



# MEMORANDUM

**To:** Mayor and Council

**From:** Lindsey G. McLemore, Clerk of Council

**Cc:** Jim Arendt, Golf Director

**Date:** July 22, 2025

**Re:** Columbus Golf Course Authority Minutes

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While reviewing the current procedures for how minutes are submitted by boards, commissions, and authorities, we identified an issue with the minutes received from the Columbus Golf Course Authority.

Specifically, the Authority has been submitting their entire agenda packets rather than just the approved minutes. As a result, the dates recorded in the Council's permanent records have reflected the date on the first page of the agenda packet — not the actual date of the minutes — and this has led to inaccuracies in the official record.

Because this practice has persisted for years, and since the Clerk of Council's Office is the custodian of these minutes as part of the City's permanent records, it is important to formally bring this matter to the attention of Council and to ensure it is noted in the record.

Moving forward, the Clerk's Office has instructed the Columbus Golf Course Authority to submit only the approved minutes of their meetings in order to ensure accuracy and compliance with record-keeping standards.

Please feel free to contact me if you have any questions or need additional information.

Respectfully,

**Lindsey G. McLemore**  
Clerk of Council  
City Council of Columbus, GA  
[www.columbusga.gov/coc](http://www.columbusga.gov/coc)