

**December 12, 2017**  
**Council Workshop**  
**12191 Magnolia Springs Hwy.**  
**Magnolia Springs, Al.**  
**5:00 P.M.**

**1. Call to Order**

Mayor Holk called the meeting to order at 5:00 p.m.

**2. Roll Call**

Members present – Mayor Bob Holk - Council Members: Dotty Johnson, Steve Mobley, Marley Gardner, Nick Shields and Ben Dykema. Also present: Town Clerk - Karen S. Biel

**3. Invocation and Pledge** – Mayor Holk

**4. Grant, Sanders & Taylor - Matt Taylor**

Mr. Taylor presented the council with the 2016/2017 Audit Report. Mr. Taylor reviewed parts of the audit with the council. He stated that the town was over budget on revenues and under budget with the expenses. During a discussion of internal controls and segregation of duties it was decided that each month the bank's statements would be sent to the Finance Committee for review. Mr. Taylor added that he hates to see Karen leave, he didn't know what kind of a clerk she is, but she is one heck of a bookkeeper.

**5. Discussion of Minutes – November 2017**

Workshop Meeting – 11/14/2017

Regular Meeting – 11/28/2017

No changes discussed.

**6. Discussion of Financials and Expenditures – November 2017**

Mayor Holk reported: Balances as of 11/30/2017 - General Fund - \$93,010.98. Income - \$29,248.40, Expenses - \$20,567.86. Tiered Money Market – \$403,633.63. CD - \$54,559.59. Capital Improvement Fund - \$7,114.82. Special Revenue 4, 5, & 7¢ Gas Tax – Income \$302.90 – Balance \$16,682.76.

**7. Deputy Smith - Monthly Report**

Deputy Smith reported - 7 arrests off traffic stops -145 traffic stops – 78 citations – 41 written warnings – 26 verbal warnings.

**8. Public Comment**

No public comment.

**9. Discussion - Arbor Day Proclamation**

Mayor Holk stated that the Arbor Day Proclamation has been approved every year. The clerk added that the Garden Club has set the date for Arbor Day for the Saturday before the regular Arbor Day date, which is the last Saturday of February. She also added that they are allotted \$300.00 for the purchase of trees.

**10. Discussion - Town Clerk's Position**

Mayor Holk asked the search committee to give a report. Councilmember Shields stated that they received twelve resumes. The letter and job description reduced that to ten responses. He added that he called each of the applicants to set up interview appointments. There were six interviews setup, three non-responses to phone messages that were left and one person was out of town till after the deadline. Councilmember Shields added that the committee will have recommendations for the council at the next meeting in one week.

**11. Committee/Commission Reports**

**Finance Committee:** No meeting. Mayor Holk stated that since Donna Esslinger resigned there is a seat on the committee. Councilmember Johnson agreed to serve on the committee.

**Public Works/Safety:** No report.

**Public Lands/Beautification:** No report.

**Tree & Streetscape** - Councilmember Shields said there was no meeting. He added that Janet Paarlberg is taking Gerry Lester's place. Gerry is now the president of the Garden Club.

**Mayor Holk** also stated that Donna was our representative at the South Baldwin Chamber. With her resignation we need another representative and he asked for a volunteer. Mayor Holk stated that he would do it only if no one else wanted to and no one else volunteered. The clerk stated that she would notify the Chamber that Mayor Holk will be the representative.

**Public Relations & Communications:** Councilmember Gardner stated that there was no meeting. After the first of the year the committee will start on updating the email list again.

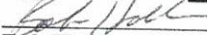
**12. Council, Legal Counsel and Staff Comments**

**Mayor Holk** informed the council that he attended the South Alabama Regional Planning Commission meeting at Point Clear. He added that they have a program to help find different grants. Next year maybe the town should look at a grant for the school grounds or for a drainage improvement grant. Mayor Holk said that Rickey Rhodes, president of SARPC, said he knew the town was looking for a new clerk. Mr. Rhodes said that there is a service they provide where they will do a blind search for a clerk. It would be sent out to their area which covers south Alabama to let others know that there is a search for a new clerk going on. SARPC would gather all the information to submit to the town. Councilmember Shields stated that the committee was in general agreement that they had three excellent candidates.


**Motion by Councilmember Johnson, 2<sup>nd</sup> by Councilmember Dykema to adjourn the workshop. All in favor. Motion carried.**

Meeting ended at 5:35 pm

Approved this the **23<sup>rd</sup>** day of **January, 2018**

  
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**Bob Holk – Mayor**

**ATTEST:**

  
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**Karen S. Biel – Town Clerk**