

**City of Locust Grove  
Council Meeting Minutes  
Public Safety Building – Courtroom Chamber  
3640 Highway 42 S. – Locust Grove, GA 30248  
Monday, December 5, 2022  
6:00 PM**

<b>Members Present:</b>	<b>Staff Present:</b>
Robert Price – Mayor	Tim Young – City Manager
Carlos Greer – Councilman	Bert Foster – Assistant City Manager
Willie Taylor – Councilman	Misty Spurling – City Clerk
Keith Boone – Councilman	Jennifer Adkins – Assistant City Clerk
Vincent Williams – Councilman	Daunté’ Gibbs – Community Development Director
Rod Shearouse – Councilman	Jack Rose – Public Works Director
Rudy Breedlove – Councilman	Derrick Austin - Police Chief
	Andy Welch – City Attorney/SWWW
	<b>Staff not present:</b>
	Colleen Watts – Main Street Director

Mayor Price called the meeting to order at 6:00 PM

Invocation given by City Manager Tim Young

Councilman Breedlove led the Pledge of Allegiance.

**APPROVAL OF AGENDA** –

Mayor Price asked for a motion. Councilman Greer made the motion to approve the December 5, 2022, meeting agenda.

RESULT	APPROVED AGENDA
MADE MOTION	COUNCILMAN GREER
2 <sup>ND</sup> MOTION	COUNCILMAN WILLIAMS
VOTE	MOTION CARRIED - ALL IN FAVOR

**PUBLIC COMMENTS** –

- **FY 2021 Financial Audit presentation – Rushton and Associates**

Mr. Chris Hollifield from Rushton and Associates stepped forward to present the findings of the FY 2021 audit. Mr. Hollifield said thank you to Tim and Misty and all the staff for their help. This has been a very thorough audit and Mr. Hollifield reviewed the slides on the overhead screen. Mr. Hollifield said the city is in a very good financial position with 7.7 months [reserve] fund balance and no instances of the city being non-compliant.

Mr. Hollifield said there will be one change that will affect the 2022 audit year related to GASB 34 (Government Accounting Standards Board). This will specifically change the way the operating-type leases that we have are completed and reported.

Councilman Greer asked about the comment “segregating duties” in the audit opinion letter. Mr. Hollifield said this is specifically for separating duties, for instance (processing of vendor payments). An audit is a lot of work aside from the normal day-to-day finance or responsibilities;

therefore, at year end we are suggesting hiring someone from outside to help with the audit and closing out year end.

Councilman Williams asked about the payroll comments [time sheet approvals]. Mr. Hollifield said he and his team look for evidence of approval for individual timesheets that the supervisor or department head approved time for that period. Also, for pay increases, and who has control over those increases.

Councilman Breedlove asked for clarity on weaknesses and deficiencies and Mr. Hollifield said with the different levels [material weaknesses is more severe than significant deficiencies].

Councilman Williams asked about the new employee [Account Specialist] responsibilities. Mr. Young said she was hired in July as part of the auditor’s recommendation to separate duties related to accounts payable and receivable. She works alongside the accounts payable clerk and managing fixed assets, purchase orders, new vendor set-up and other tasks that the City Clerk was overseeing. Mr. Young said with the city growing we will need additional staff in the next two years.

Councilman Greer asked if Incode software captures rate increases, and Mr. Young said yes, it is documented in the system; however, there is no paperwork trail as suggested by the Auditor.

Councilman Boone asked for clarity of the software issues. Mr. Young said there are previous year trial balance issues that Misty is working on correcting with suggestions from Incode support. Also, credit card reconciliation has always been hard to decipher what has cleared; however, with upgrades to Tyler Payments, hoping this resolves those issues.

Councilman Shearouse asked if we have procedures (operation manual) that we are not following? Mr. Hollifield said there is no procedure manual.

Councilman Greer said staff should make a list and notify council of needs so that we can get city in compliance. Mr. Young said there is a list, and we will provide it for you. Our workload has grown; however, the staff has not.

**PUBLIC HEARING ITEMS – NONE**

**APPROVAL OF THE MINUTES –**

**1. NOVEMBER 7, 2022 - REGULAR MEETING MINUTES –**

Mayor Price asked for a motion. Councilman Williams made the motion to approve the November 7, 2022, regular meeting minutes.

RESULT	APPROVED NOVEMBER 7, 2022, REGULAR MEETING MINUTES
MADE MOTION	COUNCILMAN WILLIAMS
2 <sup>ND</sup> MOTION	COUNCILMAN GREER
FAVOR	MOTION CARRIED – ALL IN FAVOR

**2. NOVEMBER 7, 2022 – EXECUTIVE SESSION MEETING MINUTES –**

Mayor Price asked for a motion. Councilman Shearouse made the motion to approve the November 7, 2022, executive session meeting minutes.

RESULT	APPROVED NOVEMBER 7, 2022, EXECUTIVE SESSION MEETING MINUTES
MADE MOTION	COUNCILMAN SHEAROUSE
2 <sup>ND</sup> MOTION	COUNCILMAN BREEDLOVE
FAVOR	MOTION CARRIED – ALL IN FAVOR

**3. NOVEMBER 21, 2022- WORKSHOP MEETING MINUTES –**

Mayor Price asked for a motion. Councilman Taylor made the motion to approve the November 21, 2022, workshop meeting minutes.

RESULT	APPROVED NOVEMBER 21, 2022, WORKSHOP MEETING MINUTES
MADE MOTION	COUNCILMAN TAYLOR
2 <sup>ND</sup> MOTION	COUNCILMAN BOONE
FAVOR	MOTION CARRIED – ALL IN FAVOR

**ACCEPTANCE OF THE FINANCIAL STATEMENT –**

**4. OCTOBER FINANCIAL STATEMENT –**

Mayor Price asked for a motion. Councilman Greer made the motion to approve the October 2022, financial statement.

RESULT	APPROVED OCTOBER 2022, FINANCIAL STATEMENT
MADE MOTION	COUNCILMAN GREER
2 <sup>ND</sup> MOTION	COUNCILMAN WILLIAMS
FAVOR	MOTION CARRIED – ALL IN FAVOR

**UNFINISHED BUSINESS/ACTION ITEMS –**

**5. Ordinance to regulate short-term rental properties within the City of Locust Grove**

Mr. Young said the staff has outlined changes that were mentioned at the last meeting.

Mayor Price asked for a motion. Councilman Greer made the motion to approve the request by approving ordinance **#22-12-073.**

RESULT	APPROVED ORDINANCE #22-12-073
MADE MOTION	COUNCILMAN GREER
2 <sup>ND</sup> MOTION	COUNCILMAN WILLIAMS
FAVOR	MOTION CARRIED – ALL IN FAVOR

**6. Ordinance to approve a stream buffer variance to allow grading and paving into the required 75 ft. impervious buffer for a 903,200 +/- sq. ft. warehousing development –**

Mayor Price asked for a motion. Councilman Williams made the motion to approve the request by approving ordinance **#22-12-074.**

RESULT	APPROVED ORDINANCE #22-12-074
MADE MOTION	COUNCILMAN WILLIAMS
2 <sup>ND</sup> MOTION	COUNCILMAN SHEAROUSE
FAVOR	MOTION CARRIED – FIVE IN FAVOR (WILLIAMS, SHEAROUSE, BOONE, TAYLOR, AND BREEDLOVE) AND ONE OPPOSED (GREER)

**7. Ordinance to adopt the FY 2023 Operating and Capital Improvements Budget –**

Mr. Young said we made changes to account for the LOST revenue reduction in light of the agreed LOST division amongst the various cities.

Mayor Price asked for a motion. Councilman Williams made the motion to approve the request by approving ordinance #22-12-075

RESULT	APPROVED ORDINANCE #22-12-075
MADE MOTION	COUNCILMAN WILLIAMS
2 <sup>ND</sup> MOTION	COUNCILMAN SHEAROUSE
FAVOR	MOTION CARRIED – ALL IN FAVOR

**8. Resolution to authorize the installation of traffic calming devices on Jackson Street –**

Mayor Price asked for a motion. Councilman Shearouse made the motion to approve the request for option number (2) two by approving resolution #22-12-076.

RESULT	APPROVED RESOLUTION #22-12-076 OPTION #2.
MADE MOTION	COUNCILMAN SHEAROUSE
2 <sup>ND</sup> MOTION	COUNCILMAN GREER
FAVOR	MOTION CARRIED – ALL IN FAVOR

Councilman Boone asked if the option number two is rubber and Mr. Foster said yes, and the sections can be replaced as needed (without having to replace the entire piece).

Councilman Greer asked how many devices this is proposed for. Mr. Foster said Councilman Boone is requesting five devices between Grove Road and Highway 42. Mr. Foster said he recommends staff and Chief Austin study the area to determine the accurate number needed.

Chief Austin stepped forward to comment. Chief Austin said the devices will be 1,000 ft. apart to help with acceleration between. Discussion took place about the durability of asphalt versus rubber. Councilman Boone asked what speed these devices are expected to slow a driver to. Mr. Rose said 15-20 mph depending on the speed at the time of approaching the bump.

Attorney Andy Welch said tonight we are only deciding what option [device]; not determining the location at this time. Councilman Greer said the type of device would determine how many are needed and discussion took place.

Councilman Boone asked what the price options are. Mr. Foster said \$429.00 each and an additional \$50.00 each for endcaps.

Councilman Breedlove asked why staff is recommending option (2) two? Mr. Foster said because the modulars can be replaced easily with this option. Discussion took place about the vehicle speed (at time of approach). Nothing further.

Attorney Andy Welch said staff will bring back recommendation of device locations for council to approve at another meeting.

**9. Ordinance to prescribe the scheduling of regular meetings of the Mayor and Council for Calendar year 2023 –**

Mayor Price asked for a motion. Councilman Greer made the motion to approve the request by approving ordinance #22-12-077

RESULT	APPROVED ORDINANCE #22-12-077
MADE MOTION	COUNCILMAN GREER
2 <sup>ND</sup> MOTION	COUNCILMAN WILLIAMS
FAVOR	MOTION CARRIED – ALL IN FAVOR

**NEW BUSINESS/ACTION/DISCUSSION ITEMS –**

**10. Joint resolution on the LOST distribution certificate for the 2023-2032 distribution period –**

Mr. Young said we met with designated representatives from (sister) cities, and the agreement reached is 5.5% (Locust Grove and Hampton) and 11.5% (McDonough and Stockbridge). Attorney Andy Welch said if our (sister) cities were greedy they could have asked for 13% and we would have only received 4%. The cities each showed unity and collaboration with reaching an agreement.

Mayor Price asked for a motion. Councilman Breedlove made the motion to approve the request by approving resolution #22-12-078

RESULT	APPROVED RESOLUTION #22-12-078
MADE MOTION	COUNCILMAN BREEDLOVE
2 <sup>ND</sup> MOTION	COUNCILMAN SHEAROUSE
FAVOR	MOTION CARRIED – ALL IN FAVOR

**CITY MANAGER’S COMMENTS –**

Mr. Young said we will be closed on December 23, 2022, and December 26, 2022, for Christmas and closed on December 30, 2022, for New Year’s. Mr. Young said the information for CID and bonding [infrastructure] will be coming by the end of year or sometime in January. Thank you to all staff who volunteered at Christmas in the Grove. Nothing further.

Councilman Breedlove asked the status of the City Hall (digital sign). Mr. Young said we are waiting for the contractor to come back for a wiring issue.

**COUNCIL COMMENTS – NONE**

**MAYOR’S COMMENTS – NONE**

**EXECUTIVE SESSION – NONE**

**ADJOURNMENT** –

Mayor Price asked for a motion to adjourn. Councilman Greer made the motion to adjourn.

RESULT	APPROVED – ADJOURN MEETING
MADE MOTION	COUNCILMAN GREER
2 <sup>ND</sup> MOTION	COUNCILMAN SHEAROUSE
FAVOR	MOTION CARRIED MEETING ADJOURNED @ 7:20 PM.

Notes taken by:

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Misty Spurling, City Clerk