



## PUBLIC WORKS COMMITTEE MEETING

June 21, 2017, 5:30 pm

### Minutes

**PRESENT:** Chairman Carlos Williams; Committee Members Angela Douglas and Annie Reid; Interim Public Works Director Dale Cook, Jr.; and Public Works Clerk Sylvia Young.

Chairman Carlos Williams called meeting to order in Council Chambers at 5:30 pm.

Mr. Cook gave the Committee a package of information that they had requested during previous meeting on May 17, 2017.

**Old Business:** Public Works Organizational Chart – The Committee reviewed the Public Works Department Organizational Chart given to them by Mr. Cook. Discussion took place about the layout of Public Works Organization Chart and employee structure. After a brief discussion, Chairman Williams inform the Committee that he would work with Mr. Cook to update organizational chart. He told the Committee that he will contact Recreation Director Chris White about staffing in his department to consolidate employees back into the Public Works Department. The Committee discussed the possibility of waiting until a Public Works Director and/or Assist Director is hired to finalize organizational chart updates.

Certifications and Qualifications in Department Positions – The Committee had a brief discussion about employee certifications and qualifications in the Public Works Department. Mr. Cook informed the Committee that Jack McGillis was the only employee with service certifications. He gave to the Committee copies of Jack McGillis' certifications for review. Chairman Williams expressed his concerns about outsourcing vs. in-house services within the Public Works Department. Mr. Cook informed the Committee about the number of employees with CDL license. Also, he gave the Committee a breakdown of which employees were qualified to operate different city equipment. Chairman Williams and Committee expressed their concerns about employee receiving more training to improve employee certifications and qualifications.

**New Business:** Public Works Job Descriptions – The Committee discussion was about enhancing Public Works Department job descriptions. After a brief discussion, Chairman Williams informed the Committee that Public Works Department job descriptions can be updated upon reorganizing and

consolidating employees back into the department. He stated that he would have a meeting with Mr. Cook, Jack McGillis and Chris White to discuss the employee consolidating process.

Public Works Equipment List/Needs Assessment – The Committee discussed with Mr. Cook in detail about equipment needs. Mr. Cook expressed his concerns about outdated and broken equipment at the Public Works Department. Mr. Cook informed the Committee that street signs need to be changed to new high intensity prismatic reflective material and must be mounted on post break away system by 2018. He informed the Committee that the estimated cost will be approximately \$35,000 for signs and materials. Discussion took place about One Cent Sales Tax, cleaning up the Public Works facility, truck pavilion, and buildings possibly having aseptic damage. After a brief discussion, Chairman Williams and Committee scheduled a meeting with Mr. Cook to take a tour of Public Works Department on Wednesday, July 28, 2007 at 8 am.

Public Works Code Enforcement/Nuisance and Abatement – Committee Member Douglas expressed her concerns about code enforcement, nuisance and abatement issues of commercial buildings Downtown. She informed Mr. Cook about unsecured buildings downtown, dilapidating property, tires dump locations, trash collecting beside Gaston Street and framing falling down from a business located downtown. She informed the Committee that she surveyed businesses Downtown and had planned to let them view the pictures of problem locations; however, the smart board in Council Chambers did not have internet service. She suggested that the Committee considered stepping up business unity and uniform business appearance. After a brief discussion, Committee Member Douglas informed the Committee that her survey included collecting data from Downtown and street locations such as Brooklyn Street, Saluda Street and Pinckney Street. She concluded discussion by telling the Committee that she would email pictures to them for review to discuss at next meeting.

Executive Session – Review Application for Public Works Department – Committee Member Douglas made a motion to go into Executive Session. Committee Member Reid second motion. The motion carried unanimously. Committee went into Executive Session at 6:34 pm.

The Committee reconvened from Executive Session at 7:14 pm. Councilman Williams stated that while in Executive Session the Committee reviewed applications for Public Works Department. He stated that the Committee has decided to present to Council two applicants selected by the Committee to interview for Public Works Director vacant position. Councilman Williams made a request to forward applications to the Human Resources Department to contact applicants for continued interest in position and schedule an interview date. With no further discussion, Committee Member Douglas made a motion to adjourn meeting. Committee Member Reid second motion. The motion passed unanimously. Meeting adjourned at 7:15 pm.

Respectfully submitted by,

Sylvia Young