

**MINUTES OF A REGULAR MEETING
OF THE WOODBINE CITY COUNCIL
December 8, 2015
WOODBINE CITY HALL**

The regular meeting of the Woodbine City Council held on December 8, 2015 was called to order at 6:34 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 Administrator Kyle W. Tibbs, 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 Louise Mitchell.

Work Session:

David Amos gave an update on cost differences on projected amount to the bid the City received on the Old Theater Park Project. Mr. Amos stated that he believed the main reason of the differences was that only one bid was received. He suggested possibly bidding the project in separate sections rather than a whole to reduce costs. Mr. Amos and the Council discussed the parking area and DOT requirements. Mayor Parrott stated that since the bid would not be awarded, he would like to schedule a Work Session to further discuss the project.

Everette Sapp provided an update on the Public Works Department.

Presentations: None

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

Add: Item 13.c. Proposal for Financial Procedure Review under New Business.

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 November 2, and 16 City Council Meetings and November 30, 2015 Budget Public Hearing 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 6:49 p.m.

The Regular Session reconvened at 7:12 p.m.

Mayor Parrott stated that the City will have a second round of interviews for the Public Works Director position.

Public Comments: None

A Public Hearing to receive public comments on the Comprehensive Plan Update was called to order at 7:13 p.m.

Lupita McClenning presented the Council with the Comprehensive Plan update and the process thus far on creating the plan. She explained that a steering committee had been appointed to aid in the creation of the plan and that this is what she is presenting now for review and comment. Ms. McClenning further advised of the future steps that will need to happen to have the plan approved by the Department of Community Affairs so that the City can receive Certified Local Government Status.

No other comments were received.

The Public Hearing was closed at 7:25 p.m.

The Regular Meeting was reconvened at 7:26 p.m.

Old Business:

Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to approve transmit the Comprehensive Plan to the Coastal Regional Commission. Motion was unanimously approved and so declared by Mayor Parrott.

Ken Dickman with Greenavations Power LLC gave an update on the Solar Energy Project. He discussed what they would suggest as the appropriate size solar system needed to power the Water/Wastewater Treatment Plant.

Mayor Parrott asked the opened discussion on Request for Proposals – Old Lettuce Shed. He stated the three options for the building are salvage, repurpose, or sell. Mayor Parrott stated that he would like both the salvage and repurpose options open to bidders. The Council discussed the options and timeframes on either options. Councilor Baird stated that he is against rehabbing the building because of structural issues. Kyle Tibbs asked if the Council wanted the City to be compensated for the salvaged materials from the salvaged materials. Councilor Baird stated that compensation should be whatever a buyer pays for the building and that they should be responsible for all clean-up. Everette Sapp advised that the building can be placed on govdeals.com and the City can list their guidelines as far as clean-up and insurance. He further stated that you can set a reserve amount for the sale and a time frame. Bryan Casey stated that there are companies that specialize in salvaging wood from old buildings that may be interested in the building. Mr. Tibbs advised that he would send letters to some of these companies. Motion made by Robert Baird, seconded by Louise Mitchell, to declare the Old Lettuce Shed surplus inventory. The motion was unanimously approved and so declared by Mayor Parrott.

Motion made by Robert Baird, seconded by C.C. Higginbotham, Jr., to list the property for sale for \$5,000 for 30 days with winning bidder to be bonded and insured and be responsible for complete

clean-up. Louise Mitchell suggested increasing the price to \$15,000. Robert Baird amended his motion to change the sale price to \$10,000. The motion was unanimously approved and so declared by Mayor Parrott.

A Public Hearing to receive public comments on the following 2016 Budget was called to order at 8:16 p.m.

Sandra Rayson went over changes that were made to the budget.

No comments were received.

The Public Hearing was closed at 8:22 p.m.

The Regular Meeting was reconvened at 8:22 p.m.

Motion made by Louise Mitchell, seconded by Randy Bordelon, to approve the 2016 Budget as presented. The motion was unanimously approved and so declared by Mayor Parrott.

Everette Sapp presented the only bid received for a 72" Zero turn mower for use at the Water Treatment Plant in the amount of \$13,000. Councilor Higginbotham stated that the mowers used by the Public Works department can be used for the Treatment Plant. Kyle Tibbs explained that the Old Theater Park would not be maintained by the PSA and another mower would be needed. Mr. Sapp further explained that during mowing season the 2 mowers used by Public Works are used almost constantly. Motion made by Robert Baird, seconded by Louise Mitchell, to approve the bid from Tait Lawn Service in the amount of \$13,000. The motion was unanimously approved and so declared by Mayor Parrott.

Mayor Parrott explained that he requested a review of our Financial Procedures being that we have new staff and a council member at the first of the year. Councilor Higginbotham expressed concern with an outside firm having access to the City's data. William Ashe stated that we have used this firm before and that they are bonded so he believes they would maintain confidentiality. Sandra Rayson advised that this audit is meant to assess efficiency. Kyle Tibbs stated that he will change all computer passwords after the audit. Motion made by C.C. Higginbotham, Jr., seconded by Robert Baird, to approve the Proposal for Financial Review. The motion was unanimously approved and so declared by Mayor Parrott.

Public Comments: None

The meeting adjourned at 8:37 p.m.

Steven L. Parrott
Mayor

Attest: _____
M. Lynn Courson
City Clerk