October 30, 2012  
Council Elect Workshop  
12191 Magnolia Springs Hwy.  
Magnolia Springs, Al.  
5:00 P.M.

1. Call to Order  
Ken Underwood called the workshop to order at 5:00 p.m.

2. Invocation and Pledge – led by Ken Underwood  

Ken Underwood explained that the workshop was to inform the new council members of what the procedures would be at the swearing in and organizational meeting on November 3rd. He advised them that Judge Tim Russell would be administering the oaths of office. After all the council members take their Oath of Office they will then take their seats for an organizational meeting. Ken Underwood proceeded to go over the agenda with the council.

Ordinance for Consideration – Council Rule of Procedure  
Ken Underwood stated that the ordinance sets out the rules on how to run the council meeting, and the order of business. It also sets when and what time the council meetings will be held. The Mayor added that Ordinance 2008-14 adopted at the organizational meeting in 2008 sets the meetings as follows:  
Council Workshop – second Tuesday of each month at 5:00 pm  
Regular Council Meeting – fourth Tuesday of each month at 5:00 pm  
The Council discussed other days and times and seemed to be in agreement that the days and times set forth in the 2008 ordinance seemed to be the best for the meeting. Will be on the agenda.

Resolution for Consideration – Appointment of Chairman Pro Tempore  
Ken Underwood explained that the council will appoint a Chairman Pro Temp to act as Mayor during the Mayor’s absence. Dotty Johnson strongly suggested that Bob Holk consider taking the appointment since he has been on the council for the last six years. Bob Holk said that he would be glad to take the appointment. Will be on the agenda.

Resolution for Consideration – Appointment of Town Clerk  
Ken Underwood stated that the council will appoint a town clerk. Karen Biel did state that the council could make a motion to leave all appointments as is and appoint a clerk at the next meeting. This would give the council the time, if they wanted to consider someone else for the position. Jim May asked the clerk if she would be interested in the appointment again and Karen said she would and that she likes her job. Bob Holk stated that the town was very lucky when we first became a town to have someone with Karen’s experience and knowledge. Ken Underwood said that is has been a good working relationship. Will be on the agenda.

Resolution for Consideration – Appointment of Legal Counsel  
Ken Underwood explained that the town has employed Stone, Grande and Crosby for legal counsel for most of the past six years. Brad Hicks has been our town attorney from that firm and it has been a good relationship. Brad has been involved with the two litigations that the town has going on. Bob Holk stated that Brad and the firm have done a good job for the town, but if there is anyone else you would like to suggest or talk to, we can also do that. Ben Dykema asked what the fee was for their representation and the clerk stated it was $140.00 per hour. Jim May stated that $140 per hour is very reasonable for legal counsel, and most firms of that caliber would charge $300-$400 an hour. Will be on the agenda.

Members were also informed:
1. About the League of Municipalities being at their disposal for information, legal advice, and that they can call legal counsel at the league anytime.
2. About the town’s commissions, boards, committees, and what the differences between them are. Ken has asked each of the chairs to draft a letter stating what their meetings consist of, and what they have completed and/or what they might still be working on.
3. Each member will receive a credit card that will be used only for purchases for the town or any training that they might attend.
4. Each member will be required to watch an online ethics video put out by the League of Municipalities, the video is about forty-five minutes long. The League also holds an annual convention in May which is a good source of information and networking.
5. South Alabama Regional Planning Commission (SARPC) – the town has one employee (Leroy Weeks) who is hired through SARPC to maintain the grounds at Town Hall and the Springs. SARPC handles the payroll for Leroy, which covers the taxes and workers' compensation. Shannon Sandall is contracted to mow the right-of-way, replace or install new signs, and other odd jobs.

Workshop ended at 6:15 pm
Approved this the 27th day of November, 2012

Kenneth Underwood – Mayor

Karen S. Biel – Town Clerk