

City of Donalsonville
Council Meeting-March 13, 2017

Official Minutes

Mayor Dan E. Ponder, Jr. called the meeting to order at 5:00 PM in the Council Chambers at City Hall. After which Councilperson 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 Lindsey Register, CP Mitch Blanks, CP Travis Brooks, and CP Tony Buczek. Staff present were City Manager Steve Hicks, City Clerk Christina Corvers, Public Works Superintendent Don Gambrell, Police Chief Woodrow Blue, Building Inspector Tony Morris and City Attorney Paul Fryer. Guests present were Karen Freeman, Martha Ferris, Winston Ferris, Kathleen Barineau, Shelia Williams, Ray Cheng, Perry Henry, and David Maxwell.

Approval of the agenda: Mayor Pro Tem Bond made a motion to approve the agenda with CP Register making a second, motion carried. Approval of the minutes from the Council Meeting held on February 7, 2017, CP Buczek moved to approve with CP Register seconding, motion passed unanimously.

APPEARANCES: Perry Henry, CPA presented and reviewed the 2015-2016 Fiscal Year Financial Audit. CP Buczek made a motion to approve the FY 2015-2016 Financial Audit as presented, with Mayor Pro Tem Bond making a second; motion passed unanimously.

Winston Ferris then requested permission to place a Single-Wide Mobile Home at 602 E Chason street, Lot #10. Building Inspector Morris stated that he had reviewed the presented documents and the Mobile Home meets the necessary guidelines as stated by the City of Donalsonville. CP Register made a motion to approve issuing a permit to Winston Ferris to place the Single-Wide Mobile Home at the above stated property, with CP Brooks seconding; motion passed without dissent.

Next, Mayor Ponder recognized CP Buczek for his completion of the first phase in the Elected Officials Training through GMA, and presented him with a plaque honoring his hours of training. Mayor Ponder then recognized the entire council and thanked them for their continued efforts in completing training through GMA when offered.

PERMITS AND LICENSE: City Manager Hicks stated that the Council had approved a license for Victor Hornsby at its January 10th meeting, which was for On-Premise Consumption of Wine and Malt Beverage and was advertised as such. As per Victor Hornsby's application, City Manager Hicks stated the license should have included Liquor. Therefore, the City has re-advertised the license request to include Liquor and City Manager Hicks recommends the approval from the Council to amend the previously approved license to Victor Hornsby. CP Blanks made a motion to amend the previous approved Wine and Malt Beverage License to include Liquor, CP Brooks seconded; motion passed unanimously.

Next, City Manager Hicks recommended to approve the Off-Premise Wine and Malt Beverage license for the grocery store that will be located at 101 West 3rd Street. The location is 280 feet from a church across the street, and City Manager Hicks stated that the City of Donalsonville's current ordinance provides 300 feet. State Law no longer has a distance requirement relating to churches and there is also a twelve-month grandfather clause provided by State Law if the previous occupant was issued a licensed. City Manager Hicks request the Council to grant a variance to the current Ordinance which will allow the issuing of a Wine and Malt Beverage License to Karen Freeman, owner of the incoming grocery store. CP Blanks made a motion to grant the variance, with Mayor Pro Tem Bond making a second. AYES- CP Blanks, Mayor Pro Tem Bond, CP Brooks, CP Buczek. NAYS: CP Register. Motion passed. The Council then requested City Manager Hicks to review and update the City of Donalsonville's current ordinance to comply with State Law.

INTERNAL BUSINESS: The Financial Statements for January 2017 were presented and reviewed with comments made by City Manager Hicks on the current status, which included a projection that general fund balance will end with little change from the previous year.

OLD BUSINESS: An update on the SoZo Wireless project was given by Ray Cheng, where he indicated that the system was installed and it was fast, stable, and ready to deploy. Ray Cheng suggested consideration to establish a short-term contract/plan in moving forward with the project.

City Manager Hicks then recommended to approve the Credit Card Purchasing Policy, as per state law. The recommended limits of this policy will include \$10,000 per month (original policy stated \$3,000) for the Mayor and Council/Administration, \$5,000 per month (original policy stated \$3,000) for the other departments, and a single transaction limit of \$1,500. CP Blanks made a motion to approve the Credit Card Purchasing Policy including the increase, with Mayor Pro Tem Bond making a second; motion passed unanimously.

City Manager Hicks stated that after awarding the purchase of the standby generator to Yancey Power in the amount of \$29,310.00, it was discovered that their price did not include complete delivery and installation. The new price quoted by Yancey Power is \$38,810.00. The other bidder, Standard Power, is unable to provide complete delivery and installation. Therefore, City Manager Hicks recommended to revise the award amount to \$38,810.00 to Yancey Power. CP Brooks made a motion to accept the amended proposal with Yancey Power in the total amount of \$38,810.00, with CP Buczek seconding. AYES-CP Register, CP Brooks, CP Buczek. NAYS: CP Blanks, Mayor Pro Tem Bond. Motion passed.

Recommendation was then made by City Manager Hicks to approve Resolution 03-13-17, authorizing the Mayor to execute and deliver the appropriate financing documentation to include the creation of a Master Lease Agreement not to exceed a limit of \$600,000, as may be necessary or desirable to effect the purpose hereof to Ameris Bank for the purpose of purchasing police vehicles in the amount of \$85,093.40. Mayor Pro Tem Bond made a motion to approve the Resolution 03-13-17, with CP Buczek making a second; motion carried.

NEW BUSINESS

City Manager Hicks stated that there had been a request from the Chamber of Commerce for the Council to contribute to the Mardi Gras Festival in the amount of \$500.00, and the recommendation is to approve the request. CP Blanks made a motion to approve the contribution with there being a contract of services from the Chamber of Commerce providing the legal necessities. CP Brooks made a second, motion passed without dissent.

Next, was the appointment of two Council Members to the Golden Triangle RC&D Council, with Councilmember Brooks and Councilmember Register being the current appointees. Mayor Pro Tem Bond made a motion to appoint CP Brooks and CP Register to continue serving on the board, with CP Blanks seconding; motion passed unanimously.

City Manager Hicks then requested action of the Council on Mrs. Annie Ruth Callaway's resignation dated February 18, 2017. CP Blanks made a motion to formally accept Mrs. Callaway's resignation, with CP Register seconding; motion passed with dissent. Mayor Pro Tem Bond then made a motion to recognize Mrs. Callaway for all her years of dedication to the City of Donalsonville by presenting her with a plaque; CP Register made a second. Motion passed. Next, CP Blanks made a motion to appoint Flossie Smith to complete Mrs. Callaway's current term, concluding December 2017. CP Register made a second, motion passed unanimously.

City Manager Hicks recommended action on the installation of street lights at the following locations:

- Existing pole on 6th Street between Newcombe Avenue and Morris Avenue
- Existing pole on East Carr Street between North Tennille Avenue and North Henderson Avenue

Mayor Pro Tem Bond made a motion to approve the installation of the street lights at the above mentioned locations. CP Register made a second, motion passed without dissent.

Next, City Manager Hicks asked to table the action request for maintenance and repairs to the Post Office Building due to awaiting an additional quote. CP Register made a motion to table the item, with Mayor Pro Tem Bond making a second; motion passed.

Police Chief Blue then gave a brief update on the status of Fun Day which is to be held on May 22, 2017, with the kick off of Police Memorial Week beginning on May 15, 2017.

City Manager Hicks gave an update on the following items:

- (1) Approval of Loan(Three Notch electric EMC)-Three Notch electric EMC has approved a loan in the amount of \$300,000 for up to ten years interest free, which will only require a letter of credit from a bank to secure the loan. The intended purpose is to utilize for the construction of the New Fire Department until SPLOST Funds are available for repayment. Will submit for approval at the next Council Meeting for a \$300,000 loan from Three Notch Electric Corporation, along with a letter of credit to be supplied by Ameris Bank, and other necessary documentation.
- (2) Permit Application (Mobilitie to construct a Cell Tower on City ROW)-Received an application for a permit from Mobilitie to construct a 120' Cell Tower at the intersection of Old Jakin Road and West Crawford Street. GMA has negotiated agreements with Mobilitie that do not encourage construction of new towers but does allow them to be placed on other City Towers or can replace current City Towers. It is the City's option as to whether to allow a new tower to be constructed. The recommendation would be to keep our options open as to the possibility of mutual benefits with the tower constructed by Mobilitie.
- (3) Seminole County/Pictometry-Councilmembers and Staff are invited to a luncheon to be held on March 29, 2017 from 11:30-1:30 p.m. for a presentation by Pictometry regarding the assessment of property in Seminole County by aerial photography. The presentation will go over the benefits of the projects both for tax collection purposes and the use of the data for other governmental functions.
- (4) Railroad Crossings-Requests have been sent to Jacksonville, after which we will meet someone who specializes in the crossing upgrades and have them walk us through everything.
- (5) Alcohol License-Magnolia Maven requested an On/Off Premises Alcohol License to which there was no opposition. After review of the compliance requirements a recommendation was made to issue an Off Premises License only. Since then, she is requesting us to consider an On Premises Consumption License stating that she will meet the 50% food requirement and is willing to provide the necessary bonding and insurance requirements. There is also the exception for the food requirement if bona fide artistic or cultural activities occur. In either case, the licensee will be required to verify that the percentages and other requirements are being met. A recommendation to approve the license will be ready for the April Council Meeting.
- (6) Updates to City Codes- Recently completed a review of the City Codes and Ordinances and found that some of the older Ordinances will need to be updated. Council Minutes from 2012 forward will be put online as a link on our website. Once the Ordinances are updated, they will also be put on a link on our website. Ordinances below may require updating:

01/04/00-Adding Section 3833(c) illegal misdemeanor offense to use any regular telephone, cellular telephone, two-way radio communication system of the E-911 system

09/05/00-Telecommunications Ordinance

09/05/00 -Cable System and Open Video Systems Enabling Ordinance

01/07/00-Soil Erosion and Sedimentation Control Ordinance

10/02/01-Revised Telecommunications Ordinance

12/04/01-Ammendment to Telecommunications Ordinance to set application fee

08/05/03-Wellhead Protection Ordinance

03/06/07-Resolution prohibiting the operation of semi-trucks and other heavy type vehicles and equipment from residential streets, etc.

11/01/11-Historic Preservation Ordinance

01/03/12-Hotel/Motel Tax Ordinance

(7) Budget- Budgets have been submitted by Department Heads and a review will be conducted within the following week to finalize a draft Budget for the Council to review. The following is a proposed schedule for Budget approval:

March 13-15, 2017	Departmental Budget Review/City Manager
March 20-24, 2017	Budget Review/City Council
March 23, 2017	Public Notice of Proposed Budget and Call for Public Hearing
March 27, 2017	Public Hearing on FY 17-18 Budget
April 4, 2017	Final Budget Approval

At 7:06 PM Mayor Pro Tem Bond made a motion to go into Executive Session to discuss disposal of or lease of Wireless Broadband System, CP Brooks made a second; motion carried.

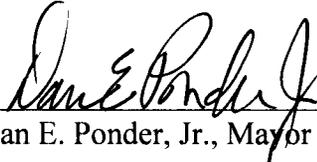
Then at 9:32 PM, Mayor Pro Tem Bond made a motion to come out of Executive Session, where CP Register seconded, motion passed.

CP Buczek made a motion to enter into a contract with Ray Cheng for a six to eight-week period, in the total amount of 15,000 with terms to be negotiated between the City Manager and the City Attorney with CP Register seconding. AYES-CP Register, CP Brooks, CP Buczek. NAYS: CP Blanks, Mayor Pro Tem Bond. Motion passed.

With there being no further business to come before the Mayor and Council, at 9:35 PM Mayor Pro Tem Bond made a motion to adjourn with CP Brooks making a second, and the motion carried.

ADJOURNED

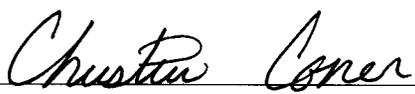
City of Donalsonville



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 March 13, 2017
meeting of the Mayor and Council of the City of Donalsonville.



Christina Corvers, City Clerk