

City of Donalsonville  
Council Meeting-March 6, 2018

**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 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 Mitch Blanks, CP Flossie Smith, CP Lindsey Register, CP Travis Brooks, and CP Mitzy Moye. Staff present were City Manager Steve Hicks, Public Works Superintendent Don Gambrell, Police Chief Woodrow Blue, Fire Chief Dean King and City Attorney Billy Grantham. Guests present were Shelia Williams, John Blue, Stephanie Mims, and Greg Mims.

AMENDMENT TO THE AGENDA: City Manager Hicks informed the Council of a request from Stephanie Mims, representing the Seminole County Warpath on Cancer, to be on the agenda to seek approval to conduct the 5<sup>th</sup> Annual Color Run on April 21, 2018. CP Brooks made a motion to amend the agenda to add this request with CP Moye seconding. Motion carried.

APPROVAL OF THE AGENDA: CP Blanks made a motion to approve the Agenda with CP Moye seconding; motion passed Mayor Pro Tem Bond made a motion to approve the minutes from the February Council Meeting with CP Brooks seconding. Motion carried.

APPEARANCE: Stephanie Mims, representing the Seminole County Warpath on Cancer made a request for approval to conduct the 5<sup>th</sup> Annual Color Run on April 21, 2018. CP Blanks made a motion to amend the agenda to add this request with CP Moye seconding. Motion carried.

APPROVAL OF THE MINUTES: Next, Mayor Pro Tem Bond made a motion to approve the minutes from the February 6, 2018 Council Meeting with CP Brooks seconding. Motion carried.

APPEARANCES: Next was the request for approval to hold an Epilepsy Awareness 5K and Fun Run by Nichole Whittaker. Mrs. Whittaker was not present to make the request, so the Council tabled the item until the next Council Meeting.

INTERNAL BUSINESS: Next, the Financial Statements for January 2018 were presented and reviewed with comments made by City Manager Hicks on the status, along with discussion on the three-month analysis.

**OLD BUSINESS**

City Manager Hicks gave an update on the eDonalsonville Project noting that the City of Donalsonville testing has started on the equipment but we are approximately 60-90 days before the fiber network is active. All of the user ID codes, passwords and system information have been provided by Huawei. The final paperwork for the FCC license was received today and will be completed in the next few days. Red Rover has made initial contact with other cities who may be interested in using our system. These discussions will progress with the development of the system.

Next, Mayor Ponder discussed appointments to the Historic Preservation Commission that was implemented the last meeting. He has considered names of people for the position but suggested that we could solicit input from the community by advertising. He requested that any suggestions be given to him or the City Manager

City Manager Hicks presented Resolution 03-06-16 providing for the adoption of the revised Human Resources Policy Manual. The manual establishes rules, regulations, procedures, and standards governing the employment of personnel and relating to sick leave, emergency leave and vacation leave as may be deemed necessary to ensure equitable and effective personnel administration. The last revision to the policy was adopted October 5, 2010. The policy will

become effective on April 5, 2018 or no less than 30 days after the adoption of this resolution whichever is later. A copy will be distributed to all employees. CP Blanks made a motion to amend the adopt Resolution 03-06-16 with CP Register seconding. Motion carried.

Next, City Manager Hicks presented Resolution 03-06-16-A providing for the adoption of the Drug and Alcohol Policy for all city employees. The policy implements an alcohol and drug-free workplace that prohibits the manufacture, distribution, dispensation, possession or use of illegal drugs and alcohol in the workplace. Essentially this policy will subject all employees to random drug and alcohol testing in addition to the new hire and accident testing that is already in place. In the event there is a conflict with State or Federal laws, the City will comply with any applicable state and federal regulations in the administration of this policy. The policy will become effective on April 5, 2018 or no less than 30 days after the adoption of this resolution whichever is later. A copy will be distributed to all employees. CP Blanks made a motion to amend the adopt Resolution 03-06-16-A with CP Moye seconding. Motion carried

### NEW BUSINESS

City Manager Hicks introduced the first amendment to an agreement between the City and Verizon Wireless of the East LP d/b/a Verizon Wireless to make equipment modifications to the water tower located at Davis Park on 512 E. 7<sup>th</sup> Street. This agreement was negotiated by GMA under our Telecommunications Agreement and is recommended by GMA. It will add 12 remote radio units and 3 overvoltage protection units. The rent will increase by \$250.00 per month beginning April 1, 2018. The annual revenue will be \$29,220.00 until June 2019; \$33,153.00 until June 2024; \$37,675.95 until June 2029 and \$42,837.34 until June 2033. The current lease from Verizon generates \$26,220.00 per year. CP Smith made a motion to approve the agreement with Verizon Wireless with CP Moye seconding. Motion carried.

City Manager Hicks introduced Resolution 03-06-18-B providing for a transfer of equipment to Iron City, Georgia. The attorney has verified it is permissible to convey property to another municipality if a public purpose is served. According to the dealer, the value of the equipment is \$17,500.00. The Resolution further provides for the Mayor and City Manager to negotiate terms of the transfer. After a discussion and consensus to offer to sell the equipment at a price of \$10,000, CP Brooks made a motion to adopt Resolution 03-06-16-B with CP Register seconding. Motion carried.

City Manager Hicks introduced Resolution 03-06-18-C providing for the City's intent to finance certain vehicle and equipment purchases. Based upon Georgia law, the \$600,000 line of credit expired with Ameris Bank on December 31, 2017. The current balance is \$461,016. The backhoe was approved last meeting in the amount of \$64,288.29. Additional equipment needs are:

20 yd rear packer garbage truck	\$155,000
Police Equipment	50,000
Used 10 yd dump truck	40,000
55 HP Tractor with Front end Loader & finish mower	<u>38,100</u>
Total	\$283,100

This brings the total to \$347,388.29 in additional needs. The City Manager requested authorization to set up a \$350,000 line of credit to purchase equipment to complete the upgrade of our equipment needs. CP Brooks made a motion to adopt Resolution 03-06-16-C with CP Register seconding. Motion carried.

City Manager Hicks introduced Resolution 03-06-18-D providing for the notification of the City's intent to apply for LMIG Grant funding for the 2018 and 2019 cycles. The City has been approved for 2018 funding in the amount of \$44,530.18 and intends to bank these funds to combine with the 2019 approved funding which has not been determined. The resolution further authorizes the Mayor to execute any documents associated with the application process. CP Register made a motion to adopt Resolution 03-06-16-d with CP Moye seconding. Motion carried.

Next, Fire Chief Dean King reported that the new fire station experienced several leaks which have been repaired by Anderson Construction Company and there are no leaks at the present time. A Firehouse Subs Grant has been applied for in the amount of \$3,700.00 to purchase a washing machine for turnout gear which will help reduce cancer risks.

City Manager Hicks reported that with the assistance of GDOT, he contacted other CSX Railroad representatives and has forwarded documentation which is again in the process of review related to crossings. It was suggested that we could submit a quote to the Railroad to provide the maintenance along the track. Based upon numbers submitted by the Public Works Director, the City Manager will contact CSX with an offer to maintain the right of way for \$6,500 per year or, as an option, enter into a lease agreement that would allow the City to utilize a portion of the railroad ROW located on 1<sup>st</sup> Street for parking for City businesses and events in exchange for the City providing the maintenance.

The City Manager informed the Council that work is ongoing with the Development Authority on an approved proposal to implement a solar project in Seminole County and the Cook-Redlands (Olive) Project which is still in negotiation. He also met with Chamber of Commerce and DCA representatives to discuss incentive packages and available resources for economic development within the City limits. We will be pursuing a Rural Zone designation that will provide the most flexible and most practical alternative for the City. A workshop will be held in April with the application due in August.

The City Manager informed the Council that he met with liability and property insurance representatives to review City's program for cost saving and/or enhancements. We are currently with GMA program (GIRMA) and were one of the original members. The City has established equity in GIRMA in the \$1,905, 279. A dividend has also been declared in the amount of \$20,689 that will be applied for the 2018 premium (if we renew). A request for quotes will be issued tomorrow from other providers.

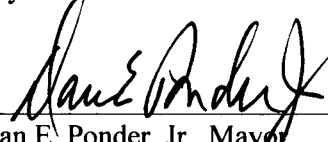
Finally, the City Manager proposed the schedule for the FY 2018-19 Budget process as follows:

March 26, 2018	Budget Requests Due
April 2-6, 2018	Departmental Budget Review/City Manager
April 9-13, 2018	Budget Review/City Council
April 19, 2018	Public Notice of Proposed Budget and Call for Public Hearing
April 24, 2018	Public Hearing on FY 18-19 Budget
May 1, 2018	Final Budget Approval

With there being no further business to come before the Mayor and Council, at 7:20 PM, P Blanks made a motion to adjourn with Mayor Pro Tem Bond making the 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 March 6, 2018  
meeting of the Mayor and Council of the City of Donalsonville.



---

Christina Corvers, City Clerk