MINUTES OF A CALLED MEETING
OF THE WOODBINE CITY COUNCIL
August 4, 2014
WOODBINE CITY HALL

The regular meeting of the Woodbine City Council held on August 4, 2014 was called to order at 6:30 p.m. by Mayor Steven Parrott, with the following Councilors present: Louise Mitchell, Randy Bordelon and C. C. Higginbotham, Jr. Councilors Absent: Robert Baird. City officials present: City Administrator Sandra L. 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 Mayor Parrott.

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 read a Proclamation proclaiming August 7, 2014 as "Purple Heart Day" in the City of Woodbine.

Motion made by C. C. Higginbotham, Jr., seconded by Randy Bordelon, to approve the agenda as presented. The 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 July 7, 15 and 24, 2014 City Council Meetings as presented. The motion was unanimously approved and so declared by Mayor Parrott.

Public Comments: None

Old Business:

Motion made by C. C. Higginbotham, Jr., seconded by Louise Mitchell, to ratify earlier approval of Change Order No. 4 from BRW Construction Group LLC to add Hose Down Service at Digester and Classifier; Provide Means to Flush Sludge Line; Install New Classifier; Delete Extra Work Item Not Anticipated. The new classifier was approved by the Council on 4/21/14. The motion was unanimously approved and so declared by Mayor Parrott.

Mr. Sapp addressed the Council regarding replacing the existing 90KW Generator at the Treatment Plant with a new 300KW Generator. The existing generator cannot run the entire plant because of the electrical load the new equipment places on the system. This results in an electrical overload and the generator automatically shuts down. Staff must then manually shut off equipment until the load is lowered to a level the existing generator can handle. The cost to rewire part of the system to take equipment off line when the generator starts up would be about as much as purchasing the larger generator. Councilor Higginbotham expressed his frustration

that the engineer had not included this cost in the project from the beginning. Mr. Sapp advised that this situation was also a result of the load increasing as a result of work being added after the original design of the project. The engineer is researching the possibility that the 90KW generator could be installed at the Brewster Street Pump Station for back-up power instead of having to rent a large mobile pump from Jacksonville when we lose power. Council asked staff to bring costs to the next Council Meeting for the new generator.

Rick English of Instant Marketing & Social Media addressed the Council regarding his proposal to manage the City's Social Media site. Mr. English is proposing a 12 month contract at $100.00 per month. They will maintain the City's Facebook page by posting recreational, informational, safety and other items to the site as provided by the City and by Instant Marketing & Social Media. It does not take the place of the required advertising in our Legal Organ, which is the Tribune & Georgian. Mr. English agreed to notify the City if and when they find and remove unacceptable posts to the Facebook page. Motion made by C. C. Higginbotham, Jr., seconded by Randy Bordelon, to enter into a contract drawn up by the City Attorney for one year at $100.00 per month with language added that either party can cancel the contract. The motion was unanimously approved and so declared by Mayor Parrott.

City Administrator Sandra Rayson advised the Council that the City only received one bid for the Sidewalk Improvement Project – East 15th Street (2014 LMIG) as follows:

Woodard Construction Company, Inc.
Waycross, Georgia
$51,250.00

Ms. Rayson stated that the Bid Bond received was in the amount of $3,750.00. The required Bid Bond was 10% ($5,125.00). Mr. Woodard told her that the error was on the part of the Bonding Company. The bond was sent overnight and it was received on the day of the bid and therefore could not be corrected before submitting the bid. Ms. Rayson stated that Mr. Woodard is currently a contractor on our Treatment Plant & Sewer System Enhancements Project and has been our contractor in the past on projects much larger than the LMIG Project. He has always submitted the proper Bid Bond. For this reason, Ms. Rayson recommended that this error be waived in considering Mr. Woodard's bid. The project estimate was $32,815.00. Funding sources are DOT LMIG funds ($18,156.00) and SPOST VI funds ($14,659.00). Everette Sapp and Ms. Rayson met with Mr. Woodard to discuss the bid and how the project cost could be lowered. The following revisions are proposed:

• Bid Amount	$ 51,250.00
• Reduce Mobilization, Clean-up, Closeout By 50%	(3,250.00)
• Delete Demolition & Replacement of Asphalt Apron at Commercial Property on NE Corner of U.S. 17 & E.15th Street	(4,410.00)
• Total Reductions	(7,660.00)
• Negotiated Bid	$43,590.00

Staff recommended acceptance of the negotiated bid of $43,590.00 because the commercial property does not have an operating business on it and the existing asphalt driveway apron is usable. Replacing it with concrete would not make it more functional. Motion made by Louise Mitchell, seconded by C. C. Higginbotham, Jr., to award the contract for the Sidewalk Improvement Project – East 15th Street (2014 LMIG) to Woodard Construction Company, Inc. in the amount of $43,590.00. The motion was unanimously approved and so declared by Mayor Parrott.

New Business:

The City's Grapple Arm Truck has extensive engine and PTO problems. The City of Kingsland has agreed to provide temporary limbs and leaves collection service until we have a permanent solution. Ms. Rayson submitted an Intergovernmental Agreement with the City of Kingsland for Council approval for this temporary service. Kingsland is still working on the rate for the service. Motion made by C. C. Higginbotham, Jr., seconded by Randy Bordelon, to approve the format of the submitted agreement. Staff will resubmit the agreement to Council for approval once the rate is available from Kingsland. The motion was unanimously approved and so declared by Mayor Parrott.

Council discussed the needed repairs for our Grapple Arm Truck and available options to provide limbs and leaves collection/disposal service in the future to include:

Repair Existing Truck - $20,000+
Purchase Used Truck - $125,000±
Purchase New Truck - $130,000±
Outsource Service – Estimated at $1.00±/customer/month

Councilor Higginbotham asked staff to calculate the cost to purchase a truck every 8 years, apply that to the average tonnage and calculate the estimated labor to get a cost per ton to compare to the bids we would receive through an RFP (Request for Proposal) process.

Bryan Casey of Greenavations was unable to attend the Council Meeting tonight due to a family medical emergency. Council directed staff to set up a work session with Greenavations, Inc. to discuss their proposal for the City and to get references from current or former clients.

Motion made by C. C. Higginbotham, Jr., seconded by Louise Mitchell, to approve paying Woodard Construction Company, Inc. $1,600.00 to repair a sinkhole in Georgia Avenue between Russell Street and Parker Avenue. The motion was unanimously approved and so declared by Mayor Parrott.

Public Comments:

David Cottle thanked staff for their quick response on his question at a prior meeting regarding fiber optics in the City. He also expressed concern at the cost to the City in providing 6 inch thick sidewalks.

Janet Heath discussed the contract with Instant Marketing for the City's Facebook page and need for a good website. She also commented on the Comfort Station Project, the proposed Solar Energy Project and SPLOST VI spending.

The meeting adjourned at 7:45 p.m.

Attest: _____
Sandra L. Rayson
City Clerk

_____
Steven L. Parrott
Mayor