**Lee Town Council**

**Regular Meeting Minutes**

**August 4, 2020**

Mayor: James E. Bell

Council President: Dianne Beck

Council: Ronnie Bass, Joyce Bethea, Edwin McMullen

Town Manager/Clerk: John Anderson

Attorney: Ernest Page

County Commissioner: Rick Davis

Absent: Erika Robinson

Mayor Bell called the meeting to order.

**Amend or Update Agenda**

Council reviewed the agenda.

**Mayor asked for a vote:**

**Action Item**:

A motion to amend the agenda to strike “review inventory” under new business was made by Councilman Bass. Councilwoman Bethea seconded the motion and the motion was approved unanimously.

The Minutes for the July 7, 2020 Regular Council Meeting were reviewed by the Council.

**Mayor asked for a vote:**

**Action Item**:

A motion to accept the minutes as printed for the July 7, 2020, Regular Council Meeting was made by Council President Beck. Councilman McMullen seconded the motion and the motion was approved unanimously.

**Public Comments: None**

**Old Business: None**

**New Business:**

1. Tom Conley with Florida League of Cities was present to discuss the Town’s property insurance. Council members discussed some revisions to the Town’s policy including the exclusion of the Park Pavilions and restrooms from the coverage. Also discussed was lowering of the coverage amount to $525,000 for the Business Complex.

2. A list of past due accounts for audit and billing were handed out to Council for their review. After some discussion a request for a breakdown of the past due accounts to include late charge fees was made by Council President Beck. Councilman Bass suggested we provide a past due list on a monthly basis for Council to review. We will provide an updated list with the requested information at the September 1, 2020, Regular Council Meeting.

3. Discussion was made on filling the Town Manager position. Deputy Clerk Sona Hayslett had submitted an application for the position. The Deputy Clerk position will be advertised as soon as possible.

**Mayor asked for a vote:**

**Action Item**:

A motion to promote Sona to the Town Manager with a six-month probation period was made by Councilman Bass. Councilman McMullen seconded the motion and the motion was approved by a 3-1 vote with Council President Beck casting the opposing vote.

There was also discussion on adding an additional office worker and a shift of responsibilities and cross-training of the office personnel.

**Fire Department:**

Leroy Rutherford was present to speak to Council. There were no call outs in July for the Lee Volunteer Fire Dept. The Fire Department is still in need of volunteers to assist.

 Madison County Fire Chief Allen Clayton is working on a plan to enhance the emergency service county wide.

 **Town Manager notes:**

1. The Town has advertised with the newspaper and Career Source for the Public Works Technician position.

2. We do not have a current update on the Cell Tower as of this meeting.

3. We have received several quotes on the Water Tower inspection and cleaning. We should be able to reach a decision soon to get this completed.

4. We have checked with the County and they will not continue to do the zoning for the Town. They will continue to handle the Town’s building permits and inspections.

5. The lake was looking bad over the weekend. We contacted Estate Management and they came out to treat it and put blue dye in. It has cleared up and is looking a lot better.

6. Dennis will be installing the new aerator system we received for Lake Brittany.

7. We have three new accounts, Coolidge, Edge of Town, and Southern Rust Woodwork.

8 We will proceed with sealing and restriping of the asphalt parking lot. We have received two bids under four-thousand dollars.

9. We are working with the selection of 7.0 mils for Ad valorem taxes.

10. A date of Monday, August 24, 2020, at 6:30 P.M., was agreed on to hold the First Budget workshop. The 1st Public Budget Meeting will be held on Tuesday, September 8, 2020 at 7:00 P.M.

11. We have not applied penalties on the utility bills since March. The Town Council decided by a majority consensus to continue with no penalties for August due to the Covid situation.

12. A reminder that Financial Disclosures were due on July 1, 2020. If you have not already completed this please do so. If you need any assistance with getting this submitted please let us know.

Bills:

 Utility: **#2924-2942; ACH #460-465**

 Utility Deposit Account: **No Activity**

 Debt Service Account: **EFT-09 DEP SRF**

General: **#8900-8912; ACH #1151-1165 EFT #0701-0711**

**Mayor asked for a vote:**

**Action Item**:

A motion to pay the bills was made by Council President Beck. Councilman McMullen seconded the motion and the motion was approved unanimously.

**Attorney Ernest Page:** No comments

**County Commissioner Rick Davis:** No comments

**Council Member Comments**:

Councilman Bass: None

Council President Beck: None

Councilwoman Robinson: Absent

Councilwoman Bethea: None

Councilman McMullen: None

There being no further business the meeting was adjourned.

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James Bell, Mayor

Attested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sona Hayslett, Deputy Clerk