

City of Donalsonville
Council Meeting-October 2, 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 CP 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, CP Travis Brooks, and CP Mitzy Moye. Staff present were City Manager Steve Hicks, Public Works Superintendent Don Gambrell, Fire Chief Dean King, Police Chief Woodrow Blue, Communications Director Jeff Hatcher, and City Attorney Billy Grantham. City Clerk Christina Corvers was absent. Guests present were David Maxwell, CJ Hodge, Linda Alday, Millie Rambo, and M.L. Bindley.

Approval of the Agenda: CP Blanks made a motion to amend the Agenda by adding the TSPLOST Resolution 01-11-18B. CP Register seconded; motion passed. Next, the approval of the minutes from the Council Meeting held on September 4, 2018. Mayor Pro-Tem Bond made a motion to approve the minutes from the September Council Meeting with CP Brooks seconding. Motion passed carried.

APPEARANCES: David Maxwell spoke on behalf of the Chamber of Commerce, to inform of that the applications for the Chamber of Commerce Director position are due on October 18, 2018.

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

OLD BUSINESS

OLD BUSINESS: City Manager Hicks made a recommendation to award banking service to Commercial State Bank for the 3-year period beginning November 1, 2018 as per the proposal submitted on September 21, 2018. Ameris Bank and First Port City Bank also submitted proposals for consideration. The award is based on the proposed annual net earnings considering interest earnings, service charges, and compensating balances.

Avg Balance Annual	Interest Current	Interest Proposed CSB	Interest Proposed Ameris	Interest Proposed FPCB
\$3,019,991.57	\$10,377.31	\$62,135.79	\$45,159.25	\$20,480.77

Mayor Pro-Tem Bond made a motion to approve the award of the banking services to Commercial State Bank. CP Smith made the second and the motion passed unanimously.

Next, City Manager Hicks made a recommendation to approve the proposed budget year-end amendments for FY 17-18.

2018	YEAR END BUDGET AMENDMENTS	APPROVED	FINAL	CHANGE
401320	City Administrator			
110	Salaries & Wages	73,602	75,737	2,135
143	Emp. Cont to Social Sec	6,158	6,326	168
148	Other Retirement System	3,680	3,834	154
	Total City Administrator	83,440	85,897	2,457

401510	Financial Administration			-
535	Machinery (Lease/Purchase)	1,325	5,500	4,175
	Total Financial Administration	1,325	5,500	4,175
	General Government Total	84,765	91,397	6,632
	Police & Courts			
412650	Municipal Court			-
110	Salaries & Wages	16,400	11,400	(5,000)
356	Professional Services	2,880	1,248	(1,632)
	Judicial Total	19,280	12,648	(6,632)
423210	Police Administration			-
110	Salaries & Wages	543,633	534,633	(9,000)
	Total	543,633	534,633	(9,000)
423220	Probation Department			-
110	Salaries & Wages	43,113	31,419	(11,694)
122	Overtime Wages	754	17,572	16,818
142	Employers Cont. to Insurance	-	3,561	3,561
143	Employers Cont. to Social Sec	3,217	3,532	315
	Total	47,084	56,084	9,000
	Total Police & Courts	609,997	603,365	(6,632)
423510	Fire Administration			
122	Overtime Wages	36,418	63,774	27,356
221	Materials & Supplies	14,400	46,993	32,593
	Total	50,818	110,767	59,949
423570	Fire Station Buildings & Plant			-
940	Machinery/Capital Outlay	7,680	283,565	275,885
	Total	7,680	283,565	275,885
	Total Fire	58,498	394,332	335,834
434210	Highways & Streets			-
940	Machinery/Capital Outlay	-	84,542	84,542
	Total Highways & Streets	-	84,542	84,542
478000	Debt Service			
620	Interest Charges	14,355	-	(14,355)
640	Decrease in General Long-Term Debt	104,333	187	(104,146)
	Total Debt Service	118,688	187	(118,501)
	Total General Fund Expenditures	871,948	1,173,823	301,875
	General Fund Sources			
		-	-	-
311195	FIFA/Cost Recovery	-	43,475	43,475

391150	Other Financing Sources	-	64,287	64,287
391190	Reserves	-	180,400	180,400
392200	Sale of Used Equipment	-	13,713	13,713
Total General Fund Sources			301,875	301,875

Mayor Pro-Tem Bond made a motion to approve the year-end general fund budget amendments for FY 17-18 as submitted. CP Brooks made the second, and the motion passed unanimously.

Next, City Manager Hicks called on Chief King. Chief Blue and Don Gambrell to give an update on Juree Lane issues that were brought to the Council at the last meeting. Chief King reported that abandoned vehicles will be covered, grass has been cut, and trash has been removed from properties. Chief Blue reported that there have been 2 suspicious persons calls and an assistance to motorist call that were all addressed and handled. The speed detector was set up and clocked 128 vehicles at an average speed of 26 mph (30 mph is the limit). Of the 31 vehicles that exceeded the limit, 26 vehicles were within 1-5 mph over the limit. Don Gambrell reported that we worked with the owner of the rental properties to have the trash removed that was left by tenants. The City billed the owner for the trash removal which is consistent with the City's normal policy.

NEW BUSINESS

NEW BUSINESS: City Manager Hicks informed the council that new millage rates for 2018 would result in a tax levy of \$1,007,093 based upon the calculated rollback rate established at 17.364 mills. The 2017 rate was 17.439 which generated \$997,408.00. There is an increase in the value of property assessed of \$804,706. The net effect, if adopted will add \$9,685 in additional tax levied for 2018.

CITY OF DONALSONVILLE CURRENT 2018 TAX DIGEST AND FIVE-YEAR HISTORY OF LEVY

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Real & Personal	\$ 62,172,319	\$ 43,102,049	\$ 56,244,009	\$ 56,520,074	\$ 58,444,098	\$ 58,010,364	\$ 59,811,610
Motor Vehicles	5,408,390	5,430,140	4,272,050	3,179,150	2,343,550	1,826,160	1,660,930
Mobile Homes	208,747	207,744	215,090	206,931	203,671	203,260	189,480
Timber-100%	-	-	-	-	-	2,781	
Gross Digest	67,789,456	48,739,933	60,731,149	59,906,155	60,991,319	60,042,565	61,662,030
Less M&O Exemptions	(12,764,148)	(3,893,295)	(4,365,650)	(4,226,022)	(2,718,853)	(2,848,442)	(3,663,145)
Net M&O Digest	55,025,308	44,846,638	56,365,499	55,680,133	58,272,466	57,194,123	57,998,885
Gross M&O Millage	23.471	23.735	16.504	16.542	17.542	17.254	17.439
Equivalent of Reassessed Value	(6.820)	(7.230)	(0.140)	(0.178)	(0.288)	0.185	(0.075)
Rollback Millage Rate	16.651	16.505	16.364	16.364	17.254	17.439	17.364
Net Taxes Levied	\$ 916,226	\$ 901,158	\$ 922,365	\$ 911,150	\$ 1,005,433	\$ 997,408	\$ 1,007,093
Net Taxes Levied % increase/decrease	8.66%	-1.64%	2.35%	-1.22%	10.35%	-7.98%	0.97%

CP Register made a motion to adopt the rollback rate at 17.364 mills and to advertise a called meeting for Tuesday, October 16, 2018 to formally adopt 2018 Tax Digest. CP Moye made the second and the motion carried unanimously. The advertisement will run in the Donalsonville News on October 4th and October 11th.

Next, Communications Director Jeff Hatcher gave an update on the eDonalsonville activities. Telephone service is now available at a cost of \$15.00 per month. The service will be handled through an independent company and customers will be billed separately for the service since

eDonalsonville is not a telecommunications provider. Customers may pay for additional support from the City if needed. A booth will also be set up at the Harvest Festival to market the services. Jeff, Mayor Ponder, and CM Hicks attended a rural broadband seminar last week. Contacts were made with a USDA representative, potential City/County Partners, and other resources with the intent of acquiring grants and funding sources to develop the system. Mayor Ponder called for consideration of approval to add the phone services to eDonalsonville coverage. Mayor Pro Tem Bond made the motion to add the phone service option to eDonalsonville coverage. CM Brooks made the second, and the motion carried.

Next, Fire Chief Dean King stated that the work authorized on the ladder truck had been completed and will be back in service after testing. He also reported that plaque for Laddie Collins should be ready this week. When the plaque is available, arrangements for a ceremony will be made. National Fallen Firefighters Memorial Week is October 1-7. In observation of this, the City will participate in "Light the Night" during which the fire station will be lighted to turn red. The City will fly flags at half-mast Saturday and Sunday and businesses are encouraged to do so as well. Chief King also addressed the issue of property maintenance for locations where the fire department has burned houses and property owners cleaned the property after the burn was completed. He provided examples of properties that are properly maintained after the completion of the cleanup. However, most properties are not maintained in accordance with the agreements. He proposed a \$500.00 fee to property owners if the property is not cleaned up within 6 weeks. Chief King provided the Councilmembers with a form that the City has used for 14 years and recommended adding the \$500 fee as discussed. After a discussion, CP Blanks proposed that we investigate the City of Bainbridge policy, review the legal requirements and present to the Council for review and consideration at a future meeting. All agreed. Lastly, Chief King requested the Council's approval to apply for a \$50,000 micro-grant from FEMA to replace the City's air compressor system. CP Moye made a motion to authorize the grant application and to further authorize the Mayor and City Manager to execute any related documents. CP Brooks made the second and the motion carried. Chief King reminded everyone to drive cautiously.

Next, Chief Blue informed the Council that 2 officers recently graduated from the Police Academy and that he will be completing Instructor Certification that will enable us to do in-house training.

Next, Public Works Director Don Gambrell informed the Council that an inspection of the Water Project occurred today with the consulting engineer. The engineer made suggestions to the contractor for various items to be completed prior to the completion of the project in November. He then provided the Council with a proposed plan to implement a 4-way stop to address traffic and safety concerns at the intersection of Cloud Street and Pugh Street in response to a request from CP Lindsey. Chief Blue then provided information relating to traffic activity. After a discussion, CP Register made a motion to implement a 4-way stop at the intersection of Cloud and Pugh. CP Smith made the second and the motion carried.

Next, City Manager Hicks provided an update to the Council on the following projects and events:

- (1) Accrual Vacation/Sick/Annual – At an earlier meeting, the Council requested that we review vacation and sick time accrual. In comparison to other cities and information provided by GMA, we are generally comparable in the accrual of vacation time especially for longer term employees, lower on sick leave hours, and higher on the maximum accrued leave accumulation and payout. A recommendation for consideration is:
 - (A) Increase sick leave accumulation rate to 1.85 hours per pay period
 - (B) Maintain current accumulation for vacation accrual
 - (C) Maintain current maximum accrued leave limits

CP Blanks made a motion to authorize the City Manager to prepare the necessary resolution to implement the recommended changes to present at the next regular Council meeting. Mayor Pro Tem Bond made the second and the motion carried.

- (2) Zoning Maps-The final draft and updated maps have been prepared and we will be working with the committee to begin the implementation process.

- (3) Drainage Study-The City is not eligible to obtain the Search Grant through USDA to conduct the drainage study. USDA is looking for other programs to assist us with this project.
- (4) Joint Development Authority-A proposal relating to Seminole County and Decatur County forming a joint development authority will be presented to the Seminole County Commission. It will not change or do away with current development authority activities in Seminole County but will provide additional resources and jobs funding for economic development activity in Seminole County if implemented. The City will be allowed to utilize the authority in its efforts as well.
- (5) Gas Line Easement-We have tentative support to install a new gas line on a Georgia Power easement but, we will be required to obtain permission from the property owners and a license agreement from Georgia Power. Once we get permission from the current property owners, we will have to submit a complete set of plans and \$2,500.00 for the project to Georgia Power to obtain the license agreement. Annual license fees will be determined by the length of the installed gas lines. Construction of a new gas pipeline will cost of about \$275,000. As it now stands there would be an 8 to 15-year payback (\$18,000 to \$34,000 profit per year) with a customer we know that is interested. This will also give us the opportunity to loop our entire system. Our current rate structure is low for residential customers compared to others in MAGA. A way to address this is to implement a monthly meter charge. 27 of 29 municipalities in in MAGA have a base meter charge in place. We are looking at an \$8.00 per month fee for residential/\$12.00 per month for commercial/ \$150.00 per month for non-interruptible customers. There would be no change to the usage rates as they are currently applied.
- (6) Council Room Update-Received a quote to refinish Council meeting room furniture and paint paneling in city manager's office for \$1,800.00. Request is to also consider new desk for City Manager's office to coordinate with other furniture.
- (7) Parking Concerns-Received a call related to concerns about parking due to new business on West 2nd Street and a call about compliance with City regulations, alcohol licensing, and safety concerns. Informed callers that downtown parking was not designated and that all city and state codes and requirements have been met. Assured callers that we would monitor situation and address any non-compliance issues and public safety concerns.

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

Special Council Meeting-October 16, 2018 5:30 p.m. (Set Tax Millage Rate)
Harvest Festival-October 20, 2018
GMA District 10 Panel Discussion-October 29, 2018 11:30-1:00 p.m. Camilla, GA.
Council Meeting-November 6, 2018 6:00 p.m.

Mayor Ponder recognized Linda Alday who addressed the Council related to barking dogs. CM Hicks stated we will contact the dog owner to address the situation.

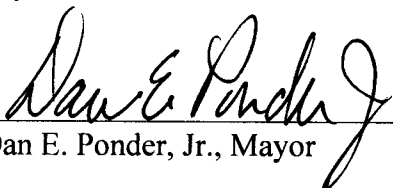
At 7:30 PM, Mayor Pro Tem Bond made a motion to go into Executive Session to discuss personnel matters. CP Smith seconding; motion carried.

At 7:50 PM, Mayor Pro Tem Bond made a motion to come out of Executive Session, with CP Smith seconding. Motion passed.

With there being no further business to come before the Mayor and Council, at 7:55 PM, CP Brooks made a motion to adjourn with CP Register making a second; and the motion carried.

ADJOURNED

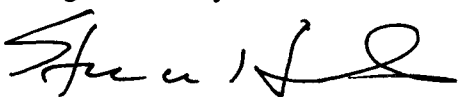
City of Donalsonville



Dan E. Ponder, Jr., Mayor

Attest and Certification:

I, Steven W. Hicks, do here Attest and Certify that
The above written is a true and correct representation
of the business and actions conducted during the October 2, 2018
meeting of the Mayor and Council of the City of Donalsonville.



Steven W. Hicks, City Manager