

Town of Perdido Beach
Combined Workshop and Council Meeting Minutes
Town Hall – 9212 County Road 97
December 14, 2017 – 6:00 pm

The Town Council of the Town of Perdido Beach met in a Council work session followed by its regular Council meeting on December 14, 2017 at Town Hall with Mayor Kae Hamilton presiding. Mayor Hamilton called the Work Session to order at 6:00 pm.

Members Present: Council Members: Mayor Kae Hamilton, Councilman Steve Love, Councilman Thomas Bloxham, and Councilman Oliver Guilford.

Members Absent: Councilman Stewart and Councilman Kiefer

Others Present: Marcus McDowell-Town Attorney, Lynn Thompson- Town Clerk and Members of the Town.

Invocation: Councilman Guilford

Pledge of Allegiance: All

Public Comments: None

THE COUNCIL DISCUSSED GENERAL BUSINESS THAT INCLUDED:

Minutes: November 9, 2017 Workshop and November 18, 2017 Council Meeting.

Financial Report: November Financial Report

Guest Speaker(s): None

Presentations: None

Ordinance: None

Resolution(s):

Motions/Request from Council: None

Committee Reports/Recommendations:

(Reports are given in Workshop – any recommendations for the Town Council will be added to the Council Meeting Agenda for consideration by the Council and discussed at that time)

- Ad Hoc – Bicentennial Celebration
Councilman Andrew Stewart-Chair
- Beautification: Mayor Kae Hamilton-Chair

No Report
No Report

- Budget and Finance: Councilman Steve Love-Chair
Councilman Love presented the Financial Report. (Written Report Attached)
- Buildings and Grounds: Councilman Tom Bloxham-Chair
No Report
- Communication: Mr. Steve Foster-Chair
(Written Report Attached)
- Public Safety: Councilman Gary Kiefer-Chair
No Report
- Public Works: Councilman Oliver Guilford-Chair
No Report

Council/Legal/Staff Comments:

There were no comments from Council Members, the Town's Legal Counsel or Staff.

Public Comments:

(There were no comments or requests for discussion and/or consideration on the next Council Meeting Agenda)

Other Business:

Council discussed the 2017-2018 Holiday Schedule

Adjourn:

Being no further business there was a motion by Councilman Love, second by Councilman Guilford to adjourn. The meeting ended at 6:07 pm.

ATTEST:


Kae Hamilton, Mayor


Lynn Thompson, Town Clerk

REGULAR COUNCIL MEETING IMMEDIATELY FOLLOWED:

Mayor Hamilton called the Regular Council Meeting to order at 6:08 pm.

Roll was called:

Members Present: Council Members: Mayor Kae Hamilton, Councilman Steve Love, Councilman Thomas Bloxham, and Councilman Oliver Guilford.

Members Absent: Councilman Stewart and Councilman Kiefer

Others Present: Marcus McDowell-Town Attorney, Lynn Thompson Town Clerk and Members of the Town.

ITEM: **Minutes:** November 9, 2017 Workshop and November 18, 2017 Council Meeting.

Motion by Councilman Love, second by Councilman Guilford to approve the November 9, 2017 Workshop and November 18, 2017 Council Meeting Minutes.

One typo was corrected.

All in favor, motion carried unanimously to approve the minutes.

ITEM: November Financial Report

Motion by Councilman Guilford, second by Councilman Bloxham to approve the November Financial Report.

No Discussion:

All in favor, motion carried unanimously to approve the financial report.

Guest Speaker(s): None

Presentations: None

Ordinance: None

Resolution(s): None

There were no Motions/Requests from the Council.

There were no Committee Recommendations to the Town Council

There were no Council/Legal or Staff comments.

There were no comments from the Public for Discussion or Consideration on the next council Meeting Agenda.

ITEM: Other Business: 2017-2018 Holiday Schedule.

Motion by Councilman Guilford, second by Councilman Love to approve the 2017-2018 Holiday Schedule.

No Discussion:

All in favor the motion carried unanimously.

Adjourn: Being no further business, there was a motion by Councilman Guilford, second by Councilman Love to adjourn. The meeting ended at 6:13

ATTEST:


Kae Hamilton, Mayor


Lynn Thompson, Town Clerk

2018 Holiday Schedule

Christmas Holidays	Dec 25-26, 2017
New Year's Holiday	Jan 01, 2018
MLK's Birthday	Jan 15, 2018
Mardi Gras Day	Feb 13, 2018
President's Day	Feb 19, 2018
Good Friday	March 30, 2018
National Memorial Day	May 28, 2018
Independence Day	July 04, 2018
Labor Day	Sept 03, 2018
Columbus Day	Oct. 08, 2018
Veteran's Day	Nov 12, 2018
Thanksgiving	Nov 22-23, 2018

From: WebMaster TOPB [webmaster@townofperdidobeach.org]
Sent: Wednesday, December 13, 2017 11:16 AM
To: clerk@townofperdidobeach.org
Cc: Mayor Hamilton
Subject: Communications Committee Report for 12/14/17

Subject: Communications Committee Report for Council Workshop Meeting on 09/14/17

Communications Committee Update:

The Communications Committee Met on 10/25/17

Our Next Meeting: Jan 24th 2018

During our Oct 25th meeting, the communications committee started the process of brainstorming for new ideas on communications with town residents. This process will continue with our Jan 24th meeting.

The Communications team provided the town clerk formatted ENews for sending out on 11/06/17.

The following topics and information were included in the ENews:

Tree Trimming Activities Information

Scheduled Meetings

Budget and Finance: Tuesday 11/07/17 4:30 pm
Council Workshop: Thursday 11/09/17 6:30 pm

A link to the Town Web Calendar was also included in the ENews.

Also included was a request to encourage your friends and neighbors to sign up for ENews.

Any ideas that the Town Council may have for improving communications with town residents would be appreciated.

Thank You !

Your Communications Committee: T. Bloxham, S. Foster, K. Gross, K. Hamilton
Steve Foster, Chair

Budget and Finance Meeting Report
Town Council Meeting
December 14, 2017

- The Committee is continuing to review the various financial reports to ensure expenditures are in line with the budget. Income and expenses seem to be in line for the month of November.

- The General Fund had roughly \$118,000 in it as of 12/12/2017. This number is like your checking account and varies daily. The income for the first 2 months of this fiscal year is around \$17,000 with expenses excluding paving about \$19,000. This is close enough to be acceptable due to the way income is received. Most paving expenses have been paid with a final total being available next month.

- The special BP account has \$118,465.94 left in it which represents the money remaining to be spent on the State Street project. The special BP checking account has \$229106.64 remaining in it. Once the storage building project is paid, between 5 and 6 thousand dollars will be left in it.

- The committee is reviewing the Clerks Salary and Workers Comp insurance for this fiscal year and will make a recommendation in the form of a resolution at the January workshop regarding salary. The committee will also present a resolution requesting the council to approve a town credit card for incidental expenses.

Respectfully Submitted,

Steve Love

CHECKING ACCOUNT ENDING BALANCES AS OF NOVEMBER 30, 2017

General Operating Fund Account	\$195,771.76	
4 & 5 Cent Gas Tax Account	\$213.58	
7 Cent Gas Tax Account	\$230.79	
Capital Improvement Fund Account	\$103.46	
Special Account Money Market	\$118,465.94	Committed to boat launch project
Special Account	\$229,106.64	Committed to remodeling storage building

Town of Perdido Beach

Balance Sheet Detail

As of November 30, 2017

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
ASSETS									
Current Assets									
Checking/Savings									
1000 - Capital Improvement Fund									
Total 1000 - Capital Improvement Fund									
1200 - General Fund - Centennial									
Check	11/01/2017	2836	1 Man & A Tractor	October Lawn...		X	5340 - BUILDI...	-135.00	248,926.09
Paycheck	11/03/2017	2837	Lynn Thompson			X	-SPLIT-	-456.49	248,791.09
Check	11/03/2017	2838	Office Depot	#9712910430...		X	5020 - Offices ...	-82.69	248,334.60
Check	11/03/2017	2839	Rivera Utilities	Storage Bldg		X	5045 - Electric ...	-22.05	248,251.91
Check	11/03/2017	2840	Rivera Utilities	Town Hall		X	5045 - Electric ...	-144.07	248,229.86
Check	11/03/2017	2841	Enveloc, Inc.	October Back...		X	5040 - Comput...	-20.00	248,085.79
Check	11/03/2017	2842	Centurylink			X	5060 - Telepho...	-263.50	248,065.79
Check	11/03/2017	2843	Sondra Wilkinson	Reimburse for...		X	5320 - BEAUTI...	-32.34	247,802.29
Deposit	11/06/2017			Deposit		X	-SPLIT-	46.63	247,769.95
Check	11/08/2017	draft	Intuit-Quickbooks	Quickbooks u...		X	5040 - Comput...	-465.00	247,816.58
Check	11/09/2017	2844	Bill Patterson Constr...	Resurfacing ...		X	5360 - PUBLIC...	-125,862.50	247,351.58
Check	11/09/2017	2845	Marcus McDowell-T...	November Re...		X	5005 - Attorne...	-1,000.00	121,489.08
Check	11/09/2017	2846	Borden Engineering ...	Richard Bord...		X	5360 - PUBLIC...	-1,530.00	120,489.08
Deposit	11/09/2017			Deposit		X	4550 - Busines...	37.00	118,959.08
Paycheck	11/10/2017	2847	Lynn Thompson			X	-SPLIT-	-456.49	118,996.08
Check	11/13/2017			Deposit		X	4523 - Simples...	262.94	118,539.59
Check	11/16/2017	2848	Baldwin County Soli...			X	5046 - Trash ...	-174.00	118,802.53
Check	11/16/2017	2849	Precision Commerci...	WO # 2017-12		X	5360 - PUBLIC...	-650.00	118,628.53
Check	11/16/2017	2850	Precision Commerci...	WO # 2017-11		X	5360 - PUBLIC...	-125.00	117,978.53
Deposit	11/16/2017			Deposit		X	4750 - Ad valor...	3,953.63	117,853.53
Deposit	11/16/2017			Deposit		X	4900 - FRANC...	853.31	121,807.16
Paycheck	11/17/2017	2851	Lynn Thompson			X	-SPLIT-	-456.49	122,660.47
Deposit	11/17/2017			Deposit		X	-SPLIT-	74.00	122,203.98
Check	11/17/2017			Deposit		X	4510 - Vehicle ...	1,037.80	123,277.98
Check	11/21/2017	2852	AMERICAS	Rental on Ga...		X	5050 - Gas Ex...	-82.00	123,315.78
Check	11/21/2017	2853	Judge of Probate	Notary Comm...		X	5085 - Training...	-25.00	123,233.78
Check	11/21/2017	2854	1 Man & A Tractor	install signage		X	5360 - PUBLIC...	-110.00	123,208.78
Check	11/21/2017	2855	O'Neal Agency	Liability Insur...		X	5070 - Insurance	-4,421.00	123,098.78
Check	11/21/2017	2856	SARPC	2018 annual d...		X	5085 - Training...	-643.00	118,677.78
Check	11/21/2017	2857	Baldwin County Rev...	Property tax o...		X	5011 - Interest/...	-2,837.76	118,034.78
Deposit	11/22/2017			Deposit		X	4520 - ALDOR...	59.26	115,197.02
Paycheck	11/24/2017	2858	Lynn Thompson			X	-SPLIT-	-456.49	115,256.28
Deposit	11/27/2017			Deposit		X	4520 - ALDOR...	598.09	114,799.79
Deposit	11/28/2017			Deposit		X	4510 - Vehicle ...	2,894.82	115,397.88
Deposit	11/30/2017			Deposit		X	-SPLIT-	111.00	118,292.70
Deposit	11/30/2017			Interest		X	4200 - Interest ...	21.26	118,403.70
Total 1200 - General Fund - Centennial								-130,501.13	118,424.96
Total Checking/Savings								-130,501.13	118,424.96
Accounts Receivable								0.00	0.00

2:00 PM

12/08/17

**Special Revenue
Reconciliation Detail**
1200 - 4 & 5 Cent Gas Tax, Period Ending 11/30/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						90.85
Cleared Transactions						
Deposits and Credits - 3 items						
Deposit	11/06/2017			X	10.00	10.00
Deposit	11/17/2017			X	112.72	122.72
Deposit	11/30/2017			X	0.01	122.73
Total Deposits and Credits					122.73	122.73
Total Cleared Transactions					122.73	122.73
Cleared Balance					122.73	213.58
Register Balance as of 11/30/2017					122.73	213.58
Ending Balance					122.73	213.58

2:02 PM

12/08/17

**Special Revenue
Reconciliation Detail**
1300 - 7 Cent Gas Tax, Period Ending 11/30/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						90.92
Cleared Transactions						
Deposits and Credits - 3 items						
Deposit	11/06/2017			X	10.00	10.00
Deposit	11/17/2017			X	129.85	139.85
Deposit	11/30/2017			X	0.02	139.87
Total Deposits and Credits					139.87	139.87
Total Cleared Transactions					139.87	139.87
Cleared Balance					139.87	230.79
Register Balance as of 11/30/2017					139.87	230.79
Ending Balance					139.87	230.79

2:04 PM

12/08/17

Town of Perdido Beach-Capital Improvement Fund
Reconciliation Detail
Capital Improvement -Centennial, Period Ending 11/30/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						93.45
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	11/06/2017			X	10.00	10.00
Deposit	11/30/2017			X	0.01	10.01
Total Deposits and Credits					10.01	10.01
Total Cleared Transactions					10.01	10.01
Cleared Balance					10.01	103.46
Register Balance as of 11/30/2017					10.01	103.46
Ending Balance					10.01	103.46

2:07 PM

12/08/17

Town of Perdido Beach Oil Acct
Reconciliation Detail
Centennial Bank-SPECIAL ACCOUNT, Period Ending 11/30/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						242,942.20
Cleared Transactions						
Checks and Payments - 1 item						
Check	10/27/2017	1142	Adam Stewart Archit...	X	-13,864.09	-13,864.09
Total Checks and Payments					-13,864.09	-13,864.09
Deposits and Credits - 1 item						
Deposit	11/30/2017			X	28.53	28.53
Total Deposits and Credits					28.53	28.53
Total Cleared Transactions					-13,835.56	-13,835.56
Cleared Balance					-13,835.56	229,106.64
Register Balance as of 11/30/2017					-13,835.56	229,106.64
Ending Balance					-13,835.56	229,106.64

2:08 PM

12/08/17

Town of Perdido Beach Money Market
Reconciliation Detail
 Centennial Bank, Period Ending 11/30/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						118,451.34
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	11/30/2017			X	14.60	14.60
Total Deposits and Credits					14.60	14.60
Total Cleared Transactions					14.60	14.60
Cleared Balance					14.60	118,465.94
Register Balance as of 11/30/2017					14.60	118,465.94
Ending Balance					14.60	118,465.94