

**TOWN OF TALLULAH FALLS
STATE OF GEORGIA
WORK SESSION
December 5, 2019, 6:00 p.m.
MINUTES**

The work session for December 5, 2019 of the Town Council of Tallulah Falls, Georgia was called to order at 6:00 p.m. by Mayor Dobbs.

PRESENT WERE: Mayor Teri Dobbs
Councilperson Larry Hamilton
Councilperson Mary Beth Hughes
Councilperson Carol Nelms
Town Clerk Linda Lapeyrouse
Police Chief Tonya Elrod

SPECIAL GUEST: Joely Mixon, Auditor

ABSENT WERE: Councilperson Deb Goatcher
Fire Chief Mike Early

OTHERS PRESENT: See attached sign-in list

Mayor Dobbs welcomed everyone to the meeting.

Mayor Dobbs requested moving Item 4 to the top of the agenda so that Police Chief Elrod can be excused from the meeting. A motion was made by Councilperson Hughes to approve the agenda as amended. The motion was seconded by Councilperson Nelms and unanimously approved.

Chief Elrod stated she has been working on an off-duty policy to allow working other jobs. She has the opportunity work extra jobs for \$50-\$75/hr. Some require use of the police car. The car will be insured by her insurance and gas and upkeep will be paid by her. It includes traffic control for paving contractors, GA Power, schools, etc. Mayor Dobbs stated that the policy will be forthcoming in a future council meeting. Councilperson Hamilton asked how much time would be required? Elrod said it is usually 4 or 8-hour shifts and she would only do it on her days off. Nothing that would interfere with her job with Tallulah Falls. Councilperson Hughes asked what the radius would be? Elrod said she told them she would drive no more than 40 minutes. Mayor Dobbs said it would only be when she is off duty. It has been done in the past for Tallulah Falls School and GA Power, but nothing is in writing. We need to formalize the policy.

Joely Mixon, the Town auditor, presented a summary of the FY2019 draft audit. She is finalizing some of the notes and going through a lengthy checklist, but she does not anticipate any of the figures changing. Mixon said that it had been a pleasure working with the council and with Lapeyrouse, and commented that, in reviewing the audit, it was probably the easiest it's

ever been. Mixon thanked Town Clerk Lapeyrouse for making her job easy, calling her a gem and stating that not only does she know how to keep the financials, she understands the financials and knows the reasons why things have to be kept a certain way. Mixon stated she appreciated Lapeyrouse and the job that she did to make her job a little easier. Mixon then went through the summary of the FY2019. Revenue increased 35% over 2018, mostly due to the donation of the Ranger House but was up approximately \$25,000 even without that. Expenses decreased by 7% over 2018. 2019 was a restructuring year. Mixon stated it is important to note that the Town is not overspending, but it is also not leaving too much on the shelf. Net position looks very good and has increased substantially by 32% since 2016 in unrestricted net position and investment in capital assets has increased by 30%. The Town has no debt. Investments in capital assets for water have also increased. Total combined unrestricted net assets are approximately \$506,000. Operating grants and capital grants have both increased since 2016. Transfers from the General Fund to the Water Fund have increased, but a lot of it is from SPLOST for capital improvements. In the General Fund, there is 15 months of cash reserves. In the Water Fund, there is 6.5 months of cash reserves. It is recommended that you carry a minimum of two months of operating expenses in reserves.

Councilperson Hamilton asked if there were areas to improve. Mixon stated they have been improving. She recommended, as the elected officials change guards and move into the next year, that with a small office staff, it is important that they continue to come in and help with the segregation of duties and providing support for Lapeyrouse. This is the best the financials have looked since she began working with the Town in 2012.

The final audit will be finished and submitted to the State by the end of the year.

Mayor Dobbs thanked Mixon.

EXECUTIVE SESSION:

A motion was made by Councilperson Nelms to go into executive session to discuss personnel evaluation. The motion was seconded by Councilperson Hughes and unanimously approved at 6:42 p.m.

The meeting was re-opened at 7:00 p.m.

Mayor Dobbs announced that the Council had taken the opportunity to review Linda Lapeyrouse for her one-year of service to the Town. A summary of the Council's review included comments that they are lucky to have her; she would be a huge loss to the Town; she has saved the Town thousands of dollars due to her vast knowledge of Town government; brings exemplary knowledge and abilities to the position; works extra hours on-site and off-site; self-starter; she is always pleasant and neutral; she exceeds what is expected. Suggested for new council to let her know she is valued and deserves even more money. There was no recommendation for a pay increase at this time due to current budget through June. Mayor Dobbs stated they are honored for Lapeyrouse to represent the Town the way she does.

No other action items came out of the Executive Session.

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

The meeting adjourned at 7:05 p.m.



Linda Lapeyrouse, Town Clerk