

**Council Minutes  
Millen City Council  
January 6, 2026**

Prior to the meeting Probate Judge Wanda Burke administered the oaths of office to Andrew Allen, Joel Carter, Sr and Regina Coney.

A regular meeting of the Millen City Council was held on January 6, 2026 at 6:00 p.m. in the Council Chambers at City Hall. Present were Mayor King Rocker, Council Members Andrew Allen, Joel Carter, Sr, Darrel Clifton, and Regina Coney. Council Member Robin Scott arrived during executive session at 7:48 pm. Also, present were City Manager Jeff Brantley, City Attorney Andrew Lavoie and others on the attached list.

**1. Call to Order**

Mayor Rocker called the meeting to order at 6:00 p.m.

**2. Invocation**

Council Member Clifton gave the invocation.

**3. Approve Amended Agenda adding line items #5**

Council Member Coney made a motion, seconded by Council Member Clifton to approve the amended agenda. The motion carried by unanimous vote 5-0.

**4. Consent Agenda**

**A. Approve Minutes from December 2, 2025 Regular Meeting**

Council Member Clifton made a motion, seconded by Council Member Coney to approve the Consent Agenda with addition under Council Members Comments, adding comments by Council Member Carter on needed improvements to the Westside Cemetery. The motion carried by unanimous vote 5-0.

**5. Approve closing Cotton Avenue for MLK Parade on January 17, 2026 at 10:00 am.**

Council Member Coney made a motion, seconded by Council Member Carter to approve the parade request on Cotton Avenue for January 17, 2026 at 10:00 am. The motion carried by unanimous vote 5-0.

**6. Mandy Underwood - Main Street Millen Annual Report**

Mandy Underwood the Executive Director of Main Street Millen gave a summary of all the event sponsored, revenues and expenses for 2025. A copy of the report is attached to the minutes.

**7. Vote to Appoint Mayor Pro-Tem for 2026**

Council Member Clifton made a motion, seconded by Council Member Allen to appoint Council Member Coney as the Mayor Pro Tem for 2026. The motion carried by unanimous vote 5-0.

**8. Vote to Appoint City Attorney for 2026 – Bruce, Mathews and Lavoie Law Group currently serving**

Council Member Clifton made a motion, seconded by Council Member Allen to appoint the law firm of Bruce, Mathews and Lavoie Law Group as city attorney for 2026. The motion carried by a unanimous vote 5-0.

**9. Vote to Appoint City Auditor – Reddick, Riggs, Hunter & Colson PC currently serving**  
Council Member Coney made a motion, seconded by Council Member Clifton to appoint Reddick, Riggs, Hunter & Colson PC as the City Auditor for 2026. The motion carried by a unanimous vote 5-0.

**10. Vote to appoint Municipal Court Judge – April Stafford currently serving**  
Council Member Allen made a motion, seconded by Council Member Coney to appoint April Stafford Municipal Court Judge for 2026. The motion carried by a unanimous vote 5-0.

**11. Vote to appoint Municipal Court Solicitor – Sam Derocco currently serving**  
Council Member Clifton made a motion, seconded by Council Member Allen to appoint Sam Derocco as the Municipal Court Solicitor of 2026. The motion carried by a vote of 3-2. Voting yes was Clifton, Allen, Rocker and voting no were Carter and Coney.

**12. Vote to Appoint Municipal Court Public Defender – Christopher Gohagan currently serving**  
Council Member Coney made a motion, seconded by Council Member Clifton to appoint Christoher Gohagan as the Municipal Court Public Defender for 2026. The motion carried by a unanimous vote 5-0.

**13. Vote to Appoint Council Member to the Jenkins County Family Enrichment Center – Regina Coney currently serving**  
Council Member Carter made a motion, seconded by Council Member Allen to appoint Council Member Regina Coney to the Jenkins County Family Enrichment Center for 2026. The motion carried unanimously 5-0.

**14. Vote to Appoint Council Member to the Jenkins County Health Department – Darrel Clifton currently serving**  
Council Member Coney made a motion, seconded by Council Member Carter to appoint Council Member Darrel Clifton to the Jenkins County Health Department for 2026. The motion carried unanimously 5-0.

**15. Vote to Appoint two members to the Downtown Development Authority for a four-year term from 1/1/2026-12/31/2029 – Robin Scott and Steve Rathbun currently serving**

Council Member Coney made a motion, seconded by Council Member Clifton to appoint Robin Scott and Krystal Coney to the DDA board for a four-year term from 1/1/2026 through 12/31/2029. The motion carried by a unanimous vote 5-0.

**16. Adopt amendment to the City of Millen Language Access Plan 2023 – 2028 for CDBG Grant Number 25b-x-082-2-6801**

Council Member Coney made a motion, seconded by Council Member Clifton to approve the amendment to the City of Millen Language Access Plan 2023-2028 for grant 25b-x-082-2-6801. The motion was approved by unanimous vote 5-0.

**17. Review and Approve bid for the GEFA SEP Grant replacing several HVAC systems in City buildings**

- **Crowes Comfort Solutions – Base Bid - \$98,429.20**
- **Hagan Heating and Air – Base Bid - \$124,500.00**

Council Member Coney made a motion, seconded by Council Member Allen to approve the low bid in the amount of \$98,429.20 from Crowes Comfort Solutions for the GEFA SEP Grant HVAC replacement project. The motion carried by a unanimous vote 5-0.

**18. City Manager Report**

**A. Financials**

Financials were reviewed with Mayor and Council. The month end net revenue for December was \$27,930.27 and the year-to-date net revenue is \$183,655.24. The first payment for the 2026 Workers Compensation insurance was made in the amount of \$13,713.50 which is 25% of the annual premium. Also, five weekly payrolls were processed during the month.

**B. Various Grant Updates**

The following grant updates were given by City Manager Brantley:

The 2023 CDBG sidewalk curbing and the stormwater pipe under Williams Street are complete. The remaining items to finish this grant are the speed humps and the road patching over the storm pipe. These will be complete as soon as the asphalt plant runs and weather permits.

The 2025 CDBG is on tract to bid out in October 2026 with construction to start in the 1<sup>st</sup> quarter of 2027.

The SEID grant for the new water main along North Avenue is still waiting on the railroad permit. The railroad engineering department has approved and passed it to their real estate department for final approval. The project will be bid out for construction as soon as the railroad permit is approved.

The LMIG paving project is having a pre-construction meeting on January 7<sup>th</sup> with the contractor Sikes Brothers to sign contracts and finalize paving plans. The roads being resurfaced are Tanglewood, Lee, Hill, and Dixie Crescent.

Council was informed of a new grant request for funding through GEFA called the Hurricane Resilience Decentralization Waste Water Fund (HRF) for the improvements of areas on septic tank systems to be converted over to City sewage systems. The target area for this grant is Ada Drive, and Dekle Avenue which could convert approximately 25 lots to sewer.

**19. Mayor's Report**

No report

**20. City Attorney Report**

No report

**21. Council Member Comments/Reports**

Council Member Coney inquired about the heating system not working at the Community House. Public Works director Boulineau stated that the contractor had been called to check it on Monday January 5<sup>th</sup> and found out the gas line had been turned off at the meter. Once the gas was turned on the units worked properly. It's unknown who turned off the gas.

**22. Executive Session**

Discussion of tax matters made confidential by state law as provided by O.C.G.A. 50-14-2(2),

Consultation with the city attorney or other legal counsel to discuss pending or potential litigation, Settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the city or any officer or employee or in which the city or any officer or employee may be directly involved as provided in O.C.G.A. 50-14-2(1)

Discussion or deliberation on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a city officer or employee as provided in O.C.G.A. 50-14-3(b)(2);

Council Member Coney made a motion, seconded by Council Member Clifton at 6:47 p.m. to exit regular session and enter executive session to discuss tax matters, legal consultation with city attorney and personnel matter. The motion carried by unanimous vote 5-0. Council Member Scott arrived during executive session.

Council Member Scott made a motion, seconded by Council Member Coney at 8:00 p.m. to exit executive session and enter regular session. The motion carried by unanimous vote 6-0.

**23. Adjournment**

There being no further business, Mayor Rocker adjourned the meeting at 8:03 p.m.

Approved by Mayor and Council: February 3, 2026

Mayor's Signature: Aling Rucker

Attest by City Manager: [Signature]



December 17<sup>th</sup>, 2025

Mr. Jeff Brantley  
City of Millen  
919 College Ave.  
Millen, GA 30442

RE: Letter of Recommendation –Millen HVAC Improvements Project (PE25210)

Dear Mr. Brantley,

As you are aware, bids were received and opened for the above-mentioned project on December 17<sup>th</sup>, 2025 at 11:00 AM. We have checked and tabulated the bids received. We have determined that Crowe's Comfort Solutions is the low bidder for this project when evaluated on the basis of the base bid amount.

Since the low bidder appears to have adequate experience and technical ability to complete this project, Parker Engineering recommends the project be awarded to Crowe's Comfort Solutions in an amount equal to the base bid amount of \$98,429.20.

We are enclosing one copy of the "Bid Tabulation" for your file. We are also enclosing a copy of the Notice of Award for this project and a sample resolution for your use. Please execute the Notice of Award and return it and the resolution to our office as soon as possible. We will prepare three (3) sets of contract documents and forward them to you when the Contractor has executed the Agreement and delivered all the necessary insurance, etc.

If you have any questions or need any additional information, please call us.

Sincerely,

**Parker Engineering, LLC**

*Lindsey Bashlor*

Lindsey Bashlor, Parker Engineering, LLC

encl: Bid Tabulation, Notice of Award, Resolution

cc: Clay Boulineau, City of Millen  
Wesley Parker, Parker Engineering, LLC

BID TABULATION FOR ALL BIDS  
RECEIVED AT 919 College Avenue, Millen 30442  
ON December 17th, 2025 at 11:00 A.M.

PARKER ENGINEERING, LLC  
36 COURTLAND STREET, SUITE B  
STATESBORO, GA 30458

PROJECT:			BIDDERS:			
City of Millen Millen HVAC Improvements Project PROJECT NO.: PE25210			Crowes Comfort Solutions 10559 Hwy 80 Brooklet, GA 30415		Hagan Heating and Air 116 Rifle Road Sylvania, GA 30467	
ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE	TOTAL PRICE
ITEM 1 - HVAC Improvements at Municipal Building						
a.	1	LS	Complete HVAC improvements at Municipal Building including all electrical, mechanical, and labor and materials required for completion per plans. See Page M1.0 and M3.0.	\$ 76,445.20	\$ 76,445.20	\$ 111,000.00
ITEM A1 - HVAC Improvements at WWTP Building (Deductive Alternate #1)						
a.	1	LS	Complete HVAC Improvements at WWTP Building including all electrical, mechanical, and labor and materials required for completion per plans. See Page M1.1 and M3.0.	\$ 21,984.00	\$ 21,984.00	\$ 13,500.00
TOTAL BASE BID OF THE ITEMS ABOVE				\$	98,429.20	\$ 124,500.00
BID TOTAL SUPPLIED BY CONTRACTOR				\$	98,429.20	\$ 124,500.00
TOTAL BASE BID WITH DEDUCTIVE ALTERNATE #1				\$	76,445.20	\$ 111,000.00

I hereby certify that this Bid Tabulation is a true and accurate representation of all Bids received on December 17th, 2025 at 11:00 AM.

Lindsey Bashlor  
Lindsey Bashlor, Parker Engineering, LLC



## RESOLUTION

WHEREAS bids were received by the City of Millen on December 17<sup>th</sup>, 2025 for the  
**Millen HVAC Improvements** project, and

WHEREAS the low responsible, responsive bidder is **Crowe's Comfort Solutions**  
of **Brooklet, Georgia** with a bid in the amount of **\$98,429.20**; and

WHEREAS the low bidder, **Crowe's Comfort Solutions**, appears to have the  
necessary financial and technical ability to complete the project, and

BE IT THEREFORE resolved the City of Millen hereby makes contract award of the  
construction contract to **Crowe's Comfort Solutions** in the amount of **\$98,429.20**. This  
Award is subject to the City's review of the contract documents.

THIS RESOLUTION was passed by a vote of 5 to 0 at a Council Meeting  
held on January 6, 2026.

CITY OF MILLEN

  
Mayor King Rocker

Attest: 

Jeff Brantley, City Manager





**SECTION 00621  
NOTICE OF AWARD**

PROJECT DESCRIPTION:

**MILLEN HVAC IMPROVEMENTS PROJECT**

The OWNER has considered the BID submitted by you on December 17<sup>th</sup>, 2025, for the above-described WORK in response to its Advertisement for Bids and Instruction to Bidders.

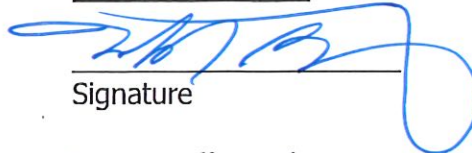
You are hereby notified that your BID has been accepted for items in the amount of Ninety-eight thousand four hundred twenty-nine dollars and twenty cents. (\$ 98,429.20)

You are required by the Instructions to Bidders to execute the Agreement and furnish the required Certificates of Insurance within fifteen (15) calendar days from the date of the Notice to you.

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

Dated this 6<sup>th</sup> day of January, 2026.

**CITY OF MILLEN**

  
Signature

By: Jeff Brantley  
Title: City Manager

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE OF AWARD is hereby acknowledged this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

By: \_\_\_\_\_

Title: \_\_\_\_\_

## CITY OF MILLEN

### EXECUTIVE SESSION MINUTES

The Mayor and members Millen City Council met in executive session on January 6, 2026

\_\_\_\_\_. Members in attendance were: ☒ King Rocker ☒ Robin Scott ☐ Darrel Clifton ☐ Regina Coney ☐ Andrew Allen ☐ Joel Carter Sr

The subject matter of the closed portion of the meeting was devoted to the following matter(s) within the exceptions provided in the open meetings law:

☒ Consultation with the city attorney or other legal counsel to discuss pending or potential litigation, Settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the city or any officer or employee or in which the city or any officer or employee may be directly involved as provided in O.C.G.A. 50-14-2(1);

Comments: \_\_\_\_\_

☒ Discussion of tax matters made confidential by state law as provided by O.C.G.A. 50-14-2(2) and

Comments: \_\_\_\_\_

☐ Discussion of the future acquisition, disposal or lease of real estate as provided by O.C.G.A. 50-14-3(b)(1)(B-E);

Comments: \_\_\_\_\_

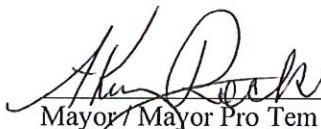
☒ Discussion or deliberation on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a city officer or employee as provided in O.C.G.A. 50-14-3(b)(2);

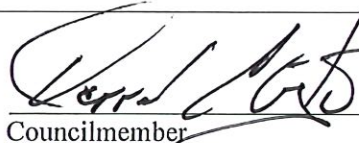
Comments: \_\_\_\_\_

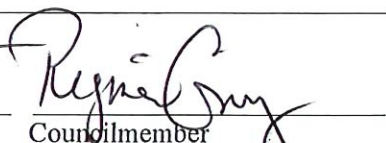
☐ Other (describe the exception to the open meetings law); \_\_\_\_\_

as provided in \_\_\_\_\_


Comments: \_\_\_\_\_

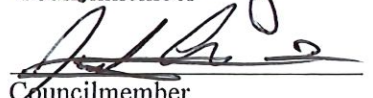
  
Mayor / Mayor Pro Tem

  
Councilmember

  
Councilmember

  
Councilmember

  
Councilmember

  
Councilmember

  
City Manager

City of Millen

# Regular Council Meeting

Date: January 6, 2026

Name	Signature	Organization	Title
Catie Daigler	Catie Daigler	Daigler Consulting	Cancer
Krystal Condy	Krystal Condy	BOL Foundation	President
Pamela Foreman	Pamela Foreman		
Mandy Underwood	Mandy Underwood	Main Street Millen	ED
Clay Boulton	Clay Boulton	City of Millen	
Deborah Bennett	Deborah Bennett	Millen News	
Bill Rant	Bill Rant		
Dennis Small	Dennis Small	City of Millen	
J Pies	J Pies	Mag 57	
Johnny Thomas	Johnny Thomas	City of Millen	
DWAYNE HERRINGTON	DWAYNE HERRINGTON	CITY OF MILLEN	
Allie Scott	Allie Scott	citizen	
Andrew Lavoie	Andrew Lavoie	city attorney	
Carrin Lovett	Carrin Lovett		
Wanda Williams	Wanda Williams	citizen	
Sharon Scott	Sharon Scott	citizen	
Tara Fey	Tara Fey	City of Millen	
Herby Goss	Herby Goss	City of Millen	
Larry Gills	Larry Gills	City of Millen	
Janae Britt	Janae Britt	mayor of	
Jimmy Crashe	Jimmy Crashe	Main Street	
Blake Johnson	Blake Johnson	Main Street	
EMERSON WATSON	EMERSON WATSON		
Emmanuel WATSON	Emmanuel WATSON		
Shanell Carr	Shanell Carr		
Steve Carr	Steve Carr		
Susan Ween	Susan Ween	Main Street	
Debbie Dean	Debbie Dean	je Times	

# **Language Access Plan 2023-2028**

## **City of Millen, Georgia**

CDBG Grant Number: 23p-x-082-2-6345

Phase IV of the Washington/ Lincoln Neighborhood Revitalization Area Strategy: To include public infrastructure.

CHIP Grant Number: 2024-112

Funds for housing rehabilitation services for 5 owner-occupied, stick-built homes.

CDBG Grant Number: 25b-x-082-2-6801

Phase V of the Washington/ Lincoln Neighborhood Revitalization Area Strategy: To include public infrastructure and housing rehabilitation.

**Required by:**  
**Georgia Department of Community Affairs**

**In Conjunction With**  
**The Award of Community Development Block Grant (CDBG) Funds**  
**and**  
**The Award of Community HOME Investment Program (CHIP) Funds**

**City of Millen**  
**919 College Avenue**  
**PO Box 929**  
**Millen, GA 30442**  
**478-982-6100**

## Table of Contents

I.	General Information.....	Page 3
II.	Meaningful Access: Four Factor Analysis .....	Page 5
III.	Language Assistance.....	Page 7
IV.	Staff Training.....	Page 9
V.	Translation of Documents.....	Page 9
VI.	Monitoring and Updating the LAP Plan.....	Page 9
VII.	Dissemination of the City of Millen’s LAP Plan.....	Page 10
VIII.	Records.....	Page 10
IX.	Complaints/Findings.....	Page 10
X.	Available Federal Limited English Proficiency (LEP) Resources.....	Page 11

## APPENDICES

- 1) “I Speak” Poster
- 2) S1601 2023 American Community Survey 5-year estimates

# CITY OF MILLEN

## LANGUAGE ACCESS PLAN(LAP)

Amended: November 30, 2023; Adopted: December 5, 2023

Amended: July 26, 2024; Adopted: August 6, 2024

Amended: December 30, 2025; Adopted: January 6, 2026

### I. GENERAL INFORMATION

Prepared 2023 by: Linda D. Grijalva  
Deputy Director of Government Services  
CSRA Regional Commission  
3626 Walton Way Extension, Suite 300  
Augusta, GA 30909  
706-650-5694  
[lgrijalva@csrarc.ga.gov](mailto:lgrijalva@csrarc.ga.gov)

Amended 2024-2025 by: Sydney Stouffer  
Planning & Development Specialist  
CSRA Regional Commission  
3626 Walton Way Extension, Suite 1  
Augusta, GA 30909  
706-210-2014  
[sstouffer@csrarc.ga.gov](mailto:sstouffer@csrarc.ga.gov)

**List of Current Applicable Funded Grants/Programs (to be automatically amended as projects are funded):**

1. Grantee: City of Millen, GA CDBG Grant Number: 23p-x-082-2-6345  
Phase IV of the Washington/Lincoln Neighborhood Revitalization Area Strategy: To include public infrastructure. (2.88 % LEP: Spanish, 2.88% LEP)
2. Grantee: City of Millen, GA CHIP Grant Number: 2024-112  
Funds for housing rehabilitation services for 5 owner-occupied, stick-built homes. (3.2% LEP: Spanish, 3.2% LEP)
3. Grantee: City of Millen, GA CDBG Grant Number: 25b-x-082-2-6801  
Phase V of the Washington/Lincoln Neighborhood Revitalization Area Strategy: To include public infrastructure, and housing rehabilitation. (2.6 % LEP: Spanish, 2.6% LEP)



This *Language Access Plan* has been prepared to address the City of Millen's responsibilities as a recipient of federal financial assistance from Georgia Department of Community Affairs programs & grants funded by HUD as they relate to the needs of individuals with limited English language skills.

The plan has been prepared to ensure compliance with HUD's guidance and Title VI of the Civil Rights Act of 1964, and its implementing regulations. Under HUD's guidance, the City of Millen must take reasonable steps to ensure meaningful access to their programs and activities by persons with Limited English Proficiency (LEP).

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including the City of Millen.

The City of Millen has developed this *Language Access Plan* to help identify reasonable steps for providing language assistance to persons with Limited English Proficiency (LEP) who wish to access services provided through programs funded by the Georgia Department of Community Affairs/HUD. As defined by Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

To prepare this plan, the City of Millen used HUD's four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the Community Improvement programs;
2. The frequency with which LEP persons encounter HUD funded programs;
3. The nature and importance of the HUD funded programs and services provided by the City of Millen to the LEP population;
4. The resources available to the City of Millen and overall cost to provide LEP assistance.

## **SAFE HARBORS**

In accordance with HUD Safe Harbors for LEP, the City of Millen will translate written HUD related project documents for groups that are at least 5% of the population eligible (and more than 50 persons) or 1,000 persons, whichever is less. If there are fewer than 50 persons in a language group that reaches the 5% trigger above, the City of Millen will not translate the vital HUD related written materials but will provide written notice in the primary language of the LEP group of the right to receive competent oral interpretation of those written materials, free of cost.

The size of the language group determines the recommended provision for written language assistance.



Size of Language Group	Recommended Provision of Written Language Assistance
1,000 or more in the eligible population	Translated vital documents
More than 5% of the eligible population or beneficiaries and more than 50 in number	Translated vital documents
More than 5% of the eligible population or beneficiaries and 50 or less in number	Translated written notice of right to receive free oral interpretation of documents.
5% or less of the eligible population or beneficiaries and less than 1,000 in number	No written translation is required.

## II. MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS

### 1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the programs.

The City of Millen reviewed the S1601 Form 2023 American Community Survey 5-year estimates and determined that of the population of 2,927 persons over 5 years of age, 144 persons in Millen (4.9% of the total population) speak a language other than English. Of those 144 persons, 75 (2.6% of the population speaking a language other than English) have limited English proficiency; that is, they speak English less than “very well.” See Appendix 2 of this Plan for ACS Estimates.\*

Language Spoken*	# of Residents Over 5 Years of Age*	Speaks English Less Than “Very Well”*
English	2,783 (95.1%)	N/A
Spanish	144 (4.9%)	75 (2.6%)
Other Indo European	0 (0.0%)	0 (0%)
<b>Total</b>	<b>2,927 (100.0%)</b>	<b>75 (2.6%)</b>

Therefore, this does not meet the thresholds described above for translating vital documents or translated written notice of right to receive free oral interpretation of documents. Oral Interpretation Services are available for clients upon request. However, in the past, all our clients have provided their own translator with whom they are comfortable sharing personal information.

1. Grantee: City of Millen, GA CDBG Grant Number: 23p-x-082-2-6345  
Phase IV of the Washington/ Lincoln Neighborhood Revitalization Area Strategy: To include public infrastructure to include water, sewer, street and flood and drainage improvements for portions of Waters Street, Buckhead, and Drexel Street.
2. Grantee: City of Millen, GA CHIP Grant Number: 2024-112  
Funds for housing rehabilitation services for 5 owner-occupied, stick-built homes. (3.2% LEP: Spanish, 3.2% LEP)
3. Grantee: City of Millen, GA CDBG Grant Number: 25b-x-082-2-6801  
Phase V of the Washington/Lincoln Neighborhood Revitalization Area Strategy: To include public infrastructure, and housing rehabilitation. (2.6 % LEP: Spanish, 2.6% LEP)

## **Millen, Jenkins County\***

Total population >5 years old: 2,783

Percent LEP: 2.6%

Source: \*2023 American Community Survey 5-year estimates – S1601 – Language Spoken At Home By Ability to Speak English For The Population 5 Years and Over

### **2. The frequency with which LEP persons encounter HUD funded programs & services.**

The City of Millen reviewed the frequency with which staff have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits, as well as public hearings and interactions during surveys. Over the past two years, the City of Millen has had no requests for interpreters and no requests for translated program documents.

Frequency of Interaction: Annually

#### For Project Applications:

- a. When notifying the public about the potential grant and activities
- b. When surveying income in the target area
- c. When determining preliminary eligibility for housing activities, if applicable

Frequency of Interaction: As required

#### For Project Award and Activities:

- a. When notifying the public about the grant award and ongoing activities
- b. When seeking applicants to participate in the program
- c. When working with homeowners selected for assistance
- d. When seeking qualified contractors

### **3. The nature and importance of programs, activities or services provided by the Planning and Community Development Department to the LEP population.**

Housing plays a critical role in maintaining quality of life. The City of Millen is committed to ensuring access to safe, sanitary and affordable housing for our eligible clients. Outreach throughout the community helps to ensure an awareness of our programs. The City's population-95.1% speak English. Other than English speaking individuals, city staff are most likely to encounter Spanish speaking LEP individuals through office visits, phone conversations. Upon client request, the City of Millen will provide oral interpreters using bi-lingual employees or qualified contract interpreters. To date, all LEP individuals have provided their own interpreter-a child or friend.

Nature of the Program(s): Owner-occupied housing rehabilitation throughout city.

Importance of the Program(s): Denial or delay of access to services or information would not have serious or life-threatening implications for the LEP individual.

### **4. The resources available to the City of Millen, and overall cost to provide LEP assistance.**

The City of Millen reviewed its available resources that could be used for providing LEP assistance, including which of its documents would be most valuable to be translated if the need should arise. An "I Speak" card/poster will be made available to determine needed language

translations. A notice (see below) will be posted in all ads for GA DCA/HUD programs regarding who to contact should language assistance be needed. Language translation, if needed, would be provided through the available bi-lingual staff and/or the Language Line (706-637-8629) for which the City of Millen would pay a fee.

### III. LANGUAGE ASSISTANCE

A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to Planning and Development services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

The Name of the individual at the City of Millen responsible for coordination of LEP Compliance is:

Mr. Jeff Brantley, City Manager  
City of Millen  
919 College Avenue  
Millen, GA 30442  
(478) 982-9434  
[jbrantley@cityofmillenga.gov](mailto:jbrantley@cityofmillenga.gov)

How the City staff may identify an LEP person who needs language assistance:

- Post notice of LEP Plan and the availability of interpretation services free of charge in languages LEP persons would understand;
- Add statement (see below) to public meeting and event notices concerning GA DCA/HUD programs;
- All City staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year; and
- When City staff conducts a Public Hearing, an informational meeting or event, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be able to be provided at the event (unless previously requested) it will help identify the need for future events; and
- Language Identification Cards/Posters will be used as necessary to determine a client's language needs.

**Language Assistance Measures-**Although there are no eligible LEP households in Millen, that is, persons who speak English "not well" or "not at all", it will strive to offer the following measures:

1. The City will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English.

2. The following resources will be available to accommodate LEP persons:

- Interpreters for the Spanish language if available will be provided within a reasonable time period; or
- Language interpretation will be accessed through Language Line Solutions.

3. Language Identification Cards/Posters will be used as necessary to determine a client's language needs.

4. The following statements will be added to public meeting and event notices concerning GA DCA/HUD programs:

*"Persons with special needs relating to handicapped accessibility or foreign language should contact Mr. Jeff Brantley, City Manager, City of Millen, 919 College Avenue, PO Box 929, Millen, GA 30442, (478) 982-9434 before \_\_\_\_\_. This person can be located at the City Hall, 919 College Avenue, Millen, GA 30442, and is available between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. Persons with hearing disabilities may consider using the Georgia Relay Service, at (TDD) 1-800-255-0056 or (Voice) 1-800-255-0135."*

#### **IV. STAFF TRAINING**

The following training will be provided to all Planning and Community Development Department staff:

- Information on the Title VI Policy and LEP responsibilities;
- Description of language assistance services offered to the public;
- Documentation of language assistance requests; and
- How to handle a potential Title VI/LEP complaint.

All contractors, subcontractors and sub-recipients performing work for or receiving federal funds for Community Development projects will be required to follow the Title VI/LEP guidelines.

#### **V. TRANSLATION OF DOCUMENTS**

The City of Millen weighed the cost and benefits of translating documents for potential LEP groups.

There are two (2) service sectors with which a Hispanic citizen will most likely use the City's services.

1. Hispanic Citizens wishing to utilize City utilities such as water and sewer.
2. Hispanic Citizens wishing to obtain an occupational certificate (business license).

Due to the infrequency of the encounters with LEP individuals, The City of Millen's written materials are English-only. Any request for the language translation of the documents will be reviewed and accommodated if the accommodation is reasonable and necessary. Considering the expense of translating the documents, the likelihood of frequent changes in documents and other relevant factors, currently no documents require translation.

Due to the relatively small eligible local LEP population, the City of Millen does not have a formal outreach procedure in place at this time. Translation resources have been identified. When and if the need arises for LEP outreach, the City of Millen will consider the following option:

- When staff prepares a document, or schedules a meeting, for which the target audience is expected to include LEP individuals, then relevant documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population, if requested.

## **VI. MONITORING AND UPDATING THE LAP PLAN/TERM OF THE PLAN**

The City of Millen will update the LAP Plan as required. At a minimum, the plan will be reviewed and updated every five years using American Fact Finder for census information, when a new HUD funded project is approved, or when higher concentrations of LEP individuals are present in the City of Millen. Updates will include the following:

- The number of documented LEP person contacts encountered annually;
- How the needs of LEP persons have been addressed;
- Determination of the current LEP population in the service area;
- Determination as to whether the need for translation services has changed;
- Determine whether local language assistance programs have been effective and sufficient to meet the need;
- Determine whether the City of Millen's financial resources are sufficient to fund language assistance resources needed;
- Determine whether the City of Millen fully complies with the goals of this LAP Plan; and
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.

**TERM OF PLAN:** This plan will remain in place for five (5) years from the date of adoption including all updates and revisions over the course of the five (5) years. A new plan will be prepared and adopted every five (5) years.

## **VII. DISSEMINATION OF THE CITY OF MILLEN'S LAP PLAN**

A link to the LAP Plan will be on the City of Millen's website page and provided to anyone requesting the information.

## **VIII. RECORDS**

The City of Millen will maintain records in the City Clerk's office regarding its efforts to comply with Title VI LEP obligations. These records will be reviewed periodically and open to the public to improve service.

## **IX. COMPLAINTS/FINDINGS**

Any person who believes they have been denied the benefits of this LAP or that the City of Millen has not complied with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 regulations may file a complaint with the City LAP Coordinator. The City LAP

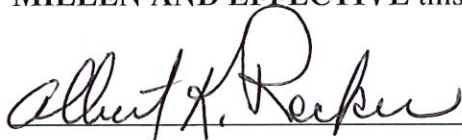
Coordinator may be the first point of contact for any complaints or appeals, but the DCA LAP Coordinator must be informed of all complaints and appeals. The LAP Coordinator will provide oversight of the complaint/appeal resolution process. To file a complaint, submit the written complaint to:

Mr. Jeff Brantley, City Manager  
City of Millen  
919 College Avenue  
Millen, GA 30442  
(478) 982-9434  
[jbrantley@cityofmillenga.gov](mailto:jbrantley@cityofmillenga.gov)

Or

DCA 504 Coordinator  
60 Executive Park South, N.E.  
Atlanta, Georgia 30329-2231  
[fairhousing@dca.ga.gov](mailto:fairhousing@dca.ga.gov)

**RESOLVED, ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF  
MILLEN AND EFFECTIVE** this 6<sup>th</sup> day of January, 2026.



Albert K. Rocker, Mayor

Attest:



Jeff Brantley, City Manager

(SEAL)



#### AVAILABLE FEDERAL LEP RESOURCES

HUD's LEP Website:

<http://www.hud.gov/offices/fheo/lep.xml>

Federal LEP Website:

<http://www.lep.gov/>

LEP and Title VI Videos:

<http://www.lep.gov/video/video.html>

"I Speak" Card:

<http://www.lep.gov/ISpeakCards2004.pdf>

## **APPENDICES**

- 1. “I SPEAK” POSTER**
- 2. S1601 – American Community Survey (ACS) 2023 Estimates - Language Spoken at Home By Ability to Speak English for the Population 5 years and over**



# **APPENDIX 1**

## **I SPEAK CARDS/POSTER**

## A

### Amharic

እኔ አማርኛ ነው ምናገረው.

### Arabic

أنا أتحدث اللغة العربية

### Armenian

Ես խոսում եմ հայերեն

## B

### Bengali

আমি বাংলা কথা বলতে পারি

### Bosnian

Ja govorim bosanski

### Bulgarian

Аз говоря български

### Burmese

ကျွန်တော်/ကျွန်မ မြန်မာ ဝို ခြေတတ် ဝိတယ်

## C

### Cambodian

ខ្ញុំនិយាយភាសាខ្មែរ

### Cantonese

我講廣東話 (Traditional)

我讲广东话 (Simplified)

### Catalan

Parlo català

### Croatian

Govorim hrvatski

### Czech

Mluvim česky

## D

### Danish

Jeg taler dansk

### Dari

من دری حرف می زنم

### Dutch

Ik spreek het Nederlands

## E

### Estonian

Ma räägin eesti keelt

## F

### Finnish

Puhun suomea

### French

Je parle français

## G

### German

Ich spreche Deutsch

### Greek

Μιλώ τα ελληνικά

### Gujarati

હું ગુજરાતી બોલુ છું

## H

### Haitian Creole

M pale kreyòl ayisyen

### Hebrew

אני מדבר עברית

### Hindi

मैं हिंदी बोलता हूँ ।

### Hmong

Kuv has lug Moob

### Hungarian

Beszélek magyarul

# I Speak...

## Language Identification Guide

## I

### Icelandic

Ég tala íslensku

### Ilocano

Agsaonak ti Ilokano

### Indonesian

saya bisa berbahasa Indonesia

### Italian

Parlo italiano

## J

### Japanese

私は日本語を話す

## K

### Kachchiquel

Quin chagüic 'ká chábal' ruin' ri

### Korean

한국어 합니다

### Kurdish

man Kurdii zaanim

### Kurmanci

man Kurmaanji zaanim

## L

### Laotian

ຂອບປາກພາສາລາວ

### Latvian

Es runāju latviski

### Lithuanian

Aš kalbu lietuviškai

## M

### Mam

Bán chiyola tuj kiyol mam

### Mandarin

我講國語 (Traditional)

我讲国语/普通话 (Simplified)

### Mon

အဲဒီအတိုင်း

## N

### Norwegian

Jeg snakker norsk

## P

### Persian

من فارسی صحبت می کنم.

### Polish

Mówię po polsku

### Portuguese

Eu falo português do Brasil (for Brazil)

Eu falo português de Portugal (for Portugal)

### Punjabi

ਮੈਂ ਪੰਜਾਬੀ ਬੋਲਦਾ/ਬੋਲਦੀ ਹਾਂ।

## Q

### Qanjobal

Ayin ti chí wal q' anjob' al

### Quiche

In kinch'aw k'u'in ch'e quiche

## R

### Romanian

Vorbesc românește

### Russian

Я говорю по-русски

## S

### Serbian

Ja govorim српски

### Sign Language



### Slovak

Hovorim po slovensky

### Slovenian

Govorim slovensko

### Somali

Waxaan ku hadlaa af-Soomaali

### Spanish

Yo hablo español

### Swahili

Ninaongea Kiswahili

### Swedish

Jag talar svenska

## T

### Tagalog

Marunong akong mag-Tagalog

### Tamil

நான் தமிழ் பேசுவேன்

### Thai

พูดภาษาไทย

### Turkish

Türkçe konuşurum

## U

### Ukrainian

Я розмовляю українською мовою

### Urdu

میں اردو بولتا ہوں

## V

### Vietnamese

Tôi nói tiếng Việt

## W

### Welsh

Dwi'n siarad

## X

### Xhosa

Ndithetha isiXhosa

## Y

### Yiddish

איך רעד יידיש

### Yoruba

Mo nso Yooba

## Z

### Zulu

Ngiyasikhuluma isiZulu

Executive Order 13166 requires DHS to take reasonable steps to provide meaningful access to its programs and activities for persons with limited English proficiency and - as also required by Title VI of the Civil Rights Act of 1964 - to ensure that recipients of federal financial assistance do the same.

*I Speak* is provided by the Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL). Other resources at [www.lep.gov](http://www.lep.gov)

Contact the DHS Office for Civil Rights and Civil Liberties' CRCL Institute at [CRCLTraining@dhs.gov](mailto:CRCLTraining@dhs.gov) for digital copies of this poster or a "I Speak" booklet.

Download copies of the DHS LEP plan and guidance to recipients of financial assistance at [www.dhs.gov/crcl](http://www.dhs.gov/crcl)

## **APPENDIX 2**

**S1601 – American Community Survey (ACS) 2023  
Estimates - Language Spoken at Home By Ability to  
Speak English for the Population 5 years and over**

# Language Spoken at Home

Note: This is a modified view of the original table produced by the U.S. Census Bureau. This download or printed version may have missing information from the original table.

Millen city, Georgia																
Label	Total		Percent	Percent of specified language speakers				Speak English only or speak English "very well"		Percent speak English only or speak English "very well"		Speak English less than "very well"		Percent speak English less than "very well"		
	Estimate		Estimate	Estimate		Estimate		Estimate		Estimate		Estimate		Estimate		
✓	Population 5 years and over		2,927	(X)				2,852				97.4%		75		2.6%
	Speak only English		2,783		95.1%		(X)					(X)		(X)		(X)
	Speak a language other than English		144		4.9%			69				47.9%		75		52.1%
✓	SPEAK A LANGUAGE OTHER THAN ENGLISH															
✓	Spanish		144		4.9%			69				47.9%		75		52.1%
	5 to 17 years old		69		2.4%			69				100.0%		0		0.0%
	18 to 64 years old		75		2.8%			0				0.0%		75		100.0%
	65 years old and over		0		0.0%			0				-		0		-
✓	Other Indo-European languages		0		0.0%			0				-		0		-
	5 to 17 years old		0		0.0%			0				-		0		-
	18 to 64 years old		0		0.0%			0				-		0		-
	65 years old and over		0		0.0%			0				-		0		-
✓	Asian and Pacific Island languages		0		0.0%			0				-		0		-
	5 to 17 years old		0		0.0%			0				-		0		-
	18 to 64 years old		0		0.0%			0				-		0		-
	65 years old and over		0		0.0%			0				-		0		-
✓	Other languages		0		0.0%			0				-		0		-
	5 to 17 years old		0		0.0%			0				-		0		-
	18 to 64 years old		0		0.0%			0				-		0		-
	65 years old and over		0		0.0%			0				-		0		-
✓	CITIZENS 18 YEARS AND OVER															
✓	All citizens 18 years old and over		2,383		(X)			2,308				96.9%		75		3.1%
	Speak only English		2,308		96.9%		(X)					(X)		(X)		(X)
✓	Speak a language other than English		75		3.1%			0				0.0%		75		100.0%
	Spanish		75		3.1%			0				0.0%		75		100.0%
	Other languages		0		0.0%			0				-		0		-

# Main Street Millen

## 2025 Year in Review

Money Raised from Events	\$60,788.76
Operational Expenses	\$54,996.14
Grants Received	\$2,500 Regions Bank – Homeownership Wkshop \$7,500 Regions Bank – Main Street Events \$1,500 Georgia Power – Mural \$640 Keep GA Beautiful – Keep Jenkins Beautiful \$25,000 Georgia Power – Downtown Rehab

Monthly Meetings: 10

Volunteer Hours: 1277 total hours

### **Events Sponsored by Main Street Millen:** (Approximately 10,500 people in attendance)

Ladies Night Out

Egg My Yard

Keep Jenkins Beautiful / Earth Day/Clean-up Day

5<sup>th</sup> Grade Historic Tour

Patriotic Celebration – 3,000+

17 Produce Markets (May – August) With an average of 10 vendors each week

Homemade Ice Cream Social

FOTS Beauty Pageant

FOTS and Parade – Over 100 vendors

Will Moseley Concert

Monster Mash on Main

Small Business Saturday

### **New Events for 2026:**

Interactive Career Fair – February

Putt Putt in Downtown Millen - March

Industry Roundtable – March

### **Downtown Development Authority**

Public Improvements: Completed the RDF Grant for Kirkland Building  
Installed New Stairs in Kirkland Building - \$40,000  
Eligible Rural Zone Owners were contacted

### **Chamber of Commerce Events:**

12 Grand Openings	Christmas in Millen
Hometown Holiday Road Trip	Blessing of the Crops
3 Business After Hours	JC High School Seniors Tour
Legislative Breakfast	Chamber Banquet
New Teacher Luncheon	JC School System Teacher Breakfast
Bites & Boogie	JC Bus Driver Breakfast
5 Blood Mobile Activities	Social Media Class
Christmas Tour of Homes	

### **PAL Theater Events and Activities:**

Spring Art Show / Band Concert	2 Family Game Nights - BUNCO
Practices Held at the Pal - 56	Movie – Wicked
Kids Theater Camp and Musical	Youth Revival
Play – The Last Supper	Auditions for Grace & Glorie
Play – Southern Hospitality	5 <sup>th</sup> Grade Movie and Activities
Mark the Magic Man	Black Nativity

### **Activities Sponsored by other organizations:**

MLK Banquet/Breakfast	Lions Club Pancake Supper
Millen Bingo Bash X 2	Homeownership Workshop
Watermelon Festival	Christmas Decoration Contest
Garden Club Trivia Night	20 Yr. Celebration Eagle Pharmacy
Back to School Backpack Giveaway	Museum Rehab
City meeting with Landlords	Playground Committee Meetings
Senior Citizens Prom	Planters Annual Meeting
West Millen Judgement Day	Breakfast for Veterans

### **Grand Openings in 2025**

Abuelos Mexican Restaurant	El Mariachi Mexican Restaurant
ROX Enterprises	Jenkins Co. Medical – Mental Health
Cole's Bouquet	920 Cattle Company
Savannah Pizza Company	Noble Roman's Pizza
Office Suites/Millen Beauty	Evergreen Counseling Services
LeeHaven Lodging & Events	JCFEC Teen Center