

City of Donalsonville  
Council Meeting-December 5, 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 Councilmember Lindsey Register 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, and CP Travis Brooks. CP Tony Buczek joined the meeting at 6:25 PM. Staff present were City Manager Steve Hicks, City Clerk Christina Corvers, Public Works Superintendent Don Gambrell, Fire Chief Dean King, Investigator Greg Long and City Attorney Billy Grantham. Guests present were Kathleen Barineau, Barbara Barber, CJ Hodge, James Pelham, Shelia Williams, Billy Shingler, Perry Henry, Mitzy Moye and Douglas McMillan.

Approval of the Agenda: CP Blanks made a motion to amend the Agenda by adding the appointment of the Solicitor for the Municipal Court, with CP Register seconding. Motion passed. Mayor Pro Tem Bond made an amendment to the motion to discuss the Solicitor position in Executive Session due to personnel matters. CP Smith seconded; motion passed. Next, the approval of the minutes from the Council Meeting held on November 7, 2017, and the minutes from the Called Council Meeting held on November 13, 2017. Mayor Pro Tem Bond made a motion to approve both sets of minutes from the November Council Meetings with CP Brooks seconding. Motion passed unanimously.

INTERNAL BUSINESS: Next, the Financial Statements for October 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: City Manager Hicks gave a brief update on the eDonalsonville Project noting that the City is awaiting the formal agreements from Huawei. City Manager Hicks stated that agreements have been received and are being reviewed by City Attorney Grantham and Mary O'Connor. Mary O'Connor is working with Sprint's attorney related to some contract questions. City Manager Hicks stated that at this point, Mary O'Connor will continue to work on the Short-Term Authorization (STS) for the Education Broadband Spectrum (EBS) License. The plan is to start the system back up again in January 2018, with a February 2018 launch date to the community.

Next, City Manager Hicks recommended to adopt the Housing Plan Resolution as proposed by the Southwest Georgia Regional Commission, as a requirement for the 2018 CHIP Grant funding process. The CHIP Grant application was authorized in the November Council meeting. City Manager Hicks stated that the Housing Plan does require for a three-person board, which could be determined at a later date. CP Blanks made a motion to approve the Housing Plan Resolution, with CP Register seconding. Motion passed unanimously.

City Manager Hicks then recommended to adopt Ordinance 11-07-17 providing for the implementation of a Historical Preservation Commission for the City of Donalsonville. The Ordinance will establish the Commission with three members, to be determined by the Council. This will establish a uniform procedure for use in providing for the projection, enhancement, perpetuation, and use of places, districts, sites, building, structures, objects and landscape features having a special historical, cultural, or aesthetic interest or value. After some discussion, CP Blanks made a motion to table the item until the next Council Meeting. CP Register seconded. Motion carried.

CP Buczek joined the meeting at 6:25 PM.

## NEW BUSINESS

City Manager Hicks made a recommendation to reappoint Mitchell Blanks and Tracie Beard to serve on the Southwest Georgia Regional Commission Council. This appointment is annual and both appointees have agreed to serve the upcoming term. CP Blanks recused himself while the Council discussed. Mayor Pro Tem Bond made a motion to re-appoint Mitchell Blanks and Tracie Beard to the Southwest Georgia Regional Commission Council, with CP Register seconding. Motion carried.

Next, City Manager Hicks recommended adopting the following as the proposed terms for the Downtown Development Authority. The members are already in place but proposed terms will clarify the term of each member. City Manager Hicks also recommended to formally reappoint Beverly Burke, Calvin Arnold, and Karen Kimbrel for a 4-year term beginning January 1, 2018 and ending December 31, 2021.

Beverly Burke...Term to expire 12/31/17. Reappoint for 4-year term 1/1/18-12/31/21  
 Calvin Arnold...Term to expire 12/31/17. Reappoint for 4-year term 1/1/18-12/31/21  
 Chris Thomas...Term to expire 12/31/18. Next term will run 1/1/19-12/31/22  
 Jill Miley..... Term to expire 12/31/18. Next term will run 1/1/19-12/31/22  
 Amy Hornsby...Term to expire 12/31/19. Next term will run 1/1/20-12/31/23  
 Marsha Bond....Term to expire 12/31/19. Next term will run 1/1/20-12/31/23  
 Karen Kimbrel (Serves as Chamber President). Reappoint for 4-year term 1/1/18-12/31/21

CP Brooks made a motion to formally adopt the above proposed terms for the Downtown Development Authority. CP Smith seconded. Motion passed unanimously.

CP Blanks made a motion to formally reappoint Beverly Burke, Calvin Arnold, and Karen Kimbrel for a 4-year term beginning January 1, 2018 and ending December 31, 2021. Mayor Pro Tem Bond seconded; motion passed.

City Manager Hicks then recommended to adopt the following FY16-17 Final Budget Amendments as proposed for Audit adjustments:

	ORIGINAL BUDGET	CURRENT BUDGET	ACTUAL	VARIANCE WITH CURRENT BUDGET- POSITIVE (NEGATIVE)	AMENDED AMOUNT	ENDING BALANCE
<b>Probation Department</b>	\$ 43,166	\$ 43,166	\$ 52,055	\$ (8,889)	\$ 8,900	\$ 11
<b>Fire Department</b>	540,484	632,154	633,528	(1,374)	1,400	26
<b>Street department</b>	344,094	356,234	404,664	(48,430)	48,500	70
<b>TOTAL</b>	<u>\$ 927,744</u>	<u>\$1,031,554</u>	<u>\$1,090,247</u>	<u>\$ (58,693)</u>	<u>\$ 58,800</u>	<u>\$ 107</u>

CP Blanks made a motion to adopt the FY16-17 Final Budget Amendments as proposed for Audit adjustments. Mayor Pro Tem Bond seconded; motion passed unanimously.

After approval of the FY16-17 Final Budget Amendments, Auditor Perry Henry provided an overview of the City's FY16-17 Financial Audit. City Manager Hicks then recommended to adopt the FY16-17 Financial Audit as presented. Mayor Pro Tem Bond made a motion to approve the FY16-17 Financial Audit, with CP Register seconding. Motion passed.

Next, City Manager Hicks stated that requests for quotes have been submitted to Whittaker Insurance, J Smith Lanier Company, and GMA for renewal of the City's Workers Compensation Insurance. The coverage renews January 1, 2018. City Manager Hicks also stated that an additional request for quotes have been submitted to the same companies for the Firefighters

Cancer Insurance Coverage required to be effective January 1, 2018 as per Georgia Law. City Manager Hicks recommended the authorization of the Mayor and City Manager to approve the best quote and package that meets the City's requirements. Request was also made to further authorize the Mayor to execute any required documentation related to this coverage. CP Blanks made a motion to approve authorization of the Mayor and City Manager to approve the best quote and package that meets the City's requirements for both Worker's Compensation quotes and the Firefighters Cancer Insurance Coverage quotes, along with authorizing the Mayor to execute any necessary documentation. Mayor Pro Tem Bond seconded; motion passed unanimously.

Next, City Manager Hicks recommended the Council to consider changing the January 2, 2018 Council Meeting date due to the holiday and to accommodate any travel plans. Due to January being the beginning of a new term, the Mayor and Councilmembers who are starting a new term will be required to take the oath of office before any business can be transacted. CP Blanks made a motion to change the January 2, 2018 Council Meeting to Monday January 8, 2018 at 6:00 PM. Mayor Pro Tem Bond seconded; motion passed.

Next, Chief King gave an update on the status of the New Fire Engine, stating that it had been in service going on two weeks. Chief King also gave an update on the status of the New Fire Station. The move in process has been delayed due to waiting on the Station Floors to completely cure before placing any equipment on it. The first shift at the New Fire Station will begin on December 12, 2017. The Fire Department is receiving help from the local Boy Scouts with the move. Chief King noted that they are still working with Windstream on getting the internet and phones connected at the new Fire Station, but that arrangements have already been made in regards to the internet and phones until the service is complete.

Investigator Greg Long spoke on behalf of Police Chief Blue and stated that there was nothing new to report. Investigator Long provided an update on the Police Chief, stating that he had fallen a few nights prior and broke his hip. Surgery went well, and Chief Blue plans on returning to work within the next week or so.

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

- (1) Health Insurance Implementation: Health Insurance Representatives have met with the City Employees and have concluded the Enrollment Process. The Premium is \$27,954.45, with 3 Employees opting for the Health Savings Account Plan. The resulting savings will be annualized at \$68,427.00. Employees that did not participate in the HSA Plan will contribute \$17,728.00 yearly.
- (2) Website: The website is now live. Staff has started uploading information through IT IN A BOX until training can be completed in January 2018. Once training has been completed, staff will be able to update the website without any additional assistance.
- (3) Banking Service Proposals: Received a proposal from Ameris Bank that provides for the combining of the City's Bank Accounts to increase earnings on City Accounts and provides for efficiency in the structure of the Accounts. If the Council is interested in this route, would recommend obtaining similar proposals from the other surrounding banks who may be interested. CP Blanks requested City Manager Hicks to move forward with obtaining proposals from the surrounding banks.
- (4) CSX License Agreement: A local Business owner has provided a copy of a Permissive License Agreement given to the Business owner by a CSX Representative, which requires a lease from the Business owner to use the property owned by CSX on 1<sup>st</sup> Street. In effect, the licensee will be required to pay \$1,200.00 per year to use the CSX property and will be required to maintain the property. Currently, the City is maintaining the property at the request of the Chamber of Commerce/DDA. Issues are that it is not the City's property and if the City maintains the property, then CSX should be billed for the City maintaining it. CSX has been contacted to determine if they are open to an agreement for the City to continue maintaining the property in exchange for other services from CSX, i.e. Railroad Crossing Maintenance. At this time, it is not proposed that the City pay the License fee requested. If CSX would agree to the

terms, Business owners would continue to use the property or designated areas if necessary.

- (5) Request from City of Stockbridge: Received a request from the City of Stockbridge asking the City of Donalsonville to pass a Resolution opposing De-Annexation Legislation to create New Municipalities.

At 7:14 PM, Mayor Pro Tem Bond made a motion to go into Executive Session to discuss personnel matters. CP Blanks seconded; motion carried.

At 7:36 PM, Mayor Pro Tem Bond made a motion to come out of Executive Session, with CP Smith seconding. Motion passed.

Mayor Pro Tem Bond made a motion to concur with the committee's recommendation to appoint Brandi Rios as the City of Donalsonville's Municipal Court Solicitor. CP Smith seconded. AYES: Mayor Pro Tem Bond and CP Register. NAYS: CP Smith, CP Blanks, CP Brooks, CP Buczek. Motion died.

CP Buczek made a motion to appoint Wes Baldwin as the City of Donalsonville's Municipal Court Solicitor, with CP Blanks seconding. AYES: CP Buczek, CP Blanks, and CP Smith. NAYS: Mayor Pro Tem Bond, CP Register, and CP Brooks. Mayor Ponder then declared the vote as a tie and casted his vote in favor of Wes Baldwin as the City of Donalsonville's Municipal Court Solicitor. Motion passed.

With there being no further business to come before the Mayor and Council, at 7:45 PM, Mayor Pro Tem Bond made a motion to adjourn with CP Blanks making a second, and the motion carried.

ADJOURNED

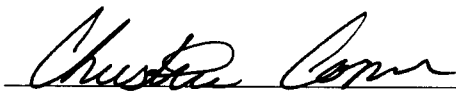
City of Donalsonville



\_\_\_\_\_  
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 December 5, 2017  
meeting of the Mayor and Council of the City of Donalsonville.



\_\_\_\_\_  
Christina Corvers, City Clerk