



TOWN COUNCIL WORKSHOP MINUTES

THURSDAY, MARCH 14, 2024 – 4:00 PM
PIERSON TOWN HALL

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1. Call meeting to order

Mayor Samuel G.S. Bennett called the meeting to order at 4:11 PM and asked Town Clerk Yvonne Braddock to take the roll call.

2. Roll call

PRESENT:

Mayor Samuel G.S. Bennett
Vice Mayor Robert Greenlund
Councilmember Sergia Cardenas
Councilmember Linnie Richardson
Councilmember Brandy Peterson

Also present were Deputy Clerk Ryan Smith, Utility Clerk Marci Nichols, and Public Works employees Louis Longo, Chris Nichols, and Dustin Childers.

3. Invocation and pledge of allegiance

Mayor Bennett gave the invocation, which was followed by the Pledge of Allegiance.

4. NEW BUSINESS

a. Employee Workshop Discussion & Action

Councilwoman Linnie Richardson said she appreciated all the employees but thinks that changes can be made to do things more efficiently. She stated that Public Works employees are often seen together but could be assigned individual tasks or areas so that they could work independently. Councilwoman Richardson has found keys left in unlocked Public Works trucks and barns left unlocked which is a liability for the Town. She would like to see more attention paid to details.

Councilwoman Sergia Cardenas asked if maintenance records were kept for trucks and equipment. The Public Works employees stated that they kept track of when maintenance and service was required but that there are no log books. Councilwoman Richardson suggested that Utility Clerk Marci Nichols could start a log book to be kept in the office for documenting all truck and equipment service and maintenance.

Councilwoman Richardson also highlighted that the barns are often in need of cleaning and that fire hydrants are overgrown and should be maintained. Public Works employee Dustin Childers stated that tasks often get left incomplete because they are called away to other matters before current tasks are finished.

49 Councilwoman Brandy Peterson suggested that work schedules could be set weekly and presented to
50 Council at regular meetings to keep everyone in the loop on which tasks were being done by Public
51 Works. They would only deviate from this schedule in the event of an emergency or high priority
52 issue. She also said that tasks and areas could be delegated among the three Public Works employees
53 instead of piling everything onto foreman Louis Longo.
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55 Vice Mayor Robert Greenlund asked the Public Works employees if their duties and schedules were
56 fairly consistent outside of emergencies and special tasks.
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58 Councilwoman Brandy Peterson asked again for a status on employee handbooks and potentially
59 installing a time clock which she addressed at a previous employee workshop.
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61 Public Works explained that a majority of their time is spent mowing in the warmer months. It takes
62 Dustin Childers approximately two to three days to mow the airport which is required every two to
63 three weeks. Public Works also noted that they mow the right-of-ways along US Highway 17 which
64 is a state road and should be maintained by DOT. Foreman Louis Longo said he had been
65 approached by Little League and instructed to mow the ball fields twice a week during ball season.
66 Mayor Samuel G.S. Bennett instructed Mr. Longo to inform Little League that if they had concerns
67 with mowing, they should contact a Council member to discuss it. Public Works answers to the
68 Council.
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70 Councilwoman Richardson stated that she wants all office staff cross-trained so that in the event of a
71 clerk's absence all tasks are still covered. She would also like the Town Clerk to be able to make
72 office decisions and delegate tasks without having to bring everything to Council at a regular
73 meeting.
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75 Louis Longo stated that health officials wanted a flow meter installed on the water system. Vice
76 Mayor Greenlund said this should be done right away. It must be done by a licensed plumber and
77 would potentially require water to be shut off. Mayor Bennett said he would speak to the plumber
78 regarding the meter.
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80 In summary, Council would like each Public Works employee to handle all tasks in their assigned
81 areas. Work schedules should be presented and approved at each regular Council meeting. Record-
82 keeping and documentation should be improved, including better records of what each Public Works
83 employee is doing throughout the day. Vice Mayor Greenlund stated that every water valve in town
84 is supposed to be exercised (opened and closed) monthly. Councilwoman Linnie Richardson would
85 like to see spraying herbicide around hydrants and in ditches to keep the grass and weeds under
86 control. Councilwoman Sergia Cardenas would like to see each employee's duties on a formatted
87 schedule so that Council has a clear picture of what everyone is doing.
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89 **5. ADJOURNED**

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91 **Hearing no further business, meeting adjourned at 5:08 PM.**
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93 Minutes prepared by:

Minutes approved by:

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97 _____
Ryan Smith, Deputy Town Clerk

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Samuel G.S. Bennett, Mayor