

**City of Temple**  
**Monthly Council Meeting**  
**July 5th 2016, 6:30pm**  
**Temple City Hall**

**Council Members Present:**

Mayor Lester Harmon  
Richard Bracknell  
Penny Ransom  
Todd Rothwell  
William Simmons  
Howard Walden

**Call To Order:** The meeting was called to order at 6:30p.m. by Mayor Lester Harmon

**Invocation and Pledge of Allegiance:** Mayor Lester Harmon gave the opening prayer and led the Pledge of Allegiance

**Public Comments:** There were none

**Approval of Minutes:**

After some discussion, Councilmember Bracknell motioned to table any minutes associated with Executive Session until the City Attorney is available to review them; second by Councilmember Walden. Vote 4-1, Councilmember Ransom abstained. Motion carried. (December 9th, March 2nd, March 7th, April 13th are the minutes in question)

Motion to table approval of March 2nd minutes so they can be corrected. Motion by Councilmember Bracknell, second by Councilmember Walden. Vote 5-0. Motion carried.

Motion to table approval of March 7th meeting minutes so they can be corrected. Motion by Councilmember Bracknell, second by Councilmember Ransom. Vote 5-0. Motion carried.

Motion by Councilmember Walden to table April 4th & May 2nd meeting minutes to make them more condensed; second by Councilmember Bracknell. Vote 5-0. Motion Carried.

Motion by Councilmember Bracknell to accept the April 13th Special Called Meeting minutes, second by Councilmember Walden. Vote 4-1. Councilmember Ransom abstained. Motion carried.

Motion by Councilmember Bracknell to accept the May 18th Special Called Meeting minutes, second by Councilmember Walden. Vote 4-1. Councilmember Ransom abstained. Motion carried.

Motion by Councilmember Bracknell to accept the June 6th minutes, second by Councilmember Walden. Vote 5-0. Motion carried.

## Old Business:

### 1. Adopt a revised version of the City of Temple Utility Services Policies

Mr. Osborne proposed an updated version of the Utility Services Policies. After some discussion, there was a motion by Councilmember Bracknell to approve the update policy, second by Councilmember Simmons. Vote of 4-1, Councilmember Ransom opposed. Motion Carried.

### 2. Updated report on the Land and Water Conservation Fund Project in City Park

Mr. Joe Wilson, Director of the Recreation Department, gave an update on the Land and Water Conservation Fund Project in City Park. The budget for the project was \$27,500 and an updated report from Howard Ray stated that \$6,139.90 is remaining in the budget.

### 3. Follow up actions to handle the responsibilities formerly assigned to the Parks Maintenance Supervisor

City Administrator Osborne proposed an amendment to the current contract with River Bottom Farms to include cutting grass in the City park at a cost of \$12 per hour; the agreement extends through December 31, 2016. After some discussion, Councilmember Bracknell made a motion to amend the contract and add to the agreement to pay \$12 an hour for grass cutting. Second by Councilmember Rothwell. Vote 4-1, Councilmember Ransom opposed. Motion carried.

### 4. Updated report on the Employee Handbook, identified with a May 2016 date

City Administrator Osborne gave a brief report on items that are missing from the employee handbook, including the take home vehicle policy that was adopted in 2008 and appendix A and B. After some discussion, he stated that if anyone finds anything that is questionable or missing from the employee handbook to let him know and they will be addressed at the August meeting.

## New Business:

### 1. Select the company to provide Grounds Maintenance Services at City Hall, the Police Department, the Temple Branch Library, the Senior Center, and Welcome Sign area for the period of August 1, 2016 through July 31, 2017; and authorize the Mayor to sign the necessary agreements with the selected company

City Administrator Osborne stated that the City received five proposals and he has included the three lowest proposals. He will be checking references and will present this to the Council at a special called meeting; the contract will start August 1, 2016.

### 2. Report on Roadway and Infrastructure Improvement permit fee

Mitch McPherson from Winston GA is present at the meeting with the Perennial Park investor to discuss the charges for building permit fees. He inquired about possibly doing an escrow account for each home to put towards the pavement of the roads. After discussion, it was determined that a meeting needs to be set up with the builder, investors, City Attorney, City Administrator, and Mayor to determine what can legally be done.

### 3. Report on staffing in Public Works Department

Public Works Director Dwayne Eberhart stated that the staff in his department has been cut by about 75%. There is a proposal to have Cody be on call as needed, until the department has adequate staffing; maximum 15 hours per week at \$17 dollars per hour.

### Agreement with Teaa Allston for certain consultant services in Human Resources

Mayor Harmon stated that he did not recommend this person to be hired and that she is an individual, not a consulting service. The City Charter states that the Mayor recommends all new hires and he was not recommending this person or

anyone else that was not in the budget. If the council votes on this, it is a clear violation of the City Charter and their oath of office. Councilmember Bracknell made a motion that the City reimburse Mr. Osborne for what he paid Ms. Allston, a Human Resources Consultant, to finish out this contract for up to \$2,000. After some discussion, there was a second by Councilmember Walden. Vote 3-2. Councilmembers Ransom and Simmons are opposed. Motion carried.

#### **5. Founder's Day initial planning**

Mayor Harmon said that Councilmember Rothwell is leading the Founder's Day planning and that there is \$2,500 in the budget to spend on this event. Councilmember Rothwell stated that he is out recruiting vendors and the vendor and parade applications have been updated.

#### **6. Training for Elected Officials and Planning Commission members**

City Administrator Osborne stated that he is looking at the second half of July, first part of August for the training and he asked councilmembers to let him know when they are not available. When asked by Councilmember Ransom if there would be a cost for this training, he stated probably. Councilmember Ransom stated that the City is currently over budget in travel and training.

#### **7. City of Temple's Fiscal Year 2016 budget**

City Administrator Osborne state that he included a proposed 2017 budget calendar in the agenda packet and there will be more discussion of this at a later date.

#### **8. Report on the 2015 City of Temple Audit**

City Administrator Osborne stated that the City asked for an extension for the state audit. As soon as the City's CPA firm is ready to have a meeting regarding the audit, a special called meeting will be scheduled.

#### **9. Report on the July 23<sup>rd</sup> Yard Sale for Shop with a Cop**

Chief Lee stated that the Yard Sale for Shop with a Cop will take place at City Hall on July 23rd from 9:00am-3:00pm. All proceeds will go to the Shop with a Cop program.

#### **10. Status report on the continuing implementation of the intergovernmental agreement with the City of Villa Rica in Code Enforcement and Fiscal Services**

City Administrator Osborne stated that City Hall Staff has a meeting scheduled with Caselle on Thursday regarding the implementation process. We should be through with the implementation before the end of the summer.

#### **11. Report concerning youth baseball**

City Administrator Osborne stated that there was a situation concerning youth baseball at the end of the year. There is a letter from Mr. Wilson in the packets if there are any questions.

#### **12. Discussion of a Mayor and Council Retreat**

Councilmember Bracknell proposed a retreat for the Mayor and Council so they can get together and prioritize projects, talk about ideas, and get everyone working together, etc. ; he stated there would be no cost to the City. He stated he would like to give City Administrator Osborne the direction to start looking at this.

#### **13. Discussion on changing email to Google/Gmail**

Councilmember Bracknell proposed changing the City's email from Outlook to Google/Gmail. Councilmember Ransom stated she has not had access to her email in over a year. She also said that we would need to get in contact with the City Attorney before this is done because everything that has been done in Outlook is open record. We want to make sure we don't delete anything. Mr. Bracknell made a motion to keep the current email addresses that the City has, but change the platform to Google; and to make sure that the City Attorney approves this transition and that all emails are transferred over from Outlook, second by Councilmember Rothwell. Vote 5-0. Motion carried.

**14. Consider hiring a part time employee**

Councilmember Bracknell would like to explore the possibility of hiring an intern to see what the options are for expanding the City's social media presence.

**15. Discussion of the City of Temple's Comprehensive Plan**

Councilmember Bracknell stated that the City has a Comprehensive plan in place and that some of the projects in the plan have already been completed. He suggests the City keeps a close eye on the plan and that it is reflective of where the City wants to go and make adjustments as needed.

**16. Discussion of the City of Temple's website**

Councilmember Bracknell made a motion to take this item off of the agenda, second by Mr. Walden. Vote 5-0. Motion Carried.

**17. Consider a request for the subdividing of the property at 395 Villa Rosa Road (Westshire Townhomes)**

Because there was a visitor to speak on this agenda item, this item was moved to earlier in the meeting, after item two in New Business. David Huffman of Marietta is present to discuss a request for the subdividing of the property at 395 Villa Rosa Rd. There is no zoning, ownership, or use change. His lender requested a letter from the City stating that the City does not object the property being subdivided. Councilmember Bracknell made a motion that we allow the City Attorney to check into this to see if it is okay to subdivide this property and if everything is good, get the letter to him as quickly as possible. Second by Councilmember Simmons. Vote 5-0. Motion carried.

**Closing Comments:**

No closing comments

**Motion to adjourn:**

Motion to adjourn by Councilmember Bracknell, second by Mr. Simmons. Vote 5-0.  
Meeting adjourned at 8:46PM.

  
Mayor Lester Harmon

  
City Clerk