

City of Donalsonville
Council Meeting-July 9, 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 Travis Brooks, and CP Mitzy Moye. Councilperson Lindsey Register joined the meeting later. Councilperson Flossie Smith was absent. Staff present were City Manager Steve Hicks, City Clerk Christina Corvers, Public Works Superintendent Don Gambrell, Fire Chief Dean King, Police Chief Woodrow Blue, Communications Director Jeffrey Hatcher, and City Attorney Billy Grantham. Guests present were David Maxwell, Karen Kimbrel, Billy Shingler, James Wilson, Sheila Williams, Bruce Phillips, Scott Messer, Virginia Harrison, and Keith Bowen.

Approval of the Agenda: Mayor Pro Tem Bond made a motion to approve the agenda with CP Brooks seconding; motion passed. Next, the approval of the minutes from the Council Meeting held on June 5, 2018. CP Brooks made a motion to approve the minutes from the June Council Meeting with CP Blanks seconding. Motion carried.

APPEARANCES: Karen Kimbrel and Royce Davis, VFW Post Commander, gave an update on the Vet Fest. Karen Kimbrel and Royce Davis then requested the date be changed from September 1, 2018, as the VFW did not have adequate time to coordinate all the details for the original date of July 7, 2018. Mayor Pro Tem Bond made a motion to approve the date change of Vet Fest to September 1, 2018, with CP Brooks seconding. Motion passed. Next, Karen Kimbrel gave an update on the Chamber of Commerce and thanked the City Council for their continued support.

Next, James Wilson requested permission to hold a tent revival on 800 Pugh Avenue from July 23, 2018-July 28, 2018. CP Blanks made a motion to approve the request to hold a tent revival on 800 Pugh Avenue from July 23, 2018-July 28, 2018, with Mayor Pro Tem Bond seconding. Motion carried.

At 6:10 PM, Councilperson Register joined the meeting.

Keith Bowen then requested permission to hold a Georgia BBQ Association BBQ Contest on March 9, 2019, located beside the New Fire Station. Mr. Bowen stated that the Georgia BBQ Association had already approved the location. Mr. Bowen also stated that Virginia Harrison was working with the City of Bainbridge trying to coordinate hosting a Car Show as the same time that the BBQ contest was going on. After some discussion on the location, power, and other logistics, Mayor Pro Tem Bond made a motion to give Mr. Bowen permission to use the property for the BBQ Contest to be held on March 9, 2019, stating that the logistics would be finalized at a later time. CP Register seconded; motion passed unanimously.

Next, Bruce Phillips and Scott Messer with the First Church of the Nazarene presented a request to purchase the property recently acquired by the City of Donalsonville located on Crawford Street across from the Nazarene Church. Mr. Phillips expressed the church's interest in purchasing the property for a Family Worship Center. After some discussion, Mayor Ponder stated that the Council would need further time to decide the future of the property and suggested forming a committee to determine the final decision.

David Maxwell updated the Council on the request to transfer the Old Fire Station property to the Better Way Initiative, stating that Better Way was in the process of forming the steering committee which will oversee the utilization the facility as a venue for fine arts exhibits, local history displays, cultural exhibitions, creative and cultural workshops, and hosting of receptions, reunions, meetings and more. David Maxwell also stated that he had made contact with the Georgia Municipal Association's Director and Manager of Community Development, and was in the process of organizing a conference call with City Manager Hicks and City Attorney Grantham within the coming days.

INTERNAL BUSINESS: Next, the Financial Statements for May 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: Communications Director Hatcher gave a brief update on eDonalsonville, and informed the Council that the climber had completed the pointing of sectors to provide better coverage. Communications Director Hatcher also stated that the website had been updated at www.edonalsonville.ga to reflect available packages. Lastly, Communications Director Hatcher stated that continued performance testing was projected through the month to verify coverage and signal, as well as a small number of test sites would be configured to conduct live user testing.

Next, Communications Director Hatcher presented the proposed pricing of services for eDonalsonville, along with the Customer Agreements pending review from City Attorney Grantham. The following price structure is recommended for eDonalsonville customers:

10 mbps download 2 mbps upload \$39 monthly
25 mbps download 3 mbps upload \$69 monthly
35 mbps download 5 mbps upload \$99 monthly
Indoor Unit-\$5.00 per month
Outdoor Unit-\$10.00 per month
Computer Repair-if applicable \$50.00
Other Services can be provided/can be quoted when available
-Priority Service 24x7 with 2 hour guaranteed response
-Remote Monitoring Services
-Consulting Services

After some discussion, CP Moye made a motion to approve the presented pricing structure for eDonalsonville, along with the approval of the Customer Agreements pending City Attorney Grantham's final approval. Mayor Pro Tem Bond seconded; motion passed unanimously.

City Manager Hicks then stated that CSX had agreed for the City of Donalsonville to cut and spray the grass/weeds and remove trash/debris from the CSX Transportation, Inc. (CSXT) property located in the City Limits of Donalsonville at a reasonable cost, not to exceed \$3,900.00 per year, to be billed to CSXT. This will maintain the CSX property within FRA standards and ensure compliance with local and municipal codes. City Manager Hicks then recommended to enter into the following lease agreement for the continued use of a portion of property owned/operated by CSXT located at or near Donalsonville, Seminole County, GA, at approximate Milepost AN 748.36:

The City will be allowed to use and occupy CSX right of way from Wiley Ave, along East 1st Street to South Tennille Avenue, solely for the purpose of short term parking (less than 24 hours), and for vegetation maintenance and for no other purpose(s). Licensee shall regularly mow the Premises and remove excessive vegetation thereon. No commercial vehicles will be allowed to be parked or stored on the Premises. No abandoned or junk vehicles will be allowed on the Premises. Licensee will not charge parking fees for the Premises. The city will pay in rental the sum of (\$1.00) and the performance of obligations. Rental is reduced in exchange for Licensee maintaining CSXT right of way located within the City limits.

CP Blanks made a motion to enter into agreement with CSX concerning the property owned/operated by CSXT located at or near Donalsonville, Seminole County, GA, at approximate Milepost AN 748.36, with CP Brooks seconding. Motion carried.

Next, City Manager Hicks recommended the authorization to recodify the City's ordinances through Municode at a base cost of \$11,700. This amount can be paid over two fiscal years and includes the following:

Execution of Agreement \$4,100

Submission of the Legal Memorandum \$2,925
Submission of Draft Code \$2,925
Delivery Balance: \$1,750 + freight and/or additional pages/legal review if applicable
Total= \$11,700.00

Additional Services:

Review of Local Laws/Special Acts to be included in Code, per hour \$150
Pages over the base, single column pages, per page \$20
Online Code = MunicodeNEXT annually \$550

CP Brooks made a motion to approve the service proposal with Municode to recodify the City's Ordinances at the cost of \$11,700.00 to include the online code at an additional fee of \$550.00 annually. CP Moye seconded; motion passed unanimously.

NEW BUSINESS

NEW BUSINESS: City Manager Hicks recommended the approval to enter into a contract with the Donalsonville-Seminole County Chamber of Commerce for a one-year period beginning June 1, 2018-May31, 2019.

The funding breakdown for the term of the contract is as follows:

\$30,200.00 - General Funding to include annual dues (Items 1 through 5)
4,000.00 - Economic Development Assistance (Item 6)
5,000.00 - Hotel Feasibility Study (Item 6, if implemented)
2,500.00 - Events (Item 7)
\$41,700.00 – Total

Mayor Pro Tem Bond made a motion to approve the June 1, 2018- May 31, 2019 contract with the Donalsonville-Seminole County Chamber of Commerce. CP Moye seconded; motion passed.

Next, City Manager Hicks stated that after adopting the new Human Resource Policy, it was discovered that the leave accrual calculation formula was different from the current formula used by the City. A discussion with the department heads determined that the change was not intended. City Manager Hicks recommended that the policy be amended to reflect the formula currently utilized by the city for the calculations as follows:

Police Department-42-Hour Week

1-10 Years of Service:

Earn 1.61 hours per week annual and 1.61 hours per week sick leave
Maximum sick leave on May 31 - 252 hours
Maximum personal leave on May 31 – 84 hours

10-19 Years of Service:

Earn 2.42 hours per week annual and 1.61 hours per week sick leave
Maximum sick leave on May 31 - 504 hours
Maximum personal leave on May 31 – 126 hours

Over 20 Years of Service:

Earn 3.23 hours per week annual and 1.61 hours per week sick leave
Maximum sick leave on May 31 - 504 hours
Maximum personal leave on May 31 – 168 hours

Fire Department-48-Hour Week

1-10 Years of Service:

Earn 1.84 hours per week annual and 1.84 hours per week sick leave
Maximum sick leave on May 31 - 288 hours
Maximum personal leave on May 31 – 96 hours

10-19 Years of Service:

Earn 2.76 hours per week annual and 1.84 hours per week sick leave
Maximum sick leave on May 31 - 576 hours

Maximum personal leave on May 31 – 144 hours

Over 20 Years of Service:

Earn 3.69 hours per week annual and 1.84 hours per week sick leave

Maximum sick leave on May 31 - 576 hours

Maximum personal leave on May 31 – 192 hours

All Other Employees-40-Hour Week

1-10 Years of Service:

Earn 1.53 hours per week annual and 1.53 hours per week sick leave

Maximum sick leave on May 31 - 240 hours

Maximum personal leave on May 31 – 80 hours

10-19 Years of Service:

Earn 2.31 hours per week annual and 1.53 hours per week sick leave

Maximum sick leave on May 31 - 480 hours

Maximum personal leave on May 31 – 120 hours

Over 20 Years of Service:

Earn 3.07 hours per week annual and 1.53 hours per week sick leave

Maximum sick leave on May 31 - 480 hours

Maximum personal leave on May 31 – 160 hours

After some discussion, CP Brooks made a motion to temporarily amend the Human Resource Policy to adopt the formula currently being used by the City of Donalsonville until further research could be conducted to see if a better option was available to employees regarding the accrual of time. CP Blanks seconded; motion carried.

Fire Chief King informed the Council of the article published this month's edition of the Georgia Firefighters Magazine recognizing the City of Donalsonville's New Fire Station. Chief King then stated that after conducting the yearly inspection on the Ladder Truck, it was determined that the Boom Lift Cylinders are in desperate need of being replaced and therefore did not pass inspection. Chief King stated that until the cylinders are replaced the Ladder Truck would be inoperable, and to have new ones made would take between eight and ten weeks. After some discussion, CP Moye made a motion to approve the purchase of two new Boom Lift Cylinders in the amount of \$22,000.00, with CP Brooks seconding. Motion passed. Lastly, Chief King informed the Council that everything was still on schedule for the repairs to the concrete at the New Fire Station.

Next, Police Chief Blue gave an update on the two new recruits, Jonathan Taylor and Phillip Croom, stating that they had a successful first week at the academy.

Public Works Superintendent Gambrell then gave an update on the CDBG project regarding the water and sewer lines, along with informing the Council of the upcoming installment of the pressure relief valve at the receiving station by the City's Gas Consultants Harp and Associates. This is a requirement by the Federal Government and the Public Service Commission.

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

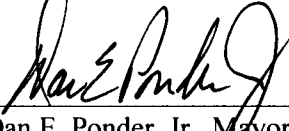
- (1) Department of Community Supervision: Parole Compliance Review- The Department of Community Supervision recently conducted a compliance audit of our parole activities. There were no findings. Congratulations to Chief Blue and Officer Barbara on that report.
- (2) Recycling Trailer- After receiving some complaints on the Recycling Trailer, it was removed from the shopping center site. At this point, the City is handling the recycling matter on a call-in basis.
- (3) Trees in Right-of-Way- Currently reviewing concerns over trees located on City right-of-way. The City's policy is to remove diseased or dead trees that may pose a potential hazard.
- (4) CSX Railroad Crossings- Due to another contact on the project being recently replaced, documentation has been resubmitted to CSX for review of railroad crossings.

Lastly, City Manager Hicks present Mayor Dan E. Ponder, Jr. with an award from the University of Georgia's Carl Vinson Institute of Government and the Georgia Municipal Association for the completion of the required hours of training.

With there being no further business to come before the Mayor and Council, at 8:02 PM, Mayor Pro Tem Bond made a motion to adjourn with CP Moye 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 July 9, 2018
meeting of the Mayor and Council of the City of Donalsonville.



Christina Corvers, City Clerk