



120 North Essa Street, Lake
Park, Georgia 31636
City Hall 229-559-7470
Fax 229-559-7499

City of Lake Park January 27, 2020
Work Session
6:00 PM

Agenda

Department Reports
Police
Fire
Maintenance

Rezoning LP 2019-07-29 240 - Lakes Blvd from C-C to C-H

Statewide Mutual Aid Agreement

Committee Vacancies
Cemetery (1)
Ethics (1)

GDOT Coordination Request

July 4th Preparation

City Holidays

Vacation, PTO days and Sick days

How are work hours tracked and by whom

Policies and Procedures (Police)

Admin/Executive Reports

Upcoming Dates:

Friday January 31 - Safety Meeting

Tuesday February 4 - Regular Council Meeting

Monday February 17 - Presidents Day – Office Closed

Tuesday February 18 - Court

Monday February 24 – Work Session

Friday February 28 – Safety Meeting

**Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Coordinator at 229-559-7470 promptly to allow the city to make reasonable accommodations for those persons.*



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City of Lake Park January 27, 2020
Work Session Minutes
6:00 PM

Mayor Keith Sandlin called the work session to order. Those present were as follows; Mayor Pro Tem Ronald Carter, Council Members Tom Barr, Tyler Davis, and Carl Taylor. Also present was Clerk Tabatha Fowler.

Mayor called for review of department reports

Police – Mayor read the report aloud and asked Council if there were any questions. No action taken. (See attached)

Fire Department – Mayor read the report aloud and asked Council if there were any questions. Member Taylor asked if there was an update on the surplus of the fire vehicle. No action taken. (See attached)

Maintenance Department- Mayor read the report aloud and asked Council if there were any questions. Member Taylor asked about fire hydrants on Tom's Pond Road and asked for Jeff to contact engineer to discuss. No action taken. (See attached)

Mayor called for review of Rezoning LP 2019-07-29, 240 Lakes Blvd from C-C to C-H. Clerk advised that the case was being reviewed by the Greater Lowndes Planning Commission and that their recommendation should be available for Council's review by the next Council meeting. No action taken.

Mayor called for review of the Statewide Mutual Aid Agreement. No action taken.

Mayor called for review of the committee vacancies, Cemetery (1), and Ethics (1). No action taken.

Mayor called for review of the GDOT Coordination Request, no action taken.

Mayor called for discussion of the July 4th preparation. Mayor stated that he had approached Mrs. Wilbers about heading the even and she was not interested. Clerk Fowler stated she had spoken with several other employees and that they were going to meet this week about the event. She will report back to Council with more details. Member Barr stated that we needed to make sure we contact Home Depot for volunteers, that they were a big help last year. Member Taylor also mentioned to keep in contact with Clay Cothran with updates and plans for the fireworks. No action taken.

Mayor called for review of the city holidays. Member Barr questioned the state holidays on the list. He believes that the city should only take the 10 holidays and not the 12 state holidays as previously voted on. Clerk Fowler explained that the 2 additional state holidays were used for the day after Thanksgiving and Christmas Eve. Member Barr stated he didn't agree with those 2 state holidays and that he didn't feel that city hall should be closed 4 days in a row. Clerk Fowler stated that during the holidays, city hall was not that busy and that she could get some numbers together to show Council. Member Davis said he would like to see those numbers. No action taken.

Mayor called for review of the vacation and sick days and possible PTO (paid time off) days. Member Barr stated that he proposed changing the current policy for sick days. Instead of the current 8 hours per month (12 days annually) to a total of 5 PTO days. He went on to say that employee's vacation time would continue to be awarded as usual and that the 8 hours sick time per month would be replaced with 5 PTO

days annually. Member Barr also mentioned that if Council decides to make the change that it would not go into effect until the employee's anniversary date. No action taken.

Mayor called for review of how the work hours are tracked and by whom. Clerk Fowler stated that she keeps track of all time sheets as well as vacation, sick, and comp time of each employee in an excel spreadsheet. Member Barr stated that he didn't like the current method and that it was confusing. Clerk Fowler advised she was told to keep the employee time on a fiscal year instead of her previous method of anniversary year by a previous auditor employee. Member Barr asked for Clerk to contact Mr. Zeigler and get his recommendation. Member Barr also asked for a few copies of time sheets for Council to review. He further stated that hours should not accumulate to such a large number and that comp time should be used as soon as possible. No action taken.

Mayor called for review of the Policies and Procedures (Police). No copies were on hand to review at this time. Member Barr advised that Chief Kinsey had stated previously that he would have them completed before the Regular Meeting. Clerk Fowler verified that they were completed and that she had a copy already submitted to the clerk's office. No action taken.

Admin/Executive Reports

Mayor Sandlin requested that Attorney Plumb be advised to attend the Regular Meeting.

Member Barr asked if there had been any information gathered on the purchase of a new computer and the installation of the new software. He wants Council to be notified as to the dates and times that the software will be installed and training will be done with the employees.

Clerk Fowler stated that she, Chief Brown, and Jeff Patterson would be attending a free training class on Thursday in Valdosta. This class would provide the mandatory continuing education points needed by herself and Chief Brown.

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Being no further business, work session adjourned.

Read & approved. 

Date 2-4-20