



PUBLIC WORKS COMMITTEE MEETING

August 16, 2017, 5:30 pm

Minutes

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

ABSENT: Committee Member Annie Reid

Chairman Carlos Williams called meeting to order in Conference Room of City Hall at 5:30 p.m.

Chairman Williams asked the Committee to include Charlottesville, Virginia in their prayers. Committee Member Douglas request that the Committee had a moment of silence to memorialize 32-year old Heather Heyer, who was killed when a car plowed into pedestrians following the August 12th rally. The suspect is reportedly a white nationalist. The Committee had a moment of silence to memorialize Heather Heyer.

Mr. Cook gave the Committee a handout of Public Works Needs Assessment Update - Projects/Equipment which listed departments urgent needs and concerns for discussion.

Old Business: Public Works Department Needs Assessment Update – Projects/Equipment Needs – The Committee reviewed the handout given to them by Mr. Cook. The Committee discussed in detail Mr. Cooks' urgent request for the following items:

- A. Baler (Effective September 30, 2017 to start making quarterly reports on our recycling under grant.) – Total Amount: \$20,875 (\$10,000 grant imbursement) – Needs to go to Council for approval to purchase baler.
- B. Pavilion - \$70,268.69 in account for pavilion and facility renovation – Needs to go to Properties Committee for review to precede with project.
- C. Knuckle Boom Truck - \$10,000 to repair knuckle boom truck or the purchase of a used 2008 F750 Ford, 280 HP Cummings Diesel, 6 speed Allison transmission knuckle boom truck with 63,000 miles for about \$49,900. – Needs to go to Finance Committee for review.
- D. Street Signs – Committee Member Douglas request that Dale Cook provide Committee with a compliance date for street sign updates.
- E. Purchase 50 to 100 residential garbage containers - York Street Apartments request 75 rollouts \$1,575 a month in garbage fees collections. Committee Member Douglas request

that item of request go to legal for a contract agreement before preceding to purchase containers.

- F. Hiring a CDL Driver and one Utility Worker – Tabled, forward request to Carla Roof, HR Director for review.

Employee Certifications and Qualifications – The Committee discussed creating a file that records Public Works employee trainings, certifications, and qualifications. The Committee asked Ms. Young to create an excel spreadsheet for employee safety trainings, certification, CDL Drivers, and qualifications for Committees' review at next meeting.

New Business: Public Works Department/City Property – The Committee discussed Public Works facility property line limits. Chairman Williams asked Mr. Cook did he know the property line limits for Public Works facility. Mr. Cooks' response to Chairman Williams' question was that he was uncertain about property line limits of facility.

Public Works/Facility Cleanup - The Committee discussed parking lot grading, facility entrance cleanup, and painting buildings to make facility look more presentable to public. Mr. Cook informed the Committee that currently department has a staff shortage, no one available to complete the task of facility cleanup. Committee Member Douglas suggested that Mr. Cook seek inmates' assistance with facility cleanup.

Knuckle Boom Truck Replacement – Mr. Cook informed the Committee that one knuckle boom truck is down with extensive boom troubles that will cost approximately \$10,000 to repair and he informed them that in his option the truck was not worth repairs. He informed the Committee that the department needed another knuckle boom truck immediately. He informed the Committee about an opportunity for the city to purchase a used knuckle boom truck for \$49,900. After a brief discussion, the Committee informed Mr. Cook that the Committee will forward to the Finance Committee his request to purchase a used knuckle boom truck.

Current Open Positons – CDL Driver and Utility Worker – Mr. Cook informed the Committee that his department need to hire a CDL driver and possibly three utility workers. After a brief discussion, the Committee tabled discussion, and made a request that Mr. Cook forward his request to hire for open positions to Carla Roof, HR Director.

Ordering of Steel Toe Boots and Gloves – The Committee discussed the annual purchase of employee steel toe boots and gloves. After a brief discussion, Committee Member Douglas approved the purchase of steel toe boots and gloves for the Public Works Department. Chairman Williams second motion. The motion carried unanimously.

Tropical Hours – Mr. Cook asked the Committees' permission to set tropical hours 6 a.m. to 2:30 p.m. for Public Work Department due to extreme hot weather conditions. After a brief discussion, Committee Member Douglas made a motion to give Public Works Department permission to change work schedule hours to tropical hours with the effective date of August 28, 2017. Chairman Williams second motion. The motion carried unanimously.

New Baler – Mr. Cook expressed to the Committee the need to purchase a new baler because effective on September 30, 2017 the department must start making quarterly reports on city recycling under

grant. After a brief discussion, the Committee informed Mr. Cook that his request to purchase a new baler must be forwarded to Council for review and approval.

RCI Agreement – The Committee discussed RCI Agreement and locating current contracts in detail.

Executive Session – Review Applications for Public Works Director Position – Committee Member Douglas made a motion to go into Executive Session. Chairman Williams second motion. The motion carried unanimously. The Committee went into Executive Session at 6:45 p.m.

Chairman Williams made a motion that the Committee reconvened from Executive Session at 7:28 p.m. Committee Member Douglas second motion. The motion carried unanimously. Councilman Williams stated that while in Executive Session the Committee reviewed applications for Public Works Director. He stated that no action was taken in Executive Session. With no further discussion, Chairman Williams made a motion to adjourn meeting. Committee Member Douglas second motion. The motion passed unanimously. Meeting adjourned at 7:29 p.m.

Respectfully submitted by,

Sylvia Young