

**CITY OF TWIN CITY GEORGIA**

**THE MAYOR AND THE CITY COMMISSIONERS**

**REGULAR MEETING**

November 12, 2019

7:30 PM

112 South Railroad Avenue

Twin City, Georgia 30471

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**MINUTES**

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**CALL TO ORDER:** Mayor Donaldson 7:34 P.M.

Mayor Matt Donaldson Present

Mayor Pro Tem Artie Fields Present

Commissioner Jule Bady Jr. Present

Commissioner Jesse Brown Present

**INVOCATION:** Artie Fields, Mayor Pro Tem

**PLEDGE OF ALLEGIANCE:** In unison

A motion was made by Mayor pro tem Fields to approve the agenda with the addition of item F under new business. The motion was seconded by Commissioner Brown; motion approved.

Mayor pro tem Fields made a motion to approve the minutes from the, October 1, 2019, Regular Meeting and Workshop Session of the Mayor and City Commission. Commissioner Brown seconded the motion; motion approved.

**Guests:** Pamela Martin

Ms. Martin presented a land plat, as she is asking to fence in the property, but there is a sewer line that runs thru the alley. Mayor Donaldson would like to research this prior to making a final decision.

### **New Business**

Mayor pro tem Fields made a motion to approve the contract with Courtware Solutions Incorporated. Commissioner Bady seconded the motion. The motion was approved.

A motion to approve the 2018 audit was made by Mayor pro tem Fields. Commissioner Bady seconded the motion; motion approved.

Mayor pro tem Fields made a Motion to approve the application for a beer, wine, and liquor license for Twin City Kwik Pik located at 2728 US Hwy 80 E, with the effective date being October 1, 2019. The motion was seconded by Commissioner Bady; motion approved.

Mayor pro tem Fields made a motion to approve the 2019 net Millage Rate of 7.213. Commissioner Bady seconded the motion; motion approved.

Mayor pro tem Fields made a motion to approve the 2020 Occupational Tax Certificate Fee Schedule. The motion was seconded by Commissioner Bady. The motion was approved.

Mayor pro tem Fields made a motion to allow City Clerk Constance Hughes to open a special checking account at Durden Banking Company for the purpose of the 2019 CDBG proceeds. The signers on the account shall be as follows: Mayor Matt Donaldson, Mayor pro tem Artie Fields and City Clerk Constance Hughes. The account shall require two signatures. The motion was seconded by Commissioner Bady. The motion was approved.

### **Mayor's Report – Mayor Matt W. Donaldson**

Today we attended the first meeting for the CDBG grant. There must be a separate account for the CDBG funds, therefore Mayor Donaldson is asking

the Commissioners to authorize Constance Hughes, City Clerk, to establish a bank account for the CDBG funds.

### 2020 Census – Emanuel County Complete Count Committee

Mayor Donaldson attended a Complete Count Meeting last week, the Census determines the amount of funding cities receive.

### **Main Street Report – Main Street Program Director Huddie Culbreth**

In the absence of Main Street Program Director Huddie Culbreth, Mayor Donaldson presented that the city was awarded a grant to assist with painting a mural. Historic Twin City will raise the remainder of the money needed to complete the mural.

### **Streets & Roads and Water & Sewer– Commissioner Jesse S. Brown**

The spray field needs to be cleaned up.

### **Water & Sewer Department Report – Commissioner Jesse S. Brown**

A six-inch water main broke today and Richard and his team worked to get the repairs completed.

### **Finance Report – Mayor Matt W. Donaldson**

Mayor Donaldson read aloud the fund balances with the grand total being \$650, 618.13. Mayor Donaldson also provided a comparison of funds for 2018 and 2019.

### **Recreation Department Report – Mayor Matt W. Donaldson**

Planning for the next ball season will begin at the first of the year.

### **Fire Department Report – Commissioner Jule Bady, Jr.**

There were sixteen calls during the month of October 2019.

### **Police Department Report – Mayor Pro Tem Artie L. Fields**

Mayor pro tem Fields presented the department's report for the month of October 2019. The Police Officers are volunteering in the community, some

of the officers have been reading to the kids at the primary school. Two of the officers will be attending training in December.

### **Executive Session – Personnel**

A motion to enter executive session to discuss personnel was made by Mayor pro tem Fields and seconded by Commissioner Bady. The motion was approved.

A motion to exit Executive session was made by Mayor pro tem Fields. Commissioner Brown seconded the motion. The motion was approved.

Mayor pro tem Fields made the motion to approve the employees' Christmas allotment; Commissioner Bady seconded the motion and the motion was approved.

### **Adjournment**

Commissioner Brown made a motion to adjourn the meeting. Mayor pro tem Fields seconded the motion. The motion was approved.

Meeting adjourned at 8:20 P.M.



**CITY OF TWIN CITY GEORGIA**  
**THE MAYOR AND THE CITY COMMISSIONERS**  
**PRE-COMMISSION WORKSHOP SESSION**

November 12, 2019

6:30 PM

112 South Railroad Avenue

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**MINUTES**

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**CALL TO ORDER:** Mayor Donaldson                      6:30 P.M.

**Presentation from Police Chief Randal Beach**

Chief Beach commended Lucas Fields in the way he represented Twin City while assisting Chief Beach with the unused animal shelter.

Chief Beach introduced Reverend Drummond, who purchased the property that the Chief once lived in.

The black and white dog, that was a part of the community was hit by a car last week and did not survive.

Chief Beach wanted to personally thank Jerrica and her team for their dedication in making the, "Fright Night at the Jail" a success during the "Trunk O Treat".

The chief received compliments from one of the Public Defenders regarding the reports from the Twin City Police Department. The good job that our officers are doing on writing reports makes the Public Defenders' jobs easier.

**Discussion of part-time Police Clerk and full-time Police Officer**

Chief Beach elaborated on the need to hire a part-time Police Clerk due to the high amount of traffic that enters the Police Department.

There is a staffing need for a full-time Police Officer, the new hire would aid in reducing the amount of overtime.

### **Discussion of contract with Courtware Government Software Solutions to replace Police Department operating system**

Effective, October 2019, with some grace period, all departments are to be compliant with the National Incident Based Reporting System (NIBRS). The CJT software did not meet National Incident Based Reporting System regulations. Courtware Solutions, Municipal Court Software is NIBRS compliant and it does satisfy the needs of the Municipal Court.

### **Discussion of 2018 Audit with presentation by Stacie Avery, CPA – City Auditor**

Mrs. Avery presented that the city received an unqualified audit opinion; meaning the financial statements were fairly presented and there were no audit findings.

### **Discussion of new beer, wine, and alcohol license applicant for Twin City Kwik Pik**

The applicant who appeared to have failed to appear, was at the City Hall rather than the Commission Chambers. He attempted to be present therefore the city granted him a provisional license, to be voted on at tonight's meeting.

### **Discussion of 2019 net Millage Rate of 7.213**

Mayor Donaldson discussed the net digest, the net digest increased. He also discussed the millage rate worksheet (form PT32.1). After the millage rate is approved, City Clerk Constance Hughes will get the property tax bills mailed out.

### **Discussion of 2020 Occupational Tax Certificate Fee Schedule**

Mayor Donaldson recommends that the rates remain the same as the 2019 rates. Anyone who operates a business within the city limits are required to purchase a license.

**Discussion of new Zoning Administrator**

Former Zoning Administrator John Bryant passed away last week. Mayor Donaldson has reached out to Heart of Georgia Altamaha Regional Commission (HOGARC) to possibly contract this position out. This item will be revisited in the December 2019 meeting.

**Discussion of 2018, 2019, and 2020 LMIG projects**

Resurfacing is underway.

**Discussion of Twin City Drugs sidewalk project**

Mayor Donaldson would like to precede with the sidewalk renovation project. Seventy-five percent of the sidewalk is city property.

**Discussion of 2020 Budget planning**

Mayor Donaldson proposed that the Budget Hearing be held on Tuesday, December 3, 2019 at 6:00 P.M. prior to the regular Commission Meeting. The Special Meeting for approval of the city budget will be held on December 17, 2019 at 6:00 P.M.



Mayor's approval

cdh

