

SPECIAL CALLED MEETING
TEMPLE CITY COUNCIL
MEETING MINUTES
SEPTEMBER 22, 2014 – 6:30 PM
TEMPLE CITY HALL

HM w/ corr
RB
SO

Mayor Lester Harmon called the Meeting to order at 6:30pm with the following members present constituting a quorum: Council Member Richard Bracknell; Council Member Hiley Miller; Council Member Howard Walden, Council Member Penny Ransom, and Council Member Simmons.

Invocation by Mayor Lester Harmon

1. Founders Day Update

No update.

2. 2013 Audit Corrections – Motion to move \$1016.25 from General Fund to Credit Bank Charges charged to 1993 SPLOST

In connection with the 2013 yearly audit, Council Member Miller advised that \$1016.25 had been charged to the 1993 SPLOST account. Council member Miller asked that the city try to obtain credit from the bank for these charges. If the bank will not refund these, then we will need a motion to move the funds. Motion was made by Council Member Miller, seconded by Council Member Ransom to table this item until the bank can be contacted

3. 2013 Audit Discussion of How to Expend Remaining \$17.33 Balance on 1998 SPLOST- (Council Member Miller)

There is currently \$17.33 left in the bank account for the 1998 SPLOST. Council Member Miller motioned to allow the recreation department to make a purchase for this amount to disburse the balance, Motion seconded by Council Member Simmons, Motion carried 5-0

this is in capital outlay - maybe allotted to Senior Center

4. 2013 Audit Correction – Re-Issue Corrected W2 to Employee – (Council Member Miller)

Motion was made by Council Member Bracknell, Seconded by Council Member Bracknell to re-issue a corrected W2 to reflect the relocation expenses that were not reported properly, seconded by Council Member Miller, motion carried 5-0

**MONTHLY MEETING
TEMPLE CITY COUNCIL
MINUTES
SEPTEMBER 8, 2014 – 6:30 PM
TEMPLE CITY HALL**

Mayor Lester Harmon called the Meeting to order at 6:30pm with the following members present constituting a quorum: Council Member Richard Bracknell; Council Member Hiley Miller; Council Member Howard Walden, Council Member Penny Ransom, and Council Member Simmons.

Invocation by Mayor Lester Harmon

OLD BUSINESS

1. Update on Forensic Audit by IAG Forensics

Pat Salem and Karen Fortune were in attendance to update the council on their findings during the assessment phase of the Forensic Audit. Ms. Fortune stated that the city accounting systems is challenging to obtain data from and she would recommend strongly to complete the upgrade for the accounting software through Harris. IAG Forensics have compiled a Work Plan for continuing into the next phase of a forensic audit. The Work Plan has several components and are priced out separately. Ms Fortune further explained each phase and the detail associated with it. If the City chooses to do the complete audit the total would be \$110,000. These fees do not include any travel or expenses for IAG associates or any fees that may be incurred from other vendors. The Council decided to take some time to review the proposal

2. Update on Founders Day

Citizen Debbie McIntosh provided an update on the Sept 27th Founders Day Celebration. Council Member Miller suggested that the City have a 5K to benefit Noah Bishop. Council Members Miller and Bracknell will coordinate the 5K. Ms. McIntosh also stated that she is working with various vendors to obtain grants for this project next year.

3. Discussion of Approval of FY 2013 Audit by Garrett, Fazio and Stephens

There was some information given to the Council in their packets by Kevin Bush, the 2013 auditor from Garrett, Stephens and Fazio. The information was in response to some to information requested in the August 28, 2014 Special Called Meeting. Council Member Ransom would like clarification on the 2003 SPLOST account and the account that is currently listed as the 'Capital Improvement Fund'. Council Member Miller will contact Mr. Bush and get further clarification. Council Member Walden also had

5. Request for approval for Coats for Kids to use City Hall as a drop off

New Seasons Pentecostal Church has requested to use City Hall as a drop off place for the annual Coats for Kids Campaign. Motion made by Council Member Bracknell, seconded by Council Member Miller to allow the church to use City Hall as a drop off center. Motion Carried 5-0

6. Proposal to change the City Email system to a 'Google' based system for council members

Council Member Bracknell addressed the ongoing issues with the City Webmail System. He would also like to have access to shared documents within the City. Council Member Bracknell asked that we pursue some other options with various Vendors. Mayor Harmon indicated that he would like to make the streaming option available again. City Attorney Daley mentioned a company named FOGO. They have a data center located in Carroll County. The city will contact FOGO to obtain more information about their services.

7. Resolution to Update Bank Signature Cards

City Attorney Daley presented a resolution to add Jim Baxley to the signature cards at the bank. Motion was made by Council Member Bracknell, seconded by Council Member Simmons to add Jim Baxley to the signature cards on the City's bank accounts. Motion Carried 5-0

8. Update on Recreation Projects

Council Member Bracknell requested an update on Recreation Projects. There is a part of the walking trail that includes a retention pond and the grass has not been cut, there are also some metal rods in the area and the area is not fenced. This was part of the construction project that may have been left unattended. Council Member Bracknell would like for us to visit cleaning up this area and making it more user friendly for those wishing to use the area. The bridges are also a hazard issue. Mayor Harmon suggested that City Administrator send the work detail to clean up the area. Council Member Bracknell also wanted an update on the Recreation Grant and its requirement to be completed by December 31, 2014. Council Member Ransom has spoken with contractor Howard Ray in regards to filing an extension. Mr. Ray was not able to be present for the meeting. Council Member Bracknell asked that the City Administrator take over the issues with the grant and follow up to ensure that the City does not lose the grant.

9. Update on Recreation Grant Information

Council Member Ransom recently met with contractor Howard Ray about the Recreation Grant construction project. It has been indicated that there were to be two youth sized

soccer fields. Council Member Ransom would like to see if we could possibly take that area and create one large adult soccer field that could be used as youth sizes as well. The city currently has increased revenue for the adult league football program. This would be an increased value to the city. The Administrator will contact Mr. Ray to see if he can be present at an upcoming meeting.

10. Update on the Clean- up of the Upper Dam at Johnsons Lake

Council Member Bracknell has been addressing a concern regarding the dam and the lake clean up at Johnson Lake. The part of the property that the city owns is actually located under the water. The city owns the dam and the lake. Council Member Bracknell has proposed that we give the City portion of this back to the Johnson family. City Attorney Daley and City Administrator Baxley explained that if the family should decide not to accept that, then we can possibly drain the lake, or allow the property owners around the lake to take ownership and maintenance of the dam and the lake. City Administrator Baxley will follow up on this issue.

11. Discussion of the Procedure Currently used for hiring potential employees

Council Member Bracknell would like to develop a written procedure for replacing and hiring new employees for all departments. The goal is to maintain consistency in all departments and therefore enabling the Council to make informed decisions on hiring motions. Mayor Harmon explained that there is a hiring committee in place to review hiring decisions prior to the recommendation of the Department Heads. Council Member Bracknell would like to see the hiring committee review all final decisions on hiring for all employees in all departments. City Attorney Daley and Council Member Ransom recommended that a policy be in place to ensure that all background checks and due diligence is done prior to hiring recommendations.

12. Discussion of current overtime procedures and justifications for use of overtime

Council Member Bracknell would like for us to review areas in which that if overtime is being used that we evaluate those situations to ensure that we do not need to employ additional employees to cover those positions. Chief Thorn explained that he will be looking at increasing staff to cover some of the needs of the Police Department in the next fiscal year. We do currently have one officer on medical leave. There was some discussion on a part-time employee and maybe an 'interim' police officer, however, Chief Thorn explained that part time employees are often not readily available when needed for these type of positions. We currently have two new Police employees in training for the police department.

13. Request to include All departments Employee Evaluations in the Council Packet monthly for Council Member Review

This has been addressed already and the Council will receive these going forward.

14. Proposal to Accept the 2014-2034 Comprehensive Plan provided by Three Rivers Regional Commission

The 2014-2034 Comprehensive Plan was provided to the Council in their packets by Three Rivers Regional Commission. Council Member Walden explained that the Council has 30 days to review the plan and make any suggested changes. Paul Jarrell from Three Rivers was not present; however Council Member Walden explained that Mr. Jarrell will be available for any questions from the council on the plan.

15. Discussion of progress and suggestions for the Record Retention Policy

Council Member Ransom explained that we are in need of a Record Retention Policy and Schedule for the city. These are required by the state and the Charter. The City will have to be able to classify these documents as per the Secretary of State office. Once the Record Retention Policy and Schedule is adopted, the city can begin to address the below issue of the state of the records located in City Hall. Council Member Ransom indicated that there was a storage area at the Water plant, although it would need some maintenance to be a reliable storage facility. The building would need a roof, However, there is some concern about the roof being replaced previously by a FEMA grant. The City would need to make sure that it is not under warranty, if the roof had been replaced. Council Member Ransom would like for the members of the council to look at the area and consider it for storing the records until they can be classified and sorted.

16. Discussion as to the 'state' of the records currently located at City Hall

This topic was combined with the above discussion.

17. Personnel

Police Chief Thorn introduced the two new police officers, Jonathan Adkins and Andrew Mitchell.

Council Member Miller made the motion to hire Pam Edwards for the Utility Billing Position at City Hall with a conditional offer of employment; Seconded by Council Member Walden, motion carried 5-0

18. Department Purchases:

- a. Senior Center Request – The Senior Center was recently awarded with a \$2500 Grant from Carroll EMC for a screen and projector for the Senior Center. Senior Director Sandra Stillwell is requesting \$151.29 in addition to the grant to provide a better quality product. Motion to approve the additional purchase was made by Council Member Miller, Seconded by Council Member Bracknell, Motion carried 5-0

19. Executive Session: Personnel, Legal, Real Estate

Motion to enter into Executive Session was made at 9:23pm by Council Member Bracknell, Seconded by Council Member Simmons, Motion carried 5-0

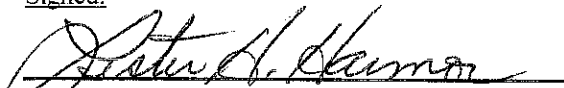
Motion to enter back into regular session by Council Member Richard Bracknell at 10:10pm, Seconded by Council Member Miller, Motion carried 5-0

MAYOR AND COUNCIL CLOSING COMMENTS:

None

ADJOURNMENT: Motion to adjourn by Council Member Bracknell, seconded by Council Member Miller, Motion Carried 5-0

Signed:


Mayor Lester Harmon

Attest:

Felicia Wall, City Clerk