

City of Donalsonville  
Council Meeting-July 2, 2019

**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 Lindsay 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 Travis Brooks, CP Mitzy Moye, CP Lindsay Register and CP Flossie Smith. Staff present were City Manager Steve Hicks, City Clerk Christina Corvers, Public Works Superintendent Don Gambrell, Building Inspector Tony Morris, Police Chief Woodrow Blue, Communications Director Jeffrey Hatcher, and City Attorney Billy Grantham. Guests present were Virginia Harrison, C J Hodge, Craig Atwater and Margaret Atwater.

Approval of the Agenda: CP Blanks made a motion to amend the Agenda by adding the Memorandum of Understanding with Three Notch Electric. Mayor Pro Tem Bond seconded. Motion carried. CP Smith made a motion to approve the Agenda as amended with CP Register seconding. Motion passed. Next, the approval of the minutes from the Council Meeting held on June 4, 2019. Mayor Pro Tem Bond made a motion to approve the minutes from the June Council Meeting, with CP Smith seconding. Motion carried.

APPEARANCES: Virginia Harrison, with the Downtown Development Authority, gave an update on the closing of the Front Porch Market Building, stating that the closing will be held July 12, 2019. Virginia Harrison requested the approval to fill the two vacant positions on the DDA Board with Tori Gravlee to replace Jill Miley and Billie McLendon to replace Chris Thomas. Both terms will expire 12/31/22. CP Blanks made a motion to approve filling the vacant positions with Tori Gravlee and Billie McLendon as the new board members. CP Moye seconded; motion passed unanimously.

INTERNAL BUSINESS: The Financial Statements for May 2019 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 an update on Hurricane Michael Activities which included the following:

- Letters have been sent to residence and/or property owners regarding the removal of C&D Debris. Residents/Owners and Contractors are responsible for the removal of the debris. If the City picks up the debris, the cost will be assessed to the resident/owner.
- NRCS has determined that the City of Donalsonville's sites 3 and 4 have (balance of project) to be eligible for consideration in the NRCS EWP Program to remove debris from the drainage ditches. If the project(s) are funded, the City of Donalsonville will have 220 calendar days to complete the work once the agreement is fully executed. The City of Donalsonville will also be responsible for securing any Federal, State or Local permits that may be required.
- The City of Donalsonville will continue to pick up vegetative debris as it is placed by the roadside. Attached for consideration, are modified solid Waste Collection Rules to address the handling of the collection and disposal of vegetative debris. City Manager Hicks recommended to approve the presented changes. Mayor Pro Tem made a motion to approve the amendment of the Solid Waste Collection Rules, addressing the handling of the collection and disposal of vegetative debris. CP Brooks seconded; motion passed.

**NEW BUSINESS**

NEW BUSINESS: City Manager Hicks stated that Chris Thomas has requested permission to construct 12 apartment units on East 2<sup>nd</sup> Street. Under the current zoning ordinance, the request is allowed as a conditional use subject to Council approval. City Manager Hicks recommended to conditionally approve the request pending public notice of the proposed conditional use in the

newspaper no later than 15 days before the Council Meeting on August 6, 2019. City Manager Hicks stated that a Public Hearing will be held at the Council Meeting on August 6, 2019, prior to final consideration of the request. No action taken.

Next, City Manager Hicks recommended to approve a proposal to upgrade the City’s Public Safety communications, replace equipment and communication capabilities that were lost in the hurricane and ensure countywide communication access. The cost of the upgrade is \$21,500.00 and a portion of the project will be eligible for insurance reimbursement. CP Blanks made a motion to approve the proposal to upgrade the City’s Public Safety communications, replace equipment and communication capabilities that were lost in the hurricane and ensure countywide communication access in the amount of \$21,500.00. CP Moye seconded; motion carried.

City Manager Hicks then recommended to declare a 2002 Chevrolet Trailblazer and a 1998 Ford Crown Victoria as surplus property as it is no longer needed for public purpose and to be disposed of in a manner in compliance with State Law. CP Smith made a motion to declare the 2002 Chevrolet Trailblazer and the 1998 Ford Crown Victoria as surplus property as it is no longer needed for public purpose and to be disposed of in a manner in compliance with State Law. CP Register seconded; motion passed unanimously.

Next, City Manager Hicks stated that Microsoft is ending support for Windows 7 and Server 2008 on January 14, 2020. In accordance with this change, Black Mountain Software will also end support for Windows 7 and Server 2008 on June 30, 2020. City Manager Hicks recommended to replace the outdated computers and install the software to bring the systems in compliance. The cost of the upgrade will be \$19,211.80 for Jackson Thornton Technologies to replace 20 computers, including installation and service agreements. City Manager Hicks recommended to lease purchase these 20 computers over a 4-year period with Dell at \$5,316.00 per year, with payments made from applicable General/Water-Sewer/Gas). CP Register made a motion to approve the quote from Jackson Thornton Technologies in the amount of \$19,211.80 to replace 20 computers, including installation and service agreements, with the purchase to be financed over a 4-year period with Dell at \$5,316.00 per year, with payments made from applicable General/Water-Sewer/Gas). CP Smith seconded; motion carried.

City Manager Hicks then recommended to partner with the U.S. Census Bureau, State of Georgia, Seminole County, and Iron City in forming a 2020 Census Complete Count Committee. The local 2020 Census Complete Count Committee will seek to encourage all City and County residents to participate in events and initiatives that will raise the overall awareness of the 2020 Census and increase participation to achieve a complete and accurate count of all persons within our borders. CP Smith made a motion to partner with the U.S. Census Bureau, State of Georgia, Seminole County, and Iron City in forming a 2020 Census Complete Count Committee with CP Brooks seconding. Motion passed unanimously.

Next, City Manager Hicks then requested to consider the following options related to implementation of the TSPLOST projects:

**Phase 1-Option A**

Woolfork Avenue-3 <sup>rd</sup> Street to East 7 <sup>th</sup> -	\$91,253
E. Dowling Street-3 <sup>rd</sup> Street to Recreation Park-	25,000
Fire Station Drive Turnout-N. Tennille	28,276
10 <sup>th</sup> Street-S. Wiley to S. Morris	51,410
12 <sup>th</sup> Street-S. Morris to S. Newcombe	16,066
12 <sup>th</sup> Street-S. Newcombe to Bush	15,037
12 <sup>th</sup> Street-Bush to S. Knox	13,881
11th Street-S. Wiley to S. Morris	57,836
Bourbon Street-S. Friendship to Stern	29,561
Constitution Avenue-E. 7 <sup>th</sup> Street to Dead End	24,163

<b>Total</b>	<b>\$352,483</b>
E. 4 <sup>th</sup> Street-Dowling to 3rd Street (Alternate)	91,895

**Phase 1-Option B (with drainage project-CDBG funding)**

Woolfork Avenue-3 <sup>rd</sup> Street to East 7 <sup>th</sup> -	\$91,253
E. Dowling Street-3 <sup>rd</sup> Street to Recreation Park-	25,000

Fire Station Drive Turnout-N. Tennille	28,276
Drainage Project-Design & Fees	60,000
10 <sup>th</sup> Street-S. Wiley to S. Morris	
12 <sup>th</sup> Street-S. Morris to S. Newcombe	
12 <sup>th</sup> Street-S. Newcombe to Bush	
12 <sup>th</sup> Street-Bush to S. Knox	
11th Street-S. Wiley to S. Morris	
Bourbon Street-S. Friendship to Stern	29,561
Constitution Avenue-E. 7 <sup>th</sup> Street to Dead End	24,163
E. 4 <sup>th</sup> Street-Dowling to 3 <sup>rd</sup> Street	91,895
<u>Total</u>	<u>\$350,148</u>

City Manager Hicks stated that under Option B, Streets in Mortgage Hill listed above would be moved until the drainage work is complete. City Manager Hicks also stated that East 4<sup>th</sup> Street would be added as an alternative as funds are available (bid process). The drainage project would be funded through CDBG. City Manager Hicks stated if Option B is implemented, it may be the end of 2020 before any street resurfacing work could be done in the area covered by the drainage project. No Action taken.

City Manager Hicks then requested to authorize design services related to the proposed drainage project to expedite the CDBG Grant Application and subsequent work once the grant is approved. After some discussion, Mayor Pro Tem Bond made a motion to authorize design services related to the proposed drainage project to expedite the CDBG Grant Application and subsequent work once the grant is approved, after which the process of street resurfacing can begin. CP Smith seconded; motion passed.

City Manager Hicks then recommended approving the Memorandum of Understanding (MOU) with Three Notch Electric providing additional parking in the downtown area for the public to use to allow them to conveniently patronize downtown businesses. With this MOU, the City would designate the 8 westernmost existing parking spots on the North-Side of Second Street as 20-minute parking between the hours of 8:00 am- 4:30 pm on weekdays. Two of the 8 parking spots would be designated as handicapped parking spots. City Manager Hicks stated that with this MOU, Three Notch Electric would open their property between Three Notch Electric and the Post Office to be used by the City of Donalsonville for public parking. The City Attorney is working with Mr. Stewart on the proposed plan. The City is also working with the Engineer to determine other options for additional parking and addressing the flow of traffic at the end of West 2<sup>nd</sup> Street in front of the Courthouse. CP Blanks made a motion to approve the Memorandum of Understanding (MOU) with Three Notch Electric providing additional parking in the downtown area for the public to use to allow them to conveniently patronize downtown businesses. CP Moye seconded; motion carried.

Next, Communications Director Hatcher gave an update on eDonalsonville activities, along with the systems continued growth. Communications Director Hatcher informed the Council of a outage that the system suffered from on June 5, 2019 due to a fiber cut in Cuthbert, Georgia. Edonalsonville utilizes a fiber backhaul service provided by Windstream and managed by C-Spire. Other fiber providers utilize this same wholesale arrangement due to the cost of fiber deployment. Communications Director Hatcher stated that the City is working with another provider to engineer a secondary backhaul that will utilize a microwave relay to bypass the fiber issue when cables are damaged. Communications Director Hatcher stated that the application for EBS Spectrum has been filed with the FCC, and we are still waiting on notification from the FCC on whether the City of Donalsonville will have the approval to use the Spectrum. Lastly, Communications Director Hatcher stated the eDonalsonville is continuing to work on business options as part of its pilot to provide bundles and additional services in the business market in our area.

Building Inspector Morris then stated that there was nothing new to report as everything has been running smoothly at the Fire Department. Building Inspector Morris did inform the Council that Fire Chief King was out due to a recent surgery but should be returning back to work either Friday or Monday as everything went well.

Next, Police Chief Blue stated that there was no update to report at this time. City Manager Hicks stated that he wanted to recognize the Police Department by informing the Council that on June 11, 2019 Investigator Greg Long, Sergeant David Brunson, Officer Phillip Croom, Officer Jonathan Taylor, and Police Chief Woodrow Blue were presented a Certificate of Appreciation for their help in the successful prosecution of Trayveon Wilcox by Tony Gomez, Inspector in Charge; Blad Rojo, Assistant Inspector in Charge; Adel Valdes, Team Leader; and Matt Vecchio, Agent. Police Chief Blue stated that this was regarding the case of the assault on the Postal Worker. Lastly, CP Blanks commended the Police Department for their efforts in capturing the murder suspect sought by multiple agencies in the local Hardees restaurant.

Public Works Superintendent Gambrell stated that there was no update to report at this time.

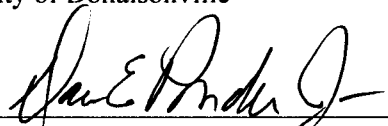
Lastly, City Manager Hicks gave an update on the following:

- (1) Invitation to USDA Meeting- USDA Meeting on July 10, 2019 in Camilla, Georgia at the Southwest Georgia Regional Commission from 10:00 am-12:00 pm to discuss funding opportunities.
- (2) Municode City Code Update- A copy has been provided for your review. Please review and notify if any changes are needed or concerns that need to be addressed no later than July 22, 2019. After completion of this update, we will need to finalize the Zoning Update to complete the Project. Zoning Committee Members please let me know if you need a copy of the draft as we will need to set up a meeting to review final recommendations
- (3) Paint Colors for City Hall- We need to select a color scheme for City Hall, the Police Department, and the Old Fire Station for the contractor. The project will be covered under the City's insurance due to Hurricane Michael damage.
- (4) Annual Football Program Ad- The annual Seminole County Football Program ad is due for renewal at a cost of \$180.00 Please advise if you wish to use the same photograph as last year or we will need to set up a time to do another one. The Council all agreed to use the same picture as the one used last year.
- (5) City Audit- Burke, Worsham & Harrell Accounting Firm will now be able to perform the Annual Audit again without any conflicts or compliance issues. This has been discussed with Perry Henry who concurs. Council approval, as per the City Charter, is required to designate the City's Audit Provider.
- (6) Public Works Director-Don Gambrell will be retiring at the end of October 2019 and his position as Public Works Director will initially be open to in-house applicants. The City will also consider, as part of this process, creating a Sanitation Director or Supervisor position to promote opportunities for employee growth and more focus on the related City Sanitation and clean-up operations.
- (7) ABAC Youth Leadership Program- A representative with ABAC will be attending the next Council Meeting to speak about the Youth Leadership Program.

With there being no further business to come before the Mayor and Council, at 7:35 PM, Mayor Pro Tem Bond made a motion to adjourn, with CP Register making a second; and the motion carried.

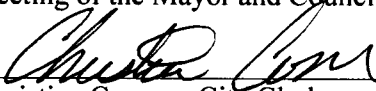
ADJOURNED

City of Donalsonville

  
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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 2, 2019  
meeting of the Mayor and Council of the City of Donalsonville.

  
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Christina Corvers, City Clerk