

City of Donalsonville
Council Meeting-January 3, 2023

Official Minutes

Mayor Ron Johnson, Jr. called the Council Meeting to order at 6:00 PM in the Council Chambers at City Hall. After which Mayor Ron Johnson, 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 Ron Johnson, Jr., Mayor Pro Tem Ed Bond, CP Mitch Blanks, CP Travis Brooks, CP Lindsay Register, and CP Flossie Smith. CP Mitzy Moye was absent. Staff present were City Attorney/Interim City Manager Billy Grantham, City Clerk Christina Corvers, Interim Police Chief Kem Pugh, Public Works Superintendent Bert Adams, and Communications Director Jeffrey Hatcher. Fire Chief Dean King was absent.

Approval of the Agenda: CP Smith made a motion to approve the Agenda, with CP Brooks seconding. Motion passed. Next, the approval of the minutes from the December 7, 2022, Council Meeting. CP Blanks made a motion to approve the minutes from the December 7, 2022, Council Meeting, with CP Register seconding. Motion carried.

APPEARANCES: Downton Development Authority Director Tori Gravlee gave an update on the Board's recent and upcoming activities to include the following:

- The Downtown Development Authority (DDA) has changed their monthly meetings from the first Monday of every month to the last Monday of every month. The Boards' first meeting of 2023 will be held Monday, January 30, 2023.
- The DDA is working on three major projects:
 1. Process of creating a website for the DDA
 2. Merchant Applications for ARPA Funds
 3. Clarke Building Renovation
- The Downtown Development Authority's purpose is to be a resource for the City of Donalsonville while working to revitalize and re-develop the downtown, as well as keep and maintain the current businesses. Furthermore, the Downtown Development Authority collaborates with City Officials to create a vibrant community where people want to work and live.
- Lastly, DDA Director Gravlee noted that the City of Donalsonville was recognized for their 100-year anniversary as being a city in the November/December edition of Georgia Municipal Authority Georgia Cities magazine. Director Gravlee mentioned the possibility of planning a 100-year anniversary celebration for the community to celebrate this milestone.

Next, Chamber of Commerce President Sarah Avery gave an update on the Chamber of Commerce's activities for 2022. Chamber President Avery then presented the following:

- Requested the Council consider purchasing additional Christmas Light Pole decorations as they are on sale until the end of February. No action taken.
- The Chamber of Commerce and the Downtown Development Authority have secured a grant to partially fund a mural downtown. The project was conceived and is being overseen by Jake Edwards at Seminole-Hartzog Pharmacy. Seminole-Hartzog Pharmacy has donated their east-facing façade for the project. Requested the Council consider offering any monetary assistance with the project, as there is a substantial match. No action taken.
- Requested the Council consider strengthening the Ordinances and the fines for trash and littering, as well as provide better enforcement. No action taken.
- Requested a meeting with the Mayor, Council and City Manager to discuss the possibility of updating the City of Donalsonville's residential zoning codes. No action taken.

INTERNAL BUSINESS

INTERNAL BUSINESS: The Financial Statements for November 2022 were presented and reviewed with comments made by City Attorney/Interim City Manager Grantham on the current status, along with discussion on the three-month analysis.

OLD BUSINESS

OLD BUSINESS: City Attorney/Interim City Manager Grantham presented the Micro-Purchase Threshold Certification for calendar year 2023. City Attorney/Interim City Manager Grantham stated that the certification authorizes the City Manager to develop purchasing procedures to implement the requirements of state and federal law, regarding funding received by the Governor's Office of Planning and Budget, State Fiscal Recovery Funds, supported by the U.S. Department of the Treasury as part of the State of Georgia's allocation of funds from the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) established within 42 U.S.C.A. § 802 via the American Rescue Plan Act of 2021. After some discussion, CP Blanks made a motion to approve the Micro-Purchase Threshold Certification for calendar year 2023. CP Register seconded; motion passed.

Next, City Attorney/Interim City Manager Grantham presented the second reading of Ordinance 12-01-22, regarding Special Event Beer & Wine License. City Attorney/Interim City Manager Grantham stated that the proposed Ordinance will permit alcohol sales in conjunction with the sale of food, just as required by current law. Mayor Pro Tem Bond made a motion to approve Ordinance 12-01-22, regarding Special Event Beer & Wine License, with CP Brooks seconding. YES: CP Bond, CP Brooks, CP Register, and CP Blanks. NAYS: CP Smith. Motion carried.

NEW BUSINESS

NEW BUSINESS: City Attorney/Interim City Manager Grantham stated that it is time for the Downtown Development Authority to replace two members and re-appoint another. The DDA Board has requested to appoint Willie Williams to fill the unexpired term of Marsha Bond ending 12/31/23 and appoint Jamie Underwood to fill the unexpired term of Tori Gravlee ending 12/31/26. CP Brooks made a motion to approve the appointment of Willie Williams to fill the unexpired term of Marsha Bond ending 12/31/23 and the appointment of Jamie Underwood to fill the unexpired term of Tori Gravlee ending 12/31/26. CP Blanks seconded; motion carried. Lastly, the DDA Board requested to re-appoint Rachael Ward as her term ended on 12/31/22. CP Blanks then made a motion to re-appoint Downtown Development Authority board member Rachael Ward for another 4-year term. CP Brooks seconded; motion passed.

Under the newly approved appointment, the current DDA terms are as follows:

- Beverly Burke...Current Term: 1/1/22-12/31/25. *Term to expire 12/31/25*
- Kathleen Barineau...Current Term: 1/1/22-12/31/25. *Term to expire 12/31/25.*
- Rachael Ward...Current Term: 1/1/23-12/31/26. *Term to expire 12/31/26.*
- Jamie Underwood... Current Term: 1/1/23-12/31/26. *Term to expire 12/31/26.*
- Shandora Hopkins...Current Term: 1/1/20-12/31/23. *Term to expire 12/31/23.*
- Willie Williams...Current Term: 1/1/23-12/31/23 *Term to expire 12/31/23.*
- Sarah Avery... Current Term: 1/1/22-12/31/25. *Term to expire 12/31/25.*

Next, City Attorney/Interim City Manager Grantham presented the first reading of proposed Ordinance 01-03-23, regarding the re-districting for the City Council, and requested a motion to table the item until the February meeting. City Attorney/Interim City Manager Grantham also presented the proposed map of the new Council Districts that was suggested by the General Assembly Legislative & Reapportionment Office. After some discussion, CP Blanks made a motion to table proposed Ordinance 01-03-23, regarding the re-districting for the City Council until the February meeting, with CP Brooks seconded. Motion passed.

City Attorney/Interim City Manager Grantham then stated that the City of Donalsonville's Code of Ordinances does not contain our Ethics Ordinance, and the City will need one in order for our Georgia Municipal Association designation as a City of Ethics be renewed this spring. City Attorney/Interim City Manager Grantham stated that employees with the Georgia Municipal Association are currently working on trying to locate the Ethic Ordinance the City of Donalsonville adopted several years ago; if found a copy will be forward to the Council for review. After some discussion, City Attorney/Interim City Manager Grantham stated he would draft some options for the Council's consideration. No action taken.

Next, Mayor Johnson requested a motion to table the discussion of utilization of the Fairgrounds until the February 7, 2023, Council Meeting. CP Blanks made a motion to table the discussion of utilization of the Fairgrounds to the February 7, 2023, Council Meeting. Mayor Pro Tem Bond seconded; motion passed.

City Attorney/Interim City Manager Grantham then stated that in March of 2022, the Georgia State Properties Commission informed the City of Donalsonville that the City would need an updated appraisal before moving forward with seeking a deed to remove the restrictions on the Farmers Market property. The Georgia State Properties Commission would choose the appraiser and the City of Donalsonville would be responsible for the appraisal fees. After some discussion, CP Blanks made a motion to move forward with the process of having the restrictions by the State of Georgia removed on the Farmers Market property; CP Brooks seconded. Motion carried.

Next, Mayor Johnson requested a motion to table the discussion on scheduling a City Officials' retreat/workshop until the February 7, 2023, Council Meeting. CP Blanks made a motion to table the discussion on scheduling a City Officials' retreat/workshop until the February 7, 2023, Council Meeting. Mayor Pro Tem Bond seconded; motion passed.

Communications Director Hatcher then provided an update for the Communications Department. Communications Director Hatcher reported that Paul Fryer with Congressman Sanford Bishop's office, had contacted him and stated the funding for the Omnibus Spending Package was approved. Communications Director Hatcher stated that the funds will have to filter through the USDA Broadband funding program. The City of Donalsonville will have to complete an application, but the funding will be non-competitive. Communications Director Hatcher stated that he expects it to take two to three months for this application to be available and that funds could be disbursed as early as summer.

Next, Interim Police Chief Kem announced that the department would be sending three new Cadets to the Police Academy the end of the month (January).

Public Works Superintendent Adams then stated that he had nothing new to report at this time.

Next, City Attorney/Interim City Manager Grantham then gave an update on the following:

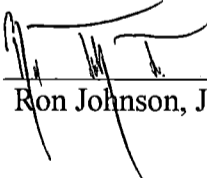
- (1) Police Department Training Costs: In the process of scheduling a meeting with the County Manager regarding the training costs associated with three Police Officers that breached their contract with the Donalsonville Police Department.
- (2) CDBG/Mitigation Infrastructure Grant: Due to a software issue, the deadline for the Grant has been extended for the City of Donalsonville to 01-31-23. The County did not have any projects that met the grant criteria, therefore; the City of Donalsonville is expected to receive around \$1.5 million in grant funds.
- (3) CDBG/DR Grant for Drainage North of CSX Railway: Bob Roberson has figures for the project costs for the drainage project which lies north of the railroad. The general area runs from the City Public Works Yard on West Crawford Street due east to approximately East Carr Street @ Friendship Avenue. The bid for the project is \$2.3 million. Bob Roberson suggests that the City's likelihood of success in getting adequate funding could be determined by any matching money that the City wishes to contribute. He seems to think that \$250,000 would be likely to make things work. This money would be needed over the term of the project (probably 2-3 years). The Applicant Manual, section 3.6 Leverage says that DCA does not require matching funds ...however, DCA "encourages" applicants to leverage additional resources. Again, this money will be for infrastructure needs in a low-income area and must be related to Hurricane Michael. The deadline for application submission date is 01-06-2023.
- (4) Enterprise Fleet Management Agreement: A truck for the Public Works Department is enroute from a dealer in Massachusetts and a truck for the Fire Department is enroute from a dealer in Texas. Both trucks should be delivered within the next couple of weeks.
- (5) 2023 Monthly Meeting Schedule: The proposed regular Council Meeting Schedule for 2023, noting that all meetings are on the first Tuesday of each month except for the meeting in July, which is a holiday:
 - January 3, 2023
 - February 7, 2023
 - March 7, 2023
 - April 4, 2023
 - May 2, 2023
 - June 6, 2023

- July 11, 2023
 - August 1, 2023
 - September 5, 2023
 - October 3, 2023
 - November 7, 2023
 - December 5, 2023
- (6) FY 2022 Audit Deficiencies: Auditor, Kayla Calhoun, will be at the February Council Meeting to go into more detail of the FY-2022 Audit deficiencies. The auditor has reported that two of the deficiencies listed are fairly routine. The first deficiency of separation of duties would at least require additional staffing. The auditor stated that this matter is a problem for all small cities. She did suggest having a Councilmember occasionally open the bank statements might eliminate this deficiency. The second deficiency of exceeding the budget could be corrected by amending the budget when an unusual or emergency expenditure develops. The third deficiency has already been corrected when the FY- 2023 Budget was adopted.
- (7) City Manager Search: Received a proposal from Dan Lasseter of Carl Vinson Institute in the amount of \$9,570 to handle the search project. This amount does not include interviews; an additional \$1,500 daily for interviews will be invoiced. After some discussion, a request was made for City Attorney/Interim City Manager Grantham to negotiate the proposal with Dan Lasseter to screen applicants and provide a list of qualified candidates and then the Council would conduct the interviews unless Lasseter would conduct the interviews as part of the original proposal of \$9,570.
- (8) Water Pollution Control Plant: Max Mobley of Poly, Inc. (our engineering consultant) called and reported that the revised bid by Blankenship Construction Company to trim their repair bid to a figure nearer to the grant funds available has been received and is still excessive. The new bid is \$253,275. Max Mobley will look into a restart of the bidding process which will allow options for the bidders to quote using clay or concrete to repair the leak.

With there being no further business to come before the Mayor and Council, at 7:03 PM, Mayor Pro Tem Bond made a motion to adjourn, with CP Blanks making a second; and the motion carried.

ADJOURNED

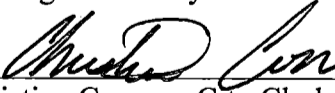
City of Donalsonville



 Ron Johnson, 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 3, 2023 meeting of the Mayor and Council of the City of Donalsonville.



 Christina Corvers, City Clerk