

City of Donalsonville
Council Meeting-October 8, 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 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, CP Mitzy Moye, CP Lindsay Register and CP Flossie Smith. Staff present were City Manager Steve Hicks, City Clerk Christina Corvers, Public Works Superintendent Bert Adams, Fire Chief Dean King, Police Chief Woodrow Blue, Communications Director Jeffrey Hatcher, and City Attorney Billy Grantham.

Approval of the Agenda: CP Smith made a motion to approve the Agenda, with CP Blanks seconding. Motion passed. Next, the approval of the minutes from the Council Meeting held on September 3, 2019. CP Smith made a motion to approve the minutes from the September Council Meeting, with CP Brooks seconding. Motion carried.

APPEARANCES: Sarah Avery with the Chamber of Commerce gave an update on the upcoming annual Harvest Festival to be held on October 19, 2019. Sarah Avery encouraged more participation in the parade, sponsorships, and the newly added Recipe Contest for the annual festival.

Next, Selina Elijah requested Traffic Control for the Annual Thanksgiving Benefit Parade to be held on November 23, 2019 at 10:00 AM. CP Smith made a motion to approve the Traffic Control request, with CP Blanks seconding. Motion passed.

Patricia Buggs then requested permission to place a used Double-Wide Mobile Home at 605 Stern Avenue. If approved the used Double-Wide Mobile Home will be moved from Chason Street to Stern Avenue. City Manager Hicks stated that the request has been reviewed by Code Enforcement and is recommended for approval. CP Register made a motion to approve the request to place the used Double-Wide Mobile Home at 605 Stern Avenue subject to accordance of City Code. CP Moye seconded; motion passed.

Next, Mrs. Nancy Jernigan with First Port City Bank spoke on behalf as the sponsor for the newly developed Youth Leadership Council. Mrs. Jernigan gave a brief description on the program, which hopes to include 25-30 rising local Sophomores and Juniors. The program teaches the students leadership skills, servant skills, communication skills, local government, financial literacy, and much more. The goal of the program is to help students find their leadership styles and educate them on the needs of our community and how they can use their style to help fill the gap.

PERMITS & LICENSE

City Manager Hicks and Police Chief Blue gave their recommendation on the approval of an Off-Premise Wine and Malt Beverage License to Jigneshkumar Patel, dba Trishas Food Corporation located at 327 North Tennille Avenue as all background requirements had been met. Mayor Pro Tem Bond made a motion to approve the Off-Premise Wine and Malt Beverage License, with CP Smith seconding. AYES: Mayor Pro Tem Bond, CP Blanks, CP Moye, CP Register, CP Brooks, and CP Smith. Motion passed.

INTERNAL BUSINESS: The Financial Statements for August 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 recommended to approve Ordinance 09-03-19, providing for the adoption of the New Code of Ordinances for the City of Donalsonville. City Manager Hicks stated that Ordinances enacted before May 7, 2019 not included in the New Code or

recognized and continued in force by reference therein, are repealed. Penalties for violation of the Code are outlined. CP Blanks made a motion to adopt Ordinance 09-03-19, providing for the adoption of the New Code of Ordinances for the City of Donalsonville. Mayor Pro Tem Bond seconded; motion carried.

NEW BUSINESS

NEW BUSINESS: City Manager Hicks then recommended to approve Resolution 10-08-19, providing for adoption of the rollback rate at 17.374 mills. The 2018 rate was 17.364 mills which generated \$1,007,093.00. City Manager Hicks stated that the decrease in the value of property assessed and other reassessment calculations were offset by a reduction in the M & O exemptions resulting in a net digest increase of \$486,307. The net effect will add \$9,029 in additional tax levied for 2019 if the rollback rate is adopted. For a \$100,000 property assessment that is a 40 cents increase. Further recommendation is made by City Manager Hicks to adopt the current 2019-20 budget using \$1,007,093 as the projected tax digest revenue budget as final. CP Moye made a motion to adopt Resolution 10-08-19, providing for adoption of the rollback rate at 17.374 mills, as well as adopt the current 2019-20 budget using \$1,007,093 as the projected tax digest revenue budget as final. CP Brooks seconded; motion carried.

Next, City Manager Hicks recommended to approve a Janitorial Services Agreement with Howard Stephens to provide Janitorial Services to City Hall and the Police Department two times a week at a cost of \$1200.00 per month. He will provide the equipment and cleaning supplies. Current rates are approximately \$600.00 per month, with once a week cleaning and the City furnishing supplies. Mayor Pro Tem Bond made a motion to approve the Janitorial Services Agreement with Howard Stephens to provide Janitorial Services to City Hall and the Police Department two times a week at a cost of \$1,200.00 per month. CP Smith seconded; motion passed.

City Manager Hicks then recommended to approve the purchase of additional body cameras for the Police Department. The current budget is \$10,000. The City was anticipating grant funds to pay for the difference, but unfortunately the grant funds are not available to purchase all the required cameras and software. In order to purchase the needed equipment to outfit the officers and provide the required video storage capability, the additional funds needed are:

Body Cameras/Equipment/Software: \$7,000.00

Backup Server Storage Files: \$500.00 one-time setup fee/\$100.00 per month

CP Smith made a motion to approve the purchase of additional body cameras for the Police Department in the amount of \$7,000.00, with CP Blanks seconding. Motion carried.

Next, City Manager Hicks stated that contact had been made with a representative from the Mansfield Fleet Card Program for Dollar General to engage the City's participation in the fuel card program as outlined below:

- The Dollar General program offers vehicle-based cards authorized by driver PINs and vehicle odometer entries.
- Pricing is based on the already competitive posted price of fuel at the Dollar General location used at the time of purchase.
- Mansfield then strips all federal excise tax for the City. (24 cents and 18 cents for diesel and gas respectively.)
- Mansfield charges no fees within its program.
- A very comprehensive online reporting and maintenance portal is provided to the City for tracking all transactions, managing vehicles, drivers, and cards, and generating custom reports at will. Cards can be outfitted with exceptions and controls to limit exposure to fraud or employee abuse.
- If there is a need for vehicles who are traveling outside of the area, Mansfield can authorize traveling vehicles to fuel at non-Dollar General locations.
- Additionally, If the City and the County chose to merge programs, Mansfield could also authorize these cards to fuel at the County owned bulk fuel tank as well. Additionally, revenue could be generated for the County if they choose to open their tanks up to the City vehicles through a consigned program.

City Manager Hicks then recommended to enter into an agreement with the Mansfield Fleet Card Program/Dollar General pending a meeting with the representative and review and concurrence by the City Attorney. CP Blanks made a motion to approve entering into an agreement with the Mansfield Fleet Card Program/Dollar General pending a meeting with the representative and review and concurrence by the City Attorney. Mayor Pro Tem Bond seconded; motion carried.

City Manager Hicks then stated that the Development Authority may have an interest in acquiring the Farmers Market Property to place in inventory for Economic Development prospects. The required steps to remove the public use restriction are as follows:

- The City will need to agree (letter & board resolution) and pay the State the fair market value based on an appraisal;
- The SPC Board will order the appraisal and the City will need to reimburse the State (\$3,000-\$4,000);
- The SPC Board will need to approve the conveyance to the City for fair market value and the removal of the use restriction. Once SPC Board approves, they will send QCD without the use restriction.

City Manager Hicks then recommended to adopt Resolution 10-08-19-B to approve the appraisal to determine the feasibility and any further interest in the property conveyance. Mayor Pro Tem Bond made a motion to adopt Resolution 10-08-19-B to approve the appraisal to determine the feasibility and any further interest in the property conveyance. CP Moye seconded; motion passed.

Next, City Manager Hicks recommended to adopt Resolution 10-08-19-A, providing for a Memorandum of Understanding (MOU) with the Southwest Georgia Regional Commission (SWGRC) and Brownfield Assessment Coalition to secure a grant to inventory, identify sites, assess, and plan (include cleanup plan) and other Brownfield activities. A match is not required by the City if awarded the grant. City Manager Hicks stated that a brownfield is any previously developed land that is not in use whether contaminated or not. It also describes any industrial or commercial land with known or suspected pollution including soil contamination due to hazardous waste. CP Smith made a motion to adopt Resolution 10-08-19-A, providing for a Memorandum of Understanding (MOU) with the Southwest Georgia Regional Commission (SWGRC) and Brownfield Assessment Coalition to secure a grant to inventory, identify sites, assess, and plan (include cleanup plan) and other Brownfield activities. CP Moye seconded; motion carried.

City Manager Hicks then presented the Mayor and Council for their consideration the City Managers Employment Agreement (Contract) for a 3-year period beginning October 1, 2019 and ending September 30, 2022. CP Moye made a motion to approve the City Managers' Employment Agreement (Contract) for a 3-year period beginning October 1, 2019 and ending September 30, 2022. CP Brooks seconded; motion passed.

Next, Communications Director Hatcher gave an update on eDonalsonville activities, along with the systems continued growth. Communications Director Hatcher stated that the City is continuing work on projects to provide enterprise-level connections to the industry. This will allow the City to provide high capacity links with high reliability to local large businesses. Communications Director Hatcher gave a brief update on the recently attended GMA State Broadband Conference, where him and City Manager Hicks participated in a panel discussing Smart Cities. Lastly, Communications Director Hatcher stated that the application for EBS Spectrum had been filed with the FCC, and the approval to use the Spectrum is still pending. Unfortunately, the City has been told that the expectation for approval at this point is low. However, the City has been connected with a potential partner that can provide some additional help in navigating through the process of obtaining additional spectrum.

Fire Chief King then gave an update on the Fire Department, stating that everything had been running smoothly and the department is in the process of promoting National Fire Prevention week. Chief King gave an update on two recent structure fires that the Fire Department recently responded too. Chief King gave an update on the Georgia Pacific Grant and stated that unfortunately the Fire Department was not one of the recipients of the grant this year. Lastly, Chief King stated that

business has picked up lately due to the lack of rain and informed the Council of the “no burn ban” that is in effect.

Next, Police Chief Blue gave a brief update on the Police Department, and recent ongoing projects to include updating current policies through the Georgia Municipal Association.

Public Works Superintendent Adams stated that daily activities have been running smoothly, and that the Public Works Department is anticipating having a busy week next week preparing for the upcoming Harvest Festival. Public Works Superintendent Adams gave his appreciation for his recent appointment as the new Public Works Superintendent beginning October 31, 2019.

City Manager Hicks then gave an update on the following:

- (1) Debris Cleanup-Iron City Burn Site: Final payment of \$136,230.00 for debris burning has been suspended until the Contractor has cleaned up the Iron City site to the satisfaction of Iron City Officials. Cleanup operations are in progress. The breakdown is as follows:
City of Donalsonville, GA.: 12,368 cubic yards @ \$2.85 cy= \$35,248.80
Seminole County, GA.: 35,132 cubic yards @ \$2.85 cy= \$100,126.20
Iron City, GA.: 300 cubic yards @ \$2.85 cy = \$855.00
- (2) TSPLOST/LMIG Projects Update: The Engineer has completed the survey and drainage evaluation for the Mortgage Hill area. It is recommended that the City proceed with the application for CDBG funding to do the drainage work in this area prior to any resurfacing or street improvements. The Engineer will develop the list of streets and make preparation for the bidding of the TSPLOST and LMIG Projects.
- (3) Gas Line Extension Project Update: The cost on the installation of a new line to run to new customers is listed below. This is an estimate.

One Hot Tap 6"	\$ 4,500.00
10,500 6" pipe and labor	189,000.00
3,200 feet 4" pipe and labor	44,800.00
1 Bores- 6" and 2- 4" bores	15,992.00
Two metering station	30,000.00
One new regulator station	15,000.00
6- 6inch valves installed	21,000.00
3-4" valves installed	7,500.00
Permitting and drawings	<u>25,000.00</u>
Total	\$ 352,792.00

The price includes projected customer connections. The project could come in around \$291,500.00 with it being bid in the cooler months. This would possibly be an 8-10-year payback. It will also provide a continuous service loop. Meetings will be set up with potential users to confirm interest. Then the City would work to secure easements from landowners to obtain the necessary right-of-way.

- (4) Comprehensive Plan Review: A meeting was held on October 1st with representatives from the Southwest Georgia Regional Commission to conduct a mandatory 30-month review of the Comprehensive Plan. The City continues to meet the minimum standards requirements as a Qualified Local Government. The City will work towards meeting the Excellence Standard requirements. There was also some discussion on working to obtain a Plan First Designation, a Brownfield Assessment Grant, and funds for cleanup of Blighted Properties.
- (5) Rural Zone Designation- The City has been informed that the application for the Rural Zone Designation has been denied. Items that were pointed out is the lack of shovel-ready projects and inadequate local incentives. The City will meet with DCA Representatives to determine what can be done to prepare a successful application for the next cycle in August 2020.

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

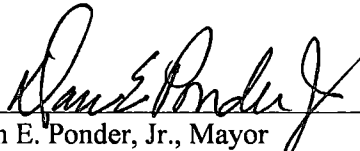
GMA District 10 Fall Meeting. October 9, 2019 Baconton, GA 11:30 am-1:00 pm.

Columbus Day-October 14, 2019
Harvest Festival October 19, 2019
ICMA Conference (City Manager) Nashville, TN October 19-22, 2019
Community Trunk or Treat-Downtown on 2nd Street October 31, 2019 5:30pm to 7:30 PM
Council Meeting: November 5, 2019 6:00 PM
Election November 5, 2019
Veterans Day-November 11, 2019

With there being no further business to come before the Mayor and Council, at 7:40 PM, Mayor Pro Tem Bond made a motion to adjourn, with CP Register making a second; and the motion carried.

ADJOURNED

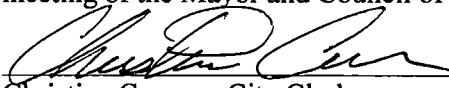
City of Donalsonville



Dan E. Ponder, Jr., Mayor

Attest and Certification:

I, 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 October 8, 2019
meeting of the Mayor and Council of the City of Donalsonville.



Christina Corvers, City Clerk