

**MINUTES OF A REGULAR MEETING
OF THE WOODBINE CITY COUNCIL
October 5, 2015
WOODBINE CITY HALL**

The regular meeting of the Woodbine City Council held on October 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. Councilors absent: Randy Bordelon. City officials present: City Administrator Sandra Rayson and City Attorney Will Ashe. See sign-in sheet for others present.

The Pledge of Allegiance was led by Mayor Parrott.

The invocation was led by Councilor Mitchell.

Work Session:

Everette Sapp provided an update on the Public Works Department. Sandra Rayson provided an update on Super Saturday, Halloween on the Riverwalk and 2016 Budget preparations. She also reported that there would not be an election in November because we now had two qualified candidates (Robert Baird, Incumbent, and Donald Harrelson) for the two open City Council seats and one qualified candidate (Steven Parrott, Incumbent) for the Mayor's seat.

Presentations:

Mayor Parrott presented a Proclamation declaring Friday, 10/9/15, as "Pink Out" Friday to increase awareness of Breast Cancer and how we as citizens can help in the effort to eradicate this disease.

Doug Vaught was unable to attend the meeting to report on the Film Industry in Camden County.

Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to approve the Agenda with the following amendment:

Add: Item 11.e. Personnel under New Business.

Motion was unanimously approved and so declared by Mayor Parrott.

Motion made by C. C. Higginbotham, Jr., seconded by, Louise Mitchell, to approve the minutes of the August 3, 10 and September 17, 2015 City Council Meetings as presented. Motion was unanimously approved and so declared by Mayor Parrott.

Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to go into Executive Session to discuss Personnel. Motion was unanimously approved and so declared by Mayor Parrott.

The Executive Session started at 6:50 p.m.

The Regular Session reconvened at 7:20 p.m.

The Mayor reported that Everette Sapp, Public Works Director, would be retiring on 12/31/15. His position will be advertised with a starting salary of \$35,000.00 depending on experience and education.

Public Comments:

Brenda Jacobs representing the Woodbine Woman's Club introduced the new Club Cookbook, which sells for \$20.00.

Bill Johnson asked Councilor Higginbotham to state his principle address. Mayor Parrott explained that the Public Comments portion of the meeting was for individuals to discuss issues, but not for discussions with individual Council Members. The City Attorney directed Mr. Johnson to the County Election Superintendent, who is the person that Mr. Johnson should address regarding any question about an elected official's place of residence.

Janet Heath sent a letter to City Hall for the meeting regarding chickens, the DOT requirements for guard rails next to several sections of new sidewalks on U.S. 17, water tower painting, the grapple arm truck, paying on our debt and the Old Theater Project. A copy of the letter was placed in the public's agenda notebook.

Old Business:

The Council and Staff discussed SPLOST 7 collections and proposed projects. Collections are down by approximately 33%, reducing our anticipated collection total from \$4 Million to \$2.7 Million.

- Mr. Sapp reported that the Grapple Arm Truck continues to experience problems even after the engine was rebuilt, i.e. the Steering Box Gear had to be replaced, the hydraulic pump for the boom is going out causing the boom arm not to be able to pick up as much material as it once did and all of the hydraulic cylinders continually leak fluid. Councilor Higginbotham stated that he thought it would be better to spend \$10,000.00 to have all of the hydraulics reworked. He stated that if this were done, he felt sure the truck would last at least another five years. Mr. Sapp will get quotes to have the hydraulic work done for the Council's review.
- Councilor Baird stated that he felt the Highway 110 Water Tank should be placed under a Maintenance Contract and asked how this would affect the overall Water/Sewer Fund Budget for 2016 since this cost would not be eligible for SPLOST funding. The rebate given in 2015 would probably not continue into 2016. Council agreed that it made more sense to get bids on an annual maintenance agreement including exterior sandblasting/painting & full interior renovation with the exterior sandblasting/painting and interior washout/inspection to be done in Year 1 and full interior renovation to be done in Year 7. Staff will send out Request for Bids as soon as possible.

- Councilor Higginbotham asked for a status report on the Old Theater Project. Ms. Rayson advised that the agenda package contained pricing and descriptions for several project items for the Council's review. After discussing the items, the Council made the following revisions:
 - Delete the ADA Drinking Water Fountain.
 - Delete the Veteran's Memorial Pavers.
 - Delete the Wishing Well.
 - Reduce the number of bike racks to 1.
 - Delete all grills.
 - Reduce the number of benches to 3.
 - Reduce the number of trash cans to 4.

- The following SPLOST 7 Projects were deleted or revised:
 - Delete "Repaint/Repair 250,000 Gallon Water Tank on Highway 110".
 - Delete "Z-Turn Mower 60" (Diesel) (Treatment Plant)".
 - Delete "185 CFM Air Compressor".
 - Delete "Tow-Behind Man Lift".
 - Delete "Convert Old Belt Filter Press Building to Storage Building".
 - Delete "Old Bus Barn"
 - Reduce Budget for "Old Fire Station" to \$50,000.00 for roof repair.
 - Delete "Outfall Drainage Ditch Project".
 - These revisions reduce the Projects Total to \$2,398,680.00.

The Mayor called a recess at 8:20 p.m.

The Regular Session reconvened at 8:25 p.m.

The Council discussed how much money was currently held in our SPLOST 7 account. Ms. Rayson stated that there was about \$200,000.00 in the account and the October payment of approximately \$40,000.00 was due any day. After much discussion, the Council agreed to the following allocation of the SPLOST 7 collections:

- \$200,000.00 will be held for the Old Theater Park Project.
- \$200,000.00 will be paid on Debt Service.
- After the Debt Service allocation has been met, funds will be saved toward the next Project.
- Council will decide further allocation of collections once the above Debt Service directive has been met.

Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to approve the SPLOST 7 Prioritized Project List as amended, to approve the Old Theater Park Project Item Pricing List as amended, to disapprove adding the Grapple Arm Truck to the SPLOST 7 Prioritized Project List, to approve obtaining bids for a Maintenance Contract on the Highway 110 Water Tank and to approve the above allocation of SPLOST 7 collections. Motion was unanimously approved and so declared by Mayor Parrott.

The Sidewalk Improvements Project barricade style was discussed earlier in the meeting. Staff will bring back additional information to the Council as available from the Department of Transportation.

Motion made by C. C. Higginbotham, Jr., seconded by Louise Mitchell, to approve the proposed Riverwalk Memorial Policy with the following revisions:

- Benches must conform to the following requirements:
 - Have a minimum 35 Year Warranty.
 - Memorial or in honor of wording can be engraved on the bench or on a 2”x5” stainless steel plaque with a maximum of two names per plaque or bench.
 - Person requesting permission to place a bench on the Riverwalk shall provide all necessary information to the City to allow the City to order the bench and plaque.
 - Person requesting permission to place a memorial bench on the Riverwalk shall pay to the City the total cost of the bench and plaque, including shipping, and the cost of installation prior to the City placing an order for the bench and plaque.

Motion was unanimously approved and so declared by Mayor Parrott.

James Coughlin, Executive Director of the Camden County Joint Development Authority (JDA), addressed the Council regarding a proposed Economic Development Incentive Policy that would be consistent for all four local governments in the County. He explained that changes in the State Statute now require that all incentive packages be disclosed to the public after they have been approved. The proposed policy gives the JDA the ability to negotiate on behalf of each local government, but final approval of all incentives would rest with the local government. Councilor Baird stated that when proposing an incentive package for a company, the local government also needs to know exactly what type of jobs, the number of jobs and the average wage/salary for each job that the company is bringing. Motion made by C. C. Higginbotham, Jr., seconded by Louise Mitchell, to approve the Policy 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 following reappointments to the Planning Commission:

Mark Sydnor, Term Expiring 10/5/18

Keith Kelley, Term Expiring 10/5/18

Motion was unanimously approved and so declared by Mayor Parrott.

New Business:

Motion made by Robert Baird, seconded to C. C. Higginbotham, Jr., to approve the Surplus Property List (see attached copy). Motion was unanimously approved and so declared by Mayor Parrott.

Motion made by C. C. Higginbotham, Jr., seconded by Robert Baird, to approve the Resolution in Support of the Satilla River Water Trail. Motion was unanimously approved and so declared by Mayor Parrott.

Motion made by C. C. Higginbotham, Jr., seconded by Robert Baird, to approve advertising the position of Public Works Director with a salary of \$35,000 contingent on education and experience. Motion was unanimously approved and so declared by Mayor Parrott.

Public Comments: None

The meeting adjourned at 8:55 p.m.

Steven L. Parrott
Mayor

Attest: _____
Sandra L. Rayson
Deputy City Clerk