

## TOWN COUNCIL MINUTES

The regular monthly meeting of the Town Council of Mitchell, Georgia, was called to order by Mayor Scott Lamb, on Monday, December 11, 2017, at 7:00 p.m. in the City Hall.

Those present included:

Mayor Scott Lamb

Council Members:

Lewis Berry

Jacky Haywood

Alan Landrum

Clerk Gail Berry

Clerk Sara Simmons

Special Guest Jim Lake

The invocation was rendered by Lewis Berry. Following the reading of the minutes of the last regularly scheduled meeting, motion made by Alan Landrum, second by Lewis Berry, to approve the minutes of the November 13, 2017, regular monthly meeting. Motion carried.

### **FIRE DEPARTMENT**

Mayor Lamb reported the Fire Department enjoyed a low country boil Christmas supper at the fire station, instead of going to a restaurant. Alan Landrum stated that Fire Chief Tim Landrum will turn in receipts for the expenses incurred to prepare for the meal.

### **WATER DEPARTMENT**

### **PARK**

#### Benches

Mayor Lamb reported that eight park benches were delivered and currently placed in the fire station, awaiting placement. The benches are to remain in the fire station until the council researches and decides on a secure location for each bench, preventing thievery.

#### Depot

Glascock County resident Jim Lake introduced himself to the council. Describing himself as a lover of history, Mr. Lake expressed his desire to volunteer to open Mitchell's Depot to the public. Mr. Lake will initiate a schedule of open days, to be posted on the town's website. Mr. Lake understood this position is volunteer only; he will not receive monetary compensation for his time. Lewis Berry motioned to approve Jim Lake as a volunteer tour guide and caretaker for Mitchell's Depot, Jacky Haywood second. Motion carried.

### **OFFICE**

#### Travel Expense Policy

Clerk Simmons and Clerk Berry presented a Travel Expense Policy for city council members and Clerk Simmons. The policy sets a monetary limit on daily food purchases and provides a form that enables the traveler to provide the clerk receipts. Jacky Haywood motioned to approve the Travel Expense Policy, Lewis Berry second. Motion carried.

#### 2017 Budget Amendment/2018 Budget:

Alan Landrum made the motion to approve the 2017 Budget Amendment/2018 Budget. Lewis Berry second. Motion carried.

#### LMIG 2018:

Alan Landrum made the motion to approve the use of 2018 LMIG funds for the replacement of the Town of Mitchell's four welcome signs. Jacky Haywood second. Motion carried.

Executive Session:

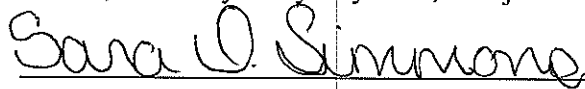
Mayor Lamb called for a motion to enter into Executive Session to discuss personnel. Motion made by Jacky Haywood, second by Lewis Berry, to enter into Executive Session to discuss personnel. Motion carried.

Motion made by Lewis Berry, second by Jacky Haywood, to come out the Executive Session and to adopt the Executive Session Resolution of the Town of Mitchell Council. Motion carried.

Following a satisfactory 90-day evaluation, motion made by Jacky Haywood to initiate a pay raise of one dollar per hour to clerk Sara Simmons, effective immediately. Lewis Berry second. Motion carried.

**ADJOURNMENT**

There being no further business, motion made by Alan Landrum, second by Jacky Haywood, to adjourn. Motion carried, and meeting adjourned at 7:45 p.m.



Sara Simmons, Clerk