

City of Donalsonville
Council Meeting-November 7, 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 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 Mitch Blanks, CP Flossie Smith, CP Lindsey Register, CP Travis Brooks and CP Tony Buczek. Staff present were City Manager Steve Hicks, City Clerk Christina Corvers, Public Works Superintendent Don Gambrell, Fire Chief Dean King, Police Chief Woodrow Blue and City Attorney Billy Grantham. Guests present were Kathleen Barineau, Millie Rambeau, Winston Ferris, Martha Ferris and CJ Hodge.

Approval of the Agenda: CP Buczek made a motion to approve the agenda with CP Smith making a second; motion carried. Next, the approval of the minutes from the Council Meeting held on October 3, 2017. CP Smith made a motion to approve the minutes from the October Council Meeting with Mayor Pro Tem Bond seconding. Motion passed unanimously.

APPEARANCES: CP Mitchell Blanks spoke on behalf of Reverend Selina Elijah and requested Traffic Control for the Thanksgiving Benefit Parade to be held on November 18, 2017 at 10:00 AM. CP Blanks asked that any Police Vehicles and Fire Engines that would be available on this day to participate in the parade. CP Blanks made a motion to approve the Traffic Control request, with CP Register seconding. Motion passed.

Next, City Manager Hicks presented Nancy Jerigan's request to partially close South Woolfork Avenue for the Grand Opening of First Port City Bank on November 10, 2017 from 10:30 AM-2:00 PM. Mayor Pro Tem Bond made a motion to approve the street closure as requested, with CP Blanks seconding. Motion carried.

Winston and Martha Ferris then requested permission to place a Double-Wide Mobile Home at 602 East Chason Street. City Manager Hicks stated that zoning does allow for Mobile Homes in that area and recommended approving the request. CP Register made a motion to approve the request and grant the necessary permits. CP Brooks seconded; motion passed unanimously.

Next, Winston Ferris requested the Council to look in to placing a Street Light on the corner of Chason Street and Earl Street due to the lack of visibility and the number of young children living on the street. City Manager Hicks stated that the Street Light would have to be placed on a Public Right-of-Way and as of right now there is not a Public Right-of-Way due to Earl Street being a private drive. City Manager Hicks stated that he would look at some other options on getting a Street Light near the requested area, which could include adding the monthly cost of the Street Light to Mr. Ferris's Rental Properties.

INTERNAL BUSINESS: Next, the Financial Statements for September 2017 were presented and reviewed with comments made by City Manager Hicks on the current status, along with discussion on the three-month analysis.

OLD BUSINESS

OLD BUSINESS: Mayor Ponder gave a brief update on the eDonalsonville Project and stated that Huawei is granting the City use of the Equipment and Software. Mayor Ponder stated that the project would be discussed in further detail in Executive Session.

Next, City Manager Hicks recommended to adopt Resolution 11-07-17 providing for the financing of the Generator recently purchased for City Hall. This purchase was approved last year but just recently completed. The financing amount is \$38,810.00. CP Blanks made a motion to adopt Resolution 11-07-17, with Mayor Pro Tem Bond seconding. Motion passed.

City Manager Hicks then stated that Bryan Huskey, representing Stifel, Nicolaus & Company received quotes from banks regarding the proposed Re-Financing of the GEFA Debt. The proposed offer reduces the City's debt service by \$152,546 as compared to the \$205,515 in the proposals due to higher interest rates than estimated. This will provide \$130,879 in upfront cash savings. CP Blanks made a motion to approve moving forward with Re-Financing the City's GEFA Debt. Mayor Pro Tem Bond seconded; motion carried. City Manager Hicks stated that a Called Meeting would need to be held with the DDA to formally approve all necessary documents in moving forward with the Re-Financing and suggested holding it on Monday November 13, 2017 at 5:00 PM. All were in agreeance with the scheduled Called Meeting date.

NEW BUSINESS

City Manager Hicks made a recommendation to approve a request from the Southwest Georgia Community Action Council, Inc., allowing them to utilize office space at Donalsonville City Hall to conduct applicant intake for the 2017-2018 Low Income Home Energy Assistance Program (LIHEAP) for Seminole County residents. LIHEAP provides assistance to qualifying low-income families to help offset the increased cost of energy for winter home heating. The availability of office space in Donalsonville will allow them to conduct intake locally and alleviate the need for applicants to drive to Colquitt to apply. Sufficient office space for one employee to meet with applicants to complete applications two days per week between the hours of 9:00 a.m. and 5:00 p.m. for the duration of the program until funding is exhausted. The DDA has agreed to allow the use of the office located in City Hall during this time. CP Blanks made a motion to authorize the use of office space for the Southwest Georgia Community Action Council, with CP Smith seconding. ABSTAIN: CP Buczek. AYES: CP Blanks, CP Smith, CP Brooks, CP Register, Mayor Pro Tem Bond. Motion Carried

Next, City Manager Hicks recommended to authorize the Mayor to sign and submit the following Resolutions to apply for grant funding up to \$300,000 through the FY 18 Community HOME Investment Program (CHIP) to assist low income home owners with repairs, rehabilitation, or reconstruction of existing homes or the acquisition/rehabilitation cost for new home buyers.

- (a) Resolution to participate in the FY 18 Community HOME Investment Program and to Enter into agreement with the Southwest Georgia Regional Commission to provide assistance and support.
- (b) Resolution to authorize \$9,500 in additional administrative costs to SWGRC.
- (c) Resolution to authorize grant application fee for \$500.00 to SWGRC
- (d) Resolution to authorize application fee for \$250.00 to the Georgia Housing & Finance Authority.

In addition, the City will need to submit a Housing Plan to meet the necessary requirements of the application process for the CHIP's Grant. The City does not currently have a Housing Plan, as this is something new required for the Grant; however, the Southwest Georgia Regional Commission has presented a proposal for the development of a Housing Plan in the amount of \$2,146.33. City Manager Hicks also recommended approving the proposal for the development of the Housing Plan to ensure the best possible scoring of the CHIP's Grant Application process. CP Register made a motion to approve all the necessary Resolutions required for the Chip's Grant Application process, along with the proposal for the development of the Housing Plan. CP Smith seconded; motion passed unanimously.

City Manager Hicks then stated that a request had been made from the Georgia Department of Public Health to reappoint Dale Whittaker to the Seminole County Health Department Board of Health for a 6-year term ending 12/31/23. Mayor Pro Tem Bond made a motion to Re-Appoint Dale Whittaker as the City Consumer/Licensed Nurse for the Seminole County Health Department. CP Register seconded; motion passed.

Next, City Manager Hicks and CP Brooks recommended to adopt Resolution 11-07-17A providing for the adoption of the Seminole County Pre-Hazard Mitigation Plan as required by the

Hazard Mitigation Act of 2000. Meetings were held with the entities in coordination with the Southwest Georgia Regional Commission. CP Buczek made a motion to adopt Resolution 11-07-17A, with CP Smith seconding. ABSTAIN: CP Brooks. AYES: CP Buczek, CP Smith, CP Register, CP Blanks, and Mayor Pro Tem Bond. Motion carried.

City Manager Hicks then requested the consideration of the adoption of Ordinance 11-07-17 at the meeting scheduled for December 5, 2017. City Manager Hicks presented a model ordinance of the Georgia Historical Preservation Commission. An earlier version was approved for adoption but was never codified. Once adopted this will complete the update of all City ordinances, where they will then be codified, indexed and placed on the website. No action was taken.

Next, City Manager Hicks recommended to declare a 1994 Ford F150 Pickup as surplus property and to authorize disposal in accordance with State Law. CP Blanks made a motion to approve declaring the 1994 Ford Pickup as surplus, with Mayor Pro Tem Bond seconding. Motion passed.

City Manager Hicks then presented the Change-Order request for the New Fire Station. In addition to the painting of the doors to the New Fire Station at a cost of \$1,500.00, City Manager Hicks stated that the City would need to formally authorize the change order items to the service window, and rubber base around the floor at a cost of \$3,005.20. These items were left out of the project by the Architect and was overlooked during the Value Engineering Process. The service window has been ordered and the rubber base has been installed as per the City Manager's authorization. City Manager Hicks also stated that another item was left out of the project and overlooked which was the floor painting/sealing (estimated at \$10,000-\$12,000). This would complete the floor surface protection (painting & sealing) in the engine bays. After some discussion, Mayor Pro Tem Bond made a motion to approve the Change-Orders, with the direction of the City Manager to review the best possible price options. CP Brooks seconded; motion passed unanimously.

Next, Chief King gave an update on the status of the New Fire Engine, noting that staff is currently training on it. Chief King also gave an update on the status of the New Fire Station with a final inspection date to be set sometime in November with move in being the first week of December. A tentative date for the Grand Opening will be set for some time mid-January.

Police Chief Blue then gave an update on the Baldwin Street speeding issue, noting that the department has increased patrol in that area as well as set up the Speed Trailer. Chief Blue also noted that the Police Department would be holding a 4-hour In-Service Training on Gang Recognition on November 16, 2017 at the Lions Hall. Next, Chief Blue stated that the Drug Task Force is in the process of dissolving and the Police Department and the Sheriff's Office are working to distribute the equipment between the agencies. A seized 2006 Chevrolet Silverado was recently received by the Police Department through the equipment distribution of the Drug Task Force. Chief Blue then informed the Council of a Southwest Traffic Network Event, which will be held sometime in December as a joint operation between the Police Department and Seminole County.

At 7:05 PM, CP Buczek left the Council Meeting.

City Manager Hicks then gave an update on the following items:

(1) Health Insurance Benefit Review:

Received proposals from Whittaker Agency and J. Smith Lanier Company for Health Insurance Program. In summary, the best package rates effective 1/1/18 are:

-GMA (Blue Cross):	\$854.00 per month (current carrier)
-J Smith Lanier (Blue Cross):	\$811.95 per month (\$19,679 annual savings)
-Whittaker Agency (United Health Care)	\$490.18 to \$759.94 per month dependent upon options chosen by employee (\$44,020 to \$170,268 annual savings)

Out of pocket costs for the employee are higher with the UHC standard package but can be eliminated with an optional package after deductibles are met. I have asked the UHC representatives to a quote on a supplemental policy to cover gap exposure (costs between \$1,500.00 and \$6,500). The option package also provides for a health savings account provision for employees (\$500-\$750 annually). Would like to review at called meeting on November 13th after we finalize the bond documents.

(2) T-SPLOST: Engineer Stacy Watkins, Don Gambrel and I met to review streets and related infrastructure to update our list. We will provide information after Stacy has completed the cost projections. The County is on a course to place this on the May 2018 ballot. Revenues are projected based upon current SPLOST 5 receipts:

TSPLOST PROJECTED \$		
Total Collected	\$	2,247,065.53
Average/Month	\$	77,485.02
\$ Projected 60 months	\$	4,649,101.10
County	\$	3,072,590.91 66.09%
Donalsonville	\$	1,411,467.09 30.36%
Iron City	\$	165,043.09 3.55%
	\$	4,649,101.10 100.00%

- (3) Web-Site: It is essentially complete so we will be working with GMA to load the content information. Training is scheduled in January 2018.
- (4) Move Court Clerk Position: In GMA training information and in consultation with City Attorney, it has been determined that the Court Clerk should not report to the Police Chief. Considering the activities in the City Manager's office that will be ongoing and the absence of the City Clerk for an extended period in a few months, would request that the position fall under the supervision of the City Manager to assist with projects and learn the City Clerk's duties to be performed during her absence.
- (5) Department Head Salaries: As the Council has previously approved the City Manager's Salary adjustment as per the contract review in December, I request that the City Clerk, Police Chief, Fire Chief, and Public Works Director Salary increase be 5% effective December 1, 2017. This will also be in conjunction with the implementation of the employee increases to take effect on December 1, 2107 as budgeted. CP Blanks made a motion to approve the 5% Department Head Increase, with CP Brooks seconding. Motion passed unanimously.
- (6) Prosecuting Attorney (Solicitor) Candidates:
 Shingler & McMillan LLC.
 Brandy Rios/Benjamin Harrell
 Wes Baldwin
 Adam Parker (Dothan Attorney)

At 7:34 PM, Mayor Pro Tem Bond made a motion to go into Executive Session to discuss personnel matters and confidential contract negotiations. CP Smith seconded; motion carried.

At 8:21 PM, Mayor Pro Tem Bond made a motion to come out of Executive Session, with CP Brooks a seconding. Motion passed.

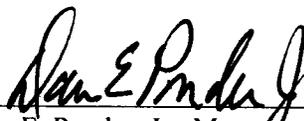
CP Blanks made a motion to accept employee Chris Harden's Six-Month Leave of Absence request, with CP Smith seconding. Motion carried.

CP Smith then made a motion authorizing City Manager Hicks to finalize negotiations with the pending eDonalsonville Project. CP Blanks seconded; motion passed.

With there being no further business to come before the Mayor and Council, at 8:23 PM, Mayor Pro Tem Bond made a motion to adjourn with CP Register making a second, and the motion carried.

ADJOURNED

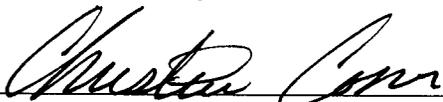
City of Donalsonville



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 November 7, 2017
meeting of the Mayor and Council of the City of Donalsonville.



Christina Corvers, City Clerk