



**City Commission Meeting
January 13, 2025
Minutes**

Broadway Baptist Church
4000 Brownsboro Road

Mayor

Caroline Westfall

Commissioners

David Westfall Charles Jobson Tammy Lloyd Jackie Gibbs

Others

Mark Strebel Finn Cato James Scott
Clerk & Treasurer Legal Counsel Ethics Administrator

Visitor	Address	Purpose
Susan Mercke	3934 Druid Hills Rd	Snow Removal
Muffy Sattich	4014 Elfin Avenue	Clerk

The regular monthly meeting was called to order at 7:00 PM.

Minutes

Minutes for the meeting held December 9, 2024, were reviewed.

A motion was made to approve by Commissioner Gibbs and seconded by Commissioner Lloyd.
The motion carried unanimously by all present to approve the minutes with **no** adjustments.

Treasurer’s Report

Treasurer Strebel presented the full report at the meeting.
A summary of the report is made available on the City’s website.

A motion was made by Commissioner Westfall and seconded by Commissioner Jobson.
The motion carried unanimously by all present to approve the Treasurer’s Report.

The auditor, Charlie Veeneman, presented the 2023-2024 audit to the Mayor and Commissioners. Mr. Veeneman provided three recommendations:

1. Designate someone other than the treasurer to review the bank reconciliation each month.
2. Mr. Westfall should abstain from actions on SavATree, a City vendor, due to Mayor Westfall's employment.
3. The residents should have a direct line (email) to the Ethics Administration.

The Commission noted that all bank transactions are presented at the monthly meeting including discussions on reconciliation. Also, the City does have a designated email address for the Ethics Administrator.

Legal Counsel Report

Attorney Cato will draft a repeal of the second amendment of ordinance number 12. This will revert the combined clerk and treasurer position back to two separate positions.

Old Business

1. Remaining Local Fiscal Recovery Funds (ARPA Funds)
Tabled to a future meeting.
2. Street Parking
Tabled to a future meeting.

Permits & Plans

1. Tree Removal Approvals
None
2. Plan Approvals
None

New Business

1. Clerk Candidates
Ms. Sattich provided her background and qualifications for the clerk position with Druid Hills. The general agreement of the Commission was to invite Ms. Sattich to be clerk. A motion will be presented at the next meeting.
2. Information Retention
Retention policy was provided as part of the monthly information, but it was not discussed at the meeting.

3. Snow

The Mayor received several complaints regarding snow removal from the January 5, 2025, snowstorm. An oversight in obtaining the snow removal contract was noted. As a corrective measure, it was suggested a reminder and agenda item be added for the October meeting going forward.

The City did have SavATree clear the sidewalks and the street entrances on Chenoweth Lane. The snow removal contractor was able to plow the streets on January 8, 2025; however, at that point much of the snow was compacted and had turned to ice. Another pass was completed on January 10, 2025, and additional plowing was scheduled for the evening of January 13, 2025.

A question was raised regarding plowing on Olympic. Commissioner Westfall was to check on this. The Mayor is also reaching out to our neighboring community, Brownsboro Village, regarding their snow removal contractor. The Mayor will also explore other alternatives.

4. Community Events

None

Adjournment

The meeting adjourned at 8:05 PM.

Next Meeting

Monday February 10, 2025
Broadway Baptist Church
4000 Brownsboro Road