



City of Guyton
City Council Retreat
February 21, 2020 – 9:00 a.m.

MINUTES OF MEETING

Introduction

The purpose of the retreat and schedule were outlined.

Police Department

There was a discussion about the police chief candidate that was recommended by the interview panel.

City Manager

The group discussed the desires for the structure of the position. There was a review of the job posting and job description, as well as the process for hiring the City Manager. In addition, there was a discussion of coordinating a transition between the new city manager and the interim City Manager.

Organizational Structure

Discussion regarding the regulatory documents that outline the organizational structure. The current charter and ordinances. The different structures of local government were discussed with the advantages and disadvantages of each, including the role of elected officials versus staff. The proposed plan is to continue working on a charter amendment in preparation for the 2021 Georgia Legislative Session.

Legal Discussion

The group discussed some of the potential issues with how email communications can constitute a meeting. In addition, with the city supplying the city council members with devices, that anything on that device is subject to open records, including the device itself. There was a discussion about setting up city emails for all officials so that all city business is handled through a city email. Donations were discussed and it was outlined that the City is not able to make donations to events, organizations, or individuals.

Agendas

Discussion regarding the packet preparation and delivery schedule going forward. It was determined that we would have packets completed and delivered to the city council members and the press by the end of the working day on Thursday. Generally, we would incorporate a deadline for agenda items at the end of the day, two Friday's before the council meeting.

Zoning and Development Regulations

Discussion regarding the current status of the zoning ordinance and subdivision regulations. There needs to be significant focus placed in this area as our ordinances are out of date and don't appear to have been adopted or maintained appropriately. This will be an area of focus going forward. There was also a discussion about how we compensate our building inspector and potential changes to that structure.

Fire Department

Discussion regarding the current status of fire services with Effingham County. A discussion regarding what do with all of the equipment. The City had previously contracted with Skip Starling on

doing an inventory of this equipment. The conclusion was to reach out to Skip, to have him establish a value and a recommendation of what to do with the equipment.

Financial / Accounting

The City Council review the current financial reports from the system and a discussion took place on many of the line items. The City Council discussed proposals from Cannady Hodges to complete the catch-up work as well as a proposal for ongoing services. It was also discussed, that if Cannady Hodges performed this work for the City, that they would no longer be able to perform the audit, and we would have to seek out another audit firm.

Procedures and Policies

The draft purchasing policy was distributed and discussed among the group. Donations would be addressed in the policy as well as purchasing authority of department heads, City Manager, etc would be established. Requirements for multiple quotes or proposals would be established along with certain purchases be required for sealed bids. Updates to the personnel policy were also discussed, with much of the discussion revolving around paid time off and leave accrual rates. Water and Sewer customer policies were discussed as it relates to deposits, disconnection, phone payments, rates, and online payments.

WWTP, Sewer Collections, Water Distribution Operations

The current situation of contracted services was outlined for the City Council. The discussion revolved around a change in scope of the contract and the gaps in scope that should be corrected going forward.

Contracted Services

Alternative Options to the current Water/Sewer/WWTP Operations were discussed and will be considered in the near future. In addition, alternative options for Lab Testing, Grass Custting, and IT services were discussed and will be presented for consideration in the near future.

T-SPLOST

A discussion regarding the need to finalize the project list and review the intergovernmental agreement was highlighted. We will need to act on the intergovernmental agreement in the coming 30-45 days.

Event Calendar

The current items on the city event calendar were distributed and input was requested. A few items were added and other will be added in the future.



Tina Chadwick, City Clerk



Russ Deen, Mayor