

City of Donalsonville  
Council Meeting-April 4, 2017

**Official Minutes**

Mayor Dan E. Ponder, Jr. called the meeting to order at 5:00 PM in the Council Chambers at City Hall. After which Mayor Ponder gave the invocation, then all joined in the Pledge of Allegiance to the United States of America.

Councilmembers present for the meeting included, Mayor Dan E. Ponder, Jr., Mayor Pro Tem Ed Bond, CP Lindsey Register, CP Mitch Blanks, CP Flossie Smith, and CP Travis Brooks; CP Tony Buczek was absent. Staff present were City Manager Steve Hicks, City Clerk Christina Corvers, Assistant Public Works Superintendent Bert Adams, Police Chief Woodrow Blue, Fire Chief Dean King, and City Attorney Paul Fryer. Guests present were David Maxwell, Shelia Williams, Chad Caudill, Jan Taylor, and Barbra Barber.

Approval of the agenda: Mayor Pro Tem Bond made a motion to approve the agenda with CP Brooks making a second, motion carried. Approval of the minutes from the Council Meeting held on March 13, 2017, and Called Council Meeting held on March 27, 2017. CP Blanks moved to approve with CP Register seconding, motion passed unanimously.

APPEARANCES: Virginia Harrison with the DDA presented a map with a designated one mile walking path downtown and requested permission to paint a symbol, which would represent the City, on the sidewalk for every quarter mile. She stated that the DDA would provide the paint and the DDA Junior Advisory Board would paint the symbol. CP Brooks made a motion to approve, with CP Register seconding; motion carried.

Next, Jan Taylor requested permission to hold a Color Run (5K and 1 Mile Fun Run) on April 22, 2017, along with a map of the designated roads that would be utilized during the Color Run. Since this was the first time the map had been presented, Mayor Pro Tem Bond made a motion to approve the request for the street closures upon Chief Blue's approval of the presented map. CP Brooks seconded; motion passed unanimously.

David Maxwell then went on record requesting the scheduling of a meeting to discuss utilization of 220 South WoolFork Avenue (Old Fire Station). City Manager Hicks stated they would get a meeting scheduled soon.

Next, Latrelle Barber requested permission to place a Double-Wide Mobile Home on West Carr Street. City Manager Hicks stated that after reviewing the request, under the current zoning regulations, the property is located in zone R-A which does not allow for Mobile Homes. City Manager Hicks indicated that he does not recommend the Council to approve the request, but he is willing to work with Ms. Barber to look at some other options that would be available for her consideration. No action taken.

INTERNAL BUSINESS: The Financial Statements for February 2017 were presented and reviewed with comments made by City Manager Hicks on the current status, which included a projection that general fund balance will end with little change from the previous year.

**OLD BUSINESS**

OLD BUSINESS: An update on the SoZo Wireless project was given by Mayor Ponder, where he indicated that the City is awaiting the final bill of sale, along with the reconciliation of the proper equipment that belongs to the City.

City Manager Hicks then requested action on the Post Office Building repair quotes that have been received. He reminded the Council that this item was tabled from the last Council Meeting, which he has since received an additional quote from Carlton Skipper in the amount of \$11,822.56. The original quote was from Wasdin Builders in the amount of \$20,940.00. City Manager Hicks made a recommendation to approve the repairs to be performed by Carlton

Skipper. Mayor Pro Tem Bond made a motion to award the quote in the amount of \$11,822.56 to Carlton Skipper to perform the necessary repairs to the Post Office Building. CP Brooks seconded; motion carried.

Next, City Manager Hicks recommended to approve the Change Order #1 in the amount of \$5,911.13 to Anderson Construction Company to install required conduits and conductor wires for underground secondary power lines at the New Fire Station Complex. This would be to remove overhead wires for safety purposes due to training activities and Fire Truck operations, along with the improvement of service for future use of the property. CP Blanks made a motion to approve the Change Order #1, with Mayor Pro Tem Bond seconding; motion passed unanimously.

City Manager Hicks then stated that Chad Caudill, a representative from Mobilitie, was present and would be giving a brief presentation on the request to install a 120' Cell Tower at the intersection of Crawford Street and Old Jakin Road. City Manager Hicks reminded the Council that the City does have an agreement which was previously approved with Mobilitie, and that Georgia Municipal Association is working with the City to implement this agreement. GMA suggests the City allow Mobilitie to utilize space on one of the existing water towers or construct a smaller pole at the proposed location. City Manager Hicks noted that if the City does grant permission of the originally noted 120' Cell Tower, that GMA recommends the City charge a higher fee. The recommendation by City Manager Hicks is to allow Mobilitie to place the service on one of our existing water towers, or allow them to construct a 56' pole at the proposed location or one suitable. If either of those options are not suitable for Mobilitie, then City Manager Hicks recommends allowing GMA to negotiate a new agreement for this request to present at the next Council Meeting. Chad Caudill then gave a detailed presentation on the proposed project, where the floor was open for discussion with the Mayor and Council. After further discussion, the Council requested that Mr. Caudill discuss decreasing the height options of the structure with the engineers before any decisions were made. No action taken.

#### **NEW BUSINESS**

City Manager Hicks recommended to enter agreement with TTL in the amount of \$4,500.00 to provide the mandatory annual reporting of long-term Watershed Chemical Monitoring to EPD for 2016. City Manager Hicks also recommended to enter agreement with TTL in the amount of \$13,254.00 to provide the mandatory annual reporting of long-term Watershed Chemical Monitoring to EPD for 2017 and the Bioassessment Monitoring as per new requirements issued by EPD in 2015. This additional requirement is to be performed at least every five years if the flow conditions allow. City Manager Hicks stated that the City has used this company for the last two years, and recommendation from Polyengineering, Inc. is to continue allowing TTL to provide the service. It was also noted, per City Manager Hicks, that funds for these services have been budgeted. CP Blanks made a motion to accept both proposals from TTL for the Chemical Monitoring to stay in compliance with EPD; Mayor Pro Tem seconded, motion carried unanimously.

Next, City Manager Hicks recommended authorization of an agreement with Jackson Thornton Technologies to provide additional backup of the City's records, as space requirements now do not allow for daily backups. The monthly charge would increase from \$500.00 per month to \$840.00 per month with a one-time fee of \$825.00. JTT has agreed to delay billing until June 1, 2017, which would allow payment to be made in the new budget cycle. City Manager Hicks also stated that on March 30, 2017, he notified JTT that the City would not automatically renew the current contract as per the terms of the agreement on June 1, 2017. The City must notify JTT 60 days prior to renewal of the City's contract of future intentions. During this 60-day period, City Manager Hicks stated that he would be working with JTT to look at the scope of the current services being performed, the cost of these services, and discuss any future considerations that may affect the cost of services. City Manager Hicks stated that a new agreement would be prepared or a recommendation would be made for the direction of the contract for the services and presented for the Council's approval. City Manager Hicks noted that an agreement of this type and services performed by a qualified provider is essential to the operation of the City. CP Register made a motion to authorize the amended agreement with JTT to provide additional backup for the City's records; CP Smith seconded, motion carried.

City Manager Hicks then requested action to approve the Resolution 04-04-17, providing for adoption of the FY 2017-2018 Budget for the City of Donalsonville. A summarization of the proposed FY 2017-2018 Budget are as follows:

<u>DEPARTMENT</u>	<u>APPROVED BUDGET</u>
Total General Fund	\$ 3,400,152
SPLOST	<u>2,268,240</u>
Total General Government	5,668,392
Hotel/Motel Taxes	31,870
Sewer Fund	645,870
Water Fund	379,644
Gas Tax Fund	608,617
Solid Waste Fund	22,500
E-Donalsonville	\$ <u>507,600</u>
Total Uses	\$ 7,864,493

City Manager Hicks stated that the FY 2017-2018 Budget provides for the construction of the new Fire Station, purchase of a new Fire Truck, and the purchase of vehicles and equipment for the Police Department and Public Works. Included with the proposed FY 2017-2018 Budget, is an average increase in salaries to be authorized at 4% to be effective in six months. City Manager Hicks stated that there will not be an increase in health insurance cost passed to employees until such time that the pay increases are implemented. Mayor Pro Tem Bond made a motion to approve the Resolution of the proposed FY 2017-2018 Budget, with CP Brooks making a second. Motion passed unanimously.

City Manager Hicks recommended action on the intergovernmental agreement with Seminole County and the Sheriff's Office for employment and funding of a Joint Task Force Officer for both the County and the City, with the expenses being shared equally. The estimated portion of the City's cost is \$7,809.00. City Manager Hicks stated that discussion had been made with Chief Blue and Sheriff Elliot on the Joint Task Force and both are in agreement. City Attorney Fryer then voiced his concerns of Workers Compensation not being listed in with the insurance portion of the agreement, and that he would research the correct approach to get that included. CP Brooks made a motion to approve the intergovernmental agreement with Seminole County subject to the incorporation of Workers Compensation. CP Register made a second, motion passed without dissent.

Next, City Manager Hicks requested action on the appointment of Municipal Gas Authority representative, where he noted that the City Manager had previously been the City's representative on the Authority Board with the Mayor being the designated alternate. CP Brooks made a motion to approve City Manager Hicks as the Municipal Gas Authority representative, with Mayor Ponder being the alternate representative. CP Smith seconded, motion passed unanimously.

City Manager Hicks then requested action to approve the Resolution 04-04-17 A, providing authorization to purchase and finance a new Holland T4.75 tractor for the Street and Sanitation Department for a total cost of \$34,462.00. The tractor would be purchased from Kingline Equipment with financing provided by Ameris Bank. CP Blanks made a motion to approve the Resolution, allowing the City to purchase a New Holland tractor for the Street and Sanitation Department. Mayor Pro Tem Bond made a second, motion carried.

Next, Chief King gave an update on the Derelict Properties, and noted a couple of properties that are already scheduled to be burned in the coming months. Chief King also gave an update on the New Fire Station Complex, noting the construction company's progress.

Police Chief Blue then gave a brief update on the status of Fun Day which is to be held on May 22, 2017, with the start of Police Memorial Week on May 15, 2017.

City Manager Hicks gave an update on the following items:

- (1) Request to acquire alley- Received an inquiry from Bobby Brooks to determine if the City wants to sell a portion of a 10' alley between a house located at 308 Chason Street and some

storage buildings. After investigating the request with Public Works Superintendent Gambrell, the discovery was found that the 10' alley runs from Chason to the property that is being developed for the new SunSouth Building. There is also a dedicated (not developed) 15' road that runs parallel to Chason between the residences and the SunSouth property. After meeting with the owner, recommendation is made to consider this request if the City will be allowed to maintain an easement for future development if needed. Direction and/or authorization will also be needed so that the City Attorney to initiate the necessary documentation with the understanding that the costs will be paid by the adjacent property owner(s).

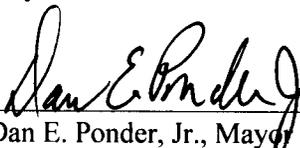
- (2) Request to participate with Seminole County (Officer for Litter Control)-A request has been made by Virginia Harrison for the City to enter an agreement with Seminole County to provide a Certified Officer to supervise prisoners in assisting with litter control in the County and City. The County Administrator has indicated that the County is willing to participate and that a bus will be donated to provide transportation.
- (3) Request authorization to replace City-Wide Camera System- City Manager Hicks stated that this item was overlooked when compiling the Agenda and would like to add it so action on the request can be made. CP Brooks made a motion to add the request to authorize the replacement of the City-Wide Camera System to the Agenda, with CP Blanks making a second; motion carried. City Manager Hicks stated that he received a request from Chief Blue to replace the City's Camera System at a cost of \$9,990.00. After some discussion from City Manager Hicks and Chief Blue informing the Council that not all the City's Cameras are working and expressed how much of a necessity these cameras are, CP Brooks made a motion to approve the request, with CP Blanks seconding. Motion passed unanimously.
- (4) Request for Mayor and Council Retreat- City Manager Hicks requested that the Mayor and Council engage in a retreat soon, to discuss long term benefits for the City.

Next, CP Blanks gave a brief update on the Chip's Grant that the City is currently participating in and suggested that when applying this year for another Chip's Grant to include the County. CP Blanks stated that the City must apply for the next Chip's Grant before December 2017.

With there being no further business to come before the Mayor and Council, at 7:50 PM Mayor Pro Tem Bond made a motion to adjourn with CP Brooks making a second, and the motion carried.

ADJOURNED

City of Donalsonville

  
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Dan E. Ponder, Jr., Mayor

Attest and Certification:

I, Christina Corvers, do here Attest and Certify that  
The above written is a true and correct representation  
of the business and actions conducted during the April 4, 2017  
meeting of the Mayor and Council of the City of Donalsonville.

  
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Christina Corvers, City Clerk