

**MINUTES OF A REGULAR MEETING
OF THE WOODBINE CITY COUNCIL
November 2, 2015
WOODBINE CITY HALL**

The regular meeting of the Woodbine City Council held on November 2, 2015 was called to order at 6:30 p.m. by Mayor Steven Parrott, with the following Councilors present: Louise Mitchell, Robert Baird, C.C. Higginbotham, Jr. and Randy Bordelon. City officials present: City Administrator Sandra Rayson, City Clerk Lynn Courson 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 Mayor Parrott.

Work Session:

Everette Sapp provided an update on the Public Works Department. Rob Baird asked William Ashe to send a letter to East Coast Asphalt advising that if they did not complete the rest of the paving project the City will use their final 10% payment to have another company complete the work.

Presentations: None

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

Add: Item 13.c. Personnel under New Business.

Motion was unanimously approved and so declared by Mayor Parrott.

Motion made by C. C. Higginbotham, Jr., seconded by, Robert Baird, to approve the minutes of the October 5, 12 and 21st 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 6:40 p.m.

The Regular Session reconvened at 7:18 p.m.

Mayor Parrott stated that the City will negotiate with candidates for the City Administrator position.

Public Comments: None

Old Business:

Sandra Rayson presented two proposals for Window Treatments for the City Hall offices. Councilor Baird asked for staff recommendation. Lynn Courson advised that she and Samantha Young preferred the window treatments from Designing Windows & More, Inc. Motion made by Robert Baird, seconded by Louise Mitchell, to approve the bid from Designing Windows & More, Inc. in the amount of \$600.27. Motion was unanimously approved and so declared by Mayor Parrott.

Sandra Rayson presented a quote from Amazon.com for 4 new chairs for the City Hall lobby. Motion made by C.C. Higginbotham, Jr., seconded by Robert Baird to approve the proposal for new chairs in the amount of \$296.92. Motion was unanimously approved and so declared by Mayor Parrott.

Sandra Rayson presented the Final Summary Change Order for the Sidewalk Improvement Project. Motion made by C.C. Higginbotham, Jr., seconded by Robert Baird to approve the Final Summary Change Order. Motion was unanimously approved and so declared by Mayor Parrott.

Jannie Everette presented a request for a donation or letter of support for the Thikol Victims Memorial Project. Ms. Everette explained the plan the group hopes to accomplish in the coming future culminating in a Monument, Educational Center, and Museum honoring the victims and their families.

A Public Hearing to receive public comments on the following Alcohol License Renewals as called to order at 7:32 p.m.

- Tulsi Associates (Woodbine IGA)
- Friends Foods LLC
- Snappy Foods #21
- Capt. Stan's Smokehouse

Ms. Courson advised that Friends Foods LLC did not submit a renewal application and should be removed from consideration.

No other comments were received.

The Public Hearing was closed at 7:33 p.m.

The Regular Meeting was reconvened at 7:33 p.m.

Motion made by C. C. Higginbotham, Jr., seconded by Robert Baird, to approve the following Alcohol License Renewals:

- Tulsi Associates (Woodbine Grocery)
- Snappy Foods #21
- Capt. Stan's Smokehouse

The motion was unanimously approved and so declared by Mayor Parrott.

A Public Hearing to receive public comments on the following 2015 Millage Rate was called to order at 7:34 p.m.

No comments were received.

The Public Hearing was closed at 7:34 p.m.

The Regular Meeting was reconvened at 7:35 p.m.

Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to approve the 2015 Millage Rate at 5 mils. The motion was unanimously approved and so declared by Mayor Parrott.

Sandra Rayson asked for approval for a salary increase for employees that obtain their CDL Driver's License. Motion made by Robert Baird, seconded by Louise Mitchell, to approve a .50 and hour increase. The motion was unanimously approved and so declared by Mayor Parrott.

Public Comments:

Janet Heath asked the Council to consider Ms. Jannie Everette's request for a letter of endorsement for the Thikol Victims Memorial Project. Councilor Baird stated that he can support the letter but not financial support. Ms, Everette stated that she will send staff an example of the letter.

The meeting adjourned at 7:37 p.m.

Steven L. Parrott
Mayor

Attest: _____
M. Lynn Courson
City Clerk