June 21, 2011
Council Workshop
12191 Magnolia Springs Hwy.
Magnolia Springs, Al.
5:00 P.M.

1. Call to Order
Mayor Houser called the meeting to order at 5:00 p.m.

2. Roll Call

3. Invocation and Pledge of Allegiance
Invocation and Pledge by Council member Laurendine.

4. Guest Speakers:

Amy Gohres & Mike Shelton – Weeks Bay Foundation – Ms. Gohres stated that they had met with Bob Holk, Rick Odess and Jamie Hinton on the Coastal Resilience Index and walked them through an exercise to see how prepared the Town is with any upcoming storms or a disaster. One of the areas that the Town ranked low was critical infrastructure, which means that reoccupation could take up to 18 months if there was a huge disaster. Along with the information from the exercise she had information on community shelters, and transportation to shelters. Business plans; how the businesses in town are prepared, do they have backup generators, how soon after a storm would they plan to open, and will the gas pumps work during/after a storm. She talked about critical record storage off-site, establishing a volunteer neighborhood association to support members in times of need. This information can be obtained at the Town Hall.

Alida Given – Library funding – In attendance with Alida were Library Board Members, Lana Silverthorn, Bill Given and Frances Cleverdon, Mary Emmett could not make the meeting. The Library will open October 17th. The Magnolia Springs Public Library Librarian and Board Members are requesting financial support from the Town Council for the following:

- E-readers $1,500.00
- Hardback children’s books $750.00
- Audio book 500.00
- Insurance $1,064.00

For a total of $5,064.00
Alida went on to say they have received a lot of donated books from other libraries. They have two computers and are receiving a few more from other libraries. They have students volunteering their time and there are also some adults that are coming in to help stamp books or what ever else is needed. The Library received a grant from the Snook’s Foundation and the Foundation said if the library does a great job then they could continue to support them. Councilmember Holk asked Liz Reed if other Towns support the libraries and what kind of agreement do they have. Ms. Reed stated that she would find out how they financially support their libraries and get back with the Council.

Christopher Baker & Tom Granger – HMR Engineering Firm – Emergency Debris Removal
Mayor Houser explained that the agreement the Town had with Baldwin County is not valid, and the Town will be responsible for the removal of any debris should a hurricane or any other storm come through. Therefore the Town should a process for requesting proposals on Emergency Debris Removal. Christopher stated that HMR has a diversity of resources and is glad to help the Town with this process. He stated that Tom Granger was the County Engineer for Baldwin County and has a lot of experience with the process. Tom informed the Council that he just got back from working in Tuscaloosa (tornadoes) with the State EMA, helping to set up contracts. He explained the process for selecting a contracting firm through the RFP process and said that he would help the Town with the documents. He has a copy of a contract that has been used for other municipalities which has been approved by the State EMA. Tom will draft an RFP for the Town Council and legal counsel to review and possibly adopt at the next regular meeting. Councilmember Holk asked if it was required by FEMA for reimbursement to have the contract in place before a disaster. Tom said that a pre-position contract is not required, but is favorable. The Town is required to have staff or to have a contract for a monitor to monitor the contractor. Tom stated that he would have a draft contract to the Council within a couple of days for review.
5. Discussion of minutes – 05/04 Special Meeting, 05/10 Workshop and 5/24 Regular Meeting
There were two minor corrections to the workshop minutes. The clerk will make the changes.

6. Discussion of financials and expenditure for May
The Mayor reported: General Fund Balance 05/31/11 - $29,167.90 - Income - $16,030.95 - Expenses - $40,743.77, expenses were high because of the paving projects. Money Market - $102,286.43. CD - $52,462.18. Deepwater Horizon - $226,811.98. Special Revenue 4, 5 & 7% Gas Tax – Income - $367.43. Balance: $2,044.90. Councilmember Gaar inquired about the status of the BP money. The clerk stated that Perdido Beach is submitting a new grant request for administrative cost and as soon as the Council approves it the Mayor will forward me a copy.

7. Public Comment
Denny Huff – asked if there was a schedule for road paving projects and if so could he could look at it to see what street and when it is going to be paved. Councilmember Gaar told him that the projects go according to the street evaluation report and the roads are prioritized by lowest scoring. He also added that some of the streets have drainage issues, so not only scoring but the cost of the project will have to be considered.
Donna Esslinger - agreed with Amy Gohres, who spoke earlier in the meeting about having neighborhood connection would be a great idea. She said that maybe some volunteers, through the Community Association could use a call system to check on the elderly. She also had a complaint about a yard work truck passing her on the bridge a couple of times, and she has seen the truck in the area before. Deputy Gandy said if it happens again try to get a tag number. She also stated that she hopes Jessamine scored so badly that it is on the schedule.

8. Discussion policy/ideas/cost of slowing traffic down on Hwy 98 and Magnolia Springs Hwy
The Council discussed different options such as; the Deputy enforcing the speed limits, a traffic study on Hwy 98 to determine if a traffic signal is warranted and redesign Magnolia Springs Hwy to narrow the lanes with a small median and to study current speed limits on both thoroughfares to determine whether any changes in the speed are warranted. Councilmember Gaar suggested the Mayor write a letter to ALDOT requesting a traffic study be completed on Highway 98 to determine if a traffic signal is needed. The Mayor would like the Council to come up with a two year plan for the thoroughfares. Councilmember Gaar will take the other requests to a traffic engineer and see what kind of design/plan that they can recommend to the Town to slow the traffic on Magnolia Springs Hwy.

9. Discussion 2011/2012 Budget
The clerk provided each committee chair a copy of their expenditures from October 2010 through May 2011 and what they were budgeted for that period and for the whole fiscal year. Mayor Houser reviewed it with each committee, the Parks & Recreation went a little over budget because of the sidewalk and extra sprinkler system expenditure. Mayor Houser feels that Public Works should have an increase in their budget so that more street paving and resurfacing projects could be completed in the upcoming year, since some of them will have to have extensive drainage work completed. Mayor Houser asked the Council to start reviewing their projects for the next year so that the Finance Committee can start working on the budget.

10. Discussion – School Property
Mayor Houser stated that he would like the Town to start discussions again on purchasing the property. General consensus of the Council was to go forward with starting the discussions again.

11. Discussion – Sewer Specifications
Councilmember Gaar is still working and waiting for the final review of the specifications.

12. Discussion – Live Oak properties
Mayor Houser stated that if the properties are titled to the Town, that the Town might want to think about selling them, unless anyone has an idea of what to use them for. There was a question about title to the property. Councilmember Gaar stated that he had some paperwork about a title search Joe Sankey had done on that property, and will send it to Brad. Brad will look into a quiet title process for the Town.

13. Discussion – reappointments to BOA – Joan Dykes and John Reuss
Two members of the Board of Adjustments terms expire, and they stated are willing to serve another term. Mayor Houser thanked Joan Dykes and her son Brian for the planting they did on the side of the Town Hall. Will be on the agenda
14. **Committee reports**

**Finance:** No meeting

**Public Safety:** Councilmember Holk stated that the Sub-Station in Vernon Park is almost complete. When it is completed they will apply for a better rating for the residence in that area.

**Parks & Recreation:** No report

**Public Works:** Councilmember Gaar stated that his committee is discussing the drainage issue on Bay Street and Island Ave. There are several options that they are looking at. Councilmember Gaar and Brad have discussed a prescriptive easement at that area. Councilmember also stated if the Town decides that they want or need to do something they could move the ditch to the property line between Sankey and Witzell. He is going to meet with the property owner and discuss some options.

**Planning Commission:** Councilmember Holk said the Commission is still reviewing the Subdivision Regulations.

**Historic Preservation:** No report

**Environmental Protection Committee:** No report

15. **Council, legal counsel and staff comments**

No other comments

Workshop ended at 7:35 pm

Approved this the 26th day of **July, 2011**

[Signature]

Charles S. Houser – Mayor

ATTEST:

[Signature]

Karen S. Biel – Town Clerk