

**City of Coolidge
Council Workshop
March 3, 2026
5:30 p.m.**

Agenda

- 1. Call To Order**
- 2. Invocation**
- 3. Discuss SWGRC Housing Plan Contract**
- 4. Discuss Zoning Officer Consideration**
- 5. Discuss Land Use Application Fee (Zoning)**
- 6. Discuss Demolition Permit Fee**
- 7. Discuss Moultrie Volunteer Fire Department Agreement**
- 8. Discuss Administrative Laptop Quotes**
- 9. Discuss Hands on Thomas County Produce Drive April 18, 2026**
- 10. Discuss Food Truck Day**
- 11. Discuss Council Meeting Agenda**
- 12. Adjourn**

***Meeting dates and agendas are subject to change.**

**City of Coolidge
Council Meeting Agenda
March 10, 2026, 6:30 P.M.**

Call to Order

Invocation and Pledge of Allegiance
Approve February 2026 Workshop and City Council meeting minutes
Approve order of Agenda
Approve bills to be paid

Administrative Department

City Manager's report

Finance Department

Financial Report

Police Department

Police Report

Public Works Department

Public Works Report

Street Department

Recreation

New Business

Approve Moultrie Volunteer Fire Department Agreement

Old Business

Public Comment

Executive Session

Adjourn

***Meeting dates and agendas are subject to change.**

Agenda Item: SWGRC Housing Plan Memorandum of Agreement

Summary

Staff is requesting Council approval of a Memorandum of Agreement (MOA) between the City of Coolidge and the Southwest Georgia Regional Commission (SWGRC) for the development of a comprehensive Housing Plan.

Under this agreement, SWGRC will provide technical assistance to:

- Conduct a housing conditions assessment
- Collect and analyze demographic and GIS data
- Photograph accessible housing units
- Develop maps depicting housing conditions
- Produce a formal Housing Assessment and Plan
- Present final draft for Council adoption

The total project cost is \$10,000, to be paid in five monthly installments of \$2,000 from April through August 2026.

Purpose & Justification

The Housing Plan will provide the City with a structured and data-driven assessment of current housing conditions, needs, and priorities. This document will serve as a foundational planning tool for future development, redevelopment, infrastructure investment, and grant applications.

Many state and federal funding opportunities now require documented housing analysis and adopted planning documents as part of eligibility criteria. Without a current housing plan, the City may be limited in its ability to compete for housing, infrastructure, and community development funding.

This plan positions the City to:

- Identify housing deficiencies and redevelopment opportunities
- Support grant applications and funding requests
- Align infrastructure planning with housing needs
- Improve long-term development strategy
- Provide defensible documentation for zoning and growth decisions

Deliverables

SWGRC will complete:

- Housing data population and analysis
- Field data collection (approx. 443 housing units)
- Draft housing assessment
- Review and edit period (minimum 14-day Council review)
- Final presentation and adoption-ready document
- Paper and digital final copy

Total estimated staff hours: 166.7 hours

Hourly rate: \$60

Total project cost: \$10,000

Financial Consideration

The cost of \$10,000 is fixed and structured over five months, providing predictable budgeting. This is a one-time planning investment designed to strengthen long-term funding competitiveness and growth management.

Agenda Item: Contracted Zoning Officer & Ordinance Review

Staff is recommending that the City **consider** a contracted Zoning Officer to provide consistent zoning administration, enforcement support, and professional review of the City's zoning framework.

As development activity increases and zoning matters become more complex, it is important that the City have a clearly designated zoning authority responsible for interpretation, application, and enforcement of adopted zoning regulations. This ensures consistency in decision-making, protects the City from liability, and provides applicants with a structured and professional review process.

In addition to application review and compliance verification, staff recommends that the contracted zoning professional conduct a review of the City's current zoning ordinance to ensure that standards remain consistent with current state law, development practices, and infrastructure realities. Over time, zoning ordinances can become outdated, internally inconsistent, or unclear in application. A professional review would identify areas where clarification, modernization, or procedural updates may be appropriate.

This proposal is not for the creation of a full-time position. Instead, the City would engage a qualified zoning professional on a contractual, as-needed basis. This approach provides technical expertise while maintaining fiscal responsibility and avoiding long-term payroll obligations.

The contracted Zoning Officer would serve as the City's designated authority for the application and interpretation of zoning ordinances. This position would review development applications, provide formal determinations, and advise the Mayor and Council and the City Manager on zoning approvals, compliance issues, and ordinance interpretation to ensure consistent, legally defensible decision-making.

Agenda Item: Zoning Compliance Permit Fee Adoption

Staff is recommending adoption of a formal Zoning Compliance Permit fee of **\$100 per application** for all new residential construction and manufactured home placements within the City of Coolidge.

This fee is intended to cover the administrative time associated with reviewing zoning compliance prior to applicants proceeding to Thomas County for building code inspection and permitting. The review process includes verification of lot dimensions, frontage requirements, setbacks, zoning district compliance, and review of submitted documentation and site plans. The fee also covers issuance of written approval and record retention.

Establishing a standard application fee ensures that the administrative cost of processing zoning reviews is not absorbed by the general fund and instead reflects the time and resources required to complete the review. This promotes fairness, consistency, and accountability in the development process.

In situations where a manufactured home or residential unit is moved into the city without prior zoning approval, the required permit fee will be assessed at **double the standard rate**, reflecting the additional administrative time required for after-the-fact review and compliance verification. Issuance of an after-the-fact permit does not waive zoning compliance requirements.

Additionally, when lot boundaries, frontage, easements, or setbacks cannot be reasonably verified through available records, the City may require a boundary survey prepared by a licensed surveyor prior to approval.

Staff recommends approval of the Zoning Compliance Permit fee of \$100.00 per application to ensure administrative cost recovery and consistent zoning enforcement.

Agenda Item: Demolition Permit Requirement

Staff is recommending adoption of a Demolition Permit requirement for any structure being removed within the City of Coolidge. The purpose of this permit is to ensure public safety, proper utility disconnection, infrastructure protection, and orderly site management prior to demolition activity.

Before any structure is demolished, the City must verify that all utilities, including water, sewer, and electrical service, have been properly disconnected and terminated. We cannot allow structures to be removed without ensuring that water and sewer lines are capped and electrical connections are safely discontinued, as failure to do so may result in infrastructure damage or liability exposure to the City.

In addition to utility verification, demolition activity often requires coordination with 811 utility locate services to ensure underground infrastructure is properly identified prior to removal. City staff time is also required for administrative processing, site review, and record updates. The proposed permit fee reflects the time and resources required to complete these administrative and infrastructure protection steps.

The demolition permit fee is recommended at **\$100 per application**. This amount is intended to cover administrative review, utility verification, 811 coordination, and documentation processing — not to discourage property cleanup or redevelopment.

WATER USAGE AGREEMENT

Between

City of Coolidge, Georgia

and

Colquitt County Association of Volunteer Firefighters (CCAVF)

Effective Date: _____

I. PARTIES

This Water Usage Agreement (“Agreement”) is entered into by and between the City of Coolidge, Georgia (“City”), and the Colquitt County Association of Volunteer Firefighters (“CCAVF”), acting on behalf of its member volunteer fire departments.

Nothing in this Agreement shall be construed as creating a partnership, joint venture, agency relationship, or entitlement to water service.

II. PURPOSE

The purpose of this Agreement is to establish a controlled and documented process governing limited use of designated City fire hydrants by CCAVF during emergency operations.

This Agreement is intended to:

1. Protect the City’s water system infrastructure and pressure integrity.
 2. Prevent uncoordinated or unauthorized hydrant usage.
 3. Address resident concerns regarding water pressure impacts.
 4. Establish clear reporting and accountability procedures.
 5. Preserve the City’s operational control over its municipal water system.
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III. DESIGNATED HYDRANTS

1. CCAVF shall only utilize hydrants specifically designated in writing by the City.
2. A written list of authorized hydrants shall be attached as Exhibit A.

3. Use of any hydrant not listed in Exhibit A is strictly prohibited.
 4. The City reserves the right to modify or revoke designated hydrant locations at any time.
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IV. AUTHORIZED USE

A. Emergency Use Only

1. Hydrant usage is authorized strictly for bona fide emergency operations.
2. Non-emergency use is prohibited unless separately approved in writing by the Coolidge City Council.
3. CCAVF shall notify designated City contacts prior to hydrant use when feasible.
4. If prior notification is not possible due to emergency conditions, CCAVF shall notify the City immediately following the event.
5. Within forty-eight (48) hours, CCAVF shall submit written documentation including:
 - Date and time of use
 - Hydrant location
 - Estimated gallons utilized
 - Nature of emergency

B. Non-Emergency Use

Use of City hydrants for training, testing, tank filling, flushing, or post-training replenishment is prohibited unless expressly approved in writing by the Coolidge City Council.

Any approved non-emergency use shall:

- Be limited to designated hydrants
- Require advance written approval
- Be subject to usage reporting requirements
- Be subject to any fees adopted by Council

V. WATER SYSTEM PROTECTION

1. CCAVF acknowledges that improper or excessive hydrant use may impact water pressure and system stability.
2. CCAVF agrees to operate hydrants in accordance with accepted fire service standards.
3. The City reserves the immediate right to suspend hydrant access without prior notice if system integrity, pressure stability, or infrastructure concerns arise.
4. The City retains sole discretion in determining when system conditions warrant suspension.

VI. DAMAGE AND LIABILITY

1. CCAVF shall be responsible for any damage to hydrants, valves, meters, lines, or related infrastructure resulting from use.
2. CCAVF agrees to reimburse the City for repair costs associated with misuse or negligent operation.
3. CCAVF shall indemnify and hold harmless the City of Coolidge, its officials, employees, and agents from any claims, damages, losses, or liabilities arising from hydrant usage under this Agreement.
4. Proof of liability insurance may be required upon request.

VII. WATER METERING AND FEES

1. The City reserves the right to require metering equipment or approved measurement methods to track water usage.
2. The City Council reserves the right to adopt fees for hydrant usage at any time.
3. Nothing in this Agreement guarantees free water service.

VIII. TERM AND TERMINATION

1. This Agreement shall remain in effect until terminated.

2. The City may terminate this Agreement at any time with or without cause upon written notice.
 3. CCAVF may terminate upon thirty (30) days written notice.
 4. Upon termination, all hydrant access authorization shall immediately cease.
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IX. AMENDMENTS

Any modification must be in writing and approved by:

- The Coolidge City Council
 - Authorized CCAVF leadership
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X. NO WAIVER OF MUNICIPAL AUTHORITY

Nothing in this Agreement shall limit the City's authority to regulate, restrict, or control its water system in the interest of public safety, infrastructure protection, or resident service delivery.

XI. APPROVAL AND SIGNATURES

Approved by the Coolidge City Council on this ___ day of _____, 2026.

FOR THE CITY OF COOLIDGE

Elizabeth Leger
Mayor

Date: _____

FOR CCAVF

Dustin R. Hart
President
Colquitt County Association of Volunteer Firefighters

Date: _____

Agenda Item: Purchase of Administrative Laptops

Staff is recommending the purchase of three updated laptops for the administrative department to improve software compatibility, operational efficiency, and remote work capability. At this time, the City does not have functional laptops available for administrative use and is unable to provide service or operational support remotely under any circumstances.

Upgraded devices will reduce system lag, downtime, and technical disruptions, while ensuring compatibility with updated financial and reporting platforms. Enhanced remote capability will allow secure access to systems when necessary for emergency situations, grant deadlines, audit preparation, professional development training, and continuity of operations planning.

This investment supports operational stability, protects sensitive municipal data, and strengthens the City's ability to maintain services during unforeseen disruptions.

Total: \$4,241.25

Agenda Item: Approval – Hands on Thomas County Produce Drive

Event Date: April 18, 2026

Location: Coolidge City Hall

Summary

Councilmember Missy Harper is requesting Council approval to allow Hands on Thomas County to host a Produce Drive event on April 18, 2026, at Coolidge City Hall. This event is intended to provide fresh produce and food assistance resources to residents in the Coolidge community and surrounding areas.

Hands on Thomas County will coordinate event logistics, volunteers, and food distribution. The City’s role would primarily involve providing use of the City Hall parking area and coordination support as needed.

Agenda Item: Discussion – Proposed Food Truck Event Initiative

Summary

Mayor Elizabeth Leger has expressed interest in establishing a recurring Food Truck event within the City of Coolidge. The purpose of the event would be to promote community engagement, support small businesses, and create a positive gathering opportunity for residents.

This item is presented for Council discussion regarding interest, structure, frequency, and operational considerations before moving forward.