

City of Donalsonville
Council Meeting-December 3, 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 Flossie Smith, and CP Lindsay Register. 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 Blanks made a motion to approve the Agenda, with CP Smith seconding. Motion passed. Next, the approval of the minutes from the Council Meeting held on November 5, 2019. Mayor Pro Tem Bond made a motion to approve the minutes from the November Council Meeting, with CP Moye seconding. Motion carried.

APPEARANCES: David Maxwell spoke on behalf of the Chamber of Commerce by reminding the Mayor and Council of the annual Harvest Festival/Spirit of Christmas Parade to be held this Saturday December 7, 2019. The Harvest Festival festivities will begin at 2:00 PM with the Spirit of Christmas Parade beginning at 6:00 PM.

Next, Louise Royals with Alf's Farm & Garden requested that Alf's be included in the beautification process of the downtown area. The request included extending the sidewalk from the Beauty Shop to the corner of Wiley Avenue and 1st Street; as well as adding some decorative lighting to brighten up that area. After some discussion, City Manager Hicks stated that the request would be considered as part of the street resurfacing project on 1st street.

INTERNAL BUSINESS: Kayla Calhoun, with Burke, Worsham & Harrell presented the City of Donalsonville's FY 2018-19 Audited Financial Reports.

After the presentation of the City of Donalsonville's FY 2018-19 Audited Financial Reports, City Manager Hicks recommended to approve the following Budget Amendments related to the FY 2018-19 Audited Financial Reports:

2019	YEAR END BUDGET AMENDMENTS				
				TOTAL	
	GENERAL GOVERNMENT USES	APPROVED	FINAL	AMENDMENT	
401320	City Administrator				
143	Emp. Cont. to Social Sec	5,817	7,379	1,562	Contract Adjustment
	Total City Administrator	5,817	7,379	1,562	
401410	Election Holders				
531	Rent Expense	-	966	966	Additional Election Expenses
	Total Election Holders	-	966	966	
401510	Financial Administration			-	
351	Computer Maintenance/Software	55,228	91,228	36,000	Hurricane/Software Upgrades/ New Equipment
732	SWGAPDC	-	3,000	3,000	Rural Zone Application
	Total Financial Administration	55,228	94,228	39,000	
	General Government Total	61,045	102,573	41,528	

	Police & Courts				
412650	Municipal Court			-	
110	Salaries & Wages	15,600	42,164	26,564	Reallocated Police Dept
142	Employers Cont. To Insurance	-	7,004	7,004	Reallocated Police Dept
143	Employers Cont. To Social Sec.	1,194	2,026	837	Reallocated Police Dept
221	Materials & Supplies	-	1,338	1,338	Reallocated Police Dept
351	Computer Maintenance/Software	-	980	980	Reallocated Police Dept
356	Professional Services	1,500	4,614	3,114	Indigent Fees
372	Travel & School	-	1,342	1,342	Non-budgeted training
	Judicial Total	18,294	59,468	41,179	
423210	Police Administration			-	
110	Salaries & Wages	557,765	523,601	(34,164)	Reallocated
142	Employers Cont. To Insurance	124,575	118,765	(5,810)	Reallocated
143	Employers Cont. To Social Sec.	46,455	43,924	(2,531)	Reallocated
221	Materials & Supplies	27,650	26,312	(1,338)	Reallocated
310	Maintenance Agreements	17,200	16,220	(980)	Reallocated
356	Travel & School	14,000	12,658	(1,342)	Reallocated
372	State Forfeiture Expense	6,000	2,886	(3,114)	Reallocated
	Total	793,645	744,366	(49,279)	
423220	Probation Department			-	
110	Salaries & Wages	30,312	33,912	3,600	Reallocated
122	Overtime Wages	10,827	14,827	4,000	Reallocated
143	Employers Cont. to Social Sec	3,079	3,579	500	Reallocated
	Total	44,218	52,318	8,100	
	Total Police & Courts	856,157	856,152	-	
423510	Fire Administration				
122	Overtime Wages	48,866	63,866	15,000	Hurricane
221	Materials & Supplies	12,960	44,960	32,000	Hurricane/Complete Building
	Total	61,826	108,826	47,000	
423570	Fire Station Buildings & Plant			-	
366	Repair Buildings & Equipment	26,553	42,055	15,502	Hurricane Repairs
	Total	26,553	42,055	15,502	
	Total Fire	88,379	150,881	62,502	

434210	Highways & Streets			-	
366	Repairs Buildings & Equipment	11,700	20,012	8,312	Repairs
533	Equipment Rental	500	22,175	21,675	Hurricane/NRCS
	Total Highways & Streets	12,200	42,187	29,987	
434310	Sanitary Administration				
110	Salaries & Wages	146,103	150,103	4,000	Hurricane
	Total Sanitary Administration	146,103	150,103	4,000	
434332	Sanitary Buildings & Plant				
366	Repair Buildings & Equipment	13,500	23,102	9,602	Repairs to Trucks/Dumpsters
940	Machinery/Capital Outlay	7,650	12,164	4,514	Replace Cans/Hurricane
	Total Sanitary Buildings & Plant	21,150	35,266	14,116	
	Total Sanitary	167,253	185,369	18,116	
	Total General Fund Expenditures	1,185,034	1,337,162	152,133	
	General Fund Sources				
391190	Reserves	-	152,133	152,133	
	Total General Fund Sources		152,133	152,133	

After some discussion, CP Brooks made a motion to approve the Budget Amendments related to the FY 2018-19 Audited Financial Reports. Mayor Pro Tem Bond seconded; motion passed.

Next, City Manager Hicks recommended to approve the final FY 18-19 Audited Financial Reports. Mayor Pro Tem Bond made a motion to approve the FY 18-19 Audited Financial Reports, with CP Smith seconding. Motion carried.

NEW BUSINESS

NEW BUSINESS: City Manager Hicks made a recommendation to reappoint Councilmembers Lindsey Register and Travis Brooks to the Golden Triangle RC&D Council for the upcoming year of 2020. CP Smith made a motion to approve the reappointment of Councilmembers Lindsey Register and Travis Brooks to the Golden Triangle RC&D Council for the upcoming year of 2020, with CP Moye seconding. Motion passed unanimously.

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 to work on projects to provide enterprise-level connections to the industry. Lastly, Communications Director Hatcher stated that options are still being discussed for spectrum, one of which will be available during the first quarter of 2020.

Fire Chief King then gave an update on the Fire Department, stating that everything had been running smoothly. Chief King gave an update on the Air Compressor Grant stating that the final documentation for the new application is in the process of being submitted. Chief King stated that the department is working with the Seminole County School Board on the removal of the Old School Board Building. Chief King stated that the permit process has been held up due to some asbestos that was found in the building. December 21, 2019 is the date currently set for the removal of the building, but in case any other issue(s) arise the building will be removed after the first of the year. Lastly, Chief King stated that December has been busy with year-end State and Federal reporting.

Next, Police Chief Blue gave a brief update on the Police Department, as well as the Bullet Proof Vest Grant that was approved in the last Council meeting. Police Chief Blue also stated that he was in the process of closing out the GIRMA Grant. Lastly, Police Chief Blue stated that the Police Department was in the process of updating their Policies and Procedures needed for State Certification.

Public Works Superintendent Adams stated that there was nothing new to report at this time.

City Manager Hicks then gave an update on the following:

- (1) NRCS-Drainage Debris Removal Project: The City of Donalsonville has received the final paperwork for approval to complete the drainage cleanup project. The City is now preparing the engineering package to be approved before we can start work. The City will have until 01/30/20 to complete the work. We have received reimbursement for the exigency work in the amount of \$24,224.95.
- (2) Potential Funding for Blighted Housing Removal/Restoration: The City of Donalsonville has been working with the Regional Commission to determine if funding sources are available. CDBG funding has already been designated for the drainage project and would not be available to the City of Donalsonville this year for other purposes.
- (3) Buzzards: Received a complaint related to buzzards in the Pugh Street area. The City is working with Chief Blue and State Agencies to determine the best alternative for dealing with the problem. After some discussion, CP Blanks made a motion authorizing City Manager Hicks and Police Chief Blue to move forward with the removal of the buzzards in this area. CP Moye seconded; motion passed.

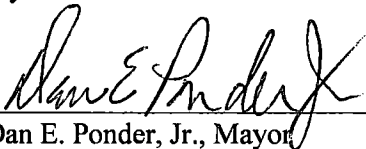
Lastly, City Manager Hicks reminded the Council of the following upcoming events:

Harvest Festival (Rescheduled)/Spirit of Christmas Parade-December 7, 2019
City Staff Christmas Party-December 16, 2019 6:30 PM
Christmas Holidays-Noon December 24, 2019-December 26, 2019
New Year's Holiday-Wednesday, January 1, 2019

With there being no further business to come before the Mayor and Council, at 6:45 PM, Mayor Pro Tem Bond made a motion to adjourn, with CP Register making a second; and the motion carried.

ADJOURNED

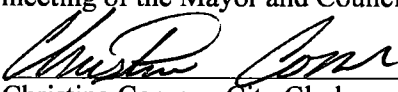
City of Donalsonville



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 December 3, 2019
meeting of the Mayor and Council of the City of Donalsonville.



Christina Corvers, City Clerk