



## **PUBLIC WORKS COMMITTEE MEETING CITY HALL CONFERENCE ROOM**

Friday, August 17, 2018, 3 p.m.

### **MINUTES**

**Present:** Chairman Carlos Williams; Committee Member Angela Douglas; City Administrator Stephanie Jackson, Public Works Director Reginald McBeth and Payroll Specialist Sylvia Young.

**Absent:** Committee Member Annie Reid

Councilman William called meeting to order at 3 p.m.

#### **OLD BUSINESS:**

**Evergreen Cemetery Update** – Mrs. Jackson gave the Committee an update concerning Evergreen Cemetery. She informed the Committee that the cemetery is looking better, and a contractual agreement has been accepted to cut grass at cemetery twice a month. Mrs. Douglas made a request to receive a copy of contractual agreement. Mrs. Jackson welcome her to review contract; however, she would have to give contract to full Council as opposed to giving one Council Member a copy of contract. Mrs. Jackson and Mrs. Douglas had a brief discussion about the contractual agreement. Mr. McBeth gave the Committee an update concerning the Evergreen Cemetery. Chairman Williams expressed to Mr. McBeth the importance of resolving issues before bad press is released.

**Public Works Department Update** - Mr. McBeth gave the Committee an update concerning the Public Works Department. He informed the Committee that the Public Works Department may be hiring two CDL drivers and receiving more applicants for hiring to improve staffing. The Committee discussed Public Works Department staffing shortage and employee scheduling.

**Maintenance Update of Grounds, Downtown, City properties, Parks, and Main Entrance ways into City** – Chairman Williams gave Mr. McBeth a list of city properties that needed grass maintenance and stressed the importance of maintaining the appearance of main entrance ways into city. Mr. McBeth provided the Committed with a handout that outlined the schedule for grass cuttings at parks, city properties, lot clearing and main entrances into city. Handout included a daily route schedule which will be implemented to improve residential route pick-ups and manage collection complaints. The Committee discussed with Mr. McBeth problematic areas throughout the city that required grass maintenance and beautification; such as Downtown, city properties, and main city

entrances. Chairman Williams stated that the Downtown area and city properties should always be presentable in the community. Mrs. Jackson assured the Committee that the appearance of the city will improve with the Evergreen Cemetery contractual agreement, implementing a revised grass cutting schedule, hiring a CDL Driver and more staffing.

Mrs. Douglas informed the Committee that she received a complaint from Attorney Joan E. Winters, Winters Law Firm located Downtown at 105 Main Street. Mrs. Douglas received the following complaints about city property next to Winters Law Firm:

- City property grass and hedges not maintained near Winters Law Firm.
- Poor grass cutting quality

She read to the Committee the complaints she received towards Mr. McBeth and grass maintenance of city property near Winters Law Firm. The Committee discussed complaint received by Mrs. Douglas with Mr. McBeth.

#### **NEW BUSINSS:**

**East Chester Drainage and Culverts** – Chairman Williams informed the Committee that his brother and himself cut grass at three locations in East Chester. He advised Mr. McBeth to take care of grass regrowth in drainage and culverts in East Chester this week, especially from Bailey Street to Steinkuehler Street. Mrs. Douglas advised Mr. McBeth to contact Fire Chief Paul Caldwell about using weed killer in drainage and culverts.

#### **Meeting Dates:**

Mrs. Jackson informed the Committee that she had put item on the agenda for discussion because she wanted to make sure her schedule would allow her to attend meetings. Mrs. Jackson and Committee discussed the scheduling of meetings.

With no further discussion, Councilwoman Douglas made a motion to adjourn meeting at 3:57 p.m. Chairman Williams seconded the motion. The motion carried unanimously.

Respectfully Submitted By,

Sylvia Young