

**MINUTES OF A REGULAR MEETING
OF THE WOODBINE CITY COUNCIL**

January 5, 2015

WOODBINE CITY HALL

The regular meeting of the Woodbine City Council held on January 5, 2015 was called to order at 6:30 p.m. by Mayor Steven Parrott, with the following Councilors present: Louise Mitchell, Robert Baird, and C. C. Higginbotham, Jr. City officials present: City Administrator Sandra Rayson, Deputy City Clerk M. Lynn Courson, and City Attorney William Ashe. See sign-in sheet for others present.

The Pledge of Allegiance was led by Mayor Parrott.

The invocation was led by Mayor Parrott.

Motion made by C. C. Higginbotham, Jr., seconded by Robert Baird, to appoint Louise Mitchell as Mayor Pro tem. Voting was as follows: Ayes – Higginbotham, Baird. Nays – None. Abstentions – Mitchell. The motion was declared approved by Mayor Parrott.

Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to appoint M. Lynn Courson as City Clerk, and Sandra Rayson as Deputy City Clerk. Motion was unanimously approved and so declared by Mayor Parrott.

Motion made by Robert Baird, seconded by Louise Mitchell, to appoint Sandra Rayson as Municipal Registrar. Motion was unanimously approved and so declared by Mayor Parrott.

Motion made by C. C. Higginbotham, Jr., seconded by Robert Baird, to appoint James George as City Marshal. Motion was unanimously approved and so declared by Mayor Parrott.

Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to appoint William Ashe as City Attorney. Motion was unanimously approved and so declared by Mayor Parrott.

Mayor Parrott administered the Oaths of Office to Louise Mitchell, M. Lynn Courson, and Sandra Rayson (Oaths attached).

Work Session:

Everette Sapp, Public Works Director, gave an update on Public Works Department activities. Debra Carter, Director of Finance, gave an update on Finance Department activities.

Presentations

Mayor Parrott presented the Arbor Day Proclamation, which declares every third Friday of February as Arbor Day in the City of Woodbine.

Beth Gowen reported that February 20, 2015 would be Arbor Day in the City of Woodbine.

Motion made by C. C. Higginbotham, Jr., seconded by Louise Mitchell, to approve the agenda as presented. Motion was unanimously approved and so declared by Mayor Parrott.

Motion made by Robert Baird seconded by C.C. Higginbotham, Jr., to approve the minutes of the December 1, 2014 City Council Meeting as presented. Motion was unanimously approved and so declared by Mayor Parrott.

Public Comments:

Mittie Vaughan, owner of the Camden County Press, requested that the City use her newspaper for advertisements.

Janet Heath expressed concerns regarding air quality due to yard debris burning, the Riverwalk Comfort Stations remaining unopened, and the spending of SPLOST funds.

Andrew Heath expressed concern about rain not draining at the 11th Street Riverwalk Comfort Station. Mr. Heath suggested using SPLOST funds to plant more trees on the Riverwalk, make improvements to the land and boat ramp underneath the North side of the Robert L. Godley Bridge, and make improvements to the North section of the Satilla River trail.

Old Business:

William Ashe advised that he spoke with Johnny Thomas of JIT Construction regarding the completion of the punch list items for the Riverwalk Comfort Stations. Mr. Ashe also spoke with David Amos, the Architect on the project, who advised that there are still some items to be completed. Mr. Ashe advised that he sent Johnny Thomas a registered letter giving him 10 days to respond and complete the final punch list items. The Council discussed the remaining items to be completed. Motion made by Robert Baird, seconded by C.C. Higginbotham, Jr., to allow the Mayor and City Administrator to hire another contractor to complete the items if JIT Construction fails to do so, and to deduct the cost of this from JIT Construction's final check. Motion was unanimously approved and so declared by Mayor Parrott.

Sandra Rayson presented the Final Summary Change Order from Woodard Construction Company, Inc. on the Treatment Plant and Sewer System Enhancement Project. She explained that the items are included in the Sewer Line Replacement and the Modifications to the Treatment Plant sections of the contract. She further stated that the a Final Change Order will also come from BRW Construction, Inc. and at that time the total of possible left over funding for equipment should be available. Motion made by C. C. Higginbotham, Jr., seconded by Robert Baird, to accept the Final Summary Change Order. Motion was unanimously approved and so declared by Mayor Parrott.

New Business:

Sandra Rayson presented the Qualification Fees for the office of the Mayor and two City Council Members for the upcoming November Election. Motion made by Robert Baird, seconded by Louise Mitchell to approve the Qualifying Fees. Motion was unanimously approved and so declared by Mayor Parrott.

Everette Sapp presented the proposal from United Utilities, Inc. for Water Meter Software upgrade. He explained the age of the current software and the fact that it is no longer supported. The Council discussed the cost and necessity of the upgrade. Motion made by Robert Baird,

seconded by Louise Mitchell to accept the proposal. Motion was unanimously approved and so declared by Mayor Parrott.

Lynn Courson presented a request for waiver of penalties and interest on 2013 Property Taxes form Robert Aitkens. Motion made by Robert Baird, seconded by C.C. Higginbotham, Jr., to take no action on the request. Motion was unanimously approved and so declared by Mayor Parrott.

Lynn Courson presented the contract for Elyk Innovation, Inc. for website services. She advised the Council that this is the company they chose during Budget Work Sessions. Motion made by C. C. Higginbotham, Jr., seconded by Louise Mitchell, to approve the contract. Motion was unanimously approved and so declared by Mayor Parrott.

Everette Sapp presented Council with a request to add the purchase of a new Utility Vehicle to the SPLOST 6 project list. Sandra Rayson advised that bids packages were sent out and are due on January 9, 2015. Motion made by Robert Baird, seconded by C.C. Higginbotham, Jr., to add this item to the SPLOST 5 list. Motion was unanimously approved and so declared by Mayor Parrott.

Public Comments

Janet Heath suggested that the City change their election cycle to coincide with the County elections. She also asked the Council to consider the Marshland Protection documents sent over by the Satilla Riverkeeper.

Andrew Heath asked about the noise level of sewer repairs on East 5th Street. Sandra Rayson advised that this work is already complete.

The meeting adjourned at 7:35 p.m.

Steven L. Parrott
Mayor

Attest: _____
M. Lynn Courson
City Clerk