

**MINUTES OF A REGULAR MEETING
OF THE WOODBINE CITY COUNCIL
January 4, 2016
WOODBINE CITY HALL**

The regular meeting of the Woodbine City Council held on January 4, 2016 was called to order at 6:30 p.m. by Mayor Steven Parrott, with the following Councilors present: Louise Mitchell, Robert Baird, Donald Harrelson and C. C. Higginbotham, Jr. City officials present: City Administrator Kyle Tibbs, 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 Louise Mitchell.

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

Judge Robert C. Sweatt administered the Oaths of Office to Steven Parrott as Mayor, Louise Mitchell as Mayor Pro Tem, Donald Harrelson and Robert T. Baird as City Council Members, , M. Lynn Courson as Municipal Registrar, and Elaine Koch as Deputy City Clerk. (Oaths attached).

Mayor Parrott administered the Oath of Office to Judge Robert C. Sweatt as Municipal Judge. (Oath attached).

Work Session:

Ronny Smith, Public Works Director, gave an update on Public Works Department activities. M. Lynn Courson gave a General Government update.

Presentations

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

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

Remove: Item 12.G. UGA Rep-Air Potato Beetle
Add: Item 12.I. Administrative Policy Change from Audit

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 8, 2015 and December 15, 2015 City Council Meetings as presented. Motion was unanimously approved and so declared by Mayor Parrott.

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

Donald Harrelson recused himself from the Executive Session.

The Executive Session started at 6:47 p.m.

Kyle Tibbs requested Councilor Harrelson to join the Executive Session for a different possible litigation matter.

The Regular Session reconvened at 7:31 p.m.

Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to send Camden County and amended Sewer Tap fee invoice in the amount of \$65,000. Motion was unanimously approved and so declared by Mayor Parrot.

Louise Mitchell left the meeting at 7:32 p.m.

Old Business:

Mayor Parrott described findings of the Systems Audit. He explained that there was no wrongdoing as cause for the audit just a housekeeping reason with regards to the turnover in office staff. He advised that the staff is in the process of making any corrections that were noted during the process. Mayor Parrott further stated that the audit was overall positive. He advised that some of the negative finding may be the result of needed training or software issues. He advised that Council would receive regular updates on the progress in correcting these. Councilor Higginbotham asked about issues with the software. Lynn Courson explained that the Property Tax program and Business License program perform poorly but that she has sent Harris lists of priority issues for both of these programs. Ms. Courson stated that Harris has agreed to continue to work at fixing issues with the current programs. Mr. Tibbs explained that any new system would be very expensive. He further explained that property tax bills had to be sent out twice due to Harris error and that we have sent an invoice for postage and labor for their consideration. Council directed William Ashe to send a letter to Harris outlining our dissatisfaction with the programs and request that a representative be sent to meet with staff on the issues at no cost to the City.

Kyle Tibbs stated that staff is currently working on the application for the Solar Energy Grant. He advised that the application should be ready to submit by February 1, 2015.

Kyle Tibbs requested that the Old Theater Park Project be tabled due to cuts that would need to be made to come in at the budgeted amount and the fact that all of the land is not yet in the City's possession. He further stated that he would like to see the \$200,000 be used for other recreational improvements. Councilor Higginbotham stated that if the project is tabled then the \$200,000 needs to be used to reduce debt as is stated in the SPLOST priority list. The Council, the Mayor, and Mr. Tibbs discussed tabling the project and what to do with the funds if this happens. Mayor Parrott asked that we make sure the funds received from the Recreational Trail Grant does not obligate us to complete the project. The Council agreed to schedule a work session to discuss making the

project work for the \$200,000. Councilor Baird requested to have SPLOST reports available at each Council meeting.

Kyle Tibbs advised that so far a bid of \$2500 is the only one submitted for the Old Lettuce Shed. He further stated that there are 10 days left for bids on govdeals.com.

New Business:

Kyle Tibbs presented a proposed On-Call Policy for himself and Ronny Smith. He stated that after recalculating to include weeknights and holidays the cost would be \$23,109. Mr. Tibbs further advised that Kingsland has Exempt employees which are exempt from overtime pay and are simply required to get the work done and that their On-Call Policy only is used when an Exempt employee is not available. He suggested trying the On-Call procedure for a couple of months and if it does not work then the Council can discuss making himself and Mr. Smith Exempt employees. Mr. Tibbs advised that as the City does not currently have Exempt employees, none of the employees are required to report to work when they are off duty. He said that his contract would have to be redone to account for being an Exempt employee. The Council and Mr. Tibbs discussed the various aspects of both choices. Councilor Baird stated that the Mayor can be called to make the choice of who needs to come in because most of the time the person who needs to come in will not be the Administrator. The Council agreed to let the Mayor, Kyle Tibbs, Ronny Smith, and William Ashe discuss making Mr. Tibbs and Mr. Smith Exempt employees and present a proposal that would fairly compensate them for anticipated time they would be required to come in after hours.

Terry Landreth advised Council that the entrance to the Riverwalk Trail at 4th Street does not appear to be ADA compliant as it is difficult for wheelchairs and bikes to navigate the space and there is no crosswalk. Robert Baird advised that the City had already requested changes to the area and that the GDOT would not approve making any changes and expects disable persons to go to the crosswalk on Highway 17. Lori Lei Tucker stated that there is a park bench in the area that if relocated would make entrance easier on her hand bike. Terry Landreth also wanted to let the Council know that the Coastal Georgia Greenway Study will be presented to the legislature by Senator Ligon who will request \$1 million a year for the next 10 years for expansion. Mr. Landreth also advised that a Recreational Trail Grant may come available that could aid in completing the Old Theater Park trailhead.

Kyle Tibbs presented a request to consult with the City engineer on implementing a bike path that would link the Riverwalk Trail with the rest of the City. The Council agreed to allow Mr. Tibbs to consult with the City Engineer regarding cost of putting in the bike paths.

Kyle Tibbs presented a request to use funds from sale of surplus items to partner with the Satilla Riverkeeper to add educational features to the Riverwalk. Mary Freund with the Riverkeeper stated that she would look into the Communities of Coastal Georgia Community Impact Grant for funds for the project and then the City could provide matching funds. She explained that the educational features could include plaques along the River that explain the type of river and marsh along with plants indigenous to the area. Mr. Tibbs explained that the Riverkeeper would be heading up the project with approval by the City. The Council agreed to allow the City and the Riverkeeper to move forward with researching the project further and present back to them.

Kyle Tibbs advised that as soon as the grant is approved then the CRC Riverfront Economic Development Study will begin.

Kyle Tibbs presented bids from Herrin Document Systems and Golden Isles Office Equipment for a new copier/scanner/printer for City Hall. The council asked for some additional information before making a decision.

Motion made by Robert Baird, seconded by C.C. Higginbotham, Jr., to reappoint Sheila Sapp to the JDA. Motion was unanimously approved and so declared by Mayor Parrot.

Kyle Tibbs presented an administrative policy change based on the internal audit. He stated that the audit showed that check signers should be cut to two signatures one being the City Administrator and the other an elected official. Motion made by Robert Baird, seconded by C.C. Higginbotham, Jr., to make the change. Motion was unanimously approved and so declared by Mayor Parrot.

Public Comments

Terry Landreth suggested that when the Lettuce Shed is demolished it would be a good place to put additional handicap parking.

Bill Walls asked what happened to the Satilla Waterfront sign. Mayor Parrott advised that it was stolen and that the PSA is working on getting it replaced.

Kyle Tibbs advised that computer passwords and locks on the Street Department building are being changed by February 1, 2016.

The meeting adjourned at 8:55 p.m.

Steven L. Parrott
Mayor

Attest: _____
M. Lynn Courson
City Clerk