

Molena City Council
P.O. Box 247 • 10 Springs Rd
Molena, GA 30258

Joyce Corley, Mayor
Novin Darsey, Police Chief
Tina L. Lee, City Clerk
Dyke McMichael, Public Works
Joel Bowen, Water Works
L. Scott Mayfield, City Attorney

Jennifer Riggins, Mayor Pro Tem/Post 1
Damon Riggins, Post 2
Vacant, Post 3
Glenn Beckham, Post 4
Allison Turner, Post 5

REGULAR MONTHLY COUNCIL MEETING AGENDA

Monday, March 8, 2021 — 6:00 p.m.
City Hall, Molena, Georgia

I — CALL TO ORDER

II — PLEDGE/INVOCATION

III — PUBLIC COMMENTS

- A. In person comments
- B. Called in comments
 - a. Will we be able to get water bills emailed at any time in the near future?
 - b. Will auto debit be an option for utility billing in the foreseeable future?
 - c. What was the outcome of the internet discussion? (answered immediately)
 - d. How soon can we expect internet in Molena and how much will it cost?
- C. Comments via text, email, or Facebook
 - None.

IV — APPROVAL OF AGENDA

V — APPROVAL OF MINUTES

- A. Regular Meeting February 8, 2021
- B. Budget Workshop

VI—INVITED GUESTS

VII - CHIEF OF POLICE REPORT

- A. Public Safety
 - 1. # of Calls & Citations
 - 2. Status of Vehicles & Mileage
 - 3. Financial Report

VIII — REPORTS FROM COUNCIL AND COMMITTEES

- A. Buildings, Streets and Grounds- Allison Turner
- B. Public Safety- Damon Riggins
- C. Ways & Means- Glenn Beckham
- D. Water- Jennifer Riggins

IX — MAYOR'S REPORT

- A. To be announced

X - FINANCIAL REPORT

- A. See provided docs.

XI — OLD/UNFINISHED BUSINESS

- A. Approve moving forward with obtaining loan for Police Interceptor
- B. Amend budget to accommodate loan payments for Police Interceptor if approved
- C. Approve amending budget to accommodate purchase of City truck if approved
- D. Vote on Broadband
- E. Amend budget to accommodate broadband decision
- F. Fax bridge from Nextiva
- G. Financial Software to replace QuickBooks/Harris for Tax Billing / Easy Pay for Utility Billing

XII — NEW BUSINESS

- A. As moved by Council

XIV — EXECUTIVE SESSION if necessary

XV — ROUNDTABLE discussion

- A. Councilmember Jennifer Riggins
- B. Councilmember Damon Riggins
- C. Councilmember Glenn Beckham
- D. Councilmember Allison Turner
- E. City Attorney Scott Mayfield
- F. Mayor Joyce Corley

XVI — NEXT REGULAR MEETING April 12, 2021, 6:00 PM

XVII - ADJOURNMENT

7.7AER 21W495

VIN 1FXSKOAS7LGD00169

KEA" nLICE INTER UTILITV4 M FctetepPu. 0815 00
SPECIAL DEALER ACCOUNT ADJUSTM
SPECIAL FLEET ACCOUNT CREDIT
2-919L09/28/180A
2020 MODEL YEAR

UN AGATE BLACK METALLIC
95 EBONY CLOTH FRT/VINYL REAR

INCLUDED ON THIS VEHICLE
EQUIPMENT GROUP 500A

OPTIONAL EQUIPMENT/OTHER	
995 3.3L TI-VCT V6 FFV ENGINE	3530100-
44U 10-SPEED AUTO TRANSMISSION	
JOB #2 ORDER	
17A AUX CLIMATE CONTROL	6101 00
425 50 STATE EMISSIONS	iNC
51E DRIVER SIDE LED SPOT LAMP	395, 00
558 KEYLESS ENTRY - 4 FOBS	3401 00
FLEX-FURL CAPABILITY	
153 FRONT LICENSE PLATE BRACKET	NC
SPCL. DLR. ACCT. ADJ. CR.	
TOTAL OPTIONS/OTHER	2185 00-
TOTAL VEHICLE 4 OPTIONS/OTHER	38430 00
DESTINATION A DELIVERY	995,00

TOTAL FOR VEHICLE 39425 00

FUEL CHARGE
MET INVOICE FLEET OPTION (84A)
SHIPPING WEIGHT 4589 LBS.

TOTAL 39425 00

City of Molena

Total Cost= \$33,800.00

This Invoice may not reflect the final cost of the
Sold to

Brannen Motor Company
P.O. BOX 746
Unadilla

21W498

GA 31091

Order Type
511

Ramp Code
CA02

Batch ID
LH031

Price Level
015

Ship to (if other than above)

Dzite Inv. Prepared Item Number

Transit Days

08 03 20

21-0156

20

Ship Through

& Unit Identification NO.
1PM5X8A137LGDO 0169

Final Assembly Point
CHICAGO

Finance Company and/or Bank
Ford Motor Credit

000001

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- C. Councilmember Glenn Beckham
- D. Councilmember Allison Turner
- E. City Attorney Scott Mayfield
- F. Mayor Joyce Corley

XVI — NEXT REGULAR MEETING April 12, 2021, 6:00 PM

XVII - ADJOURNMENT

DEPARTMENT OF AUDITS AND ACCOUNTS
NONPROFIT AND LOCAL GOVERNMENT AUDITS

270 Washington Street, S.W., Room 1-156
Atlanta, Georgia 30334-8400
Telephone (404) 656-9145

GREG S. GRIFFIN
STATE AUDITOR

March 3, 2021

Honorable Jay Garner
Chief Elected Official (CEO)
Molena City
Post Office Box 247
Molena, GA 30258-0247

RE: Executive Order 02.26.21.01— Molena City FY20 Audit Report and Report of Local Government Finance Extension

Dear Local Government Leader:

In accordance with Executive Order 02.26.21.01, issued February 26, 2021 Governor Kemp has extended the public health emergency initially declared in Executive Order 04.23.20.02, until April 7, 2021. This Executive Order provides certain local governments in Georgia a 90-day extension to the submission deadline for annual audit reports to the Department of Audits and Accounts (DOAA) and the Report of Local Government Finance to the Department of Community Affairs (DCA).

Extensions on the submission deadlines for these statutorily required reports have been applied to local governments with submission deadlines (six months after the conclusion of the local government's fiscal year) between March 14, 2020 and 90 days following the expiration of the Public Health Emergency Declaration.

According to our records, your jurisdiction has a fiscal year end date of December 31. Based on this, the initial due date for the FY20 annual audit report due to DOAA and Report of Local Government Finance due to DCA was June 30, 2021. As a result of the extension provided in the Governor's Executive Order, the new due date for these submissions by Molena City is September 30, 2021. By virtue of this Executive Order, local governments do not need to request an extension from either DOAA or DCA for these specific reporting requirements. Affected local governments will not be considered delinquent on either of these requirements until the new due date identified above.

Please note that this hardship extension relates to the audit report submission to the Georgia Department of Audits and Accounts and to the submission of the Report of Local Government Finances to the Georgia Department of Community Affairs. The hardship extension does not change reporting responsibilities to other state or federal agencies.

By directive of EO 02.26.21.01, the Georgia Department of Audits and Accounts and the Georgia Department of Community Affairs are granting hardship extensions for an additional 90-day period for submissions of the audit reports and reports of local government finances. The hardship extension is in response to the declarations of public health emergencies to address COVID-19 by President Trump and Governor Kemp on March 13, 2020 and March 14, 2020, respectively.

Please note that this hardship extension includes reporting requirements to both the Georgia Department of Audits and Accounts and the Georgia Department of Community Affairs and applies only to reporting for FY20. Any future extension requests should be made separately to the respective department.

State law permits the State Auditor to waive the requirement for completion of the audit within 180 days of the fiscal year end if the audit is in the process of being conducted or will promptly be conducted and if good cause is shown. In normal circumstances, waivers may not be granted for more than two successive years, however, this hardship extension will be considered a special circumstance and will be exempted.

Local governments are encouraged to submit both the annual audit report (DOAA) and Report of Local Government Finance (DCA) as soon as possible. If the audit report will be delayed past the extension date shown above, please contact us by e-mail at locgov@audits.ga.gov or by telephone at (404) 651-8938.

Any questions or concerns specifically regarding the Department of Community Affairs' Report of Local Government Finances should be directed to the DCA Office of Research at DCA.Research@dca.ga.gov or by telephone at (404) 679-4996.

Sincerely,

Jacqueline E. Neubert
Manager

JEN/tr

cc: Tyler Reinagel
Director, Office of Planning and Research
Georgia Department of Community Affairs

CASE Report (Summary)

From 2/8/2021 to 3/8/2021; Law Department MPD.

CAD Number	Unit	CASE	Created Date Time	Event	Location	Apt.	Unit Disp	Call Disp	Dispatch Date/Time	Closed Date/Time
2021 - 2698	1101	19	2/12/2021 9:31:29 AM	10-6	OUT OF MOLENA				2/12/2021 9:33:00 AM	2/12/2021 12:05:36 PM
2021 - 3364	1101	20	2/22/2021 4:49:26 PM	10-6	CITY COURT				2/22/2021 4:49:46 PM	2/22/2021 5:35:34 PM
2021 - 3588	1105	21	2/25/2021 3:48:05 PM	1038	DEPOT ST/MPD				2/25/2021 3:48:05 PM	2/25/2021 4:00:23 PM
2021 - 3589	1105	22	2/25/2021 4:04:38 PM	1038	2098 HIGHWAY 18				2/25/2021 4:04:38 PM	2/25/2021 4:20:06 PM
2021 - 3589	1105	23	2/25/2021 4:04:38 PM	1038	2098 HIGHWAY 18				2/25/2021 4:04:38 PM	2/25/2021 4:20:06 PM
2021 - 4025	1101	24	3/3/2021 3:58:27 PM	10-25	95 GRUBIS ST				3/3/2021 4:04:17 PM	3/3/2021 5:10:04 PM

Number of Incidents: 5

CENTRALSQUARE

TECHNOLOGIES

Why Consider Asyst?

Local governments everywhere are looking for ways to maximize their budget dollar and asking staff to do more. Providing the right tools helps save valuable time, reduce errors and provide better financial information. The key is to provide an affordable, integrated software — one that is designed for local government and understands the demand on smaller offices.

Asyst offers integration with true fund accounting modules with functionality such as being able to support unlimited funds and distributions, reversing transactions with an audit trail, and the ability to drill down to the detail. Additionally, on the Utility billing side, Asyst offers true cycle billing (so there's no waiting until the end of the month to process your move in and move out accounts), ability transfer the balance and deposit when you transfer a customer, unlimited history with several viewing options, to name just a few features. No other vendor can provide integration to so many modules — finance, utility billing, general government and eCommerce so you can begin with areas that are critical today and add modules as needed.

Technologically current — CentralSquare - USTI continues to enhance the Asyst software based on feedback from over 900 municipal customers nationwide. Features like document linking is standard. Downloading to Excel, Word, emailing reports are all easily done with Asyst. Plus integrated on-line ePay, eBill for customer service and time/cost saving ePrint options are available and can be added whenever that functionality is needed.

Software is part of the consideration — what kind of services to help with the transition and implementation plays another part. Our staff has the experience to make your transition a smooth one. We offer implementation services that include project management to help keep the implementation on track, remote assistance in getting your software tables set up and training you need to get the most out of your software. Our implementation services include web interaction and telephone communication, is designed to provide continuous guidance and training as the customer completes data entry to setup and use each application in the shortest time. The Annual maintenance fees includes unlimited calls, emails and connects within the Asyst software to our Customer Support HELPLINE service to make sure you have your questions answered as you move forward.

Please let me know if there's any additional information I can provide.
Barbara Barnes, toll free is 800-456-8784 x 3805, barbara.barnes@centralsquare.com.

Note:

This preliminary quotation is confidential and for information purposes only. All orders are subject to a finalized quotation and contract.

project management to identify target dates, schedule appropriate trainings and tasks to help keep implementation progressing smoothly.

Conversions and Programming

CentralSquare can provide an estimate for any additional customization or conversion services. In order to provide a quote for a conversion, USTI would require the record layout of your existing system with sample data in a comma delimited file format.

Software Support

CentralSquare - Customer Support Agreement is a renewable annual contract, which provides a number of important services designed to assure that your Njitsoftware will run as intended and that it will improve continuously as long as you have an active Customer Support Agreement — including:

- Unlimited calls to our toll free Customer Support HELPLINE service
- Unlimited e-mail question submissions to Customer Support HELPLINE service
- Automatic support call logging feature while working in 8SYSt
- Remote Electronic Support using our proprietary Internet-based service to allow us to view, train, or make corrections on your software without the requirement to send a technician on site.
- Support On-Line: A complete Internet based web site that allows downloads of product updates, virus alerts, support call logging, FAQ's, and more.
- All Software Upgrades, Enhancements and Maintenance corrections to the software as released. Product enhancements are driven by customer requests
- Customers are notified via e-mail of the latest enhancements and fixes which can be accessed through a support portal
- NO requirement to purchase another version or upgrade while current on annual support
- Unlimited access to on-line training videos and FAQs via the CentralSquare support portal

Supported Hand Held Meter Readers

Although the City does not currently utilize meter reading devices, **asyst** offers interfaces to a number of meter reading devices, whenever your city is ready to implement. **yst** offers interfaces to a number of meter reading devices. Current interface supports Telxon 610, PTC 710, Boson for Palm Pilot, Sensus Star System (Invensys), Logicon, Schlumberger EZRoute, Badger (Itron readers not included), Digital Logic(Psion), EzReader(Psion), Metre Pro, Versa Probe, Itron MVRS, Datamatic Route, STAR MVP, Mighty Mite and Neptune Equinox. Some meter reading software will require the Meter Management module for additional data requirements.

ePay for PayPal provides an integrated electronic payment solution which can accommodate electronic payments for Visa, MasterCard, Discover, American Express and PayPal payments. **ePay for PayPal** is easy to implement as a payment portal because the Merchant account is managed by USTI. This payment model, commonly called the Convenience Fee model, calculates and charges a convenience fee to the paying customer which covers the credit card processing fees (3% plus .35, which is calculated and displayed for approval before proceeding). USTI set up provides a link (like a pay button) to add to your website. **ePay for PayPal** is integrated with the asyst:Utility Billing module. Account information and payments are updated automatically whenever you choose to download.

eBill solution allows residents to view their utility bills on-line. A one time registration from your website is required. Information from registration updates the asyst accounts with the upload/download process. The emails are sent when the bills are available for viewing.

eBill Annual base fee is \$120, plus the City is invoiced monthly for the number of eBills at \$.08 per bill.

Workstation Requirements: The **asyst** system requires Windows 7 Professional Service Pack 1/Windows 10 Professional. The hardware must have a processor running at a minimum of 1.5 GHz, 2 GB of RAM & 10 GB of free disk space for the application and several years of data. A fast Ethernet (100 base-T) network card is required for networked workstations. **asyst** is a 32bit application that will also run on 64bit Windows operating systems.

Workstation Recommendation: Dual Core 1.5 GHz or better with at least 4 GB of RAM and 20 GB free disk space. A Fast Ethernet Network Card (100 base-T) is required for networked workstations. If you are installing a new network or rebuilding your, we strongly recommend using Gigabit (1000 base-T) network technology.

Server Requirements: Dual Core 1.5 GHz or better with 2 GB RAM and 10 GB of free disk space, a Fast Ethernet Network Card (100 base-T) and a Fast Ethernet Switch.

Server Recommendation: Dual Core 1.5 GHz or better, 4 GB RAM, 40 GB free disk space, and a Gigabit Ethernet Network Card (1000 base-T) and a Gigabit Switch.

Networks: Windows Server 2012 R2 or newer Windows 7 Professional/Windows 10 Professional peer-to-peer.

Internet Requirements: An Internet connection with 5Mbps or better is required to obtain product updates, remote support, and integration with the eCommerce site.

Printers: A laser printer is necessary for printing the asyst monthly reports, annual reports, W-2s, and other forms. Continuous or laser checks are available for the **asystAccounts Payable** and **asyst-Payroll** applications. **asyst** also has MICR options for **asystAccounts Payable** and **asyst-Payroll** check printing. We recommend HP printers for laser printing, contact USTI for more information. The continuous post card utility bill forms require an Epson LC/570+ or similar Dot Matrix tractor-fed printer. The laser post card utility bill forms require a laser printer with a standard, straight-through paper tray (top load laser printers will not align properly).

Note:

Microsoft Excel 2010 or newer is required to run **asyst-Budget XLence** and **asyst-Report XLence**.

HOUSE OF REPRESENTATIVES

BETH CAMP

REPRESENTATIVE, DISTRICT 131
1235 STRICKLAND RD.
CONCORD, GA 30206

COVERDELL LEGISLATIVE OFFICE BUILDING
18 CAPITOL SQUARE
ROOM 508-C
ATLANTA, GEORGIA 30334
(404) 656-0213 (Office)

STANDING COMMITTEES
AGRICULTURE & CONSUMER AFFAIRS
ENERGY, *UTILITES* & TELECOMMUNICATION
STATE PLANNING & COMMUNITY AFFAIRS

BETH.CAMP@house.ga.gov

January 31, 2021

Honorable Terry England, Chairman
Appropriations Committee
245 State Capitol
Atlanta, GA 30334

Dear Mr. Chairman:

On behalf of the City of Molena, I am requesting \$33 ,000 to complete their rural high-speed broadband project.

I humbly bring this issue before you as many residents in Molena have contacted me during the pandemic describing having to drive 15 miles to a neighboring town to get on wi-fi at McDonalds to upload school projects and have telehealth visits with the ir medical teams. The lack of access to broadband in this part of Pike County has halted retail and industrial development. The \$33,000 will enable Molena to provide access of high-speed internet to its residents and this region of the County.

I, respectfully, request funding for this much needed project in my District.

Respectfully submitted,

Beth Camp

From: Philip Potter
Sent: Thursday, February 4, 2021 4:07 PM
To: Tina L. Lee
Subject: RE: Leasing opportunity for Molena

Hi Tina—just want to check back in to make sure you don't have any questions. Thanks ^{again!} -Philip

From: Tausha Grose [<mailto:molenacityhall@bellsouth.net>]
Sent: Wednesday, January 27, 2021 11:31 AM
To: Philip Potter
Subject: Re: Leasing opportunity for Molena

Thank you. He called me and was extremely helpful.

Thank you,
Tina Lee
Interim City Clerk/Interim Court Clerk
City of Molena
Phone: [\(770\)884-9711](tel:(770)884-9711)
Cell: [\(706\)975-8644](tel:(706)975-8644) Fax:
[\(770\)884-0344](tel:(770)884-0344)

On Jan 27, 2021, at 11:23 AM, Philip Potter <ppotter@acities.com> wrote:

Hi Tina—great talking with you a second ago. Please see our current rates and payment info below for a \$75,000 transaction:

Term	Interest Rate	Monthly Payment
3-Years	2.78%	\$2,173.83
4-Years	2.83%	\$1,654.45
5-Years	2.88%	\$1,343.66

I will get the Master Lease together and a list other items we will need. Thanks again. -
Philip

From: Terrell D. Jacobs
Sent: Wednesday, January 27, 2021 10:45 AM
To: Philip Potter
Cc: Tina L. Lee; Darin Jenkins
Subject: Leasing opportunity for Molena

Phillip,

Good morning, The City of Molena is in need to purchase or lease two new vehicles ASAP. Tina Lee is the new City Clerk and is unfamiliar with our program and would like to know more about the process of securing a lease through GMA. Could you reach out to her via and phone to discuss the process and step to proceed? Her number is 770-884-9711. Thank you in advance for your help on this. Please keep me in the loop on the progress if you don't mind.

<GMA_93e66f00-2c34-4807-9563-c79ead7accOd.png> Terrell D. Jacobs
Member Services Consultant
Office: Fax: 678-392-2769
www.gacities.com

READER ADVISORY NOTICE: This information is intended only for the individual named above. If you received this in error, please call 404-688-0472 to notify the sender, and then delete the email without printing, copying or retransmitting it. In addition, be advised that Georgia has a very broad open records law and that your email communications with GMA may be subject to public disclosure.

<GMA_93e66f00-2c34-4807-9563-c79ead7accOd.png> Philip Potter
Financial Services Analyst
Office: 678-686-6274 Fax: 678-686-6374
www.gacities.com

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Hey, did you notice my new email address?

GMANET is now GACITIES.COM. While I'm still getting the emails you send me, please update your contacts to note my new email address.

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

For more information please visit <http://www.symanteccloud.com>

Philip Potter
Financial Services Analyst
Office: 678-686-6274 Fax: 678-686-6374
www.gacities.com

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