

City of Donalsonville
Council Meeting-January 5, 2016

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 Lindsey Register, CP Mitch Blanks, CP Travis Brooks, CP Annie Ruth Callaway, and CP Tony Buczek. Staff present were City Manager Steve Hicks. City Clerk Christina Corvers, Police Chief Woodrow Blue, Fire Chief Dean King, Assistant Public Works Superintendent Joseph Adams, and City Attorney Paul Fryer. Guests present were Barbara Barber, C.J. Hodge, Shelia Williams, Calvin Arnold, Becky Grantham, and Billy Grantham.

Approval of the agenda: Councilperson Blanks made a motion to add the appointment of the Mayor Pro Tem to the Agenda, as well as the City Manager and City Attorney Evaluations. CP Callaway make a second, motion carried. Approval of the minutes from the regular Council Meeting held on December 6, 2016 and the Called Council Meeting that was held on December 20, 2016; CP Buczek moved to approve with CP Register seconding, motion passed unanimously.

APPEARANCES: Calvin Arnold spoke on behalf of Beverly Burke, as the Chairman of the Downtown Development Authority. Mr. Arnold gave a brief update which included the decision to restore Virginia Harrison's position back onto the board, as well as their decision to hire Holly Ward as the Downtown Beautification Specialist. Mr. Arnold also stated that they voted to spend up to \$3,000.00 for a Utility Vehicle (Golf Cart) for the DDA to use for the upkeep in the beautification process of the downtown area. Next Mr. Arnold stated that the DDA voted to pay for Virginia Harrison to attend the National Professional Association Convention in Oklahoma City with the Chamber of Commerce President Karen Kimbrel, which included Harrison's airfare and \$150.00 towards food expenses. CP Buczek made a motion to amend the agenda to restore Virginia Harrison to the board of the Downtown Development Authority, CP Brooks seconded; motion carried.

Next, Mayor Ponder spoke on behalf of the Chamber of Commerce President Karen Kimbrel, and gave a brief update informing the Council of the increase from Tier One to Tier Two of the Tax Credit for job creation in Seminole County

PERMITS & LICENSE: City Manager Hicks and Police Chief Blue recommend the approval of an On/Off Premises Consumption of Beer, Wine, and Malt Beverage License to Victor Maurice Hornsby for his business located at 109 East 2nd Street. CP Brooks made a motion to approve the license to Victor Hornsby, with CP Blanks seconding; motion passed unanimously. Next City Manager Hicks and Police Chief Blue recommended the approval for an Off Premise Wine Consumption License to Keri Sophie Adams at her business located at 124 East 2nd Street. Per City Manager Hicks, under the Rules and Regulations of the State of Georgia Rule 560-2-9-01 Wine Tasting; a person with a valid Wine License may conduct wine tasting except where distilled spirits are sold by the package. CP Blanks made a motion to approve the Off-Premises Wine License with the provision of Wine Tasting to Keri Adams, with CP Callaway making a second; motion carried

INTERNAL BUSINESS: The Financial Statements for November were presented and reviewed with comments made by City Manager Hicks on the current revenue status, which included revenue being up and expenses being down compared to last year at this time.

OLD BUSINESS: Mayor Ponder stated that Ray Cheng would arrive shortly to give an update on the SoZo Wireless Project, and suggested this Agenda Item be held off until the end of the meeting.

NEW BUSINESS: City Manager Hicks recommended the reappointment of Mitchell Blanks and Tracie Beard to serve on the Southwest Georgia Regional Council. CP Register made a motion to reappoint the two representatives, with Mayor Pro Tem Bond seconding; motion carried.

City Manager Hicks then made a recommendation to authorize the purchase of a new phone system from Invision Technologies to include the options for the console and a 5-year labor/warranty package in the total amount of \$10,138.00. City Manager Hicks stated that Invision Technologies is the current vendor of the City's phone system and has provided service to the City for the past seventeen years. CP Blanks made a motion to approve the new phone system through Invision Technologies, CP Register made a second; motion passed unanimously.

Next City Manager Hicks made a recommendation to approve the following budget amendments necessary for completing FY 15-16 Audit requirements in the total amount of \$110,784.

<u>General Fund</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Department			
Judicial	\$12,043	\$12,245	\$ (202)
Election	1,200	7,434	(6,234)
Financial & Administration	564,398	648,232	(83,834)
Other-Unclassified	20,000	32,447	(12,447)
Probation	40,249	46,793	(6,544)
Hotel/Motel SRF	23,000	24,523	(1,523)
Total	\$660,890	\$771,674	\$ (110,784)

CP Buczek made a motion to approve the necessary Budget Amendments in the total amount of \$110,784.00, with Mayor Pro Tem Bond making a second; motion carried.

City Manager Hicks then submitted the necessary documentation to implement a 401(a) Defined Contribution Plan that provides the City's contribution of 5% of his annual salary which was stated in the City Manager Contract. The documents were prepared by and will be administered by GMA. City Manager Hicks stated that a Resolution and an Adoption Agreement would be necessary to implement the program. CP Buczek made a motion to approve the Resolution and Adoption Agreement in order to implement the 401(a) Defined Contribution Plan Program for City Manager Hicks. CP Brooks made a second, motion passed unanimously. City Attorney Fryer informed the Council that in the future in order to cease the program a Resolution would be required.

Next, Fire Chief King reviewed the Annual Activity Report and reminded the Council of the two grants the Donalsonville Fire Department received this past year, which included New Breathing Apparatuses and a New Fire Truck. Fire Chief King stated the New Breathing Apparatuses are installed and working properly and the New Fire Truck should be delivered around October 2017. Next Fire Chief King updated the Council on the New State Fire Marshall's Recording System they are currently using, which is allowing the Fire Department to better track Fire Statistics.

Police Chief Blue gave a brief update on the New Radio System and stated the installation process was complete. Police Chief Blue also updated the Council on the new Speed Sticks that were recently purchased, along with the necessary training that is involved.

City Manager Hicks gave a brief update on the current audit being conducting on the Telephone System. Next City Manager Hicks stated that repairs to the Railroad Crossing on SR 91 and SR Alternate 91 would begin on January 9, 2016. During this time, CSX will evaluate repairs need on Broome Avenue, Henderson Avenue, and Morris Avenue.

Next Mayor Ponder gave a brief update which included the recent announcement from the University of Georgia proposing plans to consolidate Bainbridge State College and Abraham

Baldwin Agricultural college (ABAC). Mayor Ponder then informed the Council of the current lawsuit the City is under concerning the high-speed chase that occurred back in September.

CP Register then requested the status of the Sidewalk Project, where City Manager Hicks provided an update of the project. CP Register also inquired about the status of the Chip's Program and CP Blanks provided a brief update.

Mayor Ponder then opened the floor up for discussion and/or questions where Citizen CJ Hodge expressed some concerns on the new LED Lighting that the City upgraded through Georgia Power.

Ray Cheng then arrived and gave a brief update on the SoZo Wireless Project, which included some delays due to the recent storms. Ray Cheng stressed the to the Council the necessity to form a Business Model of this system in order to be prepared for when it goes live to the public.

Next CP Blanks made a motion to re-appoint Ed Bond as the Mayor Pro Tem for the City of Donalsonville; CP Brooks seconded, motion passed unanimously.

At 7:17 PM Mayor Pro Tem Bond then made a motion to go into Executive Session to discuss City Manager and City Attorney Evaluations, along with current litigation matters, CP Blanks made a second; motion carried.

Then at 8:22 PM, Mayor Pro Tem Bond made a motion to come out of Executive Session, where CP Brooks seconded, motion passed. Mayor Ponder stated that evaluations proved to be satisfactory. He also reminded the Council of City Manager Hicks contract stating after the three months, he is to receive a pay raise of 3%. Mayor Pro Tem Bond made a motion to grant City Manager Hicks the 3% pay raise with CP Callaway seconded; motion passed unanimously.

With there being no further business to come before the Mayor and Council, at 8:26 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 January 5th, 2016
meeting of the Mayor and Council of the City of Donalsonville.

Christina Corvers, City Clerk