



**CITY OF SUMMERVILLE
SPECIAL CALLED MEETING
APRIL 18, 2016
6 PM**



CALLED TO ORDER: Mayor Harvey called the meeting to order.

ROLL CALL: Mayor Harry Harvey gave roll call. Council Members David Ford, Earl H. Parris, Mayor Pro Tem Lloyd "Buddy" Windle, Joe Money, Jr. and Zachary Martin were present. Also present was City Manager Russell Thompson and City Attorney Albert Palmour.

INVOCATION: Mayor Harry Harvey gave the invocation.

PLEDGE OF ALLEGIANCE: Council Member Joe Money, Jr. led the pledge of allegiance.

AGENDA: Mayor Harvey asked if there are any additions or changes to the agenda. City Manager Thompson stated that he has two items that need to be included on the agenda. City Manager Thompson stated that the first item is authorization for the leak survey required by the Georgia Public Service Commission. City Manager Thompson stated that two prices have been received. City Manager Thompson explained that the second item that is needed in an Executive Session to discuss personnel. Council Member David Ford made a motion to approve the meeting agenda with the addition of the two items described by City Manager Russell Thompson. The motion was seconded by Council Member Zachary Martin and carried unanimously.

MAYOR'S COMMENTS: Mayor Harvey welcomed everyone to the Special Called Meeting stating that Council will be hearing presentations from auditing firms, the Chattooga County Chamber of Commerce, and the Chattooga County Library. Mayor Harvey asked that people in the audience introduce themselves. Mayor Harvey stated that everyone will be provided an opportunity to speak now and again at the end of the meeting. Mayor Harvey asked if anyone wishes to speak at this time.

Jason Espy of the *Summerville News* asked for more information concerning the personnel matter being discussed in the Executive Session. City Attorney Albert Palmour responded that hiring and firing of personnel will be discussed as well as potential litigation.

Mayor Harvey stated that the Outdoor Expo will be held this weekend at the agricultural center. Mayor Harvey stated further that the Destination Dinner event will be held on April 30th; advanced tickets \$10 and day of the event at the door \$12. Mayor Harvey reported that the first of this year's outdoor concert series will be held on May 1st. Mayor Harvey reminded everyone that the retirement event for Greg Echols will be held on 4/20/16 at 7 PM at the Depot. Mayor Harvey urged everyone to attend the event.

BUSINESS ENTITY PRESENTATIONS: Mayor Harvey stated that the final entities being considered for the city's auditing services are going to give presentations. Mayor Harvey stated that the Chattooga County Chamber of Commerce and the Chattooga County Library will also give presentations. Mayor Harvey asked that the auditing firms give their presentations first with City Manager Thompson giving some information about what has been requested.

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AUDITING COMPANY PRESENTATIONS: City Manager Thompson explained that the city is required to have an annual audit which is submitted to the State of Georgia. City Manager Thompson stated that bids for auditing services have not been done in a while so RFPs were prepared. City Manager Thompson explained that after review of the RFPs received the three final candidates were requested to give a presentation to Council.

WILLIAMSON AND COMPANY CPAs: Lloyd Williamson addressed Council stating that he and Curtis Garvin are present representing the city's current auditing firm, Williamson and Company, Inc. Mr. Williamson explained his personal work history from when he got out of the military up to date. Mr. Williamson stated that he has 35 years of accounting experience. Mr. Williamson stated that there is a break-down of costs in the RFP he submitted. Mr. Williamson stated that he made every effort to retain the current economical price structure. Mr. Williamson stated that their firm has provided a lot of support to the city in relation to the ongoing software conversion. City Manager Thompson asked what Williamson and Company's approach is to questions outside of the normal spectrum of auditing functions. Mr. Williamson responded that their RFP has 30 hours of incidental calls included to handle such type calls. City Manager Thompson asked if Williamson and Company's plan is such that emergency situations can be accommodated in a timely manner. Mr. Williamson responded that they (Williamson and Company) have been as accommodating as possible to emergency situations. Mr. Williamson stated that he would try to get someone already familiar with the City of Summerville to respond. Mr. Williamson asked if Council had any questions. No questions were posed by Council. Mayor Harvey thanked Mr. Williamson for his presentation stating that all presentations and RFPs will be reviewed before a final decision is made.

CHRYSAN THOMAS, CPA: Ms. Chrysan Thomas addressed Council stating that she has been involved in accounting for 30 years. Ms. Thomas stated that she lives and works in Trion. Ms. Thomas stated that she has operated her own accounting firm for 11 years and brings substantial governmental experience to the table. Ms. Thomas stated that there is another CPA with her firm, Donna Espy Allen. City Manager Thompson asked how Ms. Thomas' firm would handle accounting calls not related to the annual audit. Ms. Thomas responded that there would be no charge for an incidental call. Ms. Thomas interjected that she has experience working with the GBI on forensic accounting noting that if needed additional staff can be secured. Ms. Thomas stated that her firm works with some retired CPAs that come in to work with her on an as needed basis. Council Member David Ford asked how a call is handled if it is not associated with the audit but takes extra time. Ms. Thomas responded stating that she would let the city know what the cost would be for anything that requires more time and research than normal auditing calls. City Manager Thompson asked if there is time built into her proposal for handling calls that are not directly associated with an audit. Ms. Thomas stated that she did not have extra time or funds built into her proposal. Carla Rutledge asked Ms. Thomas if calls from the city would be handled by the same person or different people. Ms. Thomas responded that it would be the same person. Mayor Harvey thanked Ms. Thomas for her time and presentation. Mayor Harvey stated that a decision will be forthcoming but not at this meeting.

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MAULDIN & JENKINS, LLC: City Manager Thompson asked the representatives for Mauldin and Jenkins to provide Council with the company's background, price structure, and scope of work.

Adam Fraley stated that he is the governmental audit manager for Mauldin and Jenkins. Mr. Fraley stated that James Bitts is one of the firm's governmental audit specialists and is here to help with the presentation and answer any questions.

Mr. Fraley stated that Mauldin and Jenkins is a full service auditing firm with 80 staff members dedicated to governmental auditing. Mr. Fraley stated that M&J audits more cities in Georgia than any other firm. Mr. Farley stated that their firm serves 81 governments awarded the GFOA's Certificate of Achievement for Excellence in Financial Reporting and provide over 65,000 hours of service to over 300 governmental units in the Southeast on an annual basis. Mr. Fraley stated that M&J focuses on client service. Mr. Farley explained that M&J checks in with clients on a regular basis to see how things are going, provide advice, and give direction for financial staff free of charge. Mr. Farley stated that helping clients throughout the year is instrumental in achieving a smooth audit. Mr. Farley explained that M&J provides accounting services for large entities such as Gwinnett and Athens-Clarke County and small cities like Villa Rica with equal dedication. Mr. Bitts stated that one of the distinguishing features of M&J is that clients have the opportunity to register through M&J to receive approximately 30 hours of continuing education on an annual basis free of charge. Mr. Bitts stated further that training is geared around industry hot topics with the opportunity for client input. Mr. Bitts explained that if a client feels the need for training in a specific area then M&J will make every effort to make that training available. City Manager Thompson asked what is protocol for questions concerning items outside of the audit scope. Mr. Farley responded that it is an advantage for M&J to address items up front to avoid complications; they want to know about concerns or questions. Mr. Fraley explained that if a situation arose that required more extensive work than routine M&J would let the city know up front of any additional charges before extra work was done. Mayor Harvey stated that he saw in the proposal that it costs between \$2,000 and \$3,000 per single audit. City Manager Thompson interjected that price would be for a specific audit required for something like a Federal Grant. Mr. Fraley explained that the price variance depends on the type of grant and procedures needed to meet grant requirements.

Mayor Harvey thanked Mr. Farley and his associate James Bitts for their presentation. Mayor Harvey stated that more discussion will be held to determine Council's choice. Mayor Harvey stated further that Council will be looking at auditing services during upcoming budget preparation.

CHATTOOGA COUNTY CHAMBER OF COMMERCE: Mayor Harvey asked Sylvia Keziah to address Council about what is going on at the Chamber.

Sylvia stated that she wanted to begin by expressing appreciation for the city's support. Sylvia stated that current membership has risen to over 125 members and she looks forward to continued growth. Sylvia stated that the city contributes \$400 per month to the Chamber based on \$1.00 per capita. Sylvia stated that she is requesting the support be kept at \$400 per month.

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CHATTOOGA COUNTY CHAMBER OF COMMERCE CONTINUED: Sylvia stated that frequent requests are received for a map of the area. Sylvia explained that work has begun to develop a map giving highlights of area attractions and businesses. Sylvia stated that work is also being done to bring in seminars for a variety of topics. Council Member David Ford asked if the city's sponsorship includes the monthly luncheon meetings. Sylvia stated that currently the city has two lunches included with the sponsorship. Council Member David Ford asked if the City of Summerville events are posted to the Chamber's web site. Sylvia responded that work is currently being done to provide links between the Chamber and area entities. Sylvia explained that each individual government office will be able to have information posted on the Chamber's web page. Council Member Ford asked when the web page will be ready. Sylvia stated that the goal is to have it ready for May 15th. Council Member Ford asked Sylvia about the sponsorship levels. Sylvia explained that sponsorship levels are based on the dollar amount contributed to the Chamber on an annual basis. Council Member Earl Parris asked Sylvia what is most exciting thing about the Chamber. Sylvia responded stating that she is most excited about the map because it will be a benefit to new residents and provide tourism information. Mayor Harvey thanked Ms. Kashia for her presentation adding that the Chamber does a good job.

CHATTOOGA COUNTY LIBRARY: Mayor Harvey asked Susan Stephens to address Council.

Susan Stephens presented a letter requesting additional funding for fiscal year 2017, the Summerville Library Preliminary 2017 budget, Chattooga County Library System Quarterly Statistical Report for April through June 2015, a Maintenance of Effort document, and two library flyers. A copy of all documents except the flyers are attached and become part of these minutes. Susan addressed the Mayor and Council stating that the Chattooga County Library has circulated over 77,000 items, provided over 200 programs, and had over 43,000 visitors in the last year. Susan explained that the State has cut over \$100,000 in funding over the last ten years which has resulted in no raises for staff workers during the same period of time. Susan stated that she is requesting an increase of funding from the city in order to provide a 3% cost of living raise for locally paid staff. Council Member Joe Money, Jr. asked what Chattooga County contributes to the program. Susan responded that the County gives \$81,000 per year and is being asked to increase their funding also. Council Member Zachary Martin asked if the library has the same staff members. Susan responded that one employee has been with the library for 24 years and several have worked with the library over 15 years. Susan stated that the library Board of Trustees are all volunteers. City Manager Thompson asked what the biggest draw is and if the trend has changed. Susan responded that DVDs are a highly utilized. Susan explained that Red Box charges \$1.00 for one DVD for one day and the library allows up to 15 DVDs for a week. Susan stated further that there is heavy circulation of audio books. Susan explained that there is a library program that allows you to check out audio books in Summerville and return them to another library within the Georgia library system. Susan explained that there is also heavy computer use for on-line job applications, computer classes, and research. Council Member Earl Parris asked what age group is most active. Susan responded that a lot of young families with preschool age children frequent the library due to the hands on activities. Mayor Harvey thanked Susan for the presentation noting that the funding request will be considered.

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BREAK: Council Member Joe Money, Jr. made a motion to have a 10-minute break. The motion was seconded by Council Member Earl Parris and carried unanimously.

BACK TO ORDER: Mayor Harvey called the meeting back to order.

SUMMERVILLE INDUSTRIAL DEVELOPMENT BOARD: Mayor Harvey stated that two more members are needed for the Summerville Industrial Board and terms of office need to be designated. Mayor Harvey requested that City Manager Russell Thompson provide information on this item.

City Manager Thompson explained that Robert McWhorter serves on the board currently and there are three other nominees for the last two positions for the Summerville Industrial Board; Joe Norton, Susan King, and Richard Lindsey. Council Member Earl Parris asked Council Member David Ford if he is "okay" with Robert McWhorter serving on the board. Council Member David Ford responded, "Yes". Mayor Harvey stated that he recommends Robert McWhorter and Susan King. City Manager Thompson stated that Robert McWhorter said that he is willing to serve on the board. Council Member Joe Money, Jr. made a motion to appoint Robert McWhorter and Susan King to the Summerville Industrial Development Board. The motion was seconded by Council Member Earl Parris and carried with Council Members Windle, Parris, Money, and Martin voting in favor of the appointments. Council Member David Ford voted against the appointments.

SUMMERVILLE INDUSTRIAL DEVELOPMENT BOARD TERMS OF OFFICE: Mayor Harvey stated that the term lengths need to be set for the Summerville Industrial Development Board Members. Mayor Harvey stated that there are three six-year terms, two four-year terms, and two two-year terms. Mayor Harvey stated having staggered terms there would not be a major shift all at once for the board. A general discussion resulted in a motion by Earl Parris that Larry Allen, Kevin Gilliland, and Susan King will have six-year terms, John Turner and Doug Jones will have four-year terms, and Robert McWhorter and Dale Housch will have two year terms. The motion was seconded by Council Member Joe Money, Jr. and carried with Council Members Windle, Parris, Money, and Martin voting in favor of the motion. Council Member David Ford voted in opposition to the motion.

SYSTEM LEAK SURVEY: Mayor Harvey stated that bids have been received for the system leak survey. Mayor Harvey asked City Manager Thompson to provide information on this item.

City Manager Thompson explained that \$25,000 has been appropriated in the budget for the annual comprehensive leak survey required by the Georgia Public Service Commission. City Manager Thompson explained that Southern Cross bid \$44,000 and Heath Consultants bid the job at \$60 per hour with an estimate of about \$21,800. Council Member Earl Parris asked how the two bids were compared. Tony Carroll responded stating that the project was broken down by number of days verses price and Heath Consultants is the best deal. Mayor Harvey stated that staff's recommendation is to award the project to Heath Consultants Incorporated. Council Member Earl Parris made a motion to award the system leak survey project to Heath Consultants at a price not to exceed \$25,000. The motion was seconded by Council Member David Ford and carried unanimously.

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EXECUTIVE SESSION OPEN: Mayor Harvey stated that an executive session is needed for the purpose of employee compensation and evaluation and potential threatening litigation. Council Member David Ford made a motion to go into executive session. The motion was seconded by Council Member Zachary Martin and carried unanimously.

EXECUTIVE MOTION CLOSED: Council Member David Ford made a motion to close the executive session. The motion was seconded by Council Member Joe Money, Jr. and carried unanimously.

BACK TO ORDER: Council Member Joe Money, Jr. made a motion to call the meeting back to order. The motion was seconded by Council Member Earl Parris and carried unanimously.

NO ACTION TAKEN IN EXECUTIVE SESSION: Mayor Harvey stated that no action was taken in the executive session.

PUBLIC COMMENTS: Mayor Harvey asked if there are any public comments or questions. No comments or questions were presented.

ADJOURN: Council Member Joe Money, Jr. made a motion to adjourn. The motion was seconded by Mayor Pro Tem Lloyd "Buddy" Windle and carried unanimously.

HARRY HARVEY – MAYOR

Attest:

JILL DURHAM – CITY CLERK, G.C.M.C.