



MINUTES

CALLED COUNCIL MEETING
June 02, 2021, 2:00 PM

CALLED MEETING:

Call to Order: The June 02, 2021, Called Council Meeting was called to order by Mayor David L. Jordan at 02:00 PM.

Attendance: Mayor David L. Jordan, Mayor Pro-Tem Keith Turman, Matt Fields, Larry Bowen, Wayne Braswell, Lee Strickland, City Attorney Andrea Grant, City Manager Ed Andrews, and City Clerk Sharleen Ayers. Kenneth Roach, absent.

Additions or Deletions to Agenda: None

Approval of Agenda: Wayne Braswell made a motion to approve agenda; Keith Turman seconded the motion; motion carried 5-0.

New Business:

- A. Ratify Purchase of Sanitation Truck: Ed Andrews:** Mr. Andrews stated he sat down with the Sanitation Committee with the 3 prior quotes along with a new offer from EZPak from Kentucky that was looking to work with some dealers and customers in this area. The price was \$153,499. That price included delivery, but we will instead be going to pick it up so that portion of the price should be refunded to the city. The Sanitation Committee & Finance Committee discussed funding using a portion of the Sanitation Funds prior year fund balance and part of the General Fund prior year fund balance. This would not encumber a payback for the Sanitation Fund and allow the Fund to be able to pay for an additional truck itself within a 5- or 6-year period. The City Manager believed it was too much to expect the Sanitation to be paying for the truck at this time whether through a loan process or a transfer to the General Fund. A Budget Amendment was presented to the Mayor showing this process. Mr. Andrews said the mechanic fully supported the change in equipment and was pleased with the purchase. Mayor recapped using Prior Year Fund Balance from Sanitation and General Fund and there would be no payback to the General Fund it would just be a gift from the General Fund. Mayor repeated there is a **motion to ratify the purchase and to approve the Budget Amendment to fund the purchase. Larry Bowen made the motion and Matt Fields seconded the motion. Motion carried 5-0.** Mayor asked about the current truck and whether there as a decision as to whether to sell that truck or keep it? Mr. Andrews mentioned that a week after getting the new truck on the road they remove the older truck from service and list it on GovDeals and would like a motion from council to earmark those funds to be put back into the Sanitation Funds fund balance. Matt Fields asked if there was any estimate as to what it would bring? Mr. Andrews said it was undetermined. Mayor repeated the plan was to get the new truck into operation and then liquidate the old truck on GovDeals and put those funds back in the General Fund into the Fund Balance. Mr. Andrews corrected he would like to put those funds into

the Sanitation Fund Balance. Mayor corrected to put the funds back into the Sanitation Fund Balance.

A motion was made by Larry Bowen to liquidate on Gov Deals and put the proceeds into the Sanitation Fund Balance. Motion was seconded by Matt Fields. Motion carried 5-0.

Mayor asked if there would be a reserve. Lee Strickland mentioned you might lose some bids by having a reserve. **Lee Strickland made a motion to authorize the committee to decide whether to have a reserve and at what price. Matt Fields seconded the motion. Motion carried 5-0.**

- B. FY2021 Audit Engagement Letter: Mayor Jordan:** Mayor presented the Audit Engagement Letter at the same price as the prior year - \$33,000 and \$5,000 for a single audit if needed. Keith Turman made a motion to accept the Audit Engagement. Wayne Braswell seconded the motion. Motion carried 5-0.
- C. Police Department Structure Change: Ed Andrews & Chief Bolemon:** Chief Bolemon submitted to council a new organizational chart. Mr. Andrews provided the old chart as a comparison. The Standard Operating Procedure and policies need updating if the structure change is accepted. According to new structure the Department would currently be down 2 officers. City Manager tasked the Chief and Investigator to put together an organizational structure to create new opportunities and growth in the current department. There were multiple meetings and ideas before the committee was called in to discuss. This new structure includes an administrative assistant to support a Chief and Assistant Chief in administrative paperwork and municipal clerk duties. In the process, dispatch has been adapted. The dispatcher that is currently court certified would be moved to the Police Administrative Assistant position and moving down to just one dispatcher. On the weekends, the dispatch goes through 911 anyway. The position of Captain has been eliminated and the Assistance Chief position was created. A new position of PFC- Patrolman First Class has been added. It creates growth opportunities within, does not add many positions but creates change through a salary and pay scale change. City Manager gave out an updated pay scale chart to reflect these changes. PD will advertise for new officers at new pay scale and creates opportunities to recruit and send those recruits to the Academy and support bottom growth in the department. City Manager talked to other city Police Departments and the County Sheriff's office about pay ranges. City Manager believes these changes will compliment the need to be in close rates with other area departments. Promotion from within will be using an unbiased view from without to recommend to the Chief, possibly including the Committee in these decisions. The City Attorney and Mayor reviewed the changes. City Attorney stated the adjustments need to be made to reflect who will be reporting to whom, and who oversees hiring different positions. Some clean up needs to be done to streamline the SOP with the Personnel Policy. Lower ranks will be fulfilled by the Police Administration decision. Upper positions will have more input in the hiring decisions. The structure and pay scale will go into effect immediately to fill positions, then the Policy & SOP updates will follow. Mayor Jordan stated one motion will change the structure from the old one to the updated chain of command or organizational structure, and the change will supersede any prior structure. The language in both Personnel Policy and Standard Operating Procedure documents will be amended to support the new organizational structure. A second motion will be to accept the new pay scale. **Motion made by Keith Turman to change organizational structure and pay scale to supersede all other structures effective immediately. Motion seconded by Matt Fields. Motion carried 5-0.**
- Minimum age change suggested by Lee Strickland. Chief Bolemon requested lowering the minimum age to allow more young people to be signed to a contract to send them to the academy and retain them in our department. Lee Strickland stated with our Explorer program we are essentially grooming and training for other departments. He would like to see the age lowered so that those Explorer's would be able to stay with the city. Chief Bolemon stated the Explorer program is open to students until age 20. He would ask that the age be lowered to 20. The City Manager did not support lowering to 18, but instead 19. He recommended this for maturity levels. Lee Strickland mentioned that it would be up to the hiring officers to make these decisions as to who would be a good choice. Chief Bolemon agreed with the City Managers recommended age of 19. Lee Strickland mentioned that Royston puts money

into the Explorer program, and he would like to see Royston reap some of the benefits of supporting these students through this program rather than sending them to another Police Department. Mr. Strickland also mentioned it may attract more students if they see it will lead to an opportunity to work in Royston. **Lee Strickland made a motion to change the minimum age to 19 with a 2-year contract before being sent to the academy. Matt Fields seconded the motion. Motion carried 5-0.**

D. Gas Department Structure Change: Ed Andrews: City Manager Update: The Gas Department has requested the additional position of Lead Distribution Technician. This position would report to the Gas Superintendent and be in a supervisory to the other Distribution Technicians. The City Manager stated this would essentially be a second in command so that the Gas Superintendent has some relief and someone to step in if he were to be unavailable. A pay scale adjustment is also necessary to create the position and the increased pay for that position. A current employee has already been recommended by the Gas Superintendent for this position. **Lee Strickland made a motion to accept the new Lead Distribution Tech position and pay scale adjustment. Matt Fields seconded the motion. Motion carried 5-0.**

Mayor noted that if Royston institutes a COLA, these new positions will not receive the COLA raise as it has already been calculated into the increased pay.

Adjourn: Keith Turman made a motion to adjourn the meeting. Wayne Braswell seconded the motion. Motion carried 5-0. Meeting adjourned 3:00 PM.

Sharleen Ayers, City Clerk

Mayor David L. Jordan

(SEAL)