

FLEMINGTON CITY COUNCIL MEETING

July 27, 2016

PRESENT: Mayor Sandra Martin
Mayor Pro Tem Paul Hawkins
Council Member Donnie Smith
Council Member Gail Evans
Council Member David Edwards
Council Member Palmer Dasher

ABSENT: Council Member Charles Richardson

ALSO PRESENT: City Attorney Craig Stafford
Temporary City Clerk Lori Taylor

1. The Special Called Meeting of the City of Flemington was called to order by Mayor Sandra Martin on Wednesday, July 27, 2016 at 4:30 p.m. in the conference room at City Hall in Flemington, GA. A quorum necessary to conduct business was visibly present.
2. Invocation by Mayor Pro Tem Paul Hawkins, followed by the Pledge of Allegiance.
3. Mayor Martin informed council that the Special Called Meeting was for the purpose of discussing the Operations of City Hall. Mayor Martin then called upon Mayor Pro Tem Paul Hawkins.
 - a. Paul Hawkins stated the first item is to execute a resolution to change signers on the bank accounts with Ameris Bank. Gail Evans suggested waiting until Larry Golden and Lisa Lee arrive to discuss any financial matters. All were in agreement.
 - b. Paul Hawkins made a motion to approve the hiring of Lori Taylor as the Interim City Clerk of Flemington. Seconded by Gail Evans. All agreed. Motion passed. Palmer Dasher clarified that salary would be \$15/hour as temporary hire, then Council will readdress salary when a permanent hire is made.

Larry Golden and Lisa Lee arrived at 4:50 p.m.

- *a. Mayor Martin referred council back to first list item of financial matters, specifically changing the signers on the bank accounts. Larry Golden stated that he is currently working on it and that council needs to decide who is a signer. He stated that not everyone needs to be a signer, but they could be signers to make availability for signing checks easier. Gail Evans said that everyone would be on signature card, but checks would only require two signers. Donnie Smith suggested that all council members rotate who is signing checks so everyone gets to be more knowledgeable of city expenditures. Paul Hawkins recommended that Mayor Martin be the primary check signer, plus the one additional signer. Paul Hawkins made a motion to have all council members on the signature card at the bank and require two signatures on each check. Seconded by Palmer Dasher. All agreed. Motion passed. Gail Evans said that going forward from here, council members need to have more financial awareness of expenditures. David Edwards suggested having the Clerk provide a monthly financial report of expenses at the regularly scheduled council meetings. Larry Golden added information about the transition process from Terri Willet to himself to Lori Taylor. He stated that so far the transition has been smooth and he does not foresee a major problem. Files have been sorted, keys turned in, working with LCCVB and Chamber on hotel/motel tax account. LCCVB will be brought current and handed to Erin Johnson to continue. He also discussed using QuickBooks to print checks instead of writing them to cut down on errors

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and ease workload. Leah Poole was in the audience and said that is how LCCVB writes checks and it is very easy to do. Donnie Smith asked about the monthly expenditure report and if it will identify the purpose of each expense. Mr. Golden said that the statement will show a payee and a memo (description) for each check. Ms. Smith asked if there needs to be a set dollar amount for the listing so as to not get bogged down in regular meetings with the finance reports, and Mr. Golden responded that it simpler to print the entire list. Larry suggested that having an appointed person with specialty areas would help tremendously with communication between council members, i.e. let David Edwards handle matters that deal with law enforcement and have another council member take on the E-Verify system, etc. Gail Evans then motioned to receive a monthly statement of expenditures at the regular scheduled council meeting. Seconded by Palmer Dasher. All agreed. Motion passed. Ms. Smith inquired about credit cards. Gail Evans said that all of Ms. Willet's credit cards have been turned in and requests submitted to remove her from accounts. Donnie Smith asked about whether to have a card printed with Ms. Taylor's name on it. Mr. Golden stated that the clerk needs a card in order to make supply purchases, etc. for City Hall. Mayor Martin said that it would be better to use a credit card instead of changing authorized user on all accounts until after a permanent hire is made. David Edwards discussed that any purchases made on behalf of Sgt. Pagliolo would go through him as the law enforcement overseer. Gail Evans brought up the issue of the city having a safe deposit box at the Heritage Bank. Donnie Smith motioned for Mayor Martin and Gail Evans to go to Heritage Bank to check the contents of the safe deposit box, close out the box, and move its contents to the fire box located in City Hall. Seconded by Palmer Dasher. All agreed. Motion passed. Palmer Dasher motioned for Lori Taylor to be issued a credit card for City Hall purchases. Seconded by Paul Hawkins. All agreed. Motioned passed.

- c. Donnie Smith suggested that council push back the Clerk's Duties item on the agenda for time's sake. Everyone agreed to move on and come back at a later time.
- d. Palmer Dasher noted that we need to discuss a timeline and process for hiring a permanent full-time clerk. Gail Evans read the draft of the advertisement that would run in the Coastal Courier. The ad will run in the local newspaper only. Leah Poole offered the Chamber's resources for publicizing the vacancy as well if desired. Ms. Evans motioned to run the ad as read in the newspaper on July 31, August 3, and August 7. Seconded by David Edwards. All agreed. Motion passed. Donnie Smith raised the question as to how to weed out the candidates to the top three. Palmer Dasher motioned to appoint three council members to assess the applications and choose the top three for interviews and bring those top three applications forward in the regular scheduled meeting in September. Seconded by David Edwards. All agreed. Motion passed. Mayor Martin asked for three volunteers to serve on hiring evaluation panel. Palmer Dasher, Donnie Smith, and David Edwards volunteered to serve. Palmer Dasher asked everyone to inspect the draft application form. Palmer Dasher motioned to approve the application as presented. Discussion followed and motion was seconded by Gail Evans, all agreed. Motion passed. Mr. Dasher then introduced the qualifications list for Clerk position. Gail Evans suggested adding "effective written and oral communication skills". Craig Stafford and Leah Poole suggested requesting a sample to demonstrate writing skills, for example, ask applicants to compose a simple email during the interview process. Palmer Dasher motioned to approve the qualifications sheet as modified to include "effective written and oral communication skills". Seconded by David Edwards. All agreed. Motion passed.
- e. Mayor Martin addressed the training needs for City Clerk. Palmer Dasher stated that there is a City Clerk's Handbook on the GMA website. Fall training session is set for September 11-13, 2016 in Athens and Ms. Taylor will attend the training. The next session is not until February so we cannot wait until the clerk's position is filled permanently. Paul Hawkins said that Pam Helton from GMA will come to do one day

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training for free to assist with transition. Gail Evans suggested that we schedule that for after the training session so Ms. Taylor can be more knowledgeable and be better prepared to ask more specific questions.

Leah Poole exited meeting at 5:50 p.m.

- *c. Palmer Dasher revisited the Clerk's Duties item. Gail Evans said that it is good, but needs to be reorganized, combining some of the duties, and using numbers and bullets. Donnie Smith offered to help with this effort. Paul Hawkins motioned to let Palmer Dasher and Donnie Smith reorganize the job/duties description and have Craig Stafford review it. Seconded by David Edwards. All agreed. Motion passed. Mayor Martin inquired about the cleaning of City Hall. Should this be expected of the clerk, or do we need to research cleaning service/person? Mayor Martin suggested that we let it go for a few months and see how it goes and how much cleaning needs to be done. Palmer Dasher made a motion to discontinue the purchase of snacks for regular council meetings, but provide drinks only. Seconded by Donnie Smith. All agreed. Motion passed.
 - f. Palmer Dasher introduced the item of City Hall Hours of Operation. He stated that City Hall is currently open Monday thru Friday from 9:00 a.m.- 5:00 p.m., excluding federal holidays but council members were often unaware of other absences by the former clerk. He suggested that the Clerk have the option to work from 8:00 a.m.- 5:00 p.m. if she wants to take an hour lunch, but if she stays in the office for lunch then hours would remain 9:00 a.m. - 5:00 p.m. He also said that in the event that the clerk needs to be off for illness, etc. she must contact the Mayor and all council members via phone or email. The council discussed using the "will be back" sign at the front door for any work-related errands during the day that would cause City Hall to be closed. Mayor Martin also said that all holiday closing must be posted three days prior to the holiday.
 - g. Palmer Dasher noted the next item is the use of the city car. He said that Ms. Willet previously used the car to travel to and from work as well as to conduct city business during the work day. He suggested that the council allow the same use of the car until a permanent hire is made, then readdress the issue at the time of a permanent hire. David Edwards suggested the use of the County Maintenance Department for routine maintenance of the city car. It would be very cost effective. Paul Hawkins recommended that David Edwards be in charge of maintenance of city car with the county. Gail Evans made a motion to allow the use of the city car to and from home/work and for errands during the work day on a temporary basis until a permanent hire is made. Seconded by Palmer Dasher. All agreed. Motion passed. David Edwards is also going to look into a discounted fuel card for gas purchases.
4. Palmer Dasher asked for any additional related items to City Hall operations.
- a. Mr. Dasher addressed the topic of a new digital recording system for council meetings, which has been previously discussed. David Edwards said that he is already in contact with Tim Byler and is researching possible equipment. Gail Evans asked about computer backup equipment or software. Council discussed the use of external hard drives, mirroring devices, and outside companies that provide monitoring services. Paul Hawkins motioned to let David Edwards research the options and bring back to the council. Seconded by Palmer Dasher. All agreed. Motion passed.
 - b. Gail Evans asked if we need to have the locks changed at City Hall. Donnie Smith said that we should have locks changed and have a key control log. Council discussed options for a key log and key box and agreed to look into these options. Palmer Dasher motioned to have the external locks changed for City Hall. Seconded by David Edwards. All agreed. Motion passed.

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- c. Gail Evans motioned to have the alarm code on the security system changed and to notify affected persons about the change. Seconded by Paul Hawkins. All agreed. Motion passed.
- d. Gail Evans motioned for Palmer Dasher and Paul Hawkins to take responsibility for checking all unknown keys left in clerk's desk to determine what they will unlock. Seconded by David Edwards. All agreed. Motion passed.
- e. Council discussed the need to conduct an audit to ensure financial integrity as we transition to a new clerk. Mayor Martin said that it is time for the yearly audit. Larry Golden stated that his firm will do the regular audit and keep a close eye on numbers just to make sure the integrity of the city is there and make it fair to the new clerk coming into the position. He said that we need to keep a heavy hand on the hotel/motel tax account and keep hotel owners accountable for their bills. He said that we have Craig Stafford if we need to pursue some legal assistance. Attorney Stafford suggested that we do an investigation of the current business licenses on file and update needed information on owners, then get financial statements updated to see who is behind on payments and follow up with him as needed.
- f. Palmer Dasher addressed the issue of different committees and boards that the City of Flemington has been involved in. He suggested that council members be appointed to specific committees/boards to represent Flemington. Gail Evans said that committee/board reports needs to be an agenda item at each monthly council meeting.

Paul Hawkins exited meeting at 7:00 p.m.

- 5. Palmer Dasher made a motion to adjourn the meeting at 7:05 p.m. Second by Gail Edwards. All agreed. Motion passed.