

City of Donalsonville
Council Meeting-August 1, 2017

Official Minutes

Mayor Dan E. Ponder, Jr. called the meeting to order at 6:00 PM in the Council Chambers at City Hall. After which Mayor Dan E. Ponder, Jr. gave the invocation, then Avery Smith led everyone 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 Tony Buczek, CP Mitch Blanks, CP Flossie Smith, and CP Travis Brooks. Staff present were City Manager Steve Hicks, City Clerk Christina Corvers, Assistant Public Works Superintendent Bert Adams, Fire Chief Dean King, Police Chief Woodrow Blue, and City Attorney Billy Grantham. Guests present were Avery Smith, Rob Smith, Kathy Barineau, David Maxwell, and CJ Hodge.

Approval of the Agenda: Mayor Ponder requested to move the eDonalsonville update to the end of the meeting. Mayor Pro Tem Bond made a motion to approve the agenda with CP Brooks making a second; motion carried. Next, the approval of the minutes from the Council Meeting held on July 10, 2017. CP Blanks made a motion to approve the minutes from the July Council Meeting, with Mayor Pro Tem Bond seconding. Motion passed unanimously.

OLD BUSINESS: David Maxwell spoke on behalf of the Chamber of Commerce, where he invited the Council to the upcoming retreat that the Chamber of Commerce will be hosting. The retreat will be on August 24, 2017 at 12:00 PM located at Dr. Breckinridge's house.

INTERNAL BUSINESS: The Financial Statements for June 2017 were presented and reviewed with comments made by City Manager Hicks on the current status, along with discussion on year-end close after all adjustments had been made.

OLD BUSINESS

OLD BUSINESS: City Manager Hicks recommended the approval of the Change Order that was submitted by Engineer Stacy Watkins for the LMIG FY-16 Sidewalk and Drainage Improvement Project. The Change Order is for the installation of handicap ramp mats in the total sum of \$2,450.00. The Contractor has requested \$3,500.00 for the handicap ramp mats, but after examining prices from other contractors, Engineer Stacy Watkins believes the fair price for the work completed is \$2,450.00. The contractor for this project has also requested payment for additional grading work that had to be completed; City Manager Hicks and Engineer Stacy Watkins do not recommend paying for the additional grading work. CP Blanks made a motion to pay \$2,450.00 for the installation of the handicap ramp mats to contractor David Taylor Construction. CP Register seconded; motion passed.

NEW BUSINESS

City Manager Hicks recommended to approve the following Budget Amendments for the various departments and funds as per the requirements of Georgia Law

FY 16-17 BUDGET AMENDMENTS-SUMMARY					
General Fund	Budgeted	Actual	Variance	Amendments	Final
Department					Budget
Financial & Administration	\$807,830	\$827,910	\$ (20,080)	\$ 48,538	\$856,368
Police Administration	1,007,216	992,919	14,297	9,911	1,017,127
Fire Administration	540,484	620,281	(79,797)	91,670	632,154

Highways & Streets	348,575	305,549	43,026	12,140	360,715
Sanitary Administration	467,347	382,227	85,120	-	467,347
Hotel/Motel SRF	27,600	38,297	(10,697)	13,107	40,707
Total	\$3,199,052	\$3,167,183	\$ 31,869	\$ 175,366	\$ 3,374,418
General Fund Revenues	\$ 3,171,452	\$ 3,211,462	\$ 40,010	\$ 162,259	3,333,711
Hotel/Motel Tax Fund	27,600	28,150	550	13,107	40,707
Total Revenues	\$ 3,199,052	\$ 3,239,612	\$ 40,560	\$ 175,366	\$ 3,374,418
Gas Administration	\$ 451,600	\$ 581,953	\$ (130,353)	\$ 300,000	\$ 751,600

Mayor Pro Tem Bond made a motion to approve the recommended Budget Amendments as per Georgia Law, with CP Smith seconding. Motion passed.

Next, City Manager Hicks recommended to approve the contract with the Donalsonville-Seminole County Chamber of Commerce for the two-year period starting June 1, 2016 and ending May 31, 2018. Proposed funding breakdown is as follows:

\$60,400.00-General Funding to include annual dues
 \$4,000.00-Economic Development Assistance
 \$5,000.00-Hotel Feasibility Study
\$8,000.00-Events
\$77,400.00-Total

The Economic Development assistance includes participation in the Georgia Power Economic Development initiative, funding for other Economic Development activities, a Hotel Feasibility Study, and activities include but not limited to the Big Fish Festival, the Rodeo, Mardi Gras, New Year's Eve Event, Christmas Parade, Farmers Appreciation activities, and the Annual Chamber Banquet. City Manager Hicks noted that \$31,140.00 of this total had already been paid in the last budgeted year. CP Blanks made a motion to approve the contract with the Donalsonville-Seminole County Chamber of Commerce, with CP Smith seconding. Motion passed unanimously.

City Manager Hicks then recommended the adoption of Resolution 08-01-17, providing for the purchase of an International 4300 with Peterson TL3 Loader, with financing of the equipment through the Ameris Bank line of credit. The Governmental Contract price is \$138,811.83. Mayor Pro Tem Bond made a motion to approve Resolution 08-01-17, with CP Brooks seconding. Motion carried.

Next, City Manager Hicks recommended the adoption of Resolution 08-01-17 A, providing for the purchase of a 2017 F-250 Super Cab at the State Contract price of \$36,808.00 and a 2018 F-150 XLT Super Cab at the State Contract price of \$31,466.00, with financing of the equipment through the Ameris Bank line of credit. CP Buczek made a motion to approve Resolution 08-01-17 A, with CP Brooks seconding. Motion carried.

City Manager Hicks then recommended the adoption of Resolution 08-01-17 B, providing for the acquisition of property by donation from Gene Drake, representing John L. Drake, Jr, Billy Drake, and Doris Owens. The property consists of a rear lot located on East 2nd Street (between the Broome Building and the Chamber of Commerce) containing approximately .05 acres. The property already adjoins property owned by the City of Donalsonville. After some discussion, CP Register made a motion to approve Resolution 08-01-17 B, with CP Blanks seconding. Motion passed unanimously.

Next, City Manager Hicks recommended to declare as surplus property, the existing Stand-by generator and sell on GovDeals, or to dispose of in any manner authorized by law. The new generator will be installed within the coming week. Mayor Pro Tem Bond made a motion to approve declaring the existing Stand-by generator as surplus and authorizing it to be sold on GovDeals or in any manner authorize by law. CP Smith seconded. Motion passed.

Chief King then gave an update on the blighted property list, along with an update on the New Fire Station Complex and the status of the New Fire Truck.

Next, Chief Blue updated the Council on a Grant they received for the purchase of Narc Cans, which will help in the event of an overdose. Next, an update on the License Renewal for the Radar License was given, along with information on the State Certification they are currently enrolled in to help lower the fees associated with GIRMA. Lastly, an update on the advertisement of the search for Officers and Dispatchers for the Police Department was given.

City Manager Hicks gave an update on the following items:

- (1) T-SPLOST: Have been informed that T-SPLOST funds are being considered by the County. Contacted Paula, who suggested we could possibly schedule a joint work session to discuss projects. Suggest that we develop a list of streets and prioritize for funding purposes in anticipation of a future meeting with the County.
- (2) Solicitor: As you may recall, we budgeted the position of Solicitor for the FY 17-18 Fiscal Year. Have discussed with attorney who also discussed with Judge Bell. Both agree that implementation of this position will benefit the City. The Charter provides that the council would hire this position (as it is an attorney).
- (3) Website Development: Submitted documentation to IT IN A BOX to create a website utilizing functions incorporated in the City of Guyton and City of Dawsonville websites. It will be created and sent to us for review and editing if necessary.
- (4) Comprehensive Plan: The Comprehensive Plan has been approved by DCA with no required changes. Some advisory comments were offered but, per Steve O'Neil, were applicable to the County.
- (5) Hotel Feasibility Project: Have been in contact with Economic Development consultant who is working with Red Lion, a hotel chain, to explore the possibility of locating the hotel here. We will be setting up a meeting with Red Lion to include other community partners to discuss the project.
- (6) Personnel Handbook and Drug Testing Policy: Sent first employee to Donalsonville Hospital for new hire drug screen this week. Worked this week to ensure that Personnel Handbook is complete with changes made as directed. Received confirmation that changes have been made and handbook is ready for approval. A revised Drug Testing Policy was submitted to Dan Lasseter at Carl Vinson Institute to review. He indicated that the policy for the most part is in compliance but current Georgia Law limited drug testing to "safety sensitive" employees and provided me with the language reflected in the current Georgia Law. I will prepare a final draft for the attorney to review and we will submit to Council at the September meeting.
- (7) Rezoning Project: Working with Steve O'Neil with SWGRC to implement the Rezoning Project. He needs to have a kick-off meeting to get input from the Council as to goals and ideas for changes. Dates available are (nights):
8/21/17 8/22/17 8/29/17 8/30/17 *Any night in September except 9/21/17*
- (8) Museum Project (Old Fire Station): As previously addressed in a prior meeting, David Maxwell has requested a meeting with the Council to discuss a location for the establishment of a museum. At this point, the preferred location is the Old Fire Station. Suggestion is to incorporate the request with a work session so that you can give more time to discuss.
- (9) Request for Street Light-Winston Ferris/Earl Street: Mr. Ferris is requesting a street light on Earl Street due to the number of people living on the street. This is a private street. I have informed him of this but he has asked me to present to you. After some discussion, the Council agreed to allow City Manager Hicks to further investigate the request to see if the City could help provide a street light in that area.

At 7:04 PM, Mayor Pro Tem Bond made a motion to go into Executive Session to discuss Legal Issues. CP Blanks seconded, and the motion carried.

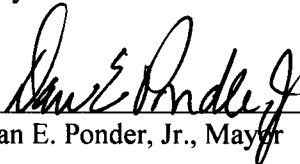
At 8:00 PM, Mayor Pro Tem Bond made a motion to come out of Executive Session, with CP Register making a second. Motion passed.

CP Buczek then made a motion to give authorization to City Manager Hicks and City Attorney Grantham to pursue solutions regarding the eDonalsonville Project. CP Blanks seconded; motion passed unanimously.

With there being no further business to come before the Mayor and Council, at 8:20 PM, CP Buczek made a motion to adjourn with Mayor Pro Tem Bond making a second, and the motion carried.

ADJOURNED

City of Donalsonville



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 August 1, 2017
meeting of the Mayor and Council of the City of Donalsonville.



Christina Corvers, City Clerk