



Public Works Committee Meeting

May 16, 2018,
5:30 p.m.

MINUTES

Present: Chairman Carlos Williams; Committee Members Annie Reid and Angela Douglas; City Administrator Stephanie Jackson, Public Works Director Reginald McBeth and Sylvia Young.

Call to Order: Chairman Williams called meeting to order at 5:30 p.m.

OLD BUSINESS:

Public Works Projects Update – Mr. McBeth gave the Committee an update concerning Public Works Department projects. The Committee discussed in detail the following items:

- Internet Service
- Pool Cover
- Replacing doors at Farmers Market
- City Hall roof repairs
- Grass Cutting

Strategic Planning Review – The Committee discussed Strategic Planning session. Councilwoman Douglas to provide Mrs. Jackson with Strategic Planning review notes from session for future discussion.

Updated Budget Request – The Committee and Mr. McBeth discussed in detail updated budget request for Public Works Department provided by Oscar Baker, Finance Director. The Committee recommended that Mr. McBeth review budget/financial reports to provide Committee with an outline for budget request at next meeting. Mrs. Jackson recommended to the Committee that Mr. McBeth seek software for programs to assist department with inventory control and work order request.

NEW BUSINESS:

Job Duties and New Hires – Mr. McBeth gave the Committee an update concerning employee staffing and new hires in department. The department has hired two utility workers and one CDL Driver.

Downtown – The Committee discussed the needs to improve the appearance of Downtown area with Mr. McBeth. Also, the Committee discussed grass maintenance at Farmers Market location.

Evergreen Cemetery – The Committee discussed with Mr. McBeth their concerns with the grass cutting at Evergreen Cemetery. Mr. McBeth assured the Committee that two utility labors hired will maintain vegetation at cemetery. The appearance of cemetery and community will improve with the additional staffing recently hired for grass maintenance.

Garbage, Brush and Leaves Pickup – Mr. McBeth gave the Committee an update concerning department vehicles/equipment repairs. The Committee discussed vehicles fleet agreement to update department vehicles. The Committee expressed their concerns about garbage, brush and leaves pickup with Mr. McBeth.

Enforce Nuisance and Abatement Ordinance – The Committee and Mr. McBeth discussed the enforcement of the Nuisance and Abatement Ordinance.

EXECUTIVE SESSION:

Personnel Matter-Evaluation – The Committee agreed to postpone discussion for the item Personnel Matter-Evaluation until next meeting.

With no further discussion, Chairman Williams made a motion to adjourn meeting. Councilwoman Douglas seconded motion. The motion carried unanimously. The meeting adjourned at 7:47 p.m.

Sincerely submitted by,

Sylvia Young