

**CITY OF EUHARLEE
CITY COUNCIL WORK SESSION MINUTES
APRIL 17, 2018**

Mayor Pro Tem Craig Guyton called the meeting to order, led a prayer, followed by the Pledge of Allegiance.

City Clerk Carolyn Banks called the roll and the following were present: Mayor Pro Tem Craig Guyton, Council Members Tracy Queen, David Duncan, Joe Turner and City Manager James Stephens. Mayor Steve Worthington and City Attorney Boyd Pettit were not present.

Unfinished Business

Jolly Building – James Stephens, City Manager

City Manager James Stephens said, in follow up to the information Council Member Tracy Queen presented to them earlier, he met with a couple of members from the community. He called on Ms. Shanna Lewis to introduce the other residents she had with her. Ms. Lewis is a Euharlee resident and a Resource Development Case Manager with DFCS. She works with developing their foster homes, as well as, work closely with the foster parents in Bartow County. She shared the following statistics:

- Bartow County has around 146 children in their custody.
- 39 homes and it has increased over the past year.
- Euharlee has about 6 DFCS private agency homes.

Ms. Lewis stated there are so many uses that they need this type of building. They have people who donate items. They have had to send items to Sherry in Acworth or to other foster parents. They now have to tell people they can't take them, because they do not have anywhere to keep them. They have nowhere to keep the household items like baby beds, clothing and diapers. When children actually come into care, they have those things they can send with the foster child to the home or homes that are in need of help with those types of items.

Other ideas discussed for use was training. All foster parents have to go through their impact training which is 24 hours of training. Every time they have the training, they reach out in the community and ask if they can have the training at their place of business. It is hard and people want money they do not have. They also have to do continuing education which is 15 hours per parent a year.

Another use for the building would be for monthly foster parent association meetings. This is how it falls into place under the foster parent association. She introduced Sherry Bowser, the foster parent association President. Ms. Bowser said, she has been a foster parent in Bartow County for 9 years. They have monthly meetings for the continuing education hours. They have been looking for a home for many years. They have been bounced from church to church. As soon as a board member leaves the association, they no longer have that board member which is a member of a church. They are currently at The Church at the Well. It is not ideal and there is not a kitchen. When they come together, they have 20 adults and 20 to 30 children. They are growing. When Ms. Lewis told her about the property it sounded ideal and it will be fantastic.

Ms. Lewis stated, when they come together for meetings they are also able to discuss things that are going on and are able to mentor to each other especially with new foster parents. They can share and step away from the foster care world. It is a great opportunity. The goal is to move up. She said, Restoration Rome, a foster community in Rome, Georgia was donated an old school. Floyd County has almost 500 children in care.

Mayor Pro Tem Craig Guyton said, technically DFCS will not be the ones using the building it will be the foster parent association of Bartow County. Ms. Lewis said yes. This is how it gets tricky. With DFCS being a state agency, they cannot come under her because she works for the state. The foster care association does come under them as far as placing them in homes, monitor them and they are considered partners. Ms. Bowser works for the state. She is the care giver navigator. It is still through DFCS but as far as them applying for grants, it would go through the foster parent association. They cannot apply through DFCS because it is a conflict of interest.

Council Member Tracy Queen said, would you be able to handle the utilities and insurance and they said yes. Ms. Lewis stated, they have checked into that and trying to get ideas from other associations. Paulding County association has something like this already set up and Ms. Bowser has a meeting set up with them. As far as the utilities, they do have funds. They have a treasury and will filter that through that. They will also apply for grants and accept donations.

Mr. Stephens stated, he provided them with the average utility cost for over the last 12 months. It is about a \$250.00 monthly average. They may or may not find it to be indicative when they start to use it, but based on what they are describing he doubts there will be much fluctuation.

Council Member Queen asked how much renovation they are looking at.

Mayor Pro Tem Guyton asked if the Bartow Parent Adoptive Association is a 501c(3). Ms. Bowser said, they are in the process to receive a 501c(3) status. Council Member Queen asked how long will it take and she stated she did not have the answer to that. Mr. Stephens said, based on the looks of the building last week, the biggest obstacle they have is a mold issue. Earlier this year, they replaced the fascia board on the outside of the building. Leroy Shepherd, public works employee has been doing some clean up. The building looks much better than it did the last time he went in it. Leroy is concerned that the mold may be more than just the fact the building has just been closed up. If we are directed to move forward, the next step would be to get the fire marshal to look at it, evaluate to determine what it will take to get a certificate of occupancy and to see if the building is for this entity or for someone else. He doesn't think there will be a lot of renovation needed.

Council Member Queen asked, if there would be any objection with Boy Scouts and Girl Scouts using it when they are not using it, so it could be used for the intended use when it was donated. They answered no. Mr. Stephens said, there is an office former Mayor Thayer utilized and thought it would work well for the donation storage area and it would also be secured with the scouts in there.

Ms. Lewis said also, like tomorrow we may have 5 children coming to care. A lot of times they come to the DFCS office. With that number of children it can take some time especially when they are looking for emergency placement and how great that would be. They would have to sit at the DFCS with people coming in and out. They can also utilize it for bio parents for supervision. It would always be supervised. With the boy scouts it would be used on certain nights. Council Member Queen said it would always be the same night each week.

Council Member Joe Turner said when you talk to the fire marshal don't forget to ask about the occupancy. The numbers given it could be 40 to 45 people at one time. Mr. Stephens said, formerly the numbers were rated much smaller than that. When they talk to the girl scouts their number was higher than the rating at that time. The marshal said he felt like it could be upgraded. Ms. Lewis said that number is the high end.

Council Member David Duncan asked if they would have an electronic lock on the door for people to buzz to get in so they will not just walk in. Ms. Bowser said, the other places they have used it is just a lock and key. If it goes forward it would be only the 4 of them that would have access to a key. Council Member Duncan said so are you not going to have the visitations there. Ms. Lewis said it is on their list. Mayor Pro Tem Guyton said, they won't have it at the very start but something to build up to.

Council Member Duncan said if you are going to have parents there, you may need an electronic lock on the door.

Mayor Pro Tem said he didn't think it would be a problem to go ahead and talk with the fire marshal to see what it will entail to get a certificate of occupancy no matter how we use the building. The only thing they need to do is check between now and the next council meeting the city's policy for use of only 501c(3) organizations. The policy is, they do not donate at no cost unless it is a 501c(3) organization. Ms. Bowser said, it is a possibility they can partner with CASA in Bartow County and they will check on that as well. Mayor Pro Tem said, they will check on the city's end and for them to do some checking and see if they can get an estimated time. He knows it takes time to get it done. It is not a quick process. Ms. Lewis said they would check with Flowering Branch because they partner with them and see if they can go under them. Council Member Joe Turner said he personally would love to help them if the city can.

New Business

Cemetery Proposal – James Stephens, City Manager

City Manager, James Stephens said, that council had before them a 2 page proposal put together by Carl Etheridge. He is a friend of the city and has performed some work for the city in the past. The proposal is related to the Presbyterian cemetery only. They have the records from the congregation they inherited when they accepted the building. There are 2 different sections of the cemetery. One older and one newer. They recently had a family approach them that have a family member aging. They are out of town and they came to make sure their name was in the record. Looking at the area they thought had been designated to them, it was cloudy to whether there was already a body buried there. This would protect when trying to plant number 2 when we didn't realize 1 was already planted there. The figure on the back page is the most he will bill. If he works less than 10 hours, he will bill \$350.00 an hour but at most it will be \$3,500.00. Mr. Stephens said he does have most of it the budget, but with it being over \$2,500.00 he needed to bring it back to them. It would help him and Charles Reese sleep better at night if they can get their approval at the May meeting.

Mayor Pro Tem Guyton said, when they were gifted the property from the Presbyterian Church because their trust was declining in value, the city was willing to help with the upkeep. One of the things they asked of them, folks who were members of the church still be allowed to be buried there and they agreed to that. Because of that, to him he doesn't see why it should be the responsibility of the citizens of Euharlee. It should be the responsibility of the trust of the Presbyterian Church. Mr. Stephens said it can come from the trust funds. Mayor Pro Tem said, originally it was \$90,000.00 and he thinks that is where it would come from. It is his opinion and he is not sure how anybody else feels about that. That is what is there for. He has no problem the doing the job, but he thinks that is where the money should come from. Council Member Tracy Queen said it sounds appropriate. Council Member Joe Turner said if they still have the actual agreement they can review the wording. Mr. Stephens believed it will fit the criteria but he will make sure Attorney Boyd Pettit agrees with them. Council Member Turner agreed with Mayor Pro Tem Guyton. It was for the upkeep and the maintenance. They also made a reference to future burials in the cemetery. Council Member Tracy Queen asked is there a count of people so that it doesn't become 200 to 300 people. Mayor Pro Tem Guyton said it is not and Mr. Stephens agreed with him. Mayor Pro Tem Guyton said it is not as much as you think and they are responsible for the burial fee when it happens. He stated, as long as Attorney Pettit agreed. Mr. Stephens said if he has another opinion he will get with council before the next meeting.

Financial Update - James Stephens, City Manager

City Manager, James Stephens said the council had a 1 page summary before them which is a year to date through March 31, 2018 for the general fund. The top section is the detailed revenue accounts. As they know he projected a fairly aggressive revenue number for the 2018 budget. From a revenue

standpoint, year to date through March, including the appropriated fund balance which is \$6,798.00 they are \$28,000.00 short of the budgeted revenue through March. However, with the \$6,798.00 it is actually equivalent to \$22,000.00. He stressed, the line item of franchise tax electric shows an unfavorable variance of \$10,294.00. It is locked in. We receive one payment a year and it came in at \$114,705.00. There is one negative variance in revenue that is not going to improve. The local option sales tax has an unfavorable variance of \$1,864.00. However, the month of February is always low. Although it is unfavorable at this time, it gives him comfort that it is not \$10,000.00 unfavorable because they have 8% growth built in. Based on the revenue, it has to continue to be monitored closely, but with the exception of that one item, there are no others he is uncomfortable with that is not going to meet the anticipated budget. He would anticipate the insurance premium possibly to exceed by that amount. As we stand, there is \$10,000.00 negative variance that will have to be made up with other revenue and cuts. From an expenditure standpoint, you have the departmental totals at the bottom. Citywide they actually spent \$4,461.00 less than what was budgeted. It may not seem substantial but it is because there is not any fat in the budget. If they were to the penny on expenditures, he would be jumping for joy. They have actually spent \$4,400.00 less. It is a tight budget but so far so good.

Mayor Pro Tem Guyton stated the LOST totals are generally lower at the first quarter than the other 3 quarters. He thinks that will make up with itself in a big way in 2018. Mr. Stephens said, Peter Olson sent a recap from March on the SPLOST numbers, which of course with items taken off the top of it. He said, it is actually optimistic but he is comforted by the \$1,800.00 deficit.

Mayor Pro Tem Guyton said thank you to Mr. Stephens for all the efforts on that and for all the department head efforts as well.

With no further discussion the meeting was adjourned.