

**MINUTES OF A REGULAR MEETING
OF THE WOODBINE CITY COUNCIL
October 3, 2016
WOODBINE CITY HALL**

The regular meeting of the Woodbine City Council held on October 3, 2016 was called to order at 6:30 p.m. by Mayor Steven Parrott, with the following Councilors present: Louise Mitchell, C.C. Higginbotham, Jr., Donald Harrelson and Robert Baird. City officials present: City Administrator Kyle Tibbs and City Clerk M. Lynn Courson. See sign-in sheet for others present.

The Pledge of Allegiance was led by Mayor Parrott.

The invocation was led by Mayor Parrott.

Mayor Parrott advised that the Work Session for 2017 Budget and Department Head reports would be moved to after the Presentations section of the Meeting.

Presentations:

James Coughlin gave a detailed update on what the JDA has been pursuing in terms of Economic Development in Camden County. Mr. Coughlin explained that there are some wetland issues with a piece of land available at the Woodbine Industrial Park as well as throughout Southeast Georgia. The Council encouraged Mr. Coughlin to get a more thorough study done on that property.

Mayor Parrott read a Proclamation proclaiming Friday October 14, 2016 as “Pink out Friday” encouraging the community to wear pink on that day to support Breast Cancer Awareness.

Mayor Parrott read a Proclamation proclaiming October 23 through 31, 2016 as “Red Ribbon Week” encouraging the community to show their support for a drug-free environment.

Mayor Parrott read a Proclamation proclaiming October 2016 as National Arts and Humanities Month.

Work Session:

Kyle Tibbs presented the Draft 2017 Budget. The Council was pleased to see the Millage rate lowered to 4 Mils. Mr. Tibbs presented a reduction in the Water/Sewer rates as there is a surplus in the Water/Sewer fund. The Council directed Mr. Tibbs to make sure this was allowed with the Sewer Plant Rehabilitation project guidelines. The Council authorized Staff to hold Budget and Millage public hearings prior to the next City Council Meeting.

Ronny Smith gave an update on Public Works activities. Lynn Courson gave an update on Code Enforcement activities. Kyle Tibbs gave an Administrative update.

Motion made by Robert Baird, seconded by C. C. Higginbotham, to approve the Agenda with the following amendments adding 9.B. Proposed 2016 Millage Rate. 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 September 12, 2016 City Council Meeting as presented. Motion was unanimously approved and so declared by Mayor Parrott.

Old Business:

Lynn Courson advised Council that only the quote from Help You Build provided a qualified bid for the Old Fire Station Roof. Motion made by Robert Baird, seconded by C. C. Higginbotham, to approve the bid from Help You Build in the amount of \$29,478. Motion was unanimously approved and so declared by Mayor Parrott.

Kyle Tibbs presented a proposed amendment to the Personnel Policy which would change the amount of vacation accrual employees receive based on years of service. He explained that there would be a cost involved if we had to make a change to the software to accrue time weekly rather than hourly. Motion made by C.C. Higginbotham, Jr. seconded by Robert Baird, to change vacation accrual to 0 monthly hours for first year of service, 7 hours monthly for 1-3 years of service, 10 hours monthly for 3-5 years of service, 12 hours monthly for 5-10 years of service and 15 hours monthly for 15 plus years of service. Motion was unanimously approved and so declared by Mayor Parrott.

Kyle Tibbs presented changes for the Health Insurance Premiums and explained that the 2016 Budget had extra funds allocated in error and would cover the increase. Motion made by Robert Baird, seconded by C. C. Higginbotham, to recommend the \$1000, \$1500, and \$2000 deductible plans to the employees during Open Enrollment. Motion was unanimously approved and so declared by Mayor Parrott.

New Business:

Kyle Tibbs presented the SPLOST 7 Priority List last updated October 2015. Mr. Tibbs explained that some items need to be moved around and then presented to Council for approval. Councilor Higginbotham advised that the Sidewalk Railing can be removed.

Motion made by Robert Baird, seconded by C. C. Higginbotham to approve a proposed 2016 Millage Rate at 4 Mills. Motion was unanimously approved and so declared by Mayor Parrott.

Public Comment:

Janet Heath thanked the Council for passing the Arts and Humanities Month Proclamation. She informed the Council of the Storytelling event the Womans Club is sponsoring at the Lion's Club on October 28, 2016. Ms. Heath encouraged the Council to support the Woodbine Library Initiative by using SPLOST 7 funds to refurbish the Old Fire Station for the Library.

Andrew Heath addressed the Council regarding his abatement hearing concerning letters he has received from the City regarding Code Enforcement for the overgrowth on his property. Mr. Heath stated that he is cultivating many of the plants on his property including fruit trees and ornamentals. The Council asked that Bill Alexander from the Tree Board have a meeting with Mr. Heath to go over the keeping of the plants in his yard. Ms. Courson stated that she would contact Mr. Alexander to schedule a meeting with Mr. Heath.

The meeting adjourned at 8:12 p.m.

Steven L. Parrott
Mayor

Attest: _____
M. Lynn Courson
City Clerk