

**CITY OF LIBERTY WORK RETREAT
MARCH 1, 2008 - 9:00 A.M.
MINUTES**

CALL TO ORDER:

Mayor Deese called the meeting to order at 9:00 a.m.

Present: CM Walt McJunkin, CM Brian Petersen, CM Josh Harrison, CM Michael Sheriff and Mayor Brian Deese

Absent: CM Rick Clark, CM Dwight Yates

OPEN REMARKS:

Mayor Deese thanked everyone for attending the work retreat. He stated how important the work retreat was to plan for the future of Liberty and to see if they had met their goals from the previous work retreat.

PINPOINT – PUBLIC WORKS:

Mayor Deese reported to council that at the February Municipal Association Meeting held in Clemson, they introduced a program that Clemson has been using for this past year to help with their garbage pick up. Clemson runs two garbage trucks at the present time and they have saved around \$1200 a month with this new system, let alone what they have saved on risk management. Mayor Deese showed a video showing the benefits and features of a new Public Works tool called Pinpoint Geotech – Public Works. This system was designed by/for the City of Clemson and is being used to streamline Curbside Debris Removal, Document Potential Hazards for Risk Aversion, Document Codes Violations, and to Provide Accurate Data Collection for Post Disaster Damage Assessments. It has been met with critical acclaim and has already been proven to accomplish all of its objectives and then some. Mayor Deese stated this system has great potential and would probably cost the City around \$5,000. Mayor Deese stated with the Pinpoint Geotech System, while the trash truck driver is on his route, when he spots debris, he pushes the button for the kind of debris he sees and notes the location, that is downloaded at the end of the day to Gloria. Gloria prints out a report and gives it to the Public Works Director who then sends the driver just to those locations. Mayor Deese explained this system is very user friendly. CM McJunkin stated years ago he suggested that the Public Works Director drive around town on Friday afternoon and jot down what needed to be done, then on Monday morning he would be able to tell his staff what they needed to do that week. He stated there were a lot of problems with street signs. CM McJunkin stated there are many things the head of the department should know without anyone telling him and he should be organized enough to be able on Monday morning to send his staff out on jobs he has already scheduled for them. CM McJunkin stated he thought this was a good system if we had a truck driver who could use it. Mayor Deese stated at the end of the Public Works day, you could transfer this unit to a patrol car, who could then report street light outages and so forth. CM Harrison stated if people will take the time to learn new technology they will realize it really helps streamline everything and make things easier. Mayor Deese stated we will invite them to a work session to better explain this technology. CM Petersen stated we should make sure the funds are there in next year's budget. CM Petersen stated if we do not have people who can operate this system, then we need to hire new people. CM Petersen stated we need to make employees more accountable to their jobs regarding what they are required to do. He stated we do not need to

**CITY OF LIBERTY WORK RETREAT
MARCH 1, 2008 - 9:00 A.M.
MINUTES**

keep hearing excuses on why something cannot be done, but why it wasn't done. CM Petersen stated at work sessions, we need a follow up system on what was to be done that month, and then follow through to see that it was done. CM Petersen stated we really needed to quit making excuses for why the things are as they are and take the measures to fix what needs to be fixed. He stated there are two things in life, reasons and results, and reasons don't count. CM Petersen stated we need to run the City like a business and the way you do that is make people accountable where governments are not accountable. CM Petersen stated are we fitting the mold that our employees are creating for us, or are the employees fitting the mold we create for them. He stated if they do not fit the mold then you replace them, not the mold. CM McJunkin stated CM Petersen hit on something he had been noticing also. He stated some employees are in a routine on what they do on certain days. He stated the department head should be looking for things that need to be done and have his staff working on all those things. CM McJunkin stated the public works does have spare time and they need to break from their routine and do the things that need to be done. Mayor Deese stated the Pinpoint Geotech printout could be worked on when they have finished picking up garbage for the day. CM McJunkin stated one subject on his notes for today were the improvements that need to be made all over town. He stated nothing has improved as far as street signs, rusty poles, etc. CM McJunkin stated the department heads need to get out and ride and see these things for themselves. He stated it was not up to council to do it. CM McJunkin stated all of these things needed to be addressed by the department heads. He stated the department heads needed to know what the time elements were and how much time was being spent on jobs. CM McJunkin stated if employees were being paid for eight hours they needed to be working eight hours. Mayor Deese stated that was another thing Barry needed to be looking for is bent signs and posts. Mayor Deese instructed the Clerk to make a note of that and also that if we decided to go with a geo tech program that street signs and posts could be one of the things implemented. CM McJunkin stated Barry had followed up well on projects he had asked him to. He stated he believed Barry was a good man and does a good job. CM Petersen stated that there should not be any "I don't have time". Jobs need to be prioritized to make time. That is an excuse and the City does not operate on excuses. Mayor Deese stated we are trying to make certain things happen that have been let go. CM McJunkin stated if we expect more as Mayor and council then we should expect more from our supervisors. Mayor Deese stated if there is a lapse of time in getting things done and they can't do it, then I need to find someone who can do it. CM Sheriff stated you can't expect some employees to do anything more than they are told to do. CM Petersen stated what are they being told to do? He stated they needed to be told this is what you are required to do to keep this job. We needed to raise the bar. CM McJunkin stated in all the years he has been on council, never once had an employee complained to him that he had too much to do or was overloaded. CM Petersen stated he did not mean to stir up a hornets nest. Mayor Deese stated that is why we are here to discuss these issues and he appreciated council's input. He stated it was up to him to take council's suggestions and do something about them. CM Petersen stated he was not targeting any certain individual or group, but he thought they needed to overhaul the entire system and have an accountability profile for each individual. CM Petersen stated this goes back to what we did and did not do last year. As far as the Code Enforcement Officer, Barry works 5 days a week. He should break the City into 5 different zones and everyday he is in the zone he is suppose to be in looking for problems.

**CITY OF LIBERTY WORK RETREAT
MARCH 1, 2008 - 9:00 A.M.
MINUTES**

That is in addition to his regular duties, not when and if he has time. Barry needs to be more proactive. If he sees a car in the yard, he needs to make sure it has a plate on it and is insured. We should not have to tell these things to Barry, he should be out looking for these things. If there is a violation with anything else, he needs to be notifying the people and making a file on it. There should be a file opened by zone with a copy of the reports, warning and/or any citations and with the follow up. This should be a tickler file so he can follow up on it. CM Petersen stated it is not Barry but the position. CM Petersen stated he would like to see some uniform and definition to these jobs instead of a shotgun approach. If you don't have a system it doesn't work. Mayor Deese stated Barry has been doing a good job in whatever he is asked to do. But in retrospect and thinking about what Brian Petersen has said, Barry could break the City into zones and it would not take very long to ride through a zone and list any problems. He would have ample time to take care of other areas of his position also. Barry gets pulled in a lot to do other things, but it would not take long to cover one zone a day. If that was done every week, he would be familiar with what he saw last week compared to what he sees this week. CM Petersen stated that then Barry be held accountable for those zones. Mayor Deese thought this was a good idea. CM McJunkin stated Barry does a lot of other things around the City also.

TEAM BUILDING:

Mayor Deese read from Team Building and Goal Setting the sections on Assumptions and What Is Teamwork. Mayor Deese stated the true measure of a team is that it accomplishes the results that it sets out to achieve. Mayor Deese stated that is pretty much what our vision is, to accomplish the goals we set. As far as Independent Teams, Mayor Deese stated we are all striving for the same goals. We come together and put all of our ideas on the table and try to work toward a solution. Mayor Deese stated if you could get all the people in an organization rowing in the same direction, you could dominate any industry, in any market, against any competition, at any time. That is where we, as a council need to focus our attention. He stated there is nothing out there we cannot do if we put our minds to it. One problem facing communities today is not the issues, but the inability to build and maintain coalitions to deal with those issues. Mayor Deese stated if council looked behind the Team Building folders there is a little test. He stated you do not put your names on them, but just take a moment during the day to fill it out and hand it in to the Clerk. Mayor Deese stated we are probably all on the same page.

PROJECTS COMPLETED LAST YEAR:

CM McJunkin inquired about Norris Road. Mayor Deese stated unfortunately, because it is part of the CDBG grant package, we cannot start on it until the bidding process is finished. But it will be one of the first places to be started.

Completed:

1. Freedom Park
 - Completed Concession/Restroom Building;

**CITY OF LIBERTY WORK RETREAT
MARCH 1, 2008 - 9:00 A.M.
MINUTES**

- Cleared the “hill”;
 - Cut and trimmed the trees;
 - Fenced the bunker area
2. Rosewood Center
- Painted all the walls
 - New heat and air units installed
 - Lights are on back order
 - Council Chamber/Courtroom remodeled
3. Around Town
- Awarded the CDBG Grant for new water pipes (project is in bid and should be awarded the end of March – Project will begin sometime in April)
 - Peachtree Street, Front Street and Church Street are being resurfaced.

OUR VISION: 2008-2009 (1 YEAR PLAN)

CM Sheriff stated one of his goals was to complete the Liberty Boulevard Extension. He stated he thought this was important to Liberty. Mayor Deese stated he has talked to the county about getting the right-of-way to go out there. He stated he heard the county was planning to build a fire station there. Mayor Deese stated Pedestrian Park should be completed. CM Petersen asked about adding an awning to the Rosewood Center. Also CM Petersen stated the Council room may look better with some kind of decorative lighting. CM Sheriff stated he had a catalog with decorative lighting that he would bring in for council to look at. The group discussed the Rosewood Center was a good investment for the City. Marketing the Rosewood Center was discussed, such as advertising in the City’s quarterly newsletter and putting a number to call for information on the sign. Council discussed sending out a flyer with pictures out advertising the Rosewood Center once the upgrades were finished. CM Sheriff gave each of the group an architectural drawing of Freedom Park. Mayor Deese explained the Golf Disc Course Tony would like to see in the park. Mayor Deese stated he had shown Francine Powers the land by Ingles that the City could swap for the additional three acres adjoining the park. He stated Francine took pictures of the property and felt like they would be willing to swap the properties or for him to convey the property to us as a tax write off for him. CM Sheriff stated he would like to see the wooded area designed as kind of a respite from where the children play. The group discussed the additional of an ampi-theatre in the park. Mayor Deese stated we needed an additional toy in the playground area. He stated he had suggested to Tony some small rock climbing equipment. The following goals were set by Mayor and council to complete this year.

1. Rosewood Center
- Landscaping

CITY OF LIBERTY WORK RETREAT

MARCH 1, 2008 - 9:00 A.M.

MINUTES

- Sign
 - Floors refinished
 - Stage Area Design
 - Handicap Lift
 - Re-Seal parking lot and re-stripe
2. Freedom Park
- Signage for Park (dedication corner)
 - Drs Memorial Design with possible water feature
 - Additional property for park
 - Additional Large Gazebo/picnic tables
 - Golf Disc Course Design
3. The group discussed the new fire station and the fire district.
- New Fire Station
 - New bays for ladder truck
 - Clean up the rest of the City not just downtown (paint curbs, create a visual impact around the City)

CM Petersen stated one of his goals around town was sidewalks. CM McJunkin agreed, stating that we needed sidewalks on Lakeview Drive. Mayor Deese stated we have a GPATS grant this year, with matching funds, will total about \$42,000. The group discussed the areas where the sidewalks were needed and where sidewalks needed to be reworked. The group discussed the Design Day plans for the City and how those would be implemented through the years. They discussed the four gateways into the City. CM McJunkin asked where everything stood regarding Highway 178 and 93. Mayor Deese stated he has talked with Larry Martin who told him it is a 4 year project. Senator Martin stated the money is in the bank for this project. They anticipate it will be finished by 2012. Mayor Deese asked Senator Martin to find some way to get the DOT to push the project up a couple of years. CM McJunkin stated he would call Senator Martin also. CM Petersen stated it has been years since we built the wall at City Hall and it has not been stained yet. CM Harrison asked about Liberty Middle School. Mayor Deese stated he would address that in the plans for 2008 – 2013. The group discussed cleaning up around the City and not just the downtown area. CM Petersen stated we need to teach our own people how to use an edger so that they could take care of the edging in the core district. CM Petersen stated the sidewalk in front of the City Hall is not even edged.

4. Around Town
- Sidewalks and Cross Walk
Front St. (By Graphic Cow/Walkers Furniture)
 - Sidewalks Along Lakeview Dr – Near Ingles
 - Stain wall at City Hall

**CITY OF LIBERTY WORK RETREAT
MARCH 1, 2008 - 9:00 A.M.
MINUTES**

- Sign for Police Department
- More Landscaping at City Hall
- Develop an economic system for the City
- Grass cutting/lawn care contract for the core district
- The City edging the core district
- Look into tearing down eyesores around town (example: old abandoned duplex on South Fernwood)

4. Sarlin Park Area

- Design for a water feature in memory of Ralph Sarlin – Paid for by Sarlin Family
- Grind stump in center island (near parking area)
- Better light features
- Better maintenance on ivy by stage and in park
- Do landscaping, edging and grass cutting
- Centralized garbage pickup

CM Petersen stated Sarlin Park needed a face lift. He stated it needed to be cleaned up more. Mayor Deese stated the Sarlin family wanted to put a memorial in the park to Ralph Sarlin. This project would be funded by the Sarlin family. Mayor Deese stated we are looking at some type of water feature. CM McJunkin relayed to council some of the things Mr. Sarlin had done for Liberty.

OUR VISION 2008-2013 (5 YEAR PLAN)

1. Freedom Park

- Pathway from downtown to park
- Clearing of creek line for added water design
- Additional Playground equipment

2. Middle School

- Convey Administration Building, Auditorium and Gym to City for new City Hall

Mayor Deese stated he has met with Dr. De Andrea, school superintendent, regarding the middle school. He stated the meeting went well and things did look favorable for the City.

3. Railroad Right-of-Way

- Move Work Shed
- Clean up area

**CITY OF LIBERTY WORK RETREAT
MARCH 1, 2008 - 9:00 A.M.
MINUTES**

- Additional Parking

- 4. Accomplished
 - All Fire Hydrants replaced
 - Commerce Street re-stripped

- 4. Other Items to Work On
 - EMS – Fire Training Center
 - Liberty Boulevard Extension
 - Sewer Projects – Front Street and Main Street

MARCH 3RD WORK SESSION FOR MARCH 10TH COUNCIL MEETING

Mayor Deese requested that council put in writing their suggestions for using the remaining space at Rosewood Center. He stated they would then read the suggestions and discussed them at work session.

Adjourn

- CM Michael Sheriff made motion to adjourn.
- CM Brian Petersen seconded the motion.
- All voted in favor.

V. Sue Woods, Clerk

Approval Date

Verification/Mayor