accordance with the terms of this agreement. The Owner shall have the right to terminate this agreement by sending written notice to American Tank Maintenance, LLC, PO Box 130, Warthen, GA 31094. The Owner's right to termination shall be subject to any agreement provisions incorporated herein.

The Company shall maintain and furnish current certificates of insurance coverage to the Owner during the duration of this agreement.

This agreement shall be managed by "Contract Years". "Contract Years" shall be defined as the consecutive 12 month periods beginning July 1, 2016 and each subsequent 12 month period. The annual fee for Contract Years 1, 2, & 3 shall be \$2,250.00 per year. The annual fee for Contract Year 4 shall be adjusted to reflect the current cost of service. The adjustment to annual fees shall be limited to a maximum of 4% annually. Any applicable taxes shall be the responsibility of the Owner.

The first annual fee for Contract Year 1 shall be due and payable in quarterly installments beginning July 1, 2016. The annual fee for Contract Year 2 shall be due and payable in quarterly installments beginning July 1, 2017. Each subsequent annual fee shall be due and payable in quarterly installments beginning each subsequent July 1st.

The Owner and the Company agree that any future mandated environmental, health or safety requirements which cause significant changes in cost of services provided under this agreement shall be cause for modification of this agreement. The Company is accepting this water storage tank under this agreement based on the current existing structure, components, location and surroundings. Any modification to the water storage tank, including antenna installations, and changes in surroundings especially real estate development shall be cause for modification of this agreement. This agreement does not include the cost for and/or liability on the part of the Company for: interior or exterior painting or coating, structural issues of any kind, containment or disposal of any hazardous waste materials, operational problems due to cold weather, Acts of God, structural damage due to antenna installations or other attachments for which the tanks was not originally designed, repairs to the foundation of the water storage tank, operational or structural problems caused by physical conditions below the surface of the ground, acts of terrorism, or other conditions which are beyond the Owner's and/or Company's control.

The Company reserves the right to assign any outstanding receivables from this agreement to its bank or other lending institution as collateral for any loans or lines of credit.

This Agreement is signed this 14th day of June, 2016.

Owner:

Dick Morrow

American Tank Maintenance, LLC

By:

Dick Morrow
Chairman

By:

Michael J. Lewis

Witness:

Hersa A. Watson

Witness:

Yunus Lewis

The above signatories certify that they are duly authorized to sign the Agreement on behalf of the entities represented.

APPROVED AS TO FORM

THIS 11th DAY OF MAY, 2016

BY:

Candace J. Williams
CITY ATTORNEY



Water Tank Maintenance Agreement

Tank Owner: City of Griffin

Tank Location: Five (5) Various Tanks

Tank Size and Style: Various Sizes & Styles

This agreement entered into by and between the City of Griffin hereinafter known as the Owner, and American Tank Maintenance, LLC hereinafter known as the Company.

The Owner agrees to employ the Company to provide the professional services needed to maintain its five (5) various water storage tanks as identified in the attached Schedules "A" & "B".

This agreement outlines the Company's responsibility and accountability for the care and maintenance of the above referenced water storage tanks. The Company's care and maintenance shall include the following:

The Company shall furnish all specialized services including engineering and inspection services necessary to maintain and care for the water storage tanks during the term of this agreement. Maintenance and care shall include: steel replacement, steel components, expansion joints, water level indicators, manhole covers and/or gaskets, and other components of the water storage tanks.

The Company shall perform annual visual inspections and service the water storage tanks beginning as identified in Schedule "A". The water storage tank and its components including the safety, sanitary, structure, security and coatings aspects of the water storage tank shall be inspected and the findings documented to ensure that the water storage tank is in a sound and watertight condition.

The Company shall schedule and coordinate a washout inspection of the water storage tanks every two years with the Owner beginning as identified in Schedule "A". The Owner is responsible for draining the water storage tanks. The Company shall clean the water storage tanks of all mud, silt, and other accumulations which may be harmful to the water storage tanks and/or its contents. The Company shall utilize high pressure equipment to perform this operation. Upon cleaning the water storage tanks the Company shall inspect and document the condition as outlined in the preceding paragraph. Once the cleaning and inspection services are completed the Company shall disinfect the interior surfaces of the water storage tank utilizing AWWA Spray Method #2. A written report of the documented findings including photographs shall be made available to the Owner via mail or electronically.

The Company shall perform surface preparation and paint the exterior and/or interior surfaces of the water storage tanks at such time as needed. The need for exterior painting shall be determined by the appearance and protective condition of the existing coating system and the Company shall use the same color of the existing coating system. The need for interior painting shall be determined by the thickness of the existing coating system and its protective condition.

The Company shall perform all services and utilize products which shall be equal to, or exceed the standards of the State of Georgia, the American Water Works Association, and the Steel Structures Painting Council. The Company shall perform all services relating to the interior of

the water storage tanks in accordance with procedures outlined in American Water Works Association D-102 standards.

The Company shall utilize coating systems which best suit the site conditions, environment, and general location of the water storage tank and are in compliance with local, state and federal statutes.

The Company shall maintain an anti-climb deterrent device on the access ladder to deter unauthorized access to the water storage tanks. The Company shall install and maintain locks on all hatches of the water storage tank to deter unauthorized entry. The keys to the locks shall remain in the possession of the Owner and the Company.

The Company shall provide emergency service to handle any problems covered by this agreement with the water storage tanks. Reasonable mobilization time shall be acceptable to the Owner.

If the Owner needs and requests, then the Company shall provide pressure relief valves to the Owner for the Owner's use during service events which require the water storage tanks to be drained.

The Owner shall have the right to continue this agreement for an indefinite period of time providing that the annual fee is paid in accordance with the terms of this agreement. The Owner shall have the right to terminate this agreement by sending written notice to American Tank Maintenance, LLC, PO Box 130, Warthen, GA 31094. The Owner's right to termination shall be subject to any agreement provisions incorporated herein.

The Company shall maintain and furnish current certificates of insurance coverage to the Owner during the duration of this agreement.

This agreement shall be managed by "Contract Years". "Contract Years" shall be defined as the consecutive 12 month periods beginning July 1, 2019. However this agreement shall become effective from date of signature until July 1, 2019 at no cost to Owner. The annual fee for Contract Years 1-10 shall be as identified in Schedule "B". The annual fee for Contract Year 11 shall be adjusted to reflect the current cost of service. The adjustment to annual fees shall be limited to a maximum of 4% annually. Any applicable taxes shall be the responsibility of the Owner.

The first annual fee for Contract Year 1 shall be due and payable in quarterly installments beginning July 1, 2019. The annual fee for Contract Year 2 shall be due and payable in quarterly installments beginning July 1, 2020. Each subsequent annual fee shall be due and payable in quarterly installments beginning each subsequent July 1st.

The Owner and the Company agree that any future mandated environmental, health or safety requirements which cause significant changes in cost of services provided under this agreement shall be cause for modification of this agreement. The Company is accepting this water storage tank under this agreement based on the current existing structure, components, location and surroundings. Any modification to the water storage tank, including antenna installations, and changes in surroundings especially real estate development shall be cause for modification of this agreement. This agreement does not include the cost for and/or liability on the part of the Company for: containment, removal and/or disposal of any hazardous waste materials, electrical wiring or components, operational problems due to cold weather, Acts of God, structural damage due to antenna installations or other attachments for which the tanks was not originally designed, repairs to the foundation of the water storage tank, operational or structural problems caused by physical conditions below the surface of the ground, acts of terrorism, or other conditions which are beyond the Owner's and/or Company's control.

The Company reserves the right to assign any outstanding receivables from this agreement to its bank or other lending institution as collateral for any loans or lines of credit.

This Agreement is signed this 11th day of June, 2019.

Owner:

American Tank Maintenance, LLC

City of Griffin, GA.

By: Cynthia R Ward
Cynthia Reid-Ward
Chairperson

By: [Signature]

Witness: [Signature]
Kenny L. Smith
Secretary

Witness: [Signature]

(SEAL)

The above signatories certify that they are duly authorized to sign the Agreement on behalf of the entities represented.

APPROVED AS TO FORM

THIS 16th DAY OF May, 2019

BY: [Signature]
CITY ATTORNEY

Schedule "A"
Initial Inspection Schedule

	Year 1	Year 2
535STP - Water Plant	Visual Inspection	Washout Inspection
50KGE - Water Plant	Washout Inspection	Visual Inspection
1M - E - Coca Cola	Washout Inspection	Visual Inspection
1M - E - Industrial Park	Washout Inspection	Visual Inspection
1M - E - By Pass	Visual Inspection	Washout Inspection

Schedule "B"
Annual Fees Year 1 – 10

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
535STP - Water Plant	\$ 10,250	\$ 10,250	\$ 10,250	\$ 10,865	\$ 10,865	\$ 10,865	\$ 11,517	\$ 11,517	\$ 11,517	\$ 12,208
50KGE - Water Plant	\$ 7,750	\$ 7,750	\$ 7,750	\$ 8,215	\$ 8,215	\$ 8,215	\$ 8,708	\$ 8,708	\$ 8,708	\$ 9,230
1M - E - Coca Cola	\$ 23,250	\$ 23,250	\$ 23,250	\$ 24,645	\$ 24,645	\$ 24,645	\$ 26,124	\$ 26,124	\$ 26,124	\$ 27,691
1M - E - Industrial Park	\$ 23,250	\$ 23,250	\$ 23,250	\$ 24,645	\$ 24,645	\$ 24,645	\$ 26,124	\$ 26,124	\$ 26,124	\$ 27,691
1M - E - By Pass	\$ 23,250	\$ 23,250	\$ 23,250	\$ 24,645	\$ 24,645	\$ 24,645	\$ 26,124	\$ 26,124	\$ 26,124	\$ 27,691
Total	\$ 87,750	\$ 87,750	\$ 87,750	\$ 93,015	\$ 93,015	\$ 93,015	\$ 98,597	\$ 98,597	\$ 98,597	\$ 104,511



119 Warthen Lane, Suite B, Warthen, GA 31094
Mailing Address: PO Box 130, Warthen, GA 31094
1-800-418-6099

Brandon Lewis
City of Griffin
P.O. Box T
Griffin, GA 30224

June 3, 2026

Brandon,

The following is the current billing for the City of Griffin through April of 2027.

City of Griffin					
Billing Period	2026-07	2026-10	2027-01	2027-04	
IP - 1.5M - Buried Circular Clearwell - Harry Simmons	\$ 1,130.00	\$ 1,130.00	\$ 1,130.00	\$ 1,130.00	
IP - 1M - (C) - Still Branch Clearwell #1	\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	
IP - 1M - (C) - Still Branch Clearwell #2	\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	
IP - 3M - Buried Rectangular Clearwell - Harry Simmons	\$ 1,130.00	\$ 1,130.00	\$ 1,130.00	\$ 1,130.00	
MP - 1M - E - Bypass Tank	\$ 6,531.00	\$ 6,531.00	\$ 6,531.00	\$ 6,531.00	
MP - 1M - E - Coca Cola Tank	\$ 6,531.00	\$ 6,531.00	\$ 6,531.00	\$ 6,531.00	
MP - 1M - E - Industrial Park Tank	\$ 6,531.00	\$ 6,531.00	\$ 6,531.00	\$ 6,531.00	
MP - 535STP - Water Plant Standpipe	\$ 2,879.25	\$ 2,879.25	\$ 2,879.25	\$ 2,879.25	
MP - 75KGE - Water Plant Elevated	\$ 2,177.00	\$ 2,177.00	\$ 2,177.00	\$ 2,177.00	
URMP - 825K - Open Top Clarifier - Harry Simmons	\$ 3,240.00	\$ 3,240.00	\$ 3,240.00	\$ 3,240.00	
Grand Total	\$ 31,629.25	\$ 31,629.25	\$ 31,629.25	\$ 31,629.25	

Should you have any questions just give me a call.

Best Regards,

Mike

Mike Lewis
President

Approved as to Form:

Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the purchase of up to 540,000 pounds of Cedar Clear 757 chemical from CedarChem LLC., best bidder, up to the amount of \$207,900.00 for the Dr. Brant D. Keller Water Treatment Plant. *Director of Water and Wastewater, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

CedarChem was the best responsive bidder for this chemical for the FY27 Water Treatment Chemicals RFP. This chemical is used for the treatment of drinking water.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

FY27 budgeted funds in Operating Supplies at Dr. Brant D. Keller WTP.

Submitted By:

Brandon Lewis

Meeting Date:

23/06/2026

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

[26-008 FY27 Bids Tabulation.pdf](#)

[26-008 FY27 Recommended Awards-BL.pdf](#)

[CedarChem FY27 Price Submittal.pdf](#)

[CedarChem Cedar Clear PO FY27.pdf](#)



City of Griffin
Bid Tabulation

BID NUMBER: 26-008
BID TITLE: FY27 Water Treatment Chemicals
BID OPEN DATE: May 28, 2026

Description	Qty	UOM Requested	Carbon Activated Corp	Brenntag	C&S Chemicals	Catalynt	Chemrite	Chemtrade	Coyne Chemical (Sterling)	DJG Chemical	Elchemy	ERCO Worldwide	Pennco	Polydyne	PVS	Riverland Trading	Shannon Chemical	Solenis (CedarChem)	Univar	Uscalco	Xylem (Evoqua)
# of bids submitted			1	8	1	1	4	1	2	1	7	1	0	0	1	2	1	2	6	1	1
Caustic Soda (25%) -Bulk	781,978	wet lbs		0.1055		0.162					1.05								0.13		
CedarClear 757 -Bulk	540,000	wet lbs									0.38							0.385			
Chemical Hydrated Lime 400	120,000	dry lbs		0.3							0.26								0.305		
Liquid Chlorine (150-lb cyl)	10	cyl		195																	
Liquid Chlorine (1 Ton cyl)	22	cyl		1739																	
Liquid Phosphate - Aquadene SK7870	33,500	wet lbs					0.96		1.11								0.904	0.79			
Magnifloc LT7989 Flocculent	10,000	wet lbs							1.4												
Aluminum Sulfate Solution	585,000	wet lbs			0.135			0.0964			0.31								0.127	0.1228	
Nuchar Carbon	5,100	dry lbs	1.39				1.31												1.267		
Potassium Permanganate	2,100	dry lbs		2.89			2.23									2.06			2.66		
Soda Ash (50 lb bags)	30,000	lbs		0.356							0.32								0.473		
Sodium Chlorite (25%) - Totes	100,000	wet lbs									0.73	0.757									1.12
Sodium Fluorosilicate	45,300	lbs		2.1			1.33									1.24					
Sodium Hypochlorite (10-15% solution)	60,000	gal		1.86						2	3.45				1.846						
Notes / Comments																					
		* No Bids		*Low Bid																	



CITY OF GRIFFIN

RECOMMENDED AWARDS FOR FY27 WATER TREATMENT CHEMICALS

CHEMICALS: Description	Amount	UOM	Unit \$	Total	Company	Comments
Caustic Soda (25%) -Bulk	781,978	wet lbs	0.1055	\$ 82,498.68	Brenntag	
CedarClear 757 -Bulk	540,000	wet lbs	0.3850	\$ 207,900.00	Solenis (CedarChem)	*
Chemical Hydrated Lime 400	120,000	dry lbs	0.2600	\$ 31,200.00	Elchemy	
Liquid Chlorine (150-lb cyl)	10	cyl	195.0000	\$ 1,950.00	Brenntag	
Liquid Chlorine (1 Ton cyl)	22	cyl	1,739.0000	\$ 38,258.00	Brenntag	
Liquid Phosphate -Aquadene SK7870	33,500	wet lbs	0.7900	\$ 26,465.00	Solenis (CedarChem)	
Magnifloc LT7989 Flocculent	10,000	wet lbs	1.4000	\$ 14,000.00	Coyne Chemical (Sterling)	
Aluminum Sulfate Solution	585,000	wet lbs	0.0964	\$ 56,394.00	Chemtrade	
Nuchar Carbon	5,100	dry lbs	1.2670	\$ 6,461.70	Univar	
Potassium Permanganate	2,100	dry lbs	2.0600	\$ 4,326.00	Riverland Trading	
Soda Ash (50 lb bags)	30,000	lbs	0.3200	\$ 9,600.00	Elchemy	
Sodium Chlorite (25%) - Totes	100,000	wet lbs	0.7300	\$ 73,000.00	Elchemy	
Sodium Flourosilicate	45,300	lbs	1.2400	\$ 56,172.00	Riverland Trading	
Sodium Hypochlorite (10-15% solution)	60,000	gal	1.8460	\$ 110,760.00	PVS	
					TOTAL	\$ 718,985.38

* Vendor received -2% pricing impact for evaluation purposes based on prior excellent performance.

CITY OF GRIFFIN
BID #26-008
FY27 WATER TREATMENT CHEMICALS
PRICING SUBMITTALS

Submitted by:

Name of Company:	CedarChem LLC
Mailing Address:	PO Box 271
City/State/Zip:	Cedartown, GA 30125
Phone (including area code):	770-748-3863
Name & e-mail if respondent:	Adrienne Hess; Ahess@Solenis.com
Ordering contact if same for all orders (name/phone/email):	Heather Weeks/770-748-3863/Hweeks@solenis.com

Submittal Deadline:
Thursday, May 28, 2026 at 2:00 P.M.

CITY OF GRIFFIN CHEMICAL/Plant Notes		DESCRIPTION	Apprx Annual Qty	UOM for price	UNIT PRICE (0.000000)	TOTAL
1	Sodium Hydroxide (25%) -bulk <i>special note included</i>	Bulk. Price in wet lbs.	781,978	wet lbs	.	No bid
	Delivers to plants 3 & 4	See notes for plants 3 & 4	Contact phone & email:		770-229-6609; mswalker@cityofgriffin.com 678-953-1431; sbearden@cityofgriffin.com	
2	Chemical Hydrated Lime 400 (50 lb bags)	dry weight; 50-lb bags (Note: Pallets to fit electric pallet jack 3-3/4 clearance). Price in dry lbs.	120,000	dry lbs	.	No bid
	Delivers to plant 1	See notes for plant 1	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com	
3	Liquid Chlorine (150-lb cyl)	150 lb cylinders. Price in cylinders.	10	cyl	.	No bid
	Delivers to plant 1 & 6	See notes for plant 1 & 6	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com	
4	Liquid Chlorine (1 Ton cyl)	1 ton cylinders. Price in cylinders.	22	cyl	.	No bid
	Delivers to plant 1	See notes for plant 1	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com	
5	Liquid Phosphate -Aquadene SK7870	275 gallons per tote. Price in wet lbs.	33,500	wet lbs	0.790000	\$ 26,465.00
	Delivers to plants 1,2	See notes for plants 1,2	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com 678-692-0407; mjones@cityofgriffin.com	
6	Magnifloc LT7989 Flocculent	liquid polymer; delivered in 55 gal drums. Price in wet lbs.	10,000	wet lbs	.	No bid
	Delivers to plant 1	See notes for plant 1	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com	
7	Aluminum Sulfate Solution	Bulk. Price in wet lbs.	585,000	wet lbs	.	No bid
	Delivers to plant 1	See notes for plant 1	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com	
8	Nuchar Carbon	dry weight; 45-lb bags; pallets must fit electric pallet jack with 3¾ clearance. Price in dry lbs.	5,100	dry lbs	.	No bid
	Delivers to plants 1,2	See notes for plants 1, 2	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com 678-692-0407; mjones@cityofgriffin.com	
9	Potassium Permanganate	dry weight; ordered by pallets; delivered in 55 lb containers. Price in lbs.	2,100	dry lbs	.	No bid
	Delivers to plant 2	See notes for plant 2	Contact phone & email:		678-692-0407; mjones@cityofgriffin.com	
10	Soda Ash (50lb bags)	delivered in 50-lb bags. Price in lbs.	30,000	lbs	.	No bid
	Delivers to plant 1	See notes for plant 1	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com	
11	Sodium Chlorite – 25%	275 gallons per tote. Price in wet lbs.	100,000	wet lbs	.	No bid
	Delivers to plant 1	See notes for plant 1	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com	
12	Sodium Hypochlorite (10-15% solution)	Bulk-10-15% solution. Price in gallons.	60,000	gal	.	No bid
	Delivers to plant 2	See notes for plant 2	Contact phone & email:		678-692-0407; mjones@cityofgriffin.com	
13	CedarClear 757	Bulk- solution. Price in wet lbs.	540,000	lbs	0.385000	\$ 207,900.00
	Delivers to plant 2	See notes for plant 2	Contact phone & email:		678-692-0407; mjones@cityofgriffin.com	
14	Sodium Fluorosilicate	dry weight; 50-lb bags. Price in dry lbs.	45,300	lbs	.	No bid
	Delivers to plants 1 & 2	See notes for plants 1 & 2	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com 678-692-0407; mjones@cityofgriffin.com	
16	PAC Hyper-ion 1997	Totes. Price in wet lbs.	198,400	wet lbs	.	No bid
	Delivers to plants 3 and 4	See notes for plants 3 and 4	Contact phone & email:		770-229-6609; mswalker@cityofgriffin.com 678-953-1431; sbearden@cityofgriffin.com	
18	IC-7238EA Polymer	Totes. Price in wet lbs.	20,000	wet lbs	.	No bid
	Delivers to plant 1	See notes for plant 1	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com	
21	IC-4290 Polymer	Totes. Price in wet lbs.	42,000	wet lbs	.	No bid
	Delivers to plant 2, 3 & 4	See notes for plants 2,3 & 4	Contact phone & email:		770-229-6609; mswalker@cityofgriffin.com 678-692-0407; mjones@cityofgriffin.com 678-953-1431; sbearden@cityofgriffin.com	

All Chemicals are to be FOB Griffin, GA with **NO fuel adjustment** cost. All Chemicals are to be NSF 60 Approved and the CAS Registry Number must be provided.

Complete individual contact info if different from below.

2 Prices submitted (#)

Order contact (email & phone) Hweeks@Solenis.com 770-748-3863

Company Name: CedarChem LLC

Date Price Submitted: 5/28/26

City of Griffin - Delivery Location addresses and delivery times:

1	2	3	4	5	6
Harry Simmons 229 N. Expressway Griffin, GA 30223	Dr. Brant D Keller WTP 2045 Flat Shoals Rd Concord, GA 30206	Cabin Creek 1140 N Hill Street Griffin, GA 30224	Potato Creek 1150 County Line Rd Griffin, GA 30214	Shoal Creek 2940 W Ellis Rd Griffin, GA 30224	Sun City 1196 Jordan Hill Rd Griffin, GA 30223
8A - 2P deliveries	8A - 2P deliveries	10A- 2P deliveries	8A - 2P deliveries	8A - 2P deliveries	8A - 2P deliveries

**** GENERAL Considerations:**

- Make sure you meet the plant specific delivery considerations for the chemicals singled out below.
 - Any specific questions are to be submitted; they will be answered by the specific plant and you will receive an email response. Any questions of significance will be compiled into an addendum.
 - **Invoices are to be sent to the ordering plant.**
-

**Special Considerations for
Plant 1:**

- **Chlorine, 1-ton cyl:** must be delivered by short (≤ 30 feet) flat bed trailer with fifth wheel and lift gate. (no B-frames).
 - **Chlorite:** must be delivered by tanker pumper with rear discharge able to pump 25 ft.
 - **Liquid Phosphate:** Valve has to accept 2" Cam Lock Connector; has to fit electric pallet jack with 3 $\frac{3}{4}$ clearance
 - All pallet deliveries must fit existing pallet jack with 3 $\frac{3}{4}$ clearance.
-

**Special Considerations for
Plant 2:**

- General: lift arm cross bar on boom raises to height of 10'10" from ground (7' from dock)
 - General: All pallet deliveries must fit existing pallet jack with 3 $\frac{3}{4}$ clearance.
 - **Sodium Hypochlorite:** Facility will only provide hookup just inside storage room door- vendor is responsible for providing means of off loading chemical.
 - **Liquid Phosphate:** Valve has to accept 2" Cam Lock Connector; has to fit pallet jack with 3 $\frac{3}{4}$ clearance
-

**Special Considerations for
Plants 3, 4:**

- General: low boom; very sharp turn to dock
 - General: deliveries need to be by vehicles ≤ 40 feet. This may be by enclosed truck, standard box trailer with lift gate
 - **Bulk Caustic Soda (25%):** Vendor to deliver in 4,000 gallon loads. Vendor will be responsible to transfer into bulk storage tank via their pump and transfer equipment. **Must be able to split shipments between facilities if needed.**
-

**Special Considerations for
Plant 6:**

- **Chlorine, 150-lb cylinders:** delivery of these cylinders will be coordinated through the Harry Simmons WTP but be delivered to the Sun City Chlorine Booster Pump Station. Lift gate is needed for delivery.
-



City of Griffin, Georgia
100 S Hill Street
P O Box T
Griffin, Georgia 30224
(770) 229-6400

DATE: 7/1/26

FY 27 Purchase Order

BLANKET

Bid/Quote No.

Vendor No.

Vendor Name & Address

CedarChem LLC
PO Box 271
Cedartown, GA 30125
ahess@solenis.com

Ph: 770-748-3863

Fax:

Freight is FOB Destination
Deliveries are accepted
between the hours of
8:00 a.m. and 4 p.m.

Invoices are to be sent to requesting dept. for approval. Payment inquiries should be directed to Accounts Payable (accounting.vital@cityofgriffin.com)

*Terms: Net 30 unless otherwise specified on PO

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

Deliver to:

City of Griffin

Dept: Water and Wastewater

2045 Flat Shoals Rd

Concord, GA 30206

ATTN: Matt Jones (majones@cityofgriffin.com)

Phone: _____ Fax: _____

- - ANY CHANGE ORDERS TO ANY PO OR WORK ORDERS MUST BE AUTHORIZED IN WRITING AND APPROVED. ALL INVOICES SUBMITTED FOR PAYMENT MUST REFERENCE A VALID PURCHASE ORDER NUMBER. - -

- VENDORS MUST HAVE A CURRENT REGISTRATION ON FILE PRIOR TO PO PROCESSING -

On File? Y/N

[illegible]

COMMENTS:

Totals: \$	207,900.00
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↓ COG USE ONLY ↓		↓ COG USE ONLY ↓	
Pricing method:			
☐	Verbal / Phone		
☐	Email/Mail/Fax		
☐	Bid / RFP #		
☐	E-Verify Affidavit		
		Dept / Requestor / Date	Purchasing / Date
		Brandon Lewis 6/15/26	Dale M Gilbert 6-18-26
Vendor emailed copy?		Department Mgr / Date	Finance Director / Date
☐	Vendor Notified		
Invoice apprvd/attchd?			
☐	PMT Approval		
☐	Inv Attached	City Manager / Date	BOARD / Date

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the purchase of up to 60,000 gallons of Sodium Hypochlorite chemical from PVS DX, Inc., lowest bid, up to the amount of \$110,760.00 for the Dr. Brant D. Keller Water Treatment Plant. *Director of Water and Wastewater, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

PVS DX was the lowest responsive bidder for this chemical for the FY27 Water Treatment Chemicals RFP. This chemical is used for the disinfection of drinking water.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

FY27 budgeted funds in Operating Supplies at Dr. Brant D. Keller WTP.

Submitted By:

Brandon Lewis

Meeting Date:

23/06/2026

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

[PVS Sodium Hypochlorite PO FY27.pdf](#)

[PVS Pricing Submittal FY27.pdf](#)

[26-008 FY27 Bids Tabulation.pdf](#)

[26-008 FY27 Recommended Awards-BL.pdf](#)



City of Griffin, Georgia
100 S Hill Street
P O Box T
Griffin, Georgia 30224
(770) 229-6400

DATE: 7/1/26

FY 27 Purchase Order

BLANKET

Bid/Quote No.

Vendor No.

Vendor Name & Address

PVS DX, Inc.
PO Box 11447
Chickasaw, AL 36671
jbent@pvschemicals.com

Ph: 251-457-1338 Fax:

Freight is FOB Destination
Deliveries are accepted
between the hours of
8:00 a.m. and 4 p.m.

Invoices are to be sent to requesting dept. for approval. Payment inquiries should be directed to Accounts Payable (accounting.vital@cityofgriffin.com)

*Terms: Net 30 unless otherwise specified on PO

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

Deliver to:

City of Griffin

Dept: Water and Wastewater

2045 Flat Shoals Rd

Concord, GA 30206

ATTN: Matt Jones (majones@cityofgriffin.com)

Phone:

Fax:

-- ANY CHANGE ORDERS TO ANY PO OR WORK ORDERS MUST BE AUTHORIZED IN WRITING AND APPROVED. ALL INVOICES SUBMITTED FOR PAYMENT MUST REFERENCE A VALID PURCHASE ORDER NUMBER. --

- VENDORS MUST HAVE A CURRENT REGISTRATION ON FILE PRIOR TO PO PROCESSING -

On File? Y/N

Description	Account Number	Quantity	UOM	Unit Price	Extended Totals
Sodium Hypochlorite (10-15% Solution)	505 - 4432 - 53 - 1120 -	60000	gal	1.846	110,760.00
-	- - - -				
-	- - - -				
-	- - - -				
BLANKET PO					
-	- - - -				
-	- - - -				
-	- - - -				
BLANKET PO FOR FY 27					

COMMENTS:

Totals: \$	110,760.00
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↓ COG USE ONLY ↓		↓ COG USE ONLY ↓	
Pricing method:			
☐	Verbal / Phone		
☐	Email/Mail/Fax	Dept / Requestor / Date	Purchasing / Date
☐	Bid / RFP #	Brandon Lewis 6/15/26	Deborah M Gilbert 6.18.26
☐	E-Verify Affidavit	Department Mgr / Date	Finance Director / Date
☐	Vendor emailed copy?	<i>[Signature]</i> 6/18/26	
☐	Vendor Notified		
Invoice apprvd/attchd?		City Manager / Date	BOARD / Date
☐	PMT Approval		
☐	Inv Attached		

CITY OF GRIFFIN
BID #26-008
FY27 WATER TREATMENT CHEMICALS
PRICING SUBMITTALS

Submitted by:

Name of Company:	PVS DX, Inc.
Mailing Address:	P.O. Box 11447
City/State/Zip:	Chickasaw, AL 36671
Phone (including area code):	(251) 457-1338
Name & e-mail if respondent:	Jennifer Bent; jbent@pvschemicals.com; Cell (504) 941-2767
Ordering contact if same for all orders (name/phone/email):	Teresa Moore; tmoore@pvschemicals.com; (251) 457-1338

Submittal Deadline:
Thursday, May 28, 2026 at 2:00 P.M.

CITY OF GRIFFIN
CHEMICAL/Plant Notes
DESCRIPTION
Apprx UOM for **UNIT PRICE**
Annual Qty price
 (0.000000)

TOTAL

1	Sodium Hydroxide (25%) -bulk special note included	Bulk. Price in wet lbs.	781,978	wet lbs	0.000000	No Bid
	Delivers to plants 3 & 4	See notes for plants 3 & 4	Contact phone & email:		770-229-6609; mswalker@cityofgriffin.com 678-953-1431; sbearden@cityofgriffin.com	
2	Chemical Hydrated Lime 400 (50 lb bags)	dry weight; 50-lb bags (Note: Pallets to fit electric pallet jack 3-3/4 clearance). Price in dry lbs.	120,000	dry lbs	0.000000	No Bid
	Delivers to plant 1	See notes for plant 1	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com	
3	Liquid Chlorine (150-lb cyl)	150 lb cylinders. Price in cylinders.	10	cyl	0.000000	No Bid
	Delivers to plant 1 & 6	See notes for plant 1 & 6	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com	
4	Liquid Chlorine (1 Ton cyl)	1 ton cylinders. Price in cylinders.	22	cyl	0.000000	No Bid
	Delivers to plant 1	See notes for plant 1	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com	
5	Liquid Phosphate -Aquadene SK7870	275 gallons per tote. Price in wet lbs.	33,500	wet lbs	0.000000	No Bid
	Delivers to plants 1,2	See notes for plants 1,2	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com 678-692-0407; mjones@cityofgriffin.com	
6	Magnifloc LT7989 Flocculent	liquid polymer; delivered in 55 gal drums. Price in wet lbs.	10,000	wet lbs	0.000000	No Bid
	Delivers to plant 1	See notes for plant 1	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com	
7	Aluminum Sulfate Solution	Bulk. Price in wet lbs.	585,000	wet lbs	0.000000	No Bid
	Delivers to plant 1	See notes for plant 1	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com	
8	Nuchar Carbon	dry weight; 45-lb bags; pallets must fit electric pallet jack with 3¾ clearance. Price in dry lbs.	5,100	dry lbs	0.000000	No Bid
	Delivers to plants 1,2	See notes for plants 1, 2	Contact phone & email:		770-233-2974; janderson@cityofgriffin.com 678-692-0407; mjones@cityofgriffin.com	
9	Potassium Permanganate	dry weight; ordered by pallets; delivered in 55 lb containers. Price in lbs.	2,100	dry lbs	0.000000	No Bid

City of Griffin

Delivers to plant 2		See notes for plant 2	Contact phone & email:	678-692-0407; mjones@cityofgriffin.com
10	Soda Ash (50lb bags)	delivered in 50-lb bags. Price in lbs.	30,000 lbs	0.000000 No Bid
Delivers to plant 1		See notes for plant 1	Contact phone & email:	770-233-2974; janderson@cityofgriffin.com
11	Sodium Chlorite – 25%	275 gallons per tote. Price in wet lbs.	100,000 wet lbs	0.000000 No Bid
Delivers to plant 1		See notes for plant 1	Contact phone & email:	770-233-2974; janderson@cityofgriffin.com
12	Sodium Hypochlorite (10-15% solution)	Bulk-10-15% solution. Price in gallons.	60,000 gal	1.846000 \$ 110,760.00
Delivers to plant 2		See notes for plant 2	Contact phone & email:	678-692-0407; mjones@cityofgriffin.com
13	CedarClear 757	Bulk- solution. Price in wet lbs.	540,000 lbs	0.000000 No Bid
Delivers to plant 2		See notes for plant 2	Contact phone & email:	678-692-0407; mjones@cityofgriffin.com
14	Sodium Fluorosilicate	dry weight; 50-lb bags. Price in dry lbs.	45,300 lbs	0.000000 No Bid
Delivers to plants 1 & 2		See notes for plants 1 & 2	Contact phone & email:	770-233-2974; janderson@cityofgriffin.com 678-692-0407; mjones@cityofgriffin.com
16	PAC Hyper-ion 1997	Totes. Price in wet lbs.	198,400 wet lbs	0.000000 No Bid
Delivers to plants 3 and 4		See notes for plants 3 and 4	Contact phone & email:	770-229-6609; mswalker@cityofgriffin.com 678-953-1431; sbearden@cityofgriffin.com
18	IC-7238EA Polymer	Totes. Price in wet lbs.	20,000 wet lbs	0.000000 No Bid
Delivers to plant 1		See notes for plant 1	Contact phone & email:	770-233-2974; janderson@cityofgriffin.com
21	IC-4290 Polymer	Totes. Price in wet lbs.	42,000 wet lbs	0.000000 No Bid
Delivers to plant 2, 3 & 4		See notes for plants 2, 3 & 4	Contact phone & email:	770-229-6609; mswalker@cityofgriffin.com 678-692-0407; mjones@cityofgriffin.com 678-953-1431; sbearden@cityofgriffin.com

All Chemicals are to be FOB Griffin, GA with NO fuel adjustment cost. All Chemicals are to be NSF 60 Approved and the CAS Registry Number must be provided.

Complete individual contact info if different from below.

Order contact (email & phone) Teresa Moore; tmoore@pvschemicals.com; (251) 457-1338

1 Prices submitted (#)

Company Name: PVS DX, Inc.

Date Price Submitted:

5/26/26

City of Griffin - Delivery Location addresses and delivery times:

1	2	3	4	5	6
Harry Simmons 229 N. Expressway Griffin, GA 30223	Dr. Brant D Keller WTP 2045 Flat Shoals Rd Concord, GA 30206	Cabin Creek 1140 N Hill Street Griffin, GA 30224	Potato Creek 1150 County Line Rd Griffin, GA 30224	Shoal Creek 2940 W Ellis Rd Griffin, GA 30224	Sun City 1196 Jordan Hill Rd Griffin, GA 30223
8A - 2P deliveries	8A - 2P deliveries	10A- 2P deliveries	8A - 2P deliveries	8A - 2P deliveries	8A - 2P deliveries

**

GENERAL Considerations:

- Make sure you meet the plant specific delivery considerations for the chemicals singled out below.
- Any specific questions are to be submitted; they will be answered by the specific plant and you will receive an email response. Any questions of significance will be compiled into an addendum.
- **Invoices are to be sent to the ordering plant.**

Special Considerations for**Plant 1:**

- **Chlorine, 1-ton cyl:** must be delivered by short (≤ 30 feet) flat bed trailer with fifth wheel and lift gate. (no B-frames).
- **Chlorite:** must be delivered by tanker pumper with rear discharge able to pump 25 ft.
- **Liquid Phosphate:** Valve has to accept 2" Cam Lock Connector; has to fit electric pallet jack with 3 $\frac{3}{4}$ clearance
- All pallet deliveries must fit existing pallet jack with 3 $\frac{3}{4}$ clearance.

Special Considerations for**Plant 2:**

- General: lift arm cross bar on boom raises to height of 10'10" from ground (7' from dock)
- General: All pallet deliveries must fit existing pallet jack with 3 $\frac{3}{4}$ clearance.
- **Sodium Hypochlorite:** Facility will only provide hookup just inside storage room door- vendor is responsible for providing means of off loading chemical.
- **Liquid Phosphate:** Valve has to accept 2" Cam Lock Connector; has to fit pallet jack with 3 $\frac{3}{4}$ clearance

Special Considerations for**Plants 3, 4:**

- General: low boom; very sharp turn to dock
- General: deliveries need to be by vehicles ≤ 40 feet. This may be by enclosed truck, standard box trailer with lift gate
- **Bulk Caustic Soda (25%):** Vendor to deliver in 4,000 gallon loads. Vendor will be responsible to transfer into bulk storage tank via their pump and transfer equipment. **Must be able to split shipments between facilities if needed.**

Special Considerations for**Plant 6:**

- **Chlorine, 150-lb cylinders:** delivery of these cylinders will be coordinated through the Harry Simmons WTP but be delivered to the Sun City Chlorine Booster Pump Station. Lift gate is needed for delivery.



City of Griffin
Bid Tabulation

BID NUMBER: 26-008
BID TITLE: FY27 Water Treatment Chemicals
BID OPEN DATE: May 28, 2026

Description	Qty	UOM Requested	Carbon Activated Corp	Brenntag	C&S Chemicals	Catalynt	Chemrite	Chemtrade	Coyne Chemical (Sterling)	DJG Chemical	Elchemy	ERCO Worldwide	Pennco	Polydyne	PVS	Riverland Trading	Shannon Chemical	Solenis (CedarChem)	Univar	Uscalco	Xylem (Evoqua)
# of bids submitted			1	8	1	1	4	1	2	1	7	1	0	0	1	2	1	2	6	1	1
Caustic Soda (25%) -Bulk	781,978	wet lbs		0.1055		0.162					1.05								0.13		
CedarClear 757 -Bulk	540,000	wet lbs									0.38							0.385			
Chemical Hydrated Lime 400	120,000	dry lbs		0.3							0.26								0.305		
Liquid Chlorine (150-lb cyl)	10	cyl		195																	
Liquid Chlorine (1 Ton cyl)	22	cyl		1739																	
Liquid Phosphate -Aquadene SK7870	33,500	wet lbs					0.96		1.11								0.904	0.79			
Magnifloc LT7989 Flocculent	10,000	wet lbs							1.4												
Aluminum Sulfate Solution	585,000	wet lbs			0.135			0.0964			0.31								0.127	0.1228	
Nuchar Carbon	5,100	dry lbs	1.39				1.31												1.267		
Potassium Permanganate	2,100	dry lbs		2.89			2.23									2.06			2.66		
Soda Ash (50 lb bags)	30,000	lbs		0.356							0.32								0.473		
Sodium Chlorite (25%) - Totes	100,000	wet lbs									0.73	0.757									1.12
Sodium Fluorosilicate	45,300	lbs		2.1			1.33									1.24					
Sodium Hypochlorite (10-15% solution)	60,000	gal		1.86						2	3.45				1.846						
Notes / Comments																					
		* No Bids		*Low Bid																	



CITY OF GRIFFIN

RECOMMENDED AWARDS FOR FY27 WATER TREATMENT CHEMICALS

CHEMICALS: Description	Amount	UOM	Unit \$	Total	Company	Comments
Caustic Soda (25%) -Bulk	781,978	wet lbs	0.1055	\$ 82,498.68	Brenntag	
CedarClear 757 -Bulk	540,000	wet lbs	0.3850	\$ 207,900.00	Solenis (CedarChem)	*
Chemical Hydrated Lime 400	120,000	dry lbs	0.2600	\$ 31,200.00	Elchemy	
Liquid Chlorine (150-lb cyl)	10	cyl	195.0000	\$ 1,950.00	Brenntag	
Liquid Chlorine (1 Ton cyl)	22	cyl	1,739.0000	\$ 38,258.00	Brenntag	
Liquid Phosphate -Aquadene SK7870	33,500	wet lbs	0.7900	\$ 26,465.00	Solenis (CedarChem)	
Magnifloc LT7989 Flocculent	10,000	wet lbs	1.4000	\$ 14,000.00	Coyne Chemical (Sterling)	
Aluminum Sulfate Solution	585,000	wet lbs	0.0964	\$ 56,394.00	Chemtrade	
Nuchar Carbon	5,100	dry lbs	1.2670	\$ 6,461.70	Univar	
Potassium Permanganate	2,100	dry lbs	2.0600	\$ 4,326.00	Riverland Trading	
Soda Ash (50 lb bags)	30,000	lbs	0.3200	\$ 9,600.00	Elchemy	
Sodium Chlorite (25%) - Totes	100,000	wet lbs	0.7300	\$ 73,000.00	Elchemy	
Sodium Fluorosilicate	45,300	lbs	1.2400	\$ 56,172.00	Riverland Trading	
Sodium Hypochlorite (10-15% solution)	60,000	gal	1.8460	\$ 110,760.00	PVS	
					TOTAL	\$ 718,985.38

* Vendor received -2% pricing impact for evaluation purposes based on prior excellent performance.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider declaring as surplus certain out-of-life cycle information technology equipment and selling it through GovDeals online auction service (see attachment). *Chief Technology Officer, Gibb Cotton, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The out-of-life cycle IT equipment must be sold to free up storage space.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The sale will liquidate surplus Information Technology equipment and bring additional revenue back to the City of Griffin.

Submitted By:

Gibb Cotton

Meeting Date:

23/06/2026

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

[surplus list 2.pdf](#)

[surplus list 1.pdf](#)

Asset Type	Make	Model	Name	Serial #	Facility Name	Purchase Date	Warranty End Date
Apple iPads	Apple	8th Gen Wi-Fi + Cellular 32 GB	02448	GG7DH370Q1KV	Surplus - IT	9/16/2020	
Apple iPads	Apple	8th Gen Wi-Fi + Cellular 32 GB	02451	GG7DH17YQ1KV	Surplus - IT	9/16/2020	
Apple iPads	Apple	8th Gen Wi-Fi + Cellular 32 GB	02452	GG7DH26EQ1KV	Surplus - IT	9/16/2020	
Apple iPads	Apple	8th Gen Wi-Fi + Cellular 32 GB	02453	GG7DH1FAQ1KV	Surplus - IT	9/16/2020	
Apple iPads	Apple	8th Gen Wi-Fi + Cellular 32 GB	02454	GG7DH5ZZQ1KV	Surplus - IT	9/16/2020	
Apple iPads	Apple	8th Gen Wi-Fi + Cellular 32 GB	02455	GG7DH1YQQ1KV	Surplus - IT	9/16/2020	
Apple iPads	Apple	8th Gen Wi-Fi + Cellular 32 GB	02457	GG7DH3GBQ1KV	Surplus - IT	9/16/2020	
Apple iPads	Apple	8th Gen Wi-Fi + Cellular 32 GB	02458	GG7DH3DTQ1KV	Surplus - IT	9/16/2020	
Apple iPads	Apple	8th Gen Wi-Fi + Cellular 32 GB	02461-IPD	H99DM0BRQ1KV	Surplus - IT	11/5/2020	
Apple iPads	Apple	8th Gen Wi-Fi + Cellular 32 GB	02462-IPD	H99DM14HQ1KV	Surplus - IT	11/5/2020	
Apple iPads	Apple	8th Gen Wi-Fi + Cellular 32 GB	02501	GG7FK4YWQ1KV	Surplus - IT	5/8/2021	
Apple iPads	Apple	8th Gen Wi-Fi + Cellular 32 GB	02509	F6MFN1AUQ1KV	Surplus - IT	4/21/2021	
Apple iPads	Apple	8th Gen Wi-Fi + Cellular 32 GB	02983-IPD	F6MDXR02Q1KV	Surplus - IT	1/19/2021	
Apple iPads	Apple	8th Gen Wi-Fi + Cellular 32 GB	02984	F6MDXQTCQ1KV	Surplus - IT	1/19/2021	
Apple iPads	Apple	8th Gen Wi-Fi + Cellular 32 GB	02988	F6MDXQ0AQ1KV	Surplus - IT	1/19/2021	
Apple iPads	Apple	8th Gen Wi-Fi + Cellular 32 GB	02989	F6MF12WJQ1KV	Surplus - IT	1/19/2021	
Apple iPads	Apple	8th Gen Wi-Fi + Cellular 32 GB	02990	F6MDXQBBQ1KV	Surplus - IT	1/19/2021	
Apple iPads	Apple	iPad Air (4th Gen) Wi-Fi+Cell	COGGG7GV1L4Q19C	GG7GV1L4Q19C	Surplus - IT	1/5/2022	
Mobile Phones	Kyocera	DuraXV Extreme Flip Phone	COG015588000294071	015588000294071	Surplus - IT		
Mobile Phones	Kyocera	DuraXV Extreme Flip Phone	COG015588000649605	015588000649605	Surplus - IT		
Mobile Phones	Kyocera	DuraXV Extreme Flip Phone	COG015588000693264	015588000693264	Surplus - IT		
Mobile Phones	Kyocera	DuraXV Extreme Flip Phone	COG015588003240808	015588003240808	Surplus - IT		
Mobile Phones	Apple	iPhone 16e	COGG7WC6M6V6X	G7WC6M6V6X	Surplus - IT	12/6/2025	
PCs	Dell	PRECISION 3440	01863-WS	H4LF673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	01867-WS	H4NJ673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	01967-WS	H4QG673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	02463-WS	H4PG673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	02464-WS	H4NF673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	02516-WS	H4LM673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	02991-WS	H4KG673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	02992-WS	H4MD673	Surplus - IT	11/9/2020	11/10/2025
PCs	Dell	PRECISION 3440	02994-WS	H4MG673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	AP-02443-WS	H4ML673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	AP-02444-WS	H4KF673	Surplus - IT	11/5/2020	11/5/2025
PCs	HP	Z240 Workstation	COG01371PW	2UA81321RC	Surplus - IT	3/31/2018	5/7/2021
PCs	Dell	PRECISION 3440	CS-01862-WS	H4QF673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	CS-01865-WS	H4PD673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	CS-01866-WS	H4LL673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	CS-02446-WS	H4NH673	Surplus - IT	11/9/2020	11/10/2025
PCs	Dell	PRECISION 3440	CS-02513-WS	H4MC673	Surplus - IT	11/9/2020	11/10/2025
PCs	Dell	PRECISION 3440	CS-02515-WS	H4KK673	Surplus - IT	11/9/2020	11/10/2025
PCs	Dell	PRECISION 3440	CS-02518-WS	H4PK673	Surplus - IT	11/5/2020	11/5/2025

PCs	Dell	PRECISION 3440	CS-02519-WS	H4NK673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	CS-02520-WS	H4NL673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	OPTIPLEX 3070	ED-02436-WS	5YRM903	Surplus - IT	10/29/2019	10/30/2024
PCs	Dell	PRECISION 3440	FD-01603-WS	H4KD673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	FD-01875-WS	H4LD673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	FD-02445-WS	H4MK673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	FD-02511-WS	H4PH673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell Inc.	Precision 3440	GAR-02517-WS	H4NC673	Surplus - IT	11/5/2020	11/6/2025
PCs	Dell	PRECISION 3440	IT-01980-WS	H4LH673	Surplus - IT	11/9/2020	11/10/2025
PCs	Dell	PRECISION 3440	PD-01422-WS	H4MH673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	PD-01424-WS	H4KL673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	PD-01646-WS	H4PL673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	PD-01648-WS	H4KM673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 5820 TOWER	PD-01968-PW	GJ8T673	Surplus - IT	11/11/2020	11/12/2025
PCs	Dell	PRECISION 3440	PD-02602-WS	H4PM673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	PD-02603-WS	H4LK673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	PD-02604-WS	H4MJ673	Surplus - IT	11/9/2020	11/10/2025
PCs	Dell	PRECISION 3440	PD-02609-WS	H4MF673	Surplus - IT	11/9/2020	11/10/2025
PCs	Dell	PRECISION 3440	PD-02610-WS	H4QC673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	PLAN-02442-WS	H4PF673	Surplus - IT	11/9/2020	11/10/2025
PCs	Dell Inc.	Precision T3600	Precision T3600 Workstation	CD4WBY1	Surplus - IT		10/1/2016
PCs	Dell	PRECISION 3440	PW-01868-WS	H4KJ673	Surplus - IT	11/9/2020	11/10/2025
PCs	Dell	PRECISION 3440	PW-02995-WS	H4ND673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	PW-02996-WS	H4NM673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	PW-02997-WS	H4NG673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	SW-02465-WS	H4MM673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	SW-02993-WS	H4LG673	Surplus - IT	11/9/2020	11/10/2025
PCs	Dell	PRECISION 3440	WW-01602-WS	H4QD673	Surplus - IT	11/9/2020	11/10/2025
PCs	Dell	PRECISION 3440	WW-01644-WS	H4LC673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	WW-01864-WS	H4KH673	Surplus - IT	11/9/2020	11/10/2025
PCs	Dell	PRECISION 3440	WW-01966-WS	H4PJ673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	WW-02466-WS	H4PC673	Surplus - IT	11/5/2020	11/5/2025
PCs	Dell	PRECISION 3440	WW-02998-WS	H4LJ673	Surplus - IT	11/5/2020	11/5/2025
Smartboards	ViewSonic	VPC15-WP	COG01969	VQ6193841140	Surplus - IT	6/30/2020	6/11/2025
Windows	Dell	Precision 3550	01963-L	301DP73	Surplus - IT	11/24/2020	11/25/2025
Windows	Dell	Precision 3550	04265-L	86FCP73	Surplus - IT	11/24/2020	11/25/2025
Windows	Dell	Precision 3550	04275-L	FCPBP73	Surplus - IT	11/24/2020	11/24/2025
Windows	Dell	Latitude 5420 Rugged	COG01236ELEC-L	FWXBYX2	Surplus - IT	5/6/2020	5/6/2025
Windows	Dell	Latitude 5420 Rugged	COG01237ELEC-L	7DSCYX2	Surplus - IT	5/27/2020	5/28/2025
Windows	Dell	Latitude 7290	COG01307CH-L	DZ1W3Z2	Surplus - IT	11/29/2019	11/29/2024
Windows	Dell	Latitude 5290 2-in-1	COG01387COM	FYHYOX2	Surplus - IT	6/19/2019	6/19/2020
Windows	Dell	Precision 3550	CS-01645-L	GJ8BP73	Surplus - IT	11/24/2020	11/25/2025
Windows	Dell	Precision 3550	CS-04264-L	JP8BP73	Surplus - IT	11/24/2020	11/24/2025

Windows	Dell	Precision 3550	EL-01448-L	93NBP73	Surplus - IT	11/24/2020	11/24/2025
Windows	Dell	Precision 3550	PD-01874-L	5H3TR73	Surplus - IT	11/24/2020	11/25/2025
Windows Tablets	Microsoft	Surface Pro	01647-T	000074303953	Surplus - IT	2/3/2021	2/2/2025
Windows Tablets	Microsoft Cooperation	Surface Pro	01861-T	013131504353	Surplus - IT	1/15/2021	1/14/2025
Windows Tablets	Microsoft	Surface Pro (5th Gen)	02426-T	006860104353	Surplus - IT	2/1/2021	1/31/2025
Windows Tablets	Microsoft	Surface Pro (5th Gen)	02430-T	003598304453	Surplus - IT	1/29/2021	1/28/2022
Windows Tablets	Microsoft	Surface Pro 7+	04602-T	012836114653	Surplus - IT	12/29/2021	2/7/2023
Windows Tablets	Microsoft	Surface Pro 7+	04787-T	001005925253	Surplus - IT	5/22/2022	5/22/2026
Windows Tablets	Microsoft	Surface Pro 7+	FD-01617-T	011195414653	Surplus - IT	12/29/2021	2/7/2023
Windows Tablets	Microsoft	Surface Pro (5th Gen)	MC-04591-T	160474604953	Surplus - IT	4/5/2021	4/4/2025
Windows Tablets	Microsoft	Surface Pro 7+	PW-01614-T	006927414653	Surplus - IT	12/29/2021	12/29/2024
Windows Tablets	Microsoft	Surface Pro 7+	PW-01618-T	007562114653	Surplus - IT	12/29/2021	12/29/2025
Windows Tablets	Microsoft	Surface Pro 7+	WW-04601-T	012942314653	Surplus - IT	12/29/2021	12/29/2024

Asset Type	Make	Model	Name	Asset Tag #	Serial #
Peplink	Pepwave	MAX BR1 Mini LTEA		09042	293A-3B47-647B
Peplink	Pepwave	MAX BR1 Mini LTEA	IT-09207	09207	293A-3B5C-75C1
Peplink	Pepwave	MAX BR1 Mini LTEA		09021	2936-ADCF-B634
Peplink	Pepwave	MAX BR1 Mini LTEA		09037	2934-6460-F7E4
Peplink	Pepwave	MAX BR1 Mini LTEA		09035	293A-3B0C-20C4
Peplink	Pepwave	MAX BR1 Mini LTEA	PD-09047-PEP		2935-0194-7CBC
Optical Drive Duplicator Tower	Systor				113-6244998-7468269-1
Server	Advantech	ACP-4000MB			KMA4198045

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider Amendment #2 to the Pharmacy Agreement between the City of Griffin and Veracity Benefits, LLC, which will continue to provide pharmacy services to covered employees on the City of Griffin's Health Plan effective for the plan year beginning July 1, 2026. *Human Resources Director, Stephanie Woods will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The fee per member per month since inception of this service (July 1, 2022) has been \$12.00 and the services include the following: 1. Preferred and Non-Preferred Network differentiation and pricing; 2. Formulary Management lowering the cost of therapeutic drugs instead of higher cost drugs that maximize rebates for pharmacies; 3. Allowing international access to very high cost drugs that will save the covered employee and City at least 50% of the cost; and 4. Direct Manufacturers' Assistance for expensive specialty medications.

Effective July 1, 2026 the services remain the same, but the fee will become \$14.00 per member per month.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The monthly fee for services will increase from \$12 per covered employee to \$14.00 per covered employee. This Pharmacy Consulting Agreement allows savings for the covered employee and the City. Including the fees for services the annual savings for the City has been slightly over one million dollars maintained on an annual basis.

Submitted By:

Stephanie Woods

Meeting Date:

23/06/2026

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

[City of Griffin_Veracity Pharmacy Services Agreement Amendment2.pdf](#)

[Veracity Agreement.pdf](#)

**PHARMACY SERVICES AGREEMENT
AMENDMENT NO. 2**

This Amendment No. 2 is an amendment to the Pharmacy Services Agreement (“Agreement”) dated 03/12/2026 by and between **VERACITY BENEFITS, LLC** (the “Company”), and City of Griffin (the “Client”). The effective date of this Amendment is JULY 1st, 2026. Company and Client are each a “Party” and collectively the “Parties.”

The Parties agree as follows:

1. Section 3.1 of the Agreement is rescinded in its entirety and replaced with the following terms and conditions:

3.1 No later than the tenth (10th) day following each month during the Term, Client shall pay the Company a fee (the “Monthly Fee”) of **\$14.00 PEPM** for each employee (“Covered Employee”) that participated in Client’s BPD for all or part of each such month. Client’s payment of the Monthly Fee shall be considered a representation by Client to the Company as to the number of Covered Employees for such month.
2. Except as amended herein, all terms and conditions of the Agreement shall continue in full and effect.
3. The execution and delivery of this Amendment No. 2 and the transactions contemplated hereunder have been authorized by all necessary action by each Party. Each Party represents and warrants that the individual signing this Amendment No. 2 on its behalf is duly authorized to bind such party to all terms and conditions of this Amendment.

IN WITNESS WHEREOF, the Parties have caused this Amendment No. 2 to be executed in duplicate by affixing the signatures of duly authorized officers.

City of Griffin

VERACITY BENEFITS, LLC

By: _____

By: _____

Name: Douglas S. Hollberg
Title: Mayor

Name: Marilyn E. “Pepper” Schafer
Title: Principal

Date: _____

Date: _____

Jessica W. O’Connor, Secretary

Date

Approved as to form: Andrew J. Whalen, III
Andrew J. Whalen, III City Attorney

AMENDMENT #1

PHARMACY SERVICES AGREEMENT AMENDMENT

THIS PHARMACY SERVICES AGREEMENT (this "Agreement") is made and entered into as of **JULY 1, 2023** (the "Effective Date") by and between **VERACITY BENEFITS, LLC**, a Georgia limited liability company, dba "VeracityRx", (the "Company"), and **CITY OF GRIFFIN**, a Georgia municipal corporation, (the "Client").

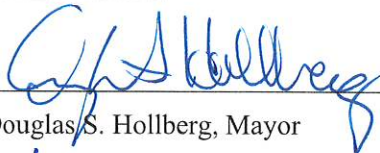
Monthly Fee; PBM Agreement; Rebates.

No later than the tenth (10th) day following each month during the Term, Client shall pay the Company a fee (the "Monthly Fee") of **\$12.00 pepm** for each employee ("Covered Employee") that participated in Client's BPD for all or part of each such month. Client's payment of the Monthly Fee shall be considered a representation by Client to the Company as to the number of Covered Employees for such month.

☐ Current Veracity RX Fee structure: July 1, 2022 – June 2023 **\$4.50**
Renewing "as is" for 2023 with Current Per Script Fee: \$4.50

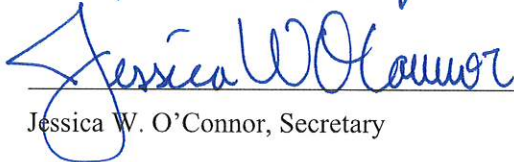
Except as modified herein, the Pharmacy Services Agreement, entered between the parties shall remain in full force and effect as originally agreed.

CITY OF GRIFFIN



Douglas S. Hollberg, Mayor

6/15/2023 (DATE)



Jessica W. O'Connor, Secretary

6/15/2023 (DATE)

Approved as to form: Andrew J. Whalen, III
Andrew J. Whalen, III City Attorney

PHARMACY SERVICES AGREEMENT

THIS PHARMACY SERVICES AGREEMENT (this "Agreement") is made and entered into as of July 1, 2022 (the "Effective Date") by and between VERACITY BENEFITS, LLC, a Georgia limited liability company, dba VeracityRx, Client (the "Company"), and the City of Griffin a Georgia municipality (the "Client").

WHEREAS, the Company provides services regarding the creation, implementation and utilization of prescription drug benefit plans (each, a "BPD"); and

WHEREAS, Client desires to retain the Company for such services in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises and obligations set forth herein, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. Services.

1.1 Subject to the terms and conditions set forth herein, Client hereby engages the Company, and the Company hereby accepts such engagement, as an independent contractor to provide the services set forth on Annex 1 (collectively, the "Services") to Client.

1.2 The Company has the required skill, experience, and qualifications to perform the Services, the Company shall perform the Services in a professional and workmanlike manner in accordance with industry standards for similar services, and the Company shall devote sufficient resources to ensure that the Services are performed in a timely and reliable manner.

1.3 The Company shall perform the Services in compliance with all applicable federal, state, and local laws and regulations.

1.4 The Company shall furnish, at the Company's sole expense, the materials, equipment, supplies, and other resources necessary to perform the Services.

1.5 Client shall not directly control or otherwise direct the manner or means by which the Company performs the Services.

2. Term. The initial term of this Agreement shall be for twelve (12) months following the Effective Date (the "Initial Term") and shall renew automatically for successive terms of twelve (12) months (each, a "Renewal Term"), unless the Initial Term or any Renewal Term is earlier terminated in accordance with Section 7. The Initial Term and any one or more Renewal Terms shall be referred to collectively as the "Term" herein; provided, however, this Agreement shall terminate absolutely and without further notice or obligation on the part of the City of Griffin (hereafter the "City") at the close of the fiscal year in which it was executed and at the close of each succeeding fiscal year for which it may be renewed as provided in O.C.G.A. §36-60-13.

3. Monthly Fee; Guarantee; PBM Agreement; Rebates.

3.1 No later than the tenth (10th) day following each month during the Term, Client shall pay the Company a fee (the "Monthly Fee") of twelve dollars (\$12) for each employee ("Covered Employee") that participated in Client's BPD for all or part of each such month. Client's payment of the

Monthly Fee shall be considered a representation by Client to the Company as to the number of Covered Employees for such month.

3.2 The Company hereby provides Client the guarantee set forth in Annex 2 (the "Guarantee"). Subject to the terms and conditions of the Guarantee set forth in Annex 2, in the event the aggregate amount of Client's Monthly Fees paid by Client to the Company for the Initial Term is greater than Client's Annual Savings (as defined in Annex 2), the Company shall reimburse Client such aggregate amount of Client's Monthly Fees.

3.3 Client acknowledges that the Company has entered into an agreement (the "PBM Agreement") with ProCare Pharmacy Benefit Manager, Inc., a Florida corporation that serves as a pharmacy benefits manager (the "PBM"), to assist Client with the design, administration and utilization of Client's BPD. The Company represents and warrants to Client as follows:

3.3.1 the PBM Agreement is transparent and provides for pass-through pricing of prescriptions, including the net acquisition costs of prescriptions by pharmacies;

3.3.2 the PBM is subject to audit under the PBM Agreement, including audits for comparing year-over-year costs of Client's BPD and its Covered Employees; and

3.3.3 the PBM Agreement establishes prices for all prescriptions.

3.4 The Company shall cause the PBM to pay Client all rebates received by the PBM from pharmaceutical companies and distributors in connection with the pharmacy benefits services provided by the PBM pursuant to the PBM Agreement on behalf of Client and its BPD. The Company represents and warrants to Client that the Company does not have any undisclosed interest in, or receive financial benefits from, the PBM or dispensing pharmacies (mail, retail, specialty or international) utilized by the PBM.

4. Relationship of the Parties. The Company is an independent contractor of Client. Nothing in this Agreement shall be construed to create any association, partnership, joint venture, employment, or agency relationship between the Company and Client for any purpose. The Company has no authority (and shall not hold the Company or the Company's employees, agents or contractors out as having authority) to bind Client, and the Company shall not make any agreements or representations on Client's behalf without Client's prior written consent.

5. Business Associate Agreement. The parties acknowledge that they have entered into that certain Business Associate Agreement dated as of the Effective Date (the "BAA"), and such BAA is incorporated herein and made a part of this Agreement. The Company hereby agrees that it shall abide by the BAA.

6. Indemnification.

6.1 The Company shall defend, indemnify and hold harmless Client and Client's subsidiaries and affiliates, officers, directors, shareholders, members, managers, employees, agents, representatives, successors and permitted assigns from and against all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs or expenses of whatever kind (including reasonable attorneys' fees and any fees and costs of enforcing any right to indemnification under this Agreement) arising out of or resulting from the Company's breach of any representation, warranty or obligation under this Agreement or the BAA. Client may satisfy such indemnity (in whole or in part) by way of deduction from any payment due to the Company hereunder provided that Client has first been

awarded a final, non-appealable judgment for such indemnity from a court of competent jurisdiction or pursuant to an award for such indemnity by an arbitration panel duly appointed by the parties.

6.2 To the extent allowed by law, if any, Client shall defend, indemnify and hold harmless the Company and the Company's subsidiaries and affiliates, officers, directors, shareholders, members, managers, employees, agents, representatives, successors and permitted assigns from and against all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs or expenses of whatever kind (including reasonable attorneys' fees and any fees and costs of enforcing any right to indemnification under this Agreement) arising out of or resulting from Client's breach of any representation, warranty or obligation under this Agreement or the BAA.

7. Termination.

7.1 Either party may terminate this Agreement by providing written notice of termination to the other party at least sixty (60) days prior to the end of the Term.

7.2 Notwithstanding the provisions of Section 7.1, a party may terminate this Agreement effective immediately upon written notice to the other party if the other party breaches this Agreement, and such breach is incapable of cure, or with respect to a breach capable of cure, the other party does not cure such breach within ten (10) days after receipt of written notice of such breach. In the event of termination pursuant to this Section 7.2, Client shall pay the Company any Monthly Fees due and payable to the Company up to and including the date of such termination.

7.3 The terms and conditions of Section 3, Section 4, Section 6, Section 7 and Section 8 shall survive termination of this Agreement.

8. Miscellaneous.

8.1 All notices, requests, consents, claims, demands, waivers, and other communications (each, a "Notice") shall be in writing and addressed to the parties at the addresses set forth below their signatures to this Agreement (or to such other address that may be designated by the receiving party from time to time in accordance with this Section 8.1). All Notices shall be delivered by personal delivery, nationally recognized overnight courier (with all fees prepaid), email (read receipt required), facsimile (with confirmation of transmission), or certified or registered mail (in each case, return receipt requested, postage prepaid). Except as otherwise provided in this Agreement, a Notice is effective only if (a) the receiving party has received the Notice, and (b) the party giving the Notice has complied with the requirements of this Section.

8.2 This Agreement and the BAA constitute the complete understanding between the parties with respect to the subject matter contained herein and therein and, except as otherwise provided herein and therein, supersede all other prior agreements and understandings, both written and oral, between the parties with respect to the subject matter hereof and thereof, and no statement, representation, warranty or covenant has been made by either party with respect thereto except as expressly set forth herein or therein.

8.3 This Agreement may only be amended, modified or supplemented by an agreement in writing signed by each party, and any of the terms thereof may be waived only by a written document signed by each party.

8.4 This Agreement and all matters arising out of or relating to this Agreement and the Services provided hereunder, whether sounding in contract, tort or statute, shall be governed by, construed

in accordance with and enforced under the laws of the State of Georgia, without giving effect to any conflict of laws principles that would cause the laws of any other jurisdiction to apply.

8.5 Neither party shall assign any rights, or delegate or subcontract any obligations under this Agreement without the other party's prior written consent. Any assignment in violation of the foregoing shall be deemed null and void. Subject to the limits on assignment stated above, this Agreement will inure to the benefit of, be binding on, and be enforceable against each of the parties and their respective successors and permitted assigns.

8.6 In the event that any claim, suit, action or proceeding is instituted or commenced by a party against the other party arising out of or related to this Agreement, the prevailing party shall be entitled to recover its actual and reasonable attorneys' fees and court costs from the non-prevailing party.

8.7 The headings of Sections in this Agreement are provided for convenience only and will not affect the construction or interpretation of this Agreement. All references to "Section" or "Sections" refer to the corresponding Section or Sections of this Agreement. All words used in this Agreement will be construed to be of such gender or number as the circumstances require. Unless otherwise expressly provided, the word "including" does not limit the preceding words or terms and shall be construed to mean "including without limitation". The words "hereof," "herein" and "hereunder" and words of similar import when used in this Agreement shall refer to this Agreement as whole and not to any particular provision of this Agreement, and Section and Annex references used herein are to this Agreement unless otherwise specified.

8.8 If any term or provision of this Agreement is invalid, illegal or unenforceable in any jurisdiction, such invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

8.9 This Agreement may be executed in multiple counterparts and by electronic signature, each of which shall be deemed an original and all of which together shall constitute one instrument.

8.10 This Agreement and any and all claims and disputes arising out of or in connection with or related to the relationships and arrangements between the parties described in this Agreement will be governed by and construed in accordance with the laws of the State of Georgia, without regard to conflicts of law principles. The parties acknowledge the venue of any litigation hereunder will be proper if brought in the Superior Court of Spalding County, Georgia.

[Signature Page Follows]

Annex 1

Services

Assist in creation, implementation and utilization of Client's BPD.

Provide language for Client's Summary Plan Description (SPD) in support of Client's BPD, upon request.

Manage the PBM and the PBM's services under the PBM Agreement on behalf of Client.

Create, implement and utilize a Client formulary for prescription drugs.

Manage Client formulary according to pharmaceutical efficacy and cost effectiveness (not to maximize rebates).

Define non-preferred pharmacies and recommend appropriate copays.

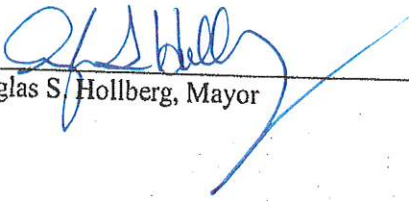
Assist Covered Employees and covered family members obtain financial assistance for specialty drugs.

Implement an international pharmacy option for various classes of drugs.

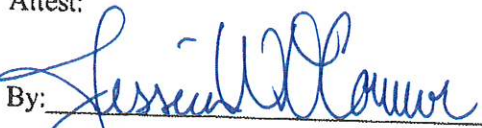
Provide reports as reasonably requested by Client, including reports on pharmacy spend by Client and expense by drug type.

The parties have executed this Agreement as of the date first above written.

CITY OF GRIFFIN, GEORGIA

By: 
Douglas S. Hollberg, Mayor

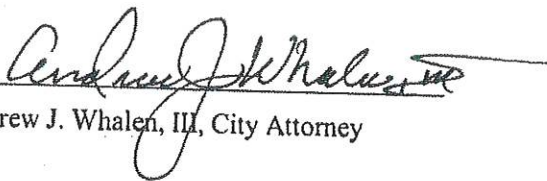
Attest:

By: 

Jessica W. O'Connor, Secretary



Approved as to form:

By: 
Andrew J. Whalen, III, City Attorney

VERACITY BENEFITS, LLC

Marilynn E. Schafer, Principle
NAME & TITLE

Marilynn E. Schafer

Print Name

[Signature Page to Pharmacy Consulting Agreement]

VERACITY BENEFITS, LLC

M. Schofer
NAME & TITLE

Marilynn Schofer
Print Name

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the minutes of the City of Griffin Board of Commissioners' Regular Meeting on June 9, 2026.

SPECIAL CONSIDERATIONS OR CONCERNS:

Mayor Hollberg and Commissioners Ward, Curtis, Wright, Fuller and McCord were present. Commissioner Murray was absent.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:

Susan Bartholomew

Meeting Date:

23/06/2026

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

[06-09-26 Minutes.pdf](#)

CITY OF GRIFFIN BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, JUNE 9, 2026

Mayor Doug Hollberg presided, convening the meeting at 6:00 p.m. Commissioners attending included Cynthia Ward, Rose Curtis, Holly Murray, Brad Wright, Zachery Fuller, and Rodney McCord. Also present were City Manager, Jessica O'Connor, Assistant City Manager of Utilities, Jennifer Freeman, City Attorney, Drew Whalen and Susan Bartholomew to record minutes.

Commissioner Murray was absent.

Call to order by Mayor Hollberg

Pledge of Allegiance Commissioner Ward

Invocation Commissioner McCord

Approval of the Agenda

Motion/second to approve the Agenda by Commissioner Wright/Ward carried 6-0.

PRESENTATIONS AND DELEGATIONS

- 1. Recognize Chris Gooden, Landscape and Right of Way Supervisor, as the May Strongest Link in the Chain award recipient. *Mariza Eller, Public Works Director, will address.*

Public Works Director, Mariza Eller, presented the Strongest Link Award to Chris Gooden.

- 2. Presentation of proclamation for Juneteenth 2026.

Mayor Hollberg read the Juneteenth 2026 proclamation.

- 3. Presentation of proclamation for Pride Month 2026.

Mayor Hollberg read the Pride Month 2026 proclamation.

- 4. Review financial reports for April 2026. *City Manager, Jessica O'Connor, will address.*

Ms. O'Connor addressed the Commissioners, reviewing the unaudited April 2026 financials which are 83.4% into the fiscal year. The General Fund operating revenue is \$25,665,882.00 which is 91.9% of budget; operating expenses are \$34,270,460.00 which is 75.8% of budget. The Enterprise Funds operating revenue is \$99,918,079.00, which is 87% of budget; operating expenses are \$74,150,914.00, which is 67.7% of budget. The Water/Wastewater Fund operating revenue is \$26,369,267.00, which is 81.9% of budget; operating expenses are \$15,895,058 which is 55.3% of budget. The Electric Fund operating revenue is \$58,740,861.00 which is 88.7% of budget; operating expenses are \$63,049,543.00 which is 71.9% of budget. The Solid Waste Fund operating revenue is \$10,288,232.00 which is 92.1% of budget; the operating expenses are \$8,257,663.00 which is 75.1% of budget.

LOST collections year-to-date are \$5,060,094.00 which is 89.5% of budget.
TSPLOST collections year-to-date are \$4,272,813.00 which is 114.6% of budget.

CITIZEN COMMENT

Laine Dupree of AirMed Care briefly described the business and stated memberships are available for the city's address and can be added as a benefit in any business. The highest rate is \$99 per month.

Mercedes Worthy, 712 Experiment Street, discussed her concerns regarding parking on Experiment Street.

Emmett Jefferson, 730 and 732 Experiment Street also stated concerns regarding parking on Experiment Street.

**CITY OF GRIFFIN BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, JUNE 9, 2026**

PUBLIC HEARINGS

5. Receive comments regarding the proposed budget for fiscal year beginning July 1, 2026 and ending June 30, 2027. *City Manager Jessica O'Connor will address.*

Ms. O'Connor addressed the Commissioners and stated this is the 2nd Budget Public hearing. The information regarding the two public hearings and adoption date were published in the legal organ, The Griffin Daily News, on May 19, 2026. A copy of the budget has been available online and in the City Manager's office since May 20, 2026. There have been no questions or comments. The budget includes several expense increases; however, Ms. O'Connor stated her opinion that it is a fair use of funds while still meeting the needs of the City and remaining fiscally responsible to the citizens.

Ms. O'Connor thanked Ms. Thompson, Ms. Jackson and Ms. Manning-Gilbert for their work on the budget. She continued that she would like to ensure that the Commissioners are familiar with the governmental funds and the ending balance for each of those funds in the proposed budget.

The General Fund is expected to use \$11.6 million in fund balance. TAD 1 will reserve \$151,000 in the TAD 1 fund. TAD 2 will reserve \$471,670 and the Court Technology fund is projected to reserve \$5,910.00. Everything else in the governmental funds which is comprised of CDBG, Hotel/motel tax fund, the TSPLOST fund and the URA bond fund will expend everything received. Enterprise and component units also have some differences this year. The Water/Wastewater fund will need to use \$2,965,465 from Fund Balance. The Electric fund will reserve \$2,621,067. The Stormwater fund will use \$78,250 from Fund Balance. Telecom will use \$184,055 from Fund Balance.

Much of the cash flow needed from General Fund is to subsidize other funds. Solid Waste is short by more than \$1.5 million, the Airport is short \$506,340 and the Golf Course is short \$689,000. Additionally Motor Pool is short \$1,300,000, and Main Street and DDA are short \$185,000 and \$373,000 respectively.

Commissioner Ward asked if the City is borrowing money to get a balanced budget. Ms. O'Connor stated we are using money from the reserve, the savings we have in fund balance, to balance this year's budget. Commissioner Ward asked how damaging this will be to the fund balance. Ms. O'Connor answered that the projection is \$11,000,000.00, and that amount can't be sustained. There are some financial things that have occurred in years past, and Staff must determine how we got to this position as far as cost allocations and transfers. We have realized what our utility funds cost to run, but in our General Fund, we see our revenue, but we are not paying attention to the expense it takes to run the services within the General Fund. For instance, the Revenue projected for General Fund is \$29,760,569.00. The expenses for General Fund alone are \$50,000,000. We are \$21,000,000 short. There is transfer of money from other funds to cover this shortfall, which is a policy the Board of Commissioners put in place decades ago. However, these transfers have not kept up with increase in expenses in the General Fund. How does the Board want to proceed with those expenses? Does the Board wish to continue to run in a deficit? Will the Board increase property taxes? Will we increase transfers into the General Fund? Will there be a decision that the General Fund will no longer subsidize other funds, i.e. Motor Pool, Airport, DDA, the Golf Course? Will these funds have to make their own revenue and not receive any money from the General Fund? What policy does the Board need to set to operate with other funds? Ms. O'Connor stated she has done extensive research on this and is unable to find a Board discussion regarding this. Ms. O'Connor stated her opinion that these conversations need to take place. In the new fiscal year, Staff will have new accounting software which should improve efficiency. The budget will no longer appear in this form with the new software, and there should be things Staff can do that are more efficient. Governmental accounting principles must be followed. We are asking other MEAG cities about the method of paying out of the electric accounts. By law, the Stormwater fund must be on its own, both in revenue and expense. It never receives money from any other fund, nor does it pay out money to any other fund. Staff is looking at ways to set up the new software to make our accounting more efficient. Ms. Manning-Gilbert researched and reviewed the transfers and for some reason they became much larger in 2007. The transfers started in 2002, but 2007 is when the practice began to get out of hand. The transfers were put on the books, but the money was not actually transferred. The task of unraveling 20 years of transfers is cumbersome and time-consuming. Auditors and Staff have known that this needs to be corrected. Staff and Board need to understand what it costs to run all the funds and component

**CITY OF GRIFFIN BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, JUNE 9, 2026**

units, special units, etc. Commissioner Ward stated we are balancing the budget, but are we borrowing money to balance it. Ms. O'Connor answered, we are not borrowing money. It is the City's savings; however, this is not something we can do each year. Ms. O'Connor gave an example regarding Motor Pool. General Fund normally gives Motor Pool about \$280,000, but this year, we are making Motor Pool a priority and giving it \$1.3 million to see if we can make it a true department. It will require money at the front end, but in the end, it should save the City money. This is an example of the operational side which Staff will bring back to the Board. Commissioner Fuller asked for confirmation that the overall deficit between revenue and expenses is \$24,538,024.00. Ms. O'Connor confirmed that is correct. Some of that includes depreciation so it is not all cash. The General Fund does not recognize depreciation, and the enterprise funds do. These are general accounting principles.

There were no citizen comments.

CONSENT AGENDA

6. Consider the minutes of the City of Griffin Board of Commissioners' Regular Meeting on May 26, 2026.
7. Consider contract to renew the Environmental Systems Research Institute, Inc. (ESRI), GIS software maintenance beginning July 1, 2026 until June 30, 2029 at a total cost of \$90,600.00 to the City of Griffin. *Chief Technology Officer, Gibb Cotton will address.*

Motion/second to approve the Consent Agenda by Commissioners Wright/Murray carried 7-0.

REGULAR AGENDA

8. Consider resolution adopting the annual Fiscal Year 2026 - 2027 Operating and Capital Budget appropriating expenditures and forecasted revenues for specified purposes, functions and activities, by fund for the budget period and the Capital Improvement Program (CIP). *City Manager Jessica O'Connor will address.*
9. Consider a Resolution to amend the City of Griffin's Fiscal Year 2025-2026 Operating and Capital Budget for general housekeeping measures in the amount of \$215,954.71. *Budget Analyst, Angela Thompson, will address.*

Motion/second to approve resolution adopting the annual Fiscal Year 2026 - 2027 Operating and Capital Budget appropriating expenditures and forecasted revenues for specified purposes, functions and activities, by fund for the budget period and the Capital Improvement Program (CIP) by Commissioners Ward/Wright carried 6-0.

10. Consider audit engagement letters for audit services with independent auditors, Mauldin & Jenkins, Certified Public Accountants, as a professional service. *Finance Director, Deborah Manning-Gilbert, will address.*

Motion/second to approve audit engagement letters for audit services with independent auditors, Mauldin & Jenkins, Certified Public Accountants, as a professional service by Commissioners Ward/Wright carried 6-0.

11. Consider the minutes of the City of Griffin Board of Commissioners' Workshop Meeting on May 26, 2026.

Motion/second to approve the minutes of the City of Griffin Board of Commissioners' Workshop Meeting on May 26, 2026 by Commissioners Ward/Wright carried 6-0.

**CITY OF GRIFFIN BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, JUNE 9, 2026**

12. Consider a Memorandum of Understanding among the Department of Community Affairs and the City of Griffin, the local Main Street Program Board of Directors and the Downtown Manager. *Main Street Manager, Heather Robinson, will address.*

Motion/second to approve a Memorandum of Understanding among the Department of Community Affairs and the City of Griffin, the local Main Street Program Board of Directors and the Downtown Manager by Commissioners Ward/Fuller carried 6-0.

13. Consider a Trademark Sublicense Agreement (“Sublicense Agreement”) between the Georgia Department of Community Affairs (“Coordinating Program”) and the City of Griffin Main Street Program (“Sublicensee”). *Main Street Manager, Heather Robinson, will address.*

Motion/second to approve a Trademark Sublicense Agreement (“Sublicense Agreement”) between the Georgia Department of Community Affairs (“Coordinating Program”) and the City of Griffin Main Street Program (“Sublicensee”) by Commissioners Ward/Wright carried 6-0.

14. Consider a claim for personal injury to Carol Lucier, based upon Ante Litem Notice from DEMING-PARKER, dated May 27, 2026. *City Attorney Drew Whalen will address.*

Motion/second to deny a claim for personal injury to Carol Lucier, based upon Ante Litem Notice from DEMING-PARKER, dated May 27, 2026 by Commissioners Ward/Wright carried 6-0.

15. Consider a motion to retain attorney J. Anderson Davis, partner in the law firm of Davis, Lucas, Carter LLP, of Rome, Georgia, as Special Counsel to represent the City of Griffin in a pending class action lawsuit against several major manufacturers of fire trucks and fire-fighting apparatus. *City Attorney Drew Whalen will address.*

Motion/second to retain attorney J. Anderson Davis, partner in the law firm of Davis, Lucas, Carter LLP, of Rome, Georgia, as Special Counsel to represent the City of Griffin in a pending class action lawsuit against several major manufacturers of fire trucks and fire-fighting apparatus by Commissioners Fuller/Wright carried 6-0.

16. Consider a Resolution adopting an Intergovernmental Agreement between Spalding County and the Cities of Griffin and Orchard Hill providing for a Special Purpose Local Option Sales Tax, subject to approval at a referendum, to be held November 3, 2026, effective April 1, 2027; providing that, if approved by a majority of City electors voting in said referendum, the City of Griffin shall authorize and issue City of Griffin General Obligation Bonds, in an amount not to exceed \$20,000,000, at a rate of not to exceed 6.0% to fund, in whole or in part, certain City SPLOST projects, i.e. construction and equipping of new fire stations; authorizing the Mayor to make minor changes to the IGA, if necessary; and for other purposes. *City Attorney Drew Whalen will address.*

Motion/second to approve a Resolution adopting an Intergovernmental Agreement between Spalding County and the Cities of Griffin and Orchard Hill providing for a Special Purpose Local Option Sales Tax, subject to approval at a referendum, to be held November 3, 2026, effective April 1, 2027; providing that, if approved by a majority of City electors voting in said referendum, the City of Griffin shall authorize and issue City of Griffin General Obligation Bonds, in an amount not to exceed \$20,000,000, at a rate of not to exceed 6.0% to fund, in whole or in part, certain City SPLOST projects, i.e. construction and equipping of new fire stations; authorizing the Mayor to make minor changes to the IGA, if necessary; and for other purposes by Commissioners Wright/Fuller carried 6-0.

17. Consider an intergovernmental agreement with Spalding County and Three Rivers Regional Commission to operate a pilot program for a free fixed route shuttle service to different recreational locations throughout the County at a cost of \$20,000.00. *City Manager, Jessica O'Connor, will address.*

Motion/second to approve an intergovernmental agreement with Spalding County and Three Rivers Regional Commission to operate a pilot program for a free fixed route shuttle service to different recreational locations throughout the County at a cost of \$20,000.00 by Commissioners Fuller/Hollberg carried 5-1. Commissioner Ward voted against approval.

CITY OF GRIFFIN BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, JUNE 9, 2026

18. Consider authorizing travel for the Commissioners to attend the MEAG Annual Meeting at Amelia Island, FL on July 12-15, 2026.

Motion/second to authorize travel for the Commissioners to attend the MEAG Annual Meeting at Amelia Island, FL on July 12-15, 2026 by Commissioners Wright/Ward carried 6-0.

19. Consider cancellation of the City of Griffin Board of Commissioners' July 14, 2026 Regular meeting due to the Commissioners' attendance at the MEAG Annual Meeting at Amelia Island, Florida.

Motion/second to cancel the City of Griffin Board of Commissioners' July 14, 2026 Regular meeting due to the Commissioners' attendance at the MEAG Annual Meeting at Amelia Island, Florida by Commissioners Wright/Ward carried 6-0.

CITY MANAGER’S REPORT

- 1. Ms. O’Connor congratulated Mr. Gooden on his Strongest Link Award.
- 2. CGA JR. is occurring this week. There are 31 participants. PD, Fire and Court will host on Wednesday, and the utilities will host on Thursday.
- 3. On Friday, June 12, we will be getting ready for June Jam. Staff is currently talking about the location because of the work on the County's building and the weather.

CITY ATTORNEY’S COMMENTS

No comment.

COMMISSIONER COMMENTS

Ward: No comment.

Curtis: Thank you for coming.

Murray: Absent

Wright: No comment.

Fuller: Commissioner Fuller wished all a happy Pride Month, stating it is an honor to serve here. They noted they may very well be the first openly transgender person to serve on the Board of Commissioners.

McCord: No comment.

Hollberg: Mayor Hollberg thanked Ms. Worthy for her attendance and noted there will be follow-up on her concerns. Tables are still available for June Jam. The General Assembly is convening a special session to clean up things on elections, and there is a chance the County may attempt to get through legislation for an LHOST. Mayor Hollberg noted his opinion that a FLOST would be the better option.

**CITY OF GRIFFIN BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, JUNE 9, 2026**

ADJOURN

Motion/second to adjourn at 6:50 p.m. by Commissioners Ward/Wright carried 6-0.

Douglas S. Hollberg, Mayor

Jessica W. O’Connor, City Manager

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the minutes of the City of Griffin Board of Commissioners' Called Meeting on June 9, 2026.

SPECIAL CONSIDERATIONS OR CONCERNS:

All Commissioners were present.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:

Susan Bartholomew

Meeting Date:

23/06/2026

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

[06-09-26 Called meeting .pdf](#)

**CITY OF GRIFFIN BOARD OF COMMISSIONERS
CALLED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, JUNE 9, 2026**

Mayor Doug Hollberg presided, convening the meeting at 4:00 p.m. Commissioners attending included Cynthia Ward, Rose Curtis, Brad Wright, Zachery Fuller and Rodney McCord. Also present were City Manager, Jessica O'Connor, City Attorney, Drew Whalen and Susan Bartholomew to record minutes.

Commissioner Murray was absent.

Commissioner Ward arrived at 4:02 p.m.
Commissioner Curtis arrived at 4:04 p.m.

Call to order by Mayor Hollberg

Approval of Agenda

Motion/second to approve the Agenda by Commissioners Wright/Fuller carried 4-0.

REGULAR AGENDA

1. Consider Executive Session pursuant to O.C.G.A. Section 50-14-2(1) for the purpose of consulting and meeting with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or any officer or employee or in which the agency or any officer or employee may be directly involved.

Motion/second to enter Executive Session at 4:01 p.m. by Commissioners Wright/Fuller carried 4-0.

ADJOURN

Motion/second to adjourn at 5:47 p.m. by Commissioners Wright/Curtis carried 6-0.

Douglas S. Hollberg, Mayor

Jessica W. O'Connor, City Manager

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider an amendment to the contract with Bench Craft Company for the addition of 11 ball washers at the Griffin Golf Course. *Public Works Director, Mariza Eller, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

We currently have a contract with Bench Craft Company for them to provide scorecards and benches at the Griffin Golf Course. There is no cost to the City. The contract amendment is to add 11 ball washers at the golf course. There will be ad space available on the ball washers. This contract amendment includes delivery, installation, maintenance, and sponsor management of the ball washers. If the city were to purchase these ball washers it would cost \$4,400.00. This is a cost savings for our course.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The 11 ball washers are no additional cost to the Griffin Golf Course. This is a cost savings of \$4,400.00 for the course.

Submitted By:

Mariza Eller

Meeting Date:

23/06/2026

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

[cogprinters@cityofgriffin.com_20260611_153829.pdf](#)

[Bench Craft Signed Contract.pdf](#)

Bench Craft Company

A Division of Transportation Media, Inc.

P.O. Box 6343

Portland, OR 97228

P. (800) 824-8311 x 1434

C. (971-208-1365)

ATTN: James Gray

AGREEMENT AMENDMENT

5/27/2026

City of Griffin, Attn: Griffin Golf Course
625 Camp Northern Rd
Griffin, Ga 30224

AND

Bench Craft Company
7216 SW Durham Road
Portland, OR 97224

DO HEREBY AMEND Agreement Dated 3/30/23

THE CERTAIN Score Card, Bench, Course Guide
BY ADDING THERETO THE FOLLOWING

The golf course shall require (11) Ball Washers at no cost, with ad space. Includes delivery, installation, maintenance and sponsor management.

Except as specifically modified herein, said agreement between the parties shall remain in full force and effect with the original proposed agreement attached as Exhibit "A".

IN WITNESS WHEREOF, THE PARTIES HAVE SIGNED THIS AMENDMENT TO BE EFFECTIVE AS OF THE SIGNATURE DATE BELOW.

City of Griffin

Bench Craft Company

Douglas S. Hollberg, Mayor

James B. Gray
Account Manager, James Gray

Date: _____

Date: 6/8/26

Attest: _____
Jessica O'Connor, Secretary

By Michael Cabb

Name Michael Cabb

Approved as to Form:

Title Pres.

Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

Date 6/8/26

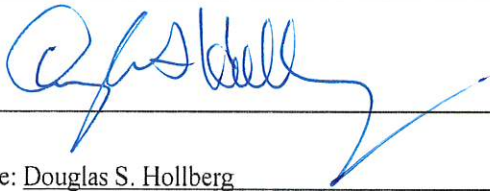
86

SIGNATURE PAGE FOR BENCH CRAFT COMPANY CONTRACT

Yardage Guides, 5 Benches, and Ad Free Score Cards

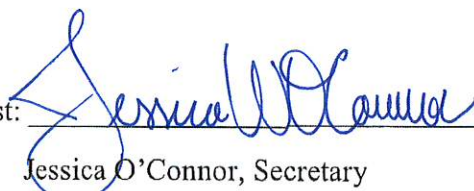
City of Griffin

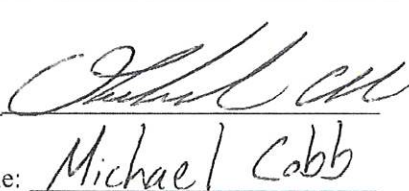
Bench Craft Company

By: 
Name: Douglas S. Hollberg

Title: Mayor

Date: 3.28.2023

Attest: 
Jessica O'Connor, Secretary

By: 
Name: Michael Cobb

Title: VP

Date: 3/23/23

Approved as to form:

By: Andrew J. Whalen, III

Andrew J. Whalen, III

City Attorney

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a contract with Seiler & Associates, Inc., in the amount of \$11,250.00 for surveying services and grave lot staking of single grave lots in section F8 of Oak Hill Cemetery. *Public Works Director, Mariza Eller, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The contract with Seiler & Associates, Inc. is to prepare a grave lot layout exhibit showing site boundaries and specifications. The anticipated number of new single lot graves is 80. They will also perform grave lot staking in which Seiler & Associates, Inc. will set grave pin locations. The surveying services will take place in section F8 of Oak Hill Cemetery. The cost for the survey is \$11,250.00. We have budgeted for surveying services in the cemetery budget within professional services.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The cost of the cemetery survey and staking of single lot grave spaces is in the amount of \$11,250.00 from Seiler & Associates. Funding is to be utilized from Cemetery professional services budget (101-4910-52-1200).

Submitted By:

Mariza Eller

Meeting Date:

23/06/2026

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

[proposal.2796 City of Griffin Cemetery, Griffin, GA.pdf](#)
[Possible New Graves.pdf](#)

SEILER & ASSOCIATES, INC.
PROFESSIONAL SURVEYORS

June 12, 2026

Mariza E Eller
Director
City of Griffin Public Works
100 South Hill Street
Griffin, GA 30223

Re.: 54 Grave Lot expansion
(located between F6 and F8)
City Cemetery
Griffin, GA
Proposal No. 26-2796 revision 2

via: e-mail

Dear Mariza:

Seiler & Associates, Inc. is pleased to present to you this revised proposal for surveying services on the above-referenced property. For the purposes of this proposal, "Client" shall be understood to refer to the City of Griffin and "Surveyor" shall be understood to refer to Seiler & Associates, Inc.

We propose to provide the following Basic Services:

I. Grave Lot Layout Exhibit

- A. Review and utilize grave lot layout specifications provided by Client
- B. Prepare a maximum of two layout exhibit drafts for Client review and comment.
- C. Prepare one (1) final Grave Site Layout Exhibit, showing the site boundaries (if applicable), grave site/lot matrix and State Plane coordinate ties at block matrix corners.

II. Grave Lot Staking (80 Lots)

- A. Based on the approved Grave Site Layout Exhibit, calculate grave lot pin locations.
- B. Set grave lot pin locations (one time staking)

Notation: any grave lot tags, markers or special pins requested must be furnished by Client. Otherwise, the Surveyor will set a standard 60d nail at each grave lot corner.

Our fees for the services described above is as follows

I. Grave Lot Layout Exhibit	\$ 4,500.00
II. Grave Lot Staking (80 lots)	\$ 6,750.00
Total Fee:	\$ 11,250.00

Surveyor Conditions, Notations and Assumptions:

- This item assumes Client will provide a PDF exhibit and a GIS grade CAD file(s) of the proposed grave lot expansion (and surrounding existing lot matrixes) as a starting point for the Surveyor's exhibit preparation and lot staking work.
- The Client will also provide any additional grave lot and aisle dimensions to be used, along with other specifications relevant to the grave lot layout and staking.
- This item does not include design drawings for adjacent roads, drives, storm drainage, site detention, erosion control or grading.
- Estimated completion is approximately fifteen-twenty (15-20) business days for receipt of the signed agreement.
- Estimated schedule contingent on field location work not being significantly delayed by inclement weather.
- Client is responsible for providing access to the property, including authorization to utilize low-level aerial photography over the subject property.

List of Exclusions; not included, but can be provided for an additional fee:

- Tree location surveys.
- Topographic or utility surveys
- Construction staking for any adjacent drive extensions
- Grave Lot re-staking
- Any items not specifically listed above.

The Client agrees to pay and the Surveyor agrees to accept, for the Basic Services described above, the lump sum fee stated above and shall be paid to the Surveyor in accordance with the terms and conditions as stated in ***Attachment I***.

Basic Services:

Basic Services shall be billed as a lump sum fee, as stated above and shall *include* the following quantities of reimbursable expenses.

As Needed	Plat & Drawing Copies
None Included	Overnight Delivery
None Included	Same Day Deliveries
None Included	Government Agency Fees
None Included	Outside printing

Reimbursable expenses incurred by the Surveyor beyond the allowable quantities listed above shall be billed separately, in accordance with ***Attachment II***.

Additional services:

In the event you authorize work beyond the scope of work described herein, our charges for this additional work will be an amount equal to the number of hours and fractions thereof devoted to the project by each category of personnel assigned to the project multiplied by the respective hourly

charge rate. Hourly charge rates and reimbursable expenses for Additional Services under this proposal shall be billed in accordance with **Attachment II**.

If you find this proposal satisfactory, please sign in the space provided and return to our office by email. **Digital or scanned signatures shall be sufficient unless Client requires originals.** This proposal will then become a binding agreement between Client and Surveyor, and can be modified only by written amendment agreed to and executed by both parties.

This proposal is open to acceptance for a period of thirty (30) days from the date shown here on.

Sincerely,

Seiler & Associates, Inc.

A handwritten signature in black ink, appearing to read "Keith Seiler", written over a light gray rectangular background.

Keith R. Seiler, R.L.S.
President

ACCEPTED: Authorized Representative of City of Griffin

SIGNATURE: _____

PRINTED NAME: Douglas S. Hollberg, Mayor

DATE: _____

Attest: _____
Jessica W. O'Connor, Secretary

Approved as to Form:

Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

ATTACHMENT I:

TERMS AND CONDITIONS

I. SCHEDULE, BILLING AND PAYMENT

Payment due: Invoices shall be submitted by the Surveyor bi-monthly, are due upon presentation, and shall be considered past due if not paid within thirty- (30) calendar days of the invoice date.

Interest: If payment is not received by the Surveyor within thirty- (30) calendar days of the invoice date, invoices shall bear interest at the rate of one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) of the PAST DUE amount per month, which shall be calculated from the invoice date. Payment thereafter shall be applied to accrued interest and then to unpaid principal.

Collection Costs: In the event legal action is necessary to enforce the payment terms of this Agreement, the Surveyor shall be entitled to collect from the Client any judgment or settlement sums due, plus reasonable attorneys' fees, court costs and other expenses incurred by the Surveyor in connection therewith and, in addition, the reasonable value of the Surveyor's time and expenses spent in connection with such collection action, computed according to the Surveyor's prevailing fee schedule and expense policies.

Suspension of Services due to Non-Payment: If the Client fails to make payments when due or otherwise is in breach of this Agreement; the Surveyor may suspend performance of services upon five (5) calendar days' notice to the Client. The Surveyor shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, the Surveyor shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for the Surveyor to resume performance.

In the event the Client has paid a retainer to the Surveyor, the Surveyor shall be entitled to apply the retainer to cover any sums due from the Client up to the date of suspension. Prior to resuming services after such suspension, The Client shall remit to the Surveyor sufficient funds to replenish the retainer to its full prior amount.

Termination of Services due to Non-Payment: If the Client fails to make payment to the Surveyor in accordance with the payment terms herein, this shall be cause for a material breach of this Agreement and shall be cause for termination of this Agreement by the Surveyor.

Set-offs, back charges, and Discounts: Payment of invoices shall not be subject to any discounts or set-offs by the Client, unless agreed to in writing by the Surveyor. Payment to the Surveyor for services rendered and expenses incurred shall be due and payable regardless of any subsequent suspension or termination of this Agreement by either party.

Payment to the Surveyor: Payment to the Surveyor shall not be withheld, postponed or made contingent on a real estate closing, the construction, completion or success of the project or upon receipt by the Client of offsetting reimbursement, credit or payment from other parties. No withholdings, deductions or offsets shall be made from the Surveyor's compensation for any reason unless the Surveyor has been found to be legally liable for such amounts.

Satisfaction with Services: Payment of any invoice by the Client to the Surveyor shall be taken to mean that the Client is satisfied with the Surveyor's services to the date of payment and is not aware of any deficiencies in those services.

Timeliness of Performance: The Client and Surveyor are aware that many factors outside the Surveyor's control may affect the Surveyor's ability to complete the services to be provided under this Agreement. The Surveyor will perform these services with reasonable diligence and expediency consistent with sound professional practices.

II. ALLOCATION OF RISK

Execution of Documents: The Surveyor shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgment of the Surveyor, increase the Surveyor's risk or the availability or cost of its professional or general liability insurance.

Defects in Services: The Client shall promptly report to the Surveyor any defects or suspected defects in the Surveyor's services of which the Client becomes aware, so the Surveyor may take measures to minimize the consequences of such a defect. Failure by the Client to notify the Surveyor shall relieve the Surveyor of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

Information Provided by Others: The Client shall furnish, at the Client's expense, all information, requirements, reports, data, and instructions required by this Agreement. The Surveyor may use such information, requirements, reports, data, and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof.

Limit of Liability: In recognition of the relative risks and benefits of the project to both the Client and the Surveyor the risks have been allocated such that the Client agrees to the fullest extent permitted by law, to limit the liability of the Surveyor and his or her sub-Surveyors to the Client and to all construction contractors and subcontractors on the project for any and

all claims losses, costs damages of any nature whatsoever or claims expenses from any cause or causes so that the total aggregate liability of the Surveyor and his or her sub-Surveyors to all those named shall not exceed \$ 50,000.00, or the Surveyor's total fee for services rendered on this project whichever is greater. Such claims and causes include before not limited to, negligence, professional errors or omissions, strict liability, breach of contract or warranty.

Standard of Care: In providing services under this Agreement, The Surveyor will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. The Surveyor makes no warranties, express or implied, as to its professional services rendered under this Agreement.

III. DISPUTE AVOIDANCE AND RESOLUTION

Attorneys' Fees: In the event of any litigation arising from or relating to this Agreement or the services provided under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorneys' fees and all other related expenses in such litigation.

Corporate Protection: It is intended by the parties to this Agreement that the Surveyor's services in connection with the Project shall not subject the Surveyor's individual employees, officers or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against the Surveyor's Company, a Georgia corporation, and not against any of the Surveyor's individual employees, officers or directors.

Non-solicitation of Employees: It is mutually agreed that Client shall not communicate with any of Surveyor's officers, agents, or employees ("Employees") with a view toward hiring said Employees; inducing said Employees to terminate their employment relationship with Surveyor; or hiring said Employees, during the Contract term, as extended, or within one (1) year after the Contract has been completed, terminated or canceled. Client agrees that this restriction shall apply to any business entity in which he is involved to a controlling extent, that he will be bound by any actions of his agents, officers, or employees, and that he will cause those individuals to abide by this restriction as well. The parties agree that this provision will survive this Agreement.

IV. STATUTES, CODES AND REGULATIONS

Code Compliance: The Surveyor shall put forth reasonable professional efforts to comply with applicable laws, codes and regulations in effect as of the date of the execution of this Agreement. Drawing and/or field procedure changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the Surveyor to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.

Ownership of Instruments of Service and Copyrights: All reports, drawings, specifications, computer files, field data, notes and other documents and instruments prepared by the Surveyor, as instruments of service shall remain the property of the Surveyor. The Surveyor shall retain all common law, statutory and other reserved rights, including the copyright thereto.

Definition of Hazardous Materials: As used in this Agreement, the term *hazardous materials* shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCB's, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site.

Hazardous Materials-Suspension of Services: Both parties acknowledge that the Surveyor's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event the Surveyor or any other party encounters any hazardous or toxic materials, or should it become known to the Surveyor that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the Surveyor's services, the Surveyor may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Client retains appropriate Surveyors or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

Public Responsibility: Both the Client and the Surveyor owe a duty of care to the public that requires them to conform to applicable codes, standards, regulations and ordinances, principally to protect the public health and safety. The Client shall make no request of the Surveyor that, in the Surveyor's reasonable opinion, would be contrary to the Surveyor's professional responsibilities to protect the public. The Client shall take all actions and render all reports required of the Client in a timely manner. Should the Client fail to take any required actions or render any required notices to appropriate public authorities in a timely manner, the Client agrees the Surveyor has the right to exercise its professional judgment in reporting to appropriate public officials or taking other necessary action. The Client agrees to take no action against or attempt to hold the Surveyor liable in any way for carrying out what the Surveyor reasonably believes to be its public responsibility.

V. GENERAL TERMS AND CONDITIONS

Right of Entry: The Client shall provide for the Surveyor's right to enter the property owned by the Client and/or others in order for the Surveyor to fulfill the scope of services included hereunder. Although the Surveyor will exercise reasonable care in performing its services, the Client understands that use of testing or other equipment may unavoidably cause some damage, the correction of which is not part of this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Surveyor, its officers, directors, employees and sub Surveyors (collectively, Surveyor) against any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising or allegedly arising from procedures associated with testing or investigative activities or connected in any way with the discovery of hazardous materials or suspected hazardous materials on the property.

Severability: Any terms or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

Survival: All limitations of liability, indemnifications, warranties and representations contained in this Agreement shall survive the completion or termination of this Agreement and shall remain in full force and effect.

Termination: Either party may terminate this agreement by ten- (10) days written notice. Outstanding fees for any services performed up to and including the date of termination shall be due and payable upon effective date of termination.

VI. SPECIFIC SERVICES

Delivery of Electronic Files: In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by the Surveyor, the client agrees that all such electronic files are instruments of service of the Surveyor, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

The Client agrees not to reuse these electronic files, in whole or in part, for any purpose other than the Project. The Client agrees not to transfer these electronic files to others without the prior written consent of the Surveyor. The Client further agrees to waive all claims against the Surveyor resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than the Surveyor.

The Client is aware that differences may exist between the electronic files delivered and the printed hard-copy documents. In the event of a conflict between the signed documents prepared by the surveyor and the electronic files, the signed and sealed hard-copy documents shall govern.

VII. CONSTRUCTION SURVEYING SERVICES

Construction Observation: The Surveyor shall visit the site, in order to provide surveying services in accordance with the scope of work described above. The Surveyor shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents.

The Surveyor shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The Surveyor does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

Jobsite Safety: Neither the professional activities of the Surveyor, nor the presence of the Surveyor or its employees and sub-consultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Surveyor and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the Client's contract with the General Contractor.

ADDITIONAL SERVICES FEE SCHEDULE:

(For additional work requests performed on a time and expense basis)

Staff Category	Hourly Rate
Survey Director (PLS)	\$230.00
Survey Supervisor II (PLS)	\$210.00
Survey Supervisor I	\$170.00
Survey Technician IV	\$160.00
Survey Technician III	\$130.00
Survey Technician II	\$110.00
Survey Technician I	\$100.00
Survey Crew Chief II	\$140.00
Survey Crew Chief I	\$110.00
Field Technician II	\$85.00
Field Technician I	\$75.00
Survey Assistant	\$65.00
Administrative	\$80.00

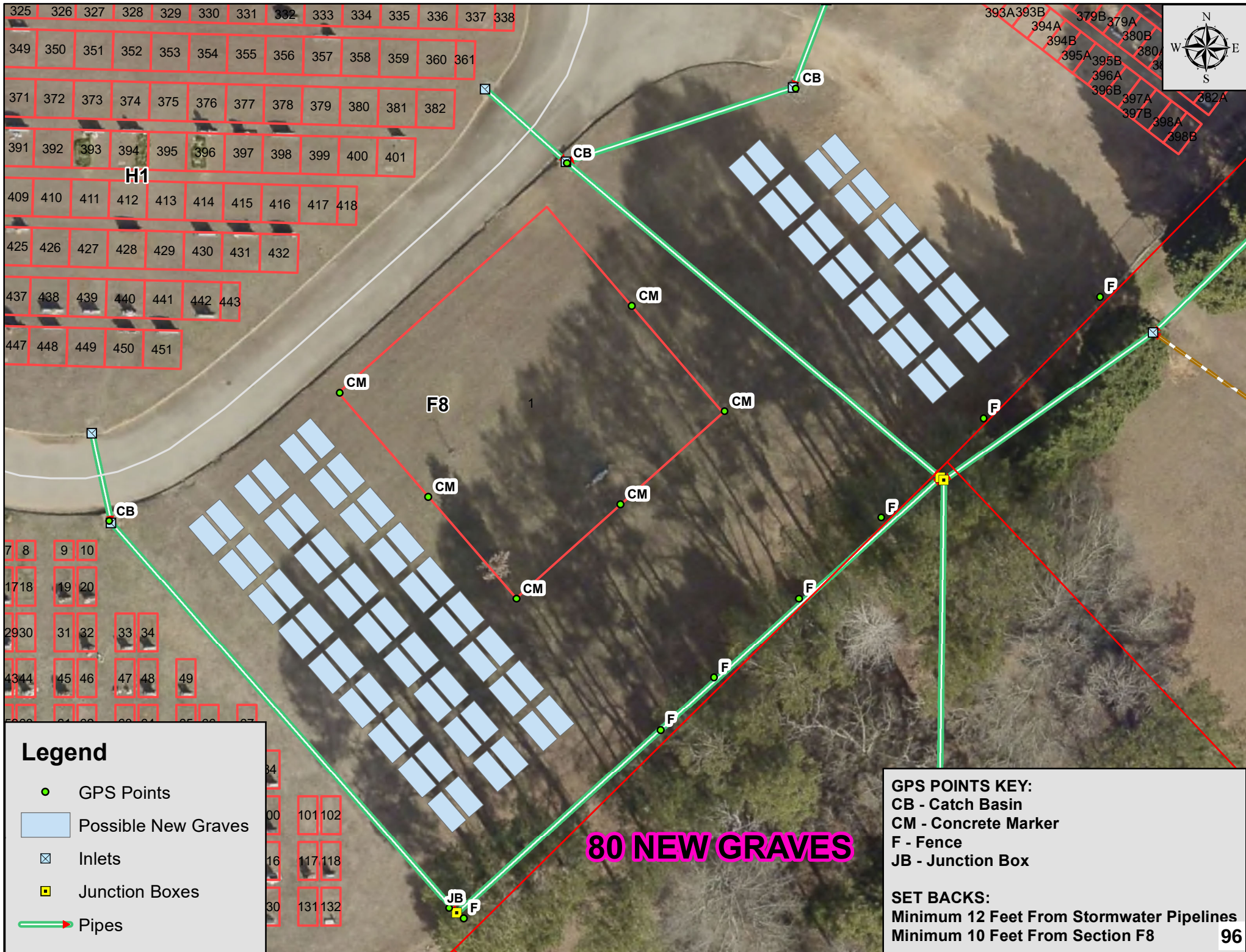
Note: survey crew consists of one (1) Crew Chief and one (1) Field Technician, along with necessary GPS/Robotic equipment. A Survey Assistant will occasionally be added to the survey crew to assist with labor intensive tasks and/or for safety considerations. Therefore, our hourly crew rate will vary: \$185-290/hour, depending on the staff category and number of field surveyors assigned to the survey crew. In addition to survey crew rates, all survey tasks require office staff support and PLS supervision.

Equipment & Reimbursable Charges

Mileage	Prevailing Government Rate
Out of Town Travel and Lodging (including per diems)	1.15% x Cost

The Fee Schedule above has been negotiated for a term of six months. After six months, the Fee Schedule shall be subject to renegotiation based on increases in direct labor cost and shall be invoiced.

Rate Table: 2026B



AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider Memorandum of Understanding with Griffin Downtown Council, Inc. for the purpose of facilitating Downtown Council's dissolution plan and accepting assignment of remaining 2026 partnership events. *Assistant City Manager of Development Services, Kelsey Carden, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

On Monday, June 15th, Downtown Council approved a proposal for dissolution of its organization at the end of this year. Downtown Council is a non-profit, and it acts as the promotional arm of the City's Main Street Program by accepting and administering sponsorship funds for events and activities in Downtown. Since its inception, the Downtown Council's efforts have resulted in exponential growth of downtown events and exposure, resulting in the successful expansion of the Main Street Program. This expansion has also resulted in additional administrative responsibilities beyond the scope of its volunteer Board.

This MOU is intended to facilitate Downtown Council's dissolution plan and ensure support for Downtown events during this period of transition.

If approved, the City will accept the responsibility for hosting all partnership events in the 2026 Sponsorship Guide, with the exception of Feast on East which will be Downtown Council's final event. Sponsorships obtained for 2026 events will be conveyed to the City and deposited into the Main Street Program fund for the purpose of supporting Main Street events. However, Downtown Council will retain funds necessary to fulfill its obligations for Feast on East and its administrative duties through the end of the year.

Upon payment of all remaining Downtown Council debts as the organization winds up its affairs, all remaining assets and property of the organization in storage with the City will be conveyed to the City, and deposited into the Main Street Program fund, for the express purpose of funding and supporting the Main Street Program and its initiatives.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

There will be an increase in the Main Street Program fund's sponsorship revenue, but a portion of sponsorship funds are already accounted for in the Main Street Program budget. Prior to this MOU, the standard practice was for Downtown Council to collect the funds and convey a significant portion to the City for purchasing supplies and services for the Main Street/Downtown events. However, there will also be an increase in expenses as the City takes on the sole responsibility of retaining entertainment for Downtown events.

Submitted By:

Kelsey Carden

Meeting Date:

23/06/2026

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

[MOU for Downtown Council Windup.pdf](#)

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF GRIFFIN, GEORGIA AND
GRIFFIN DOWNTOWN COUNCIL, INC.**

PREAMBLE

This Memorandum of Understanding (hereinafter, “Agreement”) entered into this _____ day of July, 2026 between the **CITY OF GRIFFIN, GEORGIA** (hereinafter, “City”) and **GRIFFIN DOWNTOWN COUNCIL, INC.** (hereinafter, “Downtown Council”) (collectively, hereinafter referred to as “Parties”) is made for the purpose of facilitating the dissolution plan for Downtown Council pursuant to its Resolution to dissolve as a non-profit corporation.

RECITALS

WHEREAS, the Downtown Council exists for the objective of promoting Downtown Griffin and serving as the promotions committee for the City of Griffin’s Main Street Program by receiving, administering and distributing funds in connection with activities that create a positive image for Downtown Griffin as a place to live, shop, and invest;

WHEREAS, since its inception, the Downtown Council’s efforts have resulted in exponential growth of downtown events and exposure, resulting in the successful expansion of the Main Street Program and additional administration and management responsibilities beyond the scope of a volunteer Board;

WHEREAS, by resolution adopted by a majority of the Board of Directors, Downtown Council has approved a proposal for dissolution whereby, following payment of all debts, the assets of the Downtown Council will be conveyed to the City of Griffin for the express purpose of funding and supporting the Main Street Program and its initiatives;

WHEREAS, as part of the process of winding up its affairs, Downtown Council and City of Griffin have determined that a cooperative effort between the Parties is the most efficient and economical means of accomplishing the common goal of creating and supporting Downtown events during this period of transition;

WHEREAS, the Parties find that the performance of this Agreement is in the best interests of both Parties and that the undertaking will benefit the public;

NOW, THEREFORE, for and in consideration of these premises, the Parties agree as follows:

SECTION I

This Agreement shall be effective as of the date of final execution and shall terminate upon the filing of Articles of Dissolution for Downtown Council with the Georgia Secretary of State and the Attorney General, as required by law.

SECTION II

Downtown Council hereby assigns its contractual and/or legal obligations and benefits to the City of Griffin for the remainder of events listed in the 2026 Sponsorship Guide, attached and incorporated as Exhibit “A”; provided, however, that the City shall not be obligated to host events identified as exclusively Downtown Council events (e.g. Feast on East, etc.), and Downtown Council shall reserve the right to host such events if they are already advertised. In the event that the Downtown Council events are cancelled, a designee from the City and the Treasurer of Downtown Council will work together to contact vendors or person(s) who have purchased tickets for purposes of issuing or requesting refunds, as applicable. Sponsors of any cancelled Downtown Council event shall be offered the opportunity to designate their sponsorship to another event within the Sponsorship Guide or obtain a refund if desired.

Downtown Council shall convey all funds collected or any property/inventory purchased for 2026 events (i.e. 2026 Sponsorships), less any refunds issued as described above and less any funds necessary for Downtown Council to fulfill its obligations for Feast on East and its administrative duties and functions through the end of the year (e.g. insurance, Quickbooks, etc.). City of Griffin shall deposit any sponsorship money into the Main Street Program fund for the purpose of supporting Main Street events.

Any sponsorship checks made payable to Downtown Council for 2026 Events after the execution of this MOU shall be deposited by Downtown Council, provided that the funds, with the exception of any funds for sponsorships or ticket sales related to Feast on East, shall be conveyed to the City pursuant to the terms of this Agreement.

SECTION III

Upon payment of all remaining Downtown Council debts, all or substantially all of Downtown Council’s assets, including any monetary funds identified on its financial statements and any personal property in storage with the City (e.g. decorations, etc.), shall be conveyed to the City for the express purpose of funding and supporting the Main Street Program and its initiatives. All monetary assets shall be deposited in the City’s Main Street Program fund.

SECTION IV

This Agreement shall be construed according to the laws of the State of Georgia. Any action regarding this Agreement or work performed under this Agreement shall be filed in Spalding County or in the Northern District of Georgia, United States District Court.

SECTION V

Parties will comply with all federal, state, and local statutes regarding civil rights and non-discrimination practices. Nothing in this Agreement alters, or seeks to alter, the existing statutory authority of any Party under state or federal law.

SECTION VI

This Agreement constitutes the entire Agreement between the Parties. This Agreement may be modified by mutual consent of the Parties. Any modification of provisions of this Agreement shall be reduced to writing and signed by the Parties. If any of the provisions of this Agreement are held to be illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Memorandum of Understanding to be executed by placing on it the signatures of the persons authorized to act for the Parties as follows:

**CITY OF GRIFFIN, GEORGIA
INC.**

GRIFFIN DOWNTOWN COUNCIL,

By: _____
Douglas S. Hollberg, Mayor

Josh Abernathy, Chair

Attest: _____
Jessica W. O'Connor, Secretary

Approved as to Form:

Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a claim for personal injury to Gerrie Zebrowski, based upon Ante Litem Notice, dated June 3, 2026, from the Hawk Law Firm. *City Attorney Drew Whalen will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The notice states that Ms. Zebrowski was injured on December 11, 2025, when she suffered a fall in the parking lot of Solomon East, the government complex owned by Spalding County, Georgia, in front of or near the Tax Commissioner's Office. The notice does not state or describe any act of negligence by the City of Griffin, its officers or employees, upon which the claim of liability is based; it simply states that she fell. Demand for settlement is made in the amount of \$1,000,000.

The notice given appears on its face to be deficient to state a claim against the City, its officers and employees. Apparently someone reported the incident to E-911 and the Griffin Fire Department was dispatched. An Incident Report was attached to the notice, yet provides no factual information that claimant's damages were proximately caused by the City whatsoever.

STAFF RECOMMENDATION:

DENIAL of claim and any offer of compromise contained therein.

FINANCIAL IMPACT:

The City of Griffin is a Member of the Georgia Interlocal Risk Management Agency ("GIRMA"), which investigates legal liability claims against its Members, their officers and employees. If liability appears to exist, GIRMA is authorized to adjust the claim on the Member's behalf up to the limits of its Coverage Agreement. The City has coverage of \$2,000,000 per occurrence, subject to a per claim deductible of \$25,000. This claim has been submitted to GIRMA for investigation.

Submitted By:

Andrew Whalen

Meeting Date:

23/06/2026

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

[Ante Litem Zebrowski 61026.pdf](#)

HAWK LAW FIRM

INJURY TRIAL LAW

June 3, 2026

***VIA CERTIFIED MAIL/ RETURN RECEIPT REQUESTED
NUMBER: 7022 1670 0003 2628 6295***

Doug Hollberg
Mayor City of Griffin, Georgia
100 S. Hill Street
Griffin, Georgia 30223

***VIA CERTIFIED MAIL/ RETURN RECEIPT REQUESTED
NUMBER: 9589 0710 5270 3682 28***

Cynthia Ward
Chairman of the City Council Griffin, Georgia
100 S. Hill Street
Griffin, Georgia 30223

***VIA CERTIFIED MAIL/ RETURN RECEIPT REQUESTED
NUMBER: 9589 0710 5270 2938 3682 35***

Cynthia Ward
Chairman of the City Council Griffin, Georgia
and City Clerk of Griffin, Georgia
100 S. Hill Street
Griffin, Georgia 30223

***VIA CERTIFIED MAIL/ RETURN RECEIPT REQUESTED
NUMBER:***

Jessica O'Connor
City Manager Griffin, Georgia
100 S. Hill Street
Griffin, Georgia 30223

***VIA CERTIFIED MAIL/ RETURN RECEIPT REQUESTED
NUMBER:***

Andrew J. Whalen, III
Attorney for City of Griffin
100 S Hill Street
Griffin, Georgia 30223



By: _____



BY: *SP* _____

5233 Riverside Drive, Suite D, Macon, Georgia 31210
P: (478) 239-6615 F: (478) 845-4335
Email: jon@hawkinjurylaw.com www.jonhawkinjurylaw.com

RE: ANTE LITEM NOTICE

Injured Party: Gerrie Zebrowski
Date of Injury: December 11, 2025
Location: Spalding County Tax Commissioner's Office
411 E. Solomon Street, Griffin, Georgia 30223

Dear Sir or Madam:

Please be advised our firm has been retained to represent Ms. Gerrie Zebrowski in regard to any personal injury claims against the City of Griffin and others arising out of fall occurring outside the Spalding County Tax Commissioner's Office located at 411 E. Solomon Street, Griffin, Georgia 30223. Mrs. Zebrowski suffered a traumatic brain injury and other permanent injuries and was airlifted to Grady Hospital in Atlanta. The purpose of this letter is to comply with any ante-litem notice requirements.

Pursuant to O.C.G.A. § 36-33-5, as counsel for Gerrie Zebrowski, I am presenting her claim for general and special damages, both past and future, including but not limited to medical expenses, permanent disability, diminished earning capacity, lost wages, pain and suffering, and any other damages allowed under Georgia law within the six-month period required by statute. While our investigation is still ongoing, the specific dollar amount sought by my client for her injuries is \$1,000,000.00.

A copy of the incident report from the Griffin Fire Department is enclosed and demonstrates this injury occurred around 10:26 am on December 11, 2025. Since that time Ms. Zebrowski has continued treating for her injuries. We have ordered the medical records and bills and will be supplementing this demand.

In addition, as we investigate this matter it may become apparent that other parties are responsible or partially responsible for her injuries. Should that become apparent we will notify you within a reasonable time.

If you contend this letter does not provide you with sufficient notice pursuant to O.C.G.A. § 36-33-5, or comply with said statute, please advise me immediately in writing, and we will correct any deficiencies.

Sincerely,

A handwritten signature in black ink that reads "Jon Hawk". The signature is written in a cursive, flowing style.

Jon R. Hawk

JRH/kv
Enclosure – Incident Report



NFIRS-1 Basic

A							
12602	GA	12	11	2025	Station 1 (1)	25003145	0
FDID	State	Month	Day	Year	Station	Number	Exposure

B Location Type						Census tract: 																			
☒ Street Address ☐ Intersection ☐ In Front Of ☐ Rear Of ☐ Adjacent To ☐ Directions ☐ US National Grid <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 15%; border: 1px solid black; text-align: center;">411</td><td style="width: 15%; border: 1px solid black; text-align: center;">E-East</td><td style="width: 40%; border: 1px solid black; text-align: center;">SOLOMON</td><td style="width: 20%; border: 1px solid black; text-align: center;">ST-Street</td><td style="width: 10%; border: 1px solid black;"></td></tr><tr><td style="text-align: center;">Number</td><td style="text-align: center;">Prefix</td><td style="text-align: center;">Street or Highway</td><td style="text-align: center;">Street Type</td><td style="text-align: center;">Suffix</td></tr></table> <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 30%; border: 1px solid black;"></td><td style="width: 30%; border: 1px solid black; text-align: center;">GRIFFIN</td><td style="width: 10%; border: 1px solid black; text-align: center;">GA</td><td style="width: 30%; border: 1px solid black; text-align: center;">30223</td></tr><tr><td style="text-align: center;">Apt./Suite/Room</td><td style="text-align: center;">City</td><td style="text-align: center;">State</td><td style="text-align: center;">Zip Code</td></tr></table> Cross Street								411	E-East	SOLOMON	ST-Street		Number	Prefix	Street or Highway	Street Type	Suffix		GRIFFIN	GA	30223	Apt./Suite/Room	City	State	Zip Code
411	E-East	SOLOMON	ST-Street																						
Number	Prefix	Street or Highway	Street Type	Suffix																					
	GRIFFIN	GA	30223																						
Apt./Suite/Room	City	State	Zip Code																						

C Incident Type 321-EMS call, excluding vehicle accident with injury	E1 Dates and Times <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 15%;">Alarm</td><td style="width: 10%; border: 1px solid black; text-align: center;">12</td><td style="width: 10%; border: 1px solid black; text-align: center;">11</td><td style="width: 10%; border: 1px solid black; text-align: center;">2025</td><td style="width: 15%; border: 1px solid black; text-align: center;">10:27</td></tr><tr><td>Arrival</td><td style="border: 1px solid black; text-align: center;">12</td><td style="border: 1px solid black; text-align: center;">11</td><td style="border: 1px solid black; text-align: center;">2025</td><td style="border: 1px solid black; text-align: center;">10:31</td></tr><tr><td>Controlled</td><td style="border: 1px solid black; text-align: center;"> </td><td style="border: 1px solid black; text-align: center;"> </td><td style="border: 1px solid black; text-align: center;"> </td><td style="border: 1px solid black; text-align: center;"> </td></tr><tr><td>Last Unit Cleared</td><td style="border: 1px solid black; text-align: center;">12</td><td style="border: 1px solid black; text-align: center;">11</td><td style="border: 1px solid black; text-align: center;">2025</td><td style="border: 1px solid black; text-align: center;">11:19</td></tr></table>	Alarm	12	11	2025	10:27	Arrival	12	11	2025	10:31	Controlled					Last Unit Cleared	12	11	2025	11:19	E2 Shifts and Alarms <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 15%; border: 1px solid black; text-align: center;">C</td><td style="width: 15%; border: 1px solid black;"></td><td style="width: 15%; border: 1px solid black; text-align: center;">1</td></tr><tr><td style="text-align: center;">Shift</td><td style="text-align: center;">Alarms</td><td style="text-align: center;">District or Platoon</td></tr></table> E3 Special Studies <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; border: 1px solid black;"></td><td style="width: 50%; border: 1px solid black;"></td></tr><tr><td style="text-align: center;">ID#</td><td style="text-align: center;">Value</td></tr></table>	C		1	Shift	Alarms	District or Platoon			ID#	Value
Alarm	12	11	2025	10:27																												
Arrival	12	11	2025	10:31																												
Controlled																																
Last Unit Cleared	12	11	2025	11:19																												
C		1																														
Shift	Alarms	District or Platoon																														
ID#	Value																															

D Aid Given Or Received ☐ 1 Mutual Aid Received ☐ 2 Auto. Aid Received ☐ 3 Mutual Aid Given ☐ 4 Auto. Aid Given ☐ 5 Other Aid Given ☒ None Their FDID Their State Their Incident Number	F Actions Taken 86-Investigate Primary Action Taken 73-Provide manpower Additional Action Taken
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G1 Resources ☒ Apparatus or Personnel Module is used.<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; text-align: center;">Apparatus</td><td style="width: 50%; text-align: center;">Personnel</td></tr><tr><td>Suppression</td><td style="border: 1px solid black; text-align: center;">5</td><td style="border: 1px solid black; text-align: center;">12</td></tr><tr><td>EMS</td><td style="border: 1px solid black; text-align: center;">0</td><td style="border: 1px solid black; text-align: center;">0</td></tr><tr><td>Other</td><td style="border: 1px solid black; text-align: center;">1</td><td style="border: 1px solid black; text-align: center;">1</td></tr></table> ☐ Resource counts include aid received resources.	Apparatus	Personnel	Suppression	5	12	EMS	0	0	Other	1	1	G2 Estimated Dollar Losses and Values Losses: Required for all fires if known. Optional for all non-fires. None Property: \$ ☒ Contents: \$ ☒ Pre-Incident Values: Optional None Property: \$ ☒ Contents: \$ ☒
Apparatus	Personnel											
Suppression	5	12										
EMS	0	0										
Other	1	1										

Completed Modules ☐ 2 - Fire ☐ 3 - Structure Fire ☐ 4 - Civilian Fire Cas. ☐ 5 - Fire Service Cas. ☐ 6 - EMS ☐ 7 - HazMat ☐ 8 - Wildland Fire ☐ 9 - Apparatus ☐ 10 - Personnel ☐ 11 - Arson	H1 Casualties ☐ None <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">Deaths</td> <td style="text-align: center;">Injuries</td> </tr> <tr> <td>Fire Service</td> <td style="text-align: center;"> 0 </td> <td style="text-align: center;"> 0 </td> </tr> <tr> <td>Civilian</td> <td style="text-align: center;"> 0 </td> <td style="text-align: center;"> 0 </td> </tr> </table>		Deaths	Injuries	Fire Service	0	0	Civilian	0	0	H3 Hazardous Materials Release ☐ 1 - Natural Gas ☐ 2 - Propane Gas ☐ 3 - Gasoline ☐ 4 - Kerosene ☐ 5 - Diesel Fuel / Fuel Oil ☐ 6 - Household Solvents ☐ 7 - Motor Oil ☐ 8 - Paint ☐ 0 - Other ☒ None	I Mixed Use Property ☐ Not Mixed ☐ 10 - Assembly Use ☐ 20 - Education Use ☐ 33 - Medical Use ☐ 40 - Residential Use ☐ 51 - Row Of Stores ☐ 53 - Enclosed Mall ☐ 58 - Business and Residential ☐ 59 - Office Use ☐ 60 - Industrial Use ☐ 63 - Military Use ☐ 65 - Farm Use ☐ 00 - Other Mixed Use
	Deaths	Injuries										
Fire Service	0	0										
Civilian	0	0										
H2 Detector Required for Confined Fires ☐ 1 - Detector Alerted Occupants ☐ 2 - Detector Did Not Alert Them ☐ 3 - Unknown												

J Property Use ☐ None Structures ☐ 131 Church, Place of Worship ☐ 161 Restaurant or Cafeteria ☐ 162 Bar/Tavern or Nightclub ☐ 213 Elementary School, Kindergarten ☐ 215 High School, Junior High ☐ 241 College, Adult Education ☐ 311 Nursing Home ☐ 331 Hospital	☐ 341 Clinic, Clinic-Type Infirmary ☐ 342 Doctor/Dentist Office ☐ 361 Prison or Jail, Not Juvenile ☐ 419 1- or 2-Family Dwelling ☐ 429 MultiFamily Dwelling ☐ 439 Rooming/Boarding House ☐ 449 Commerical Hotel or Motel ☐ 459 Residential, Board and Care ☐ 464 Dormitory/Barracks ☐ 519 Food and Beverage Sales	☐ 539 Household Goods, Sales, Repairs ☐ 571 Gas or Service Station ☐ 579 Motor Vehicle/Boat Sales/Repairs ☐ 599 Business Office ☐ 615 Electric-Generating Plant ☐ 629 Laboratory/Science Laboratory ☐ 700 Manufacturing Plant ☐ 819 Livestock/Poultry Storage (Barn) ☐ 882 Non-Residential Parking Garage ☐ 891 Warehouse
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Outside ☐ 124 Playground or Park ☐ 655 Crops or Orchard ☐ 669 Forest (Timberland) ☐ 807 Outdoor Storage Area ☐ 919 Dump or Sanitary Landfill ☐ 931 Open Land or Field ☐ 936 Vacant Lot	☐ 938 Graded/Cared for Plot of Land ☐ 946 Lake, River, Stream ☐ 951 Railroad Right-of-Way ☐ 960 Other Street ☐ 961 Highway/Divided Highway ☐ 962 Residential Street/Driveway ☐ 981 Construction Site ☐ 984 Industrial Plant Yard	Property Use: 965-Vehicle parking area Description Look up and enter a Property Use code and description only if you have NOT checked a Property Use box.
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K2														
Owner <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;"></td> <td style="width: 20%; border-bottom: 1px solid black;"></td> <td style="width: 20%; border-bottom: 1px solid black;"></td> <td style="width: 20%; border-bottom: 1px solid black;"></td> <td style="width: 20%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="font-size: small;">Local Option</td> <td style="font-size: small;">Person/Entity Type</td> <td style="font-size: small;">Business Name (if applicable)</td> <td colspan="2" style="font-size: small;">Phone Number</td> </tr> </table>										Local Option	Person/Entity Type	Business Name (if applicable)	Phone Number	
Local Option	Person/Entity Type	Business Name (if applicable)	Phone Number											
	Gerrie Ann	MI	Zebrowski											
Mr., Ms., Mrs.	First Name	MI	Last Name	Suffix										
Number	Prefix	Street or Highway	Street Type	Suffix										
Post Office Box	Apt./Suite/Room		City											
State	Zip Code													

L	Remarks: Griffin Fire Rescue was dispatched to a possible person hit by a vehicle. We arrived on scene with EMS and found a 75-year female that fell while walking and struck a sign and then her head on the curb wedged between a pick-up truck. We assisted EMS in moving the patient and placed on the stretcher. We assisted them in loading the patient in the ambulance. Engine 1 and Ladder 3 went to station 1 and set up a landing zone in rear parking lot. E-2 and C-3 stayed on scene while EMS was preparing patient for transport and once, they left the scene for the LZ, E-2 washed down the blood from the parking lot and returned to service.
----------	---

M Authorization

1762	Dingler, Rodney			12/11/2025
Officer In Charge ID	Signature	Position or Rank	Assignment	Date
2171	Head, Jeffrey	Captian		12/11/2025
Member Making Report ID	Signature	Position or Rank	Assignment	Date

NFIRS-6 EMS (Patient 1 of 1)

A							
12602	GA	12	11	2025	Station 1 (1)	25003145	0
FDID	State	Month	Day	Year	Station	Number	Exposure

B		C	
Number of Patients: 1		Date/Time	
Patient Number: 1		Time Arrived At Patient:	12/11/2025 10:31
		Time of Patient Transfer:	12/11/2025 10:31
		Date	Time

D			
Provider Impression/Assessment			
☐ 10 - Abdominal Pain ☐ 11 - Airway Obstruction ☐ 12 - Allergic Reaction ☐ 13 - Altered LOC ☐ 14 - Behavioral/Psych ☐ 15 - Burns ☐ 16 - Cardiac Arrest ☐ 17 - Cardiac Dysrhythmia	☐ 18 - Chest Pain ☐ 19 - Diabetic Symptom ☐ 20 - Do Not Resuscitate ☐ 21 - Electrocutation ☐ 22 - General Illness ☐ 23 - Hemorrhaging/Bleeding ☐ 24 - Hyperthermia ☐ 25 - Hypothermia	☐ 26 - Hypovolemia ☐ 27 - Inhalation Injury ☐ 28 - Obvious Death ☐ 29 - OD/Poisoning ☐ 30 - Pregnancy/OB ☐ 31 - Respiratory Arrest ☐ 32 - Respiratory Distress ☐ 33 - Seizure	☐ 34 - Sexual Assault ☐ 35 - Sting/Bite ☐ 36 - Stroke/CVA ☐ 37 - Syncope ☒ 38 - Trauma ☐ 00 - Other ☐ None/No Patient/Refused Treatment

E1	F1	G1	G2
Age or Date Of Birth	Race	Human Factors Contributing to Injury	Other Factors
75	☒ 1 - White ☐ 2 - Black, African American ☐ 3 - Am. Indian, Alaska Native ☐ 4 - Asian ☐ 5 - Native Hawaiian, Other Pacific Islander ☐ 0 - Other, Multiracial ☐ U - Undetermined	☒ None	☒ 1 - Accidental ☐ 2 - Self-Inflicted ☐ 3 - Inflicted, Not Self ☐ None
Age OR 03/31/1950 Date of Birth			
E2	F2		
Gender	Ethnicity		
☐ 1 - Male ☒ 2 - Female	☐ 1 - Hispanic or Latino ☐ 2 - Non Hispanic or Latino		

H1 / H2	H3
Body Site of Injury / Injury Type	Cause of Illness/Injury
	12-Fall

I	J	K
Procedures Used	Safety Equipment	Cardiac Arrest
☐ 01 - Airway Insertion ☐ 02 - Anti-Shock Trousers ☐ 03 - Assist Ventilation ☐ 04 - Bleeding Control ☐ 05 - Burn Care ☐ 06 - Cardiac Pacing ☐ 07 - Cardioversion (Defib) Manual ☐ 08 - Chest/Abdominal Thrust ☐ 09 - CPR ☐ 10 - Cricothyroidotomy ☐ 11 - Defibrillation by AED ☐ 12 - EKG Monitoring ☐ 13 - Extrication ☐ 14 - Intubation (EGTA) ☐ 15 - Intubation (ET) ☐ 16 - IO/IV Therapy ☐ 17 - Medications Therapy ☐ 18 - Oxygen Therapy ☐ 19 - OB Care/Delivery ☐ 20 - Prearrival Instructions ☐ 21 - Restrain Patient ☐ 22 - Spinal Immobilization ☐ 23 - Splinted Extremities ☐ 24 - Suction/Aspirate ☒ 00 - Other ☐ None	☐ 1 - Safety/Seat Belts ☐ 2 - Child Safety Seat ☐ 3 - Airbag ☐ 4 - Helmet ☐ 5 - Protective Clothing ☐ 6 - Flotation Device ☐ 0 - Other ☐ U - Undetermined ☒ None	☐ 1 - Pre-Arrival Arrest? ☐ 2 - Post-Arrival Arrest? If pre-arrival arrest, ☐ 1 - Witnessed? ☐ 2 - Bystander CPR? Initial Arrest Rhythm ☐ 1 - V-Fib/V-Tach ☐ 0 - Other ☐ U - Undetermined

L1 Initial Level of Provider ☐ 1 - First Responder ☐ 2 - EMT-B (Basic) ☐ 3 - EMT-I (Intermediate) ☒ 4 - EMT-P (Paramedic) ☐ 0 - Other Provider ☐ N - No Training	L2 Highest Level of Care Provided on Scene ☐ 1 - First Responder ☐ 2 - EMT-B (Basic) ☐ 3 - EMT-I (Intermediate) ☒ 4 - EMT-P (Paramedic) ☐ 0 - Other Provider ☐ None	M Patient Status ☐ 1 - Improved ☐ 2 - Remained the Same ☐ 3 - Worsened ☐ 1 - Pulse on Transfer ☐ 2 - No Pulse on Transfer	N EMS Disposition ☐ 1 - FD Transport to ECF ☒ 2 - Non-FD Transport ☐ 3 - Non-FD Trans/FD Attend ☐ 4 - Non-Emergency Transfer ☐ 0 - Other ☐ Not Transported
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NFIRS-9 Apparatus or Resources

A

12602	GA	12	11	2025	Station 1 (1)	25003145	0
FDID	State	Month	Day	Year	Station	Number	Exposure

B

Apparatus/Resource	Dates/Times	Sent	Number of People	Apparatus Use	Actions Taken
ID: GCM2 Type: 92-Chief officer car	Dispatch: 12/11/2025 10:28 Arrival: Clear: 12/11/2025 11:19	☐ Sent	1	☐ Suppression ☐ EMS ☒ Other	31-Provide first aid & check for injuries
ID: GCM3 Type: 92-Chief officer car	Dispatch: 12/11/2025 10:31 Arrival: 12/11/2025 10:31 Clear: 12/11/2025 11:16	☐ Sent	1	☒ Suppression ☐ EMS ☐ Other	81-Incident command
ID: GEN1 Type: 11-Engine	Dispatch: 12/11/2025 10:39 Arrival: 12/11/2025 10:39 Clear: 12/11/2025 11:16	☐ Sent	3	☒ Suppression ☐ EMS ☐ Other	55-Establish safe area
ID: GEN2 Type: 11-Engine	Dispatch: 12/11/2025 10:28 Arrival: 12/11/2025 10:31 Clear: 12/11/2025 11:03	☐ Sent	3	☒ Suppression ☐ EMS ☐ Other	86-Investigate
ID: GLD3 Type: 13-Quint	Dispatch: 12/11/2025 10:27 Arrival: Clear: 12/11/2025 11:19	☐ Sent	3	☒ Suppression ☐ EMS ☐ Other	55-Establish safe area
ID: GSQ1 Type: 16-Brush truck	Dispatch: 12/11/2025 10:35 Arrival: 12/11/2025 10:40 Clear: 12/11/2025 11:19	☐ Sent	2	☒ Suppression ☐ EMS ☐ Other	55-Establish safe area

NFIRS-10 Personnel

A

12602	GA	12	11	2025	Station 1 (1)	25003145	0
FDID	State	Month	Day	Year	Station	Number	Exposure

B Apparatus/Resource		Dates/Times	Sent	Number of People	Apparatus Use	Actions Taken	
ID:	GCM2	Dispatch:	12/11/2025 10:28	☒ Sent	1	☒ Suppression ☐ EMS ☐ Other	31-Provide first aid & check for injuries
Type:	92-Chief officer car	Arrival:	☐ ☐				
		Clear:	12/11/2025 11:19				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
3059	Brock, Brian	Operations Chief	5588002-Officer	☐	☐		
ID:	GCM3	Dispatch:	12/11/2025 10:31	☐ Sent	1	☒ Suppression ☐ EMS ☐ Other	81-Incident command
Type:	92-Chief officer car	Arrival:	12/11/2025 10:31				
		Clear:	12/11/2025 11:16				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
1762	Dingler, Rodney		5588002-Officer	☐	☐		
ID:	GEN1	Dispatch:	12/11/2025 10:39	☐ Sent	3	☒ Suppression ☐ EMS ☐ Other	55-Establish safe area
Type:	11-Engine	Arrival:	12/11/2025 10:39				
		Clear:	12/11/2025 11:16				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
1897	Blount, Doug	Rescue Tech	5588001-Driver	☐	☐		
4193	Johnson, Timothy	Firefighter	5588003-Crew 3	☐	☐		
2729	Rousseau, Quentin		5588002-Officer	☐	☐		
ID:	GEN2	Dispatch:	12/11/2025 10:28	☐ Sent	3	☒ Suppression ☐ EMS ☐ Other	86-Investigate
Type:	11-Engine	Arrival:	12/11/2025 10:31				
		Clear:	12/11/2025 11:03				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
2171	Head, Jeffrey	Captian	5588002-Officer	☐	☐		
2786	Stewart, Bailey		5588001-Driver	☐	☐		
4052	Strachan, Sheldon		5588003-Crew 3	☐	☐		
ID:	GLD3	Dispatch:	12/11/2025 10:27	☐ Sent	3	☒ Suppression ☐ EMS ☐ Other	55-Establish safe area
Type:	13-Quint	Arrival:	☐ ☐				
		Clear:	12/11/2025 11:19				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
2471	Whitten, Joshua		5588002-Officer	☐	☐		
2896	Niemeyer, James		5588001-Driver	☐	☐		
3872	Fairnot, Dario		5588003-Crew 3	☐	☐		
ID:	GSQ1	Dispatch:	12/11/2025 10:35	☐ Sent	2	☒ Suppression ☐ EMS ☐ Other	55-Establish safe area
Type:	16-Brush truck	Arrival:	12/11/2025 10:40				
		Clear:	12/11/2025 11:19				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
2430	Baker, Jeff	Fire Fighter	5588002-Officer	☐	☐		
3938	Normandeau, Blake		5588001-Driver	☐	☐		

NFIRS-1S Supplemental

A

12602	GA	12	11	2025	Station 1 (1)	25003145	0
FDID	State	Month	Day	Year	Station	Number	Exposure

Primary Narrative:

Griffin Fire Rescue was dispatched to a possible person hit by a vehicle. We arrived on scene with EMS and found a 75-year female that fell while walking and struck a sign and then her head on the curb wedged between a pick-up truck. We assisted EMS in moving the patient and placed on the stretcher. We assisted them in loading the patient in the ambulance.

Engine 1 and Ladder 3 went to station 1 and set up a landing zone in rear parking lot.

E-2 and C-3 stayed on scene while EMS was preparing patient for transport and once, they left the scene for the LZ, E-2 washed down the blood from the parking lot and returned to service.

Additional Narrative (#1 of 1):

[EMS] {FLT1} CLEAR ON LAUNCH AND LANDING ZONE [12/11/25 10:38:43 CGIBBS] {GCM3} ADV LAUNCH AIR LIFE WILL USE STATION 1 LANDING ZONE [12/11/25 10:38:12 LALONISMITH] [EMS] {FLT1} AIR LIFE 21 ACCEPTED WITH 11 MINUTE ETA IS CLEAR ON FREQUENCY AND GROUND CONTACT [12/11/25 10:34:22 CGIBBS] [LAW] {3592} NOT 10-50.. PATIENT FELL AND LANDED UNDER VEHICLE [12/11/25 10:34:10 SMCCRAY] [EMS] {FLT1} CHECKING WITH AIR LIFE 21 IF ACCEPTED WILL BE AN 11 MINUTE ETA [12/11/25 10:32:21 CGIBBS] [LAW] {3966} EXCESSIVE AMOUNT OF BLOOD FLOWING... POSSIBLY FELL [12/11/25 10:30:46 SMCCRAY] not trapped [12/11/25 10:29:54 LALONISMITH] [LAW] female is 75 yo female bleeding badly from back of the head is in the parking lot [12/11/25 10:29:30 CGIBBS] elderly female wearing all black near the back of the truck [12/11/25 10:29:17 LALONISMITH] female is awake but bleeding from the head [12/11/25 10:28:56 LALONISMITH] [LAW] patient is awake and breathing.. bleeding from the back of her head [12/11/25 10:28:42 SMCCRAY] [LAW] in the parking lot area right out front [12/11/25 10:27:23 LALONISMITH] [LAW] unk if she is awake or extent of injuries...it is a red truck [12/11/25 10:27:03 LALONISMITH] Event spawned from PERSON HIT BY CAR. [12/11/2025 10:26:37 LALONISMITH] female has been hit by a truck out front of the office in the street she is still laid out under the vehicle ...unk her age...she is calling in 3rd party [12/11/25 10:26:28 LALONISMITH]