

City of Donalsonville
Council Meeting-September 5, 2017

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 Tony Buczek, CP Mitch Blanks, CP Flossie Smith, and CP Travis Brooks. CP Lindsey Register joined the meeting at 6:02 PM. Staff present were City Manager Steve Hicks, City Clerk Christina Corvers, Public Works Superintendent Don Gambrell, Fire Chief Dean King, Police Chief Woodrow Blue, and City Attorney Billy Grantham. Guests present were Margo Harrell, Kayla Calhoun, Shelia Williams, Heather Handsford, and Charles Musgrove.

Approval of the Agenda: Mayor Pro Tem Bond made a motion to approve the agenda with CP Smith making a second; motion carried. Next, the approval of the minutes from the Council Meeting held on August 1, 2017. Mayor Pro Tem Bond made a motion to approve the minutes from the August Council Meeting, with CP Blanks seconding. Motion passed unanimously.

APPEARANCES: Heather Handsford then requested the approval to move her Single-Wide Mobile Home to 1572 Rucus Ridge Road. City Manager Hicks stated that zoning does allow for Mobile Homes in that area and recommended approving the request. CP Register made a motion to approve the permit request for the Single-Wide Mobile Home, with CP Smith seconding. Motion carried.

INTERNAL BUSINESS: Margo Harrell with Burke, Worhsam, & Harrell addressed the Council on an issue her firm found when compiling information for year end. The issue, which dates to 2012, is related to the Payroll Clearing Fund and the Bank Reconciliation that is done monthly. Due to the result of posting to the Payroll Clearing Fund for the City's portion of the Health Insurance, a Cash Adjustment had to be made which reduced the City's reported Cash Balance (not the actual cash) in the amount of \$372,774.58. Steps have already been taken to ensure this error does not occur in future. This adjustment will affect the funds as follows:

General Fund	\$229,838.04
Water/Sewer Fund	\$47,714.00
Gas Fund	\$20,199.57

City Manager Hicks stated that other net adjustments were made from the General Fund to SPLOST for Grant Funds received during the year in the amount of \$88,352.42. The net effect left a Fund Balance of \$924,948 as of 05/31/17 in the General Fund. Working Capital Balances for the Water/Sewer Fund and Gas Fund were \$558,921 and \$1,411,847 respectively.

Next, the Financial Statements for July 2017 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: Mayor Ponder gave an update on the eDonalsonville Project and stated that a meeting is scheduled with the School Board on September 11, 2017 to discuss the application for the spectrum license. CP Register then stated that eDonalsonville was out of order and inquired about obtaining information as to how funds paid by the City of Donalsonville were spent by SoZo. Mayor Ponder stated that Ray Cheng was responsible for the SoZo/eDonalsonville records prior to his discharge from the project.

City Manager Hicks recommended to approve a 30% participation with Seminole County for the Pictometry-Arial Photography Project, with the first payment to be made June 1, 2018. The total project cost is \$62,094 for the first three years, and then \$68,554 for the following three years. The City's initial annual cost would be \$6,209.40 if approved. City Manager Hicks stated that the County Administrator has been notified of the recommendation pending approval by the

Council. The budget will be adjusted and ready for presentation at the next Council Meeting if the Council approves. CP Blanks made a motion to approve the 30% participation with Seminole County for the Pictometry-Arial Photography Project. CP Register seconded, motion passed unanimously.

NEW BUSINESS

City Manager Hicks stated that the Council had previously approved the Service Delivery Plan that was submitted to the Department of Community Affairs for review and final approval. Recommendation was made by City Manager Hicks to adopt Resolution 09-05-17, which would formally adopt the Service Delivery Plan. CP Register made a motion to adopt Resolution 09-05-17, with Mayor Pro Tem Bond seconding. Motion passed.

Chief King then gave an update on the status of the New Fire Engine, along with an update on the New Fire Station Complex. Chief King also informed the Council of an upcoming training session they will be hosting on October 14, 2017 to remove the structures located on 4th Street and S. Wiley Avenue.

Next, Chief Blue notified the Council of an upcoming gang training session the Police Department will be hosting in November for all agencies in the Southwest Georgia Region.

City Manager Hicks then gave an update on the following items:

- (1) Tax Digest: The Tax Digest was sent this week and reflects a reduction in property values of \$612,469. This will reduce the revenue projection by \$51,988. The rollback rate will be 17.439 mills adjusted from our current rate of 17.254 mills. This will not require Public Hearings, as we can set our rate at the rollback rate without any additional increase. We will advertise and adopt this at our October meeting and approve the final budget.
- (2) LUCA (2020 Census): Completed the enrollment in the 2020 Census LUCA Project with the Southwest Georgia Regional Commission.
- (3) Health Insurance Rates: Received notification that the new Health Insurance rates will increase by 15%. The current Employee rate is \$743.00, with Family coverage at \$1,746.00. With the increase, the new rate for Employees will be \$854.00, and \$2,007.00 for Family coverage. The estimated net increase to the current budget will be \$44,569 for Health Insurance.
- (4) Change Order for New Fire Station: Authorized the painting of the rollup doors on the new Fire Station in the amount of \$1,500.00. There was an extreme failure in communication with the architect regarding the color of the doors and the options that were available. The contractor did as instructed, so this was not an issue with him. We would have had to do pay to paint the doors, or pay an additional \$5,490.00 upcharge for the doors to custom paint them at the factory. We could not have ordered the doors in the colors that we chose without the upcharge.
- (5) Office of Prosecuting Attorney Position: Letters of interest have been received from the following:

Shingler & McMillan, LLC.
Brany Rios
Wes Baldwin
Adam Parker

Probate Judge Rogerson has also inquired as to our interest in the County providing the services for the Municipal Court. Contact will be made to discuss next week. Will delay action on the Prosecutor until after that meeting.

- (6) Farmers Market: Transfer of the Farmers Market to the City has been approved. Signed paperwork is pending from the Governor's Office.
- (7) Three Notch Electric Loan: Paperwork has been signed and the distribution of the \$300,000 interest free loan proceeds will be complete within the coming week. This will help with the payment of the new Fire Department until SPLOST funds are sufficient to pay the note.
- (8) Website: A final draft of the website will be implemented sometime this week.
- (9) Weather Preparedness: Met with the Mayor and Department Heads to discuss preparations for possible weather events in the coming days.

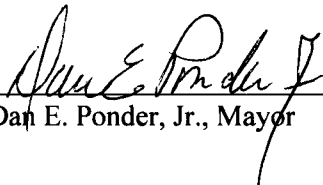
At 7:04 PM, CP Blanks made a motion to go into Executive Session to discuss Personnel Matters. CP Register seconded, and the motion carried.

At 7:22 PM, Mayor Pro Tem Bond made a motion to come out of Executive Session, with CP Register making a second. Motion passed. No action was taken.

With there being no further business to come before the Mayor and Council, at 7:23 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 September 5, 2017
meeting of the Mayor and Council of the City of Donalsonville.



Christina Corvers, City Clerk