

City of Donalsonville
Council Meeting-May 1, 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 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 Lindsey Register, CP Travis Brooks, and CP Mitzy Moye. Councilmember Flossie Smith was absent. Staff present were City Manager Steve Hicks, City Clerk Christina Corvers, Public Works Superintendent Don Gambrell, Police Chief Woodrow Blue, Fire Chief Dean King, and City Attorney Billy Grantham. Guests present were Gwendolyn Williams, David Maxwell, Kirk Chambers, and Billy Shingler.

Approval of the Agenda: Mayor Ponder made a request to move item #4, Action on USDA Loan/Grant Documents, to the first item under Old Business. CP Blanks made a motion to amend the Agenda by moving the USDA Loan/Grant Documents to the first item under Old Business, as well as to enter into executive session for item #1, Request to Establish the Position of Building Inspector/Code Enforcement under New Business. CP Brooks seconded; motion passed. Next, the approval of the minutes from the Council Meeting held on April 3, 2018. Mayor Pro Tem Bond made a motion to approve the minutes from the April Council Meeting with CP Moye seconding. Motion carried.

APPEARANCES: David Maxwell spoke on behalf of the Chamber of Commerce, stating that positive feedback had been received from the Georgia Research Team on the Donalsonville-Seminole County tour held during April 24, 2018-April 26, 2018. David Maxwell also stated that a final evaluation of the tour would be given sometime within the next few months. Lastly, David Maxwell invited the Mayor and Council to the Artists' Reception and Gallery Opening in the Historic Donalsonville Fire Station on Thursday, May 3, 2018 from 5:30 PM-8:00 PM.

Next was Gwendolyn Williams, whose business is located at 608 1/2 Railroad Avenue. Gwendolyn Williams inquired from the Council as to why she must pay the \$15.00 Employee Fee for her Business License when she does not have any employees. City Manager Hicks informed her that by State Law, a Business Owner working under an Occupational License must pay the \$35.00 Administration Fee and \$15.00 per Employee Fee. City Manager Hicks stated that Ms. Gwendolyn Williams is considered an employee of her own business and must therefore pay the \$15.00 Employee Fee. After some discussion, Gwendolyn Williams agreed to pay the \$35.00 Administration Fee and the \$15.00 Employee Fee but stated that she did not receive her bill on time and therefore was not going to pay the late fee or the interest accrued. Mayor Ponder informed her that the Council could not discuss this item any further as it had already been discussed long enough and offered to pay the late charge. Gwendolyn Williams agreed to accept the late fee paid by Mayor Ponder. City Attorney Grantham requested that Gwendolyn Williams give the \$5.00 late fee paid by Mayor Ponder to City Clerk Corvers to be applied to her Business License.

The next item under appearances was Larry Bush and his request to purchase the property the City of Donalsonville recently purchased from the Drakes on the corner of Crawford & Wiley. City Manager Hicks stated that Larry Bush had since withdrew his request due to the price of the property.

PERMITS AND LICENSE: City Manager Hicks and Police Chief Blue gave their recommendation on the approval of an Off-Premise Wine and Malt Beverage License to Owner Hiren Rameshbhai Patel, dba SHIV GA, LLC, located at 327 North Tennille Avenue as all background requirements had been met. City Manager Hicks stated that under the City of Donalsonville Ordinance, a hearing cannot be held for approval of the license no less than 30 days and nor more than 60 days after the application is filed. City Attorney Grantham stated that the date of the application is included in the 30-day period and Hiren Rameshbhai Patel had met this requirement. Mayor Pro Tem Bond made a motion to approve the Off-Premise Wine and Malt Beverage License, with CP Moye seconding. Motion passed.

INTERNAL BUSINESS: Next, the Financial Statements for March 2018 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 recommend to approve the Community Facilities Grant Agreement and to further authorize the Mayor to execute documentation related to the letter of conditions for a direct Community Facilities Loan not to exceed \$95,000 at a rate of 3.875% for 3 years with a payment of \$34,153, and a Community Facilities Grant not to exceed \$25,000. The Loan/Grant would be administered by USDA, Rural Development. The Loan/Grant funds will be utilized to purchase three fully equipped patrol vehicles for use by the City of Donalsonville’s Police Department. Kirk Chambers with USDA attended the meeting and gave a brief overview of the Grant/Loan. CP Blanks made a motion to approve the USDA Community Facilities Loan/Grant and to authorize Mayor to execute documentation related to the letter of conditions for the Loan/Grant with CP Register seconding. AYES: CP Brooks, CP Moye, CP Register, and CP Blanks. ABSTAIN: Mayor Pro Tem Bond. Motion passed.

Next, City Manager Hicks gave an update on eDonalsonville stating that connections had been made by Windstream and CSPIRE and that the City of Donalsonville is working with them on the proper configuration of the system. City Manager Hicks also stated that he had started making contacts with other cities as well as Georgia and Alabama officials to inform them of our capability to provide the service. Lastly, City Manager Hicks informed the Council that as of 1:28 PM today, the system is back up and running and testing is currently in place.

City Manager Hicks then recommended to appoint Jeffrey S. Hatcher to the newly created position of Communications Director at a starting salary of \$45,000 with consideration for a 3% pay adjustment three months from his starting date upon completion of a satisfactory evaluation. City Manager Hicks also stated that Jeffery Hatcher would be considered for adjustments in the future at the same time other department head salaries are reviewed and will be eligible for the same benefits from the City offered to other full-time employees. City Manager Hicks stated that Jeffrey Hatcher is currently the Technology Specialist at the Seminole County Board of Education and has 20 years of experience as a director and consultant in the Information Technology field. CP Blanks made a motion to appoint Jeffery Hatcher as the Communications Director with CP Register seconding. Motion passed unanimously.

Next, City Manager Hicks recommended to adopt Resolution 05-01-18 providing for the FY 18-19 Budget summarized by the separate documents and filed by the Council with the City Clerk in greater detail.

SOURCES	<u>FY 18-19</u>		<u>FY 17-18</u>		
	<u>APPROVED</u>		<u>BUDGET</u>		
<u>GENERAL FUND</u>	<u>BUDGET</u>		<u>FINAL</u>		
				<u>CHANGE</u>	
Property Taxes	\$	974,206	\$	954,595	\$ 19,611
Motor Vehicle Taxes		81,274		88,200	(6,926)
Real Estate Transfers		7,241		10,994	(3,753)
Franchise Taxes		212,113		234,500	(22,387)
Local Option Sales Taxes		291,025		270,000	21,025
Malt Beverage/Liquor Tax		94,048		87,000	7,048
Business & Occupation Taxes		219,846		210,497	9,349
Penalties & Interest on Taxes		5,000		5,000	-
Business Licenses & Permits		46,016		29,969	16,047
Grant Revenues		204,530		325,752	(121,222)
Public Safety		4,788		6,206	(1,418)
Sanitation Fees		554,815		588,687	(33,872)
Fines		99,765		99,000	765
Confiscated Funds/Forfeitures		19,900		-	19,900
Interest		8,158		2,954	5,204

Donations	200	3,000	(2,800)
Rents	54,830	73,335	(18,505)
Miscellaneous	345	3,475	(3,130)
Inter fund Transfers	350,000	350,000	-
Sale of Used Equipment	<u>36,693</u>	<u>5,000</u>	<u>31,693</u>
Total General Fund Sources	\$ 3,264,793	\$ 3,348,164	\$ (83,371)
Hotel/Motel Tax	34,874	39,785	(4,911)
SPLOST Sources	556,116	1,025,860	(469,744)
Water/Sewer Sources	1,604,400	1,025,514	578,886
Gas Fund Sources	573,144	608,617	(35,473)
Solid Waste Fund Sources	17,434	22,500	(5,066)
E-Donalsonville Sources	196,158	115,245	80,913
Total Sources	\$ 6,246,919	\$ 6,185,685	\$ 61,234

<u>USES</u>	<u>FY 18-19</u>	<u>FY 17-18</u>	
<u>GENERAL FUND</u>	<u>APPROVED</u>	<u>BUDGET</u>	<u>CHANGE</u>
	<u>BUDGET</u>	<u>FINAL</u>	
City Manager	\$ 93,721	\$ 90,340	\$ 3,381
Financial Administration	625,216	674,087	(48,871)
Municipal Court	56,567	20,535	36,032
Police Administration	1,145,009	1,069,285	75,724
Fire Administration	620,152	594,224	25,928
Highways & Streets	323,042	473,490	(150,448)
Sanitation	<u>401,086</u>	<u>426,203</u>	<u>(25,117)</u>
Total General Fund Uses	\$ 3,264,793	\$ 3,348,164	\$ (83,371)
Hotel/Motel Tax	34,874	39,785	(4,911)
SPLOST Uses	556,116	1,025,860	(469,744)
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Mayor Pro Tem Bond made a motion to approve Resolution 05-01-18 providing for the FY 18-19 Budget, with CP Brooks seconding. Motion carried.

NEW BUSINESS

Fire Chief King gave an update on the Fire House Subs Extractor Grant, and informed the Council that the Donalsonville Fire Department had reapplied for the Georgia Pacific Grant. Chief King stated that the past month had been busy for the Fire Department with the testing of the Fire Hoses and the Fire Hydrants around town.

Next, Police Chief Blue gave an update on some noise complaints located near the 11th Street area that the department had been receiving. He stated that he is in the process of meeting with the Solicitor, Wes Baldwin, to resolve this issue. Chief Blue also gave an update on the upcoming 3rd Annual Community Fun Day and Police Memorial Week. Police Memorial Week will begin May 14, 2018, with the Community Fun Day being held on May 19, 2018. Finally, Mayor Ponder inquired about the decrease in Fines and Forfeitures for the past month, with Chief Blue stating the reasoning was due to the shortness of officers.

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

- (1) Installation of Street Light (Pecan Tree Blvd)- A street light request has been made by Brenda Hopkins for Pecan Tree Blvd. After some investigation, Georgia Power was contacted and asked for a quote for installation. In the course of the Georgia Power survey, it was discovered that lights in that area also need to be upgraded to LED's which will be at Georgia Power's cost. The proposed location is about half-way between Carr Street and Crawford Street.
- (2) Retreat- Walt McBride has indicated he is available to conduct the planning retreat in Savannah. He will get with me next week to discuss the details.
- (3) Georgia Resource Team/Tourism- The Georgia Research Team completed its tour of Donalsonville and Seminole County during April 24-26, 2018 and will be completing an evaluation. They will return when completed and update the City of Donalsonville with their findings.
- (4) Historic Preservation Commission Appointments-The following names have been submitted for consideration: Sheila Williams, Kathleen Barineau, David Maxwell, and Beverly Burke.
- (5) Old Fire Station-A presentation will be made at the next Council meeting to develop a plan for the use of the old fire station.

Finally, City Manager Hicks reminded the Council of the following upcoming events:

Spring Art Show & Sale Meet & Greet-May 3, 2018 5:30p.m.-8:00 p.m. Old Fire Station
City Manager-May 6-11, 2018 (Personal/Vacation)

Council Meeting-June 5, 2018 6:00 p.m.

GMA Annual Convention-June 22-26, 2018 Savannah, GA

At 7:10 PM, Mayor Pro Tem Bond made a motion to go into Executive Session to discuss personnel matters. CP Blanks seconded; motion carried.

At 7:58 PM, Mayor Pro Tem Bond made a motion to come out of Executive Session, with CP Blanks seconding. Motion passed.

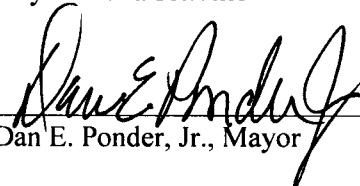
CP Blanks made a motion to not establish/create the position of Building Inspector/Code Enforcement. Mayor Pro Tem Bond seconded; motion passed.

CP Blanks made a motion to waive the Personnel Policy requirement on nepotism and to authorize the Fire Chief to hire the candidate of his choice for the current vacant Fire Fighter position. CP Moye seconded. AYES: CP Blanks, CP Moye, and CP Brooks. NAYS: Mayor Pro Tem Bond, and CP Register. Motion passed.

With there being no further business to come before the Mayor and Council, at 8:09 PM, CP Moye made a motion to adjourn with CP Brooks making a second, and the motion carried.

ADJOURNED

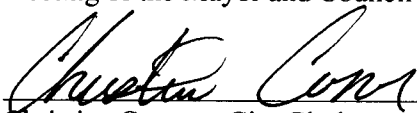
City of Donalsonville



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 May 1, 2018
meeting of the Mayor and Council of the City of Donalsonville.



Christina Corvers, City Clerk