

TOWN OF TALLULAH FALLS
STATE OF GEORGIA
REGULAR COUNCIL MEETING
December 6, 2018
MINUTES

The meeting for December 6, 2018 of the City Council of Tallulah Falls, Georgia was called to order at 7:00 p.m. by Mayor Teri Dobbs.

PRESENT WERE: Mayor Teri Dobbs
Councilperson Deb Goatcher
Councilperson Larry Hamilton
Councilperson Mary Beth Hughes
Councilperson Carol Nelms
Fire Chief Mike Early
Police Chief Bill Goatcher
Town Clerk Linda Lapeyrouse
Attorney Allyn Stockton

OTHERS PRESENT: See attached sign-in list

Mayor Dobbs welcomed everyone to the meeting and asked Councilperson Goatcher to give the invocation.

Mayor Dobbs requested that the agenda be amended to add a Habersham Bicentennial Report from Dan Hayes.

A motion to accept the agenda as amended was made by Councilperson Hughes. The motion was seconded by Councilperson Hamilton and unanimously approved.

A motion to accept the minutes of the Work Session November 8th and Council Meeting November 8th was made by Councilperson Goatcher. The Motion was seconded by Councilperson Nelms and unanimously approved.

Water Report- Attached hereto and made a part hereof.

Attorney Report – None.

Fire Report- Attached hereto and made a part hereof.

Police Report- Attached hereto and made a part hereof. Chief Goatcher also reported ordering tires for the police car.

Street Report- One sink hole fixed. The other will be dug up to see what can be done. Log of all repairs will be started.

DDA Report- Councilperson Hughes reported that the DDA had adopted a Supplemental Bond

Resolution. A small group of DDA members met with GMRC, DCA and USDA to tour potential projects and discuss funding potential. They would like to pursue a grant to fix up the Tallulah Center. Mayor Dobbs stated that we would also be pursuing grant money for the water system.

City Clerk/Financial Report – Attached hereto and made a part hereof.

A motion was made by Councilperson Hamilton to approve and accept the Clerk's report and the requests listed within the report. The motion was seconded by Councilperson Nelms and unanimously approved.

Habersham County Bicentennial Celebration – Dan Hayes reported that it had been 12 months since the celebration started and it would end on December 15th with the bicentennial birthday party from 12 PM – 2PM. Tallulah Falls was represented every month in the bicentennial meetings. Mayor Dobbs thanked Mr. Hayes for attending the meetings and participating on behalf of Tallulah Falls. She also encouraged everyone to attend the party.

Mayor Report- Mayor Dobbs reminded everyone of the Tree Lighting and Town Christmas Party Friday, December 7th at 6:00 PM. There will also be a bonfire and visit by Santa Claus.

Mayor Dobbs announced the ribbon cutting of the new Habersham County Administration Building on December 17th.

Mayor Dobbs reported attending the State of Habersham. She remarked on the improvements made to the airport.

OLD BUSINESS:

Town Clerk Lapeyrouse explained the necessary changes needed to employee classifications made in the last Council meeting. The Clerk and Police Chief's position will be exempt, but police officers will be hourly employees.

A motion was made by Councilperson Hamilton to accept the employee classifications as presented. The motion was seconded by Councilperson Hughes. The motion was approved with Councilperson Goatcher abstaining.

NEW BUSINESS:

Town Clerk Lapeyrouse presented a schedule for 2019 Council work sessions and meetings. The schedule will remain the first Thursday following the first Tuesday of the month with a few exceptions. Work session will continue to be at 6 PM and meetings at 7 PM at City Hall.

A motion was made by Councilperson Hughes to approve the proposed Council Meeting Dates for 2019 as presented. The Motion was seconded by Councilperson Nelms and unanimously approved.

A proposed letter to United Community Bank naming the authorized people on the Town's safety deposit box as Mayor Dobbs, Councilperson Goatcher and Clerk Lapeyrouse was presented.

A motion was made by Councilperson Hughes to approve the letter as presented. The motion was seconded by Councilperson Nelms and unanimously approved.

A police chief interviewing committee was discussed.

A motion was made by Councilperson Nelms to have the interview committee consist of the Mayor and Council, Chief Goatcher and either Sheriff Nichols or Chief Ivey (depending on scheduling). The motion was seconded by Councilperson Hughes and unanimously approved.

Town Clerk Lapeyrouse presented the updated GMEBS agreements changing to the 4-Tier insurance and allowing the Mayor and Council to participate at their own cost.

A motion was made by Councilperson Hughes to approve the two new agreements. The motion was seconded by Councilperson Nelms and unanimously approved.

Recommended improvements to the water system were discussed. For this first phase, it was suggested that the filter upgrades of \$19,000 be done and the engineering agreement of \$4,700 be approved for addressing the backwash sediment.

A motion was made by Councilperson Hamilton to approve these first phase improvements. The motion was seconded by Councilperson Hughes and unanimously approved.

With the minor changes to be made from the earlier work session, the Employee Handbook was presented to Council for approval.

A motion was made by Councilperson Nelms to approve the Employee Handbook as amended in the work session. The motion was seconded by Councilperson Hamilton and unanimously approved.

EXECUTIVE SESSION:

None

Public Comments –

David Hart asked about the availability of budget reports. Town Clerk Lapeyrouse reported that the Mayor and Council have been provided with these reports and that all information is now updated in the accounting system and will be provided on a monthly basis. The information is also available to the public.

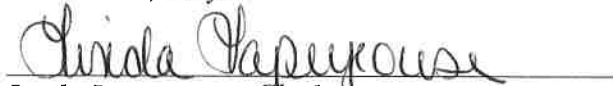
Dan Hayes suggested that Chief Goatcher has a vested interest in Matt Nall becoming the next Chief. Councilperson Hughes stated that they have been charged with finding the best candidate and will be impartial. She is confident that all of them have that ability. Mr. Hayes further stated that it was time to start separating water department duties and to run it like a business.

A Motion was made by Councilperson Hughes to adjourn the meeting. The motion was seconded by Councilperson Nelms. The Motion passed unanimously.

The meeting adjourned at 8:30 p.m.



Teri Dobbs, Mayor



Linda Lapeyrouse, Clerk



Utility Safety
Certificate of Trainin

TALLULAH FALLS
WATER DEPT. REPORT
Nov.2018

WATER PUMPED 361200

WATER METERED 390185

We collected and mailed Nitrate samples to E.P.D. (still waiting results)

Collected and mailed Micro samples to E.P.D.

Completed Oct. operations report

Micro samples returned Good

Repaired break on Williams St.

State Park repaired a leak

Compiled a Water usage sheet for the Water Audit

No problems to report

Tallulah Falls Fire & Rescue: Monthly Report

November 2018 Training

Date	Description	Notes	HRS
Monday, November 5, 2018	Weekly Training		2
Monday, November 12, 2018	Weekly Training		2
Monday, November 19, 2018	Weekly Training		2
Monday, November 26, 2018	Weekly Training		2
Total			8

November 2018 Incidents

Date	Nature of Call	Location	Jurisdiction
Sunday, November 4, 2018	Medical	Local Residence	Town
Sunday, November 4, 2018	False Alarm	Tallulah Falls School	Town
Friday, November 9, 2018	MVA / Roll-Over	GA 15 Across from The Grill	Town
Saturday, November 10, 2018	Medical	River Falls Campground	Rabun
Sunday, November 11, 2018	Vehicle Fire	Tallulah River Resort	Rabun
Thursday, November 15, 2018	Structure Fire	Lake Rabun Rd.	Rabun
Saturday, November 17, 2018	Smell of Smoke	Eastman Mtn. Rd	Rabun
Monday, November 26, 2018	Structure Fire	Bay Shadows Rd.	Habersham

TOTAL TOWN	3
TOTAL HABERSHAM	0
TOTAL RABUN	2
STATE PARK	0

OVERALL TOTAL 5

Topics:

ISO Flow Test Follow Up:
GFSTC Site Audit Results:

Purchase Request:

TALLULAH FALLS POLICE
MONTHLY COUNCIL REPORT
NOV.2018

CITATIONS 20

ACCIDENTS 1

ARRESTS 3 (2 DWLS 1 POSS MARIJUANA)

The Police Dept. assisted with traffic as Ga. Power changed the lights on Thurmond Bridge

The Police Dept. spent several hours on a truck turn over on Ga.15 S. of the bridge.

We attended Firearms Training for shotgun, rifle, and backup weapons, the completes all required firearm training for the year

Chief Goatcher attended the 9th District Chiefs meeting and training

The Police Dept. worked on the various Christmas decorations for the Town, City Hall, Floating Tree, Street Lights, Hay Wagon, and Bon Fire.

Police Car 704 required new tires and we have ordered them on State Contract.

Town Clerk/Financial Report

Finances

Mixon and Associates are currently working on the 2017/2018 audit. They will likely be here some next week doing some sampling. Joely anticipates having the audit ready for presentation to the Council at the work session in either January or February.

All bank accounts have been reviewed and reconciled for this fiscal year including all SPLOST accounts. All information for this year is now in Quickbooks. The required legal ad will be posted in each newspaper reporting our SPLOST income and distributions for each project for the year. This is something that has not been done consistently or with the full information required under the statute. There was under-reporting on the City Hall renovations which I have spoken about with Heidi Cook, Finance Director with Habersham County. It will be corrected in the December 30 quarterly report to County's Oversight Committee with full explanations of the additional expenditures. Heidi indicated that others were having similar issues. I have set up each of our SPLOST accounts to easily track what has been spent and what is still available in each approved project. This will make it much easier to track in the future to make sure that all reporting is done correctly. Any change to allocations between approved projects will take official action of the Council.

The Town's Financial Chart of Accounts has been modified to match the State's requirements. The Department of Community Affairs publishes the Uniform Chart of Accounts that is required to be used by all cities and counties. There is annual financial report that is required by DCA and having a uniform way of reporting allow the state to more accurately analyze the data. Using this Chart of Accounts has created a need to expand on this year's budgeted departments. I have spoken with our auditor, and she is fully supportive of this action. Previously, General Administration has been used for everything except Police, Fire and Water for budgeting purposes. I am proposing to modify the budget configuration to move some of the money currently allocated in General Administration to the following new departments: Executive, Legislative and Streets/Highways. I am also proposing to move money currently allocated in Police to a new Municipal Court department. This will also include moving the Judge's salary from General Administration to Municipal Court. The bottom line of the budget has not been changed, however Council will need to amend the budget to make these proposed changes official and to modify the allocations as necessary once you have had time to digest the new format. The split salaries of Bill and Matt are now shown in your monthly budget reports under the correct department.

I will be looking over the rules of procedure and financial policies of the Town and making recommendations. This will include setting policy on funding requests necessary for council approval such as listing all items that require council action under New Business on the agenda to afford the public the opportunity to know what items are coming up for discussion. This will create more transparency for the public and give the Mayor and Council time to prepare before being asked to make an immediate decision. Much of the Town's "business" is handled under department reports and the agenda does not give the public any information on council action items that are going to be requested through those reports. Things will come up during a meeting that may require an amendment to the agenda to add to New Business, however those items that

are known should be listed. Other policies I want to further review are what expenditures need to come to Council for approval when included in the budget, what checks require two signatures, and use of the credit card.

IT and Eagle

I have been working with EDTS and Eagle to iron out all of the challenges that have come up since the server change. I have asked Eagle for an update on the automatic upload of GSP citations. This is a critical issue to be resolved if we are going to continue with Eagle. Entering citations is not the best use of my time when they have the ability and other companies are already doing it. I will report on this again next month with an update and/or recommendation.

Planned days out of the office

I will be leaving at 1:30 PM on Thursday, December 13th for an appointment

I will be on vacation in Lake Tahoe with my daughter December 17, 18, 19, 20

I would also like to trade my Friday after Thanksgiving holiday (a non-work day for me anyway) for the day after Christmas for a family gathering.

Christmas Eve, Christmas Day and New Year's Day are recognized holidays and City Hall will be closed.

I respectfully request that the four days I will be gone for vacation be paid in exchange for the extra time I have been putting in at the office and at home to try to get things in order. I don't think this will be the norm in the future, but it has taken an enormous amount of time to get things to my comfort level. I do not think it is necessary to have Crystal come in for these days. We do not have court this month and everything is slow around the holidays. If the police can check voicemail and pick up the mail, we should be good. I am ordering a drop box for payments to go on the front of City Hall.

Town Of Tallulah Falls
Balance Sheet
As of November 30, 2018

	Nov 30, 18
ASSETS	
Current Assets	
Checking/Savings	
11.1110 · Checking - General Fund UCB	224,288.56
11.1112 · Checking - Water Fund	29,942.70
11.1114 · Checking - Volunteer Fire Dept	14,767.33
11.1115 · Checking - Technology	5,068.46
11.1116 · Checking - Habersham SPLOST 6	85,146.72
11.1117 · Checking - Habersham TSPLOST 4	7,862.81
11.1118 · Checking - Rabun SPLOST 13	88,650.89
11.1310 · CD-0298	25,031.54
11.1320 · CD-0486	28,225.82
11.1330 · CD-2125	100,084.04
11.1340 · CD-9480	10,999.94
11.1350 · CD-0376	17,347.74
Total Checking/Savings	637,416.55
Accounts Receivable	
11.1900 · Accounts Receivable	111,353.25
Total Accounts Receivable	111,353.25
Other Current Assets	
12000 · Undeposited Funds	100.00
Total Other Current Assets	100.00
Total Current Assets	748,869.80
TOTAL ASSETS	748,869.80
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
12.1300 · Payroll Liabilities	
12.1340 · Retirement Payable	1,100.00
12.1350 · Insurance Payable - GMA	2,585.44
Total 12.1300 · Payroll Liabilities	3,685.44
Total Other Current Liabilities	3,685.44
Total Current Liabilities	3,685.44
Total Liabilities	3,685.44
Equity	
13.4200 · Uncleared Transactions Prior Yr	-4,250.00
13.4201 · Opening Balance Equity	664,038.61
Net Income	85,395.75
Total Equity	745,184.36
TOTAL LIABILITIES & EQUITY	748,869.80