



City of Guyton
City Council Retreat
November 19, 2020 – 9:00 a.m.

MINUTES OF RETREAT

Call to Order

The November 19, 2020 City of Guyton City Council Retreat was called to order by Mayor Russ Deen at approximately 9:00 a.m. Mayor Russ Deen, Mayor Pro Tem Michael Johnson, Sr., Council Member Joseph Lee, Council Member Hursula Pelote and Council Member T. Marshall Reiser were present at this Retreat.

Other staff Present: City Manager Bill Sawyer and City Clerk Tina Chadwick were present.

TOPICS FOR DISCUSSION

a. Water Billing – Jenna Tidwell

To start the meter reading process there are steps to export the meter ID's, once completed EOM is sent to collect the meter reads around the City. After that is completed is when the meter reads are imported, usually we have about 25-30 missed reads to manually read which I enter into the system. For high bills we like to run a diagnostic to understand how much water is going through the meter down to the hour. I like to run a high read report to catch abnormally high reads to get the diagnostic process already started before the bills are processed and sent to the resident. Once we get the diagnostic completed, the diagnostic is then gone over with the resident to figure out what could be the cause. Every case is like an unsolved puzzle. Once we figure out the problem if there is a leak, once the leak is fixed and a second diagnostic show the leak is fixed a 6-month average sewer adjustment is then submitted to the City Manager for approval. Reiser then asked how many water customers we have, we have roughly around 1280 active customers. Pelote asked how I would handle irate customers. I stated I would try to calm them down and try to figure out the problem but if they continued to be irate I would get a supervisor or manager to speak with them and if no manager or supervisor was available I would ask them to leave and return when one is available. Deen asked to elaborate on how the building process works. The builders must submit a building permit application along with two copies of the plat and 2 copies of the plans. Once reviewed and signed by the City manager I meet with the building inspector to hand over the plans. They have 7-10 business days to approve or deny the plans. Once I receive the plans, I must go to generate the building permit; I create a parcel number going by the Effingham Tax assessor's website, make sure all the builders and mechanical, plumbing, electrical company are in the system. If not, I must add them into the system and make sure Edmunds has the correct fee amount generate the invoice to the permit and the tap and

sewer fees (if applicable) I then let the builders know the permit is ready for pick up along with the price due to the City. Once the permit and tap fees are paid for, I must create an account through Edmunds and generate a work order to submit to EOM to install a new water meter. Once EOM installs the meter and sends the completed work order, I then must input the meter ID into Edmunds and activate the account to start building the builder. Now, after all the inspections are complete and I receive a final inspection that is approved by the building inspector I then create a Certificate of Occupancy. If there are any reinspection fees to be made the fees are paid before the Certificate of Occupancy is released to the builder. At the end of every month I must report every building permit along with the estimated cost of the home to the Census Bureau. The prior month it was reported 18 new construction permits which the total estimated value of the homes were \$4,154,675.00. Once the new owners come to City Hall to set up service after the closing a new account is created in their name. Water customer only pay a \$75 fee to start service, water and sewer customers pay a \$150 fee to start service. There is no deposit to apply towards the final bill. Mr. Lee asked if a builder can use one meter to connect and build 5 houses. You can and the water usage will still be charged to the builder however, when it comes time to complete the build the builder will need a separate water meter for each home.

b. Status of the Police Department – Chief Breletic

GCIC check done – this has never been done on the City before. Guyton received 100%

Chief Breletic is in the process of writing a Policy and Procedures Manual

Police Department has five full time officers now

The Police Department has more of a presence in the Community.

Working on getting video

Talked about 24-hour coverage

c. Personnel Needs – Bill Sawyer and Chief Breletic

Sawyer – Zoning Administrator

Give Raises to Employees – Council agreed

Chief Breletic – Would like to hire more Police Officers – 24-hour coverage

d. Economic Development – Erin Phillips


Community Development Director from Springfield came and discussed the possibility of Guyton having a Downtown Development Authority

e. WWTP Process – Charlie Heino

Heino stated that the City of Guyton has three Wells. 33% of water capacity – Seven Lift Stations



Russ Deen, Mayor



Tina Chadwick, City Clerk

