

**MINUTES OF A REGULAR MEETING
OF THE WOODBINE CITY COUNCIL
February 1, 2016
WOODBINE CITY HALL**

The regular meeting of the Woodbine City Council held on February 1, 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.

Work Session:

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

Presentations

Janet Heath of the Woodbine Woman's Club advised of upcoming events. Ms. Heath stated that the Club would be applying for grants with Georgia Initiative for the Arts to bring a public Library to Woodbine and advised that the Woman's Club would be trying to partner with other groups on the project. She encouraged the Council to support the Woodbine Library Initiative by providing a letter in support to the Communities of Coastal Georgia Foundation and the Georgia Initiative for the Arts. Mayor Parrott directed Kyle Tibbs to provide the letters to the Woodbine Woman's Club.

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

Remove: Item 10.F. Comprehensive Plan Adoption
Add: Legal Issues for possible Contract Negotiations to Executive Session.

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 January 4, 2016 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 Personnel and legal advice regarding possible Contract Negotiations. Motion was unanimously approved and so declared by Mayor Parrott.

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

Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to reconvene into Regular Session. Motion was unanimously approved and so declared by Mayor Parrott.

The Regular Session reconvened at 7:06 p.m.

Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to allow Kyle Tibbs, City Administrator to negotiate the contract for the demolition of the Old Lettuce Shed. Motion was unanimously approved and so declared by Mayor Parrott.

Public Comments:

Caroline Dempsey reported vandalism to the Comfort Station on West Oak Street near West 11th Street. Mayor Parrott advised that the City is working with the CCSO to help watch out for these issues.

Janet Heath reported that the lights in the Comfort station on East Oak Street are out.

Old Business:

Kyle Tibbs asked Council for direction on what size Solar Energy array they wish to proceed with on the Solar Energy Project. Mr. Tibbs explained that the current plan was to use a 100kw Solar Array, but that Greenavations was suggesting using a 125kw Solar Array for possible future growth. He stated that the cost to the City for the 100kw is \$241,500 and the cost for the 125kw would be \$301,500 and suggested continuing with the plan for the 100kw. The Council discussed upcoming deadlines on the project. Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to proceed with a 100kw Solar Array. Motion was unanimously approved and so declared by Mayor Parrott.

David Amos advised of changes made to the Old Theater Park Project after receiving direction from the Council during a Work Session. Mr. Amos and the Council discussed the changes to the paving portion of the project. They further discussed parking options for the project. David Amos advised that removal of existing concrete should be added to the bid package. Mr. Amos advised that since the removal of items from the project, the cost should be close to the planned \$200,000 allotted amount. Councilor Higginbotham stated that he would like to see more parking added to the project. Councilor Baird stated that he would like to have a wish list for landscaping and trees for the project in case of possible donations. Motion made by Robert Baird, seconded by Louise Mitchell, to bid the parts of the project separately. Motion was unanimously approved and so declared by Mayor Parrott.

Lynn Courson presented a breakdown of copier bids from Golden Isles Office Equipment and Herrin Document Systems. The Council discussed the different options and copiers. Motion made by Robert Baird, seconded by C.C. Higginbotham, Jr. to purchase the Cannon Image Runner C3325i for \$4,998 and accept the \$95.84 monthly service contract from Herrin Document Systems. Motion was unanimously approved and so declared by Mayor Parrott.

Kyle Tibbs advised that the LMIG projects have not yet been approved. He stated that the sidewalk handrails on Spur 25 suggested by GDOT could be purchased with the project once approved. The Council agreed not to install the handrails at this time.

Ashby Nix Worely gave an update on the Satilla Walk Educational Project the Riverkeeper is working on. She advised of potential partnering organizations. Kyle Tibbs requested the Council approve a \$2000 starting budget to begin the project. Councilor Higginbotham suggested tying the project in with grants to add kayaking availability. Motion made by C.C. Higginbotham, Jr., seconded by Robert Baird, to allow a beginning budget of \$2000 from the proceeds from govdeals.com sales. Motion was unanimously approved and so declared by Mayor Parrott.

Kyle Tibbs gave an update on SPLOST VI and SPLOST VII funds. He explained that there is \$162,000 in unallocated funds for SPLOST VI. Motion made by C.C. Higginbotham, Jr., seconded by Robert Baird, to use the remaining SPLOST VI funds for the Old Theater Park Project and to use the \$160,000 previously allocated SPLOST VII for Debt Reduction. Motion was unanimously approved and so declared by Mayor Parrott.

Kyle Tibbs presented a quote for 10 conference room chairs as well as 40 meeting room chairs. Mr. Tibbs recommended purchasing the Amazon meeting room chairs. Motion made by Robert Baird, seconded by C.C. Higginbotham, Jr. to purchase the chairs as presented. Motion was unanimously approved and so declared by Mayor Parrott.

A Public Hearing to receive public comments on the following Alcohol License Application was called to order at 8:15 p.m.

Applicant:	Nooruddin Mitha
Business Name:	Friends Food LLC dba Sunshine Travel Plaza
Business Address:	2040 E. 10 th Street
Type of License:	Retail Malt Beverage and Wine for Sale by the Package

No comments were received.

The Public Hearing was closed at 8:16 p.m.

The Regular Meeting was reconvened at 8:16 p.m.

Lynn Courson advised that all appropriate applications and fees have been submitted. Motion made by C. C. Higginbotham, Jr., seconded by Robert Baird, to approve the Alcohol License as presented. The motion was unanimously approved and so declared by Mayor Parrott.

New Business:

Jessica Warren from University of Georgia Extension Office presented information about the Air Potato Beetle and its use in controlling the invasive Air Potato Vine. Ms. Warren explained that the State of Florida researched the best way to deal with the infestation for many years and explained that along with herbicides and physical removal, the beetle is the most effective treatment and management of the noxious weed. She further stated that in tight residential areas, the beetle is the best treatment. Ms. Warren stated that the beetle is not known to feed on any other plant. She explained that she is working with private residents and will notify the City if a vine infestation is found on City property for their permission to treat it. Motion made by C. C. Higginbotham, Jr., seconded by Louise Mitchell, to authorize Ms. Worley to determine if there

are any infestations on City property. The motion was unanimously approved and so declared by Mayor Parrott.

Councilor Harrelson asked if any interest had been expressed in promoting or expanding the I-95 Interchange at Exit 14. Kyle Tibbs advised that he and the Mayor would be having a meeting with the JDA and would mention it to them at that time as an option for businesses. Councilor Higginbotham asked Mr. Tibbs to contact the property owners of the land at the interchange and find out if there are any plans to develop it.

Mr. Tibbs advised that staff would be addressing updating Ordinances to address derelict properties and bringing them to the Council for review. Councilor Higginbotham requested that staff look into grants to help property owners renovate or demolish dilapidated properties.

Kyle Tibbs presented a Purchasing Card Policy and advised that the State of Georgia is requiring it for any city that has credit cards in the names of the Elected Officials. Mr. Tibbs explained that he would need all of the Elected Officials signatures on the policy. Motion made by Robert Baird, seconded by C.C. Higginbotham, Jr. to approve the Purchasing Card Policy as presented. The motion was unanimously approved and so declared by Mayor Parrott.

Kyle Tibbs advised the Council that each City in the County received a \$6500 grant four years ago for Wayfinding Signage, but that the signs had yet to be purchased. Mayor Parrott stated that the original thought was to have all the cities signs match. Councilor Higginbotham requested staff to find out if the signs could be used on I-95. The Council asked to get a list of requested signs at the next meeting.

Lynn Courson provided the Council with Water/Sewer Tap Fees as requested by Councilor Higginbotham. She explained that a residential tap is \$1100 for Water and \$700 for Sewer unless there is additional installation work to be done which would be on top of this cost. Councilor Higginbotham would like to examine looking at the Commercial costs specifically regarding an RV Park.

Public Comments:

Rhetta Sutton explained the vision the Woodbine Woman's Club has for the Woodbine Library Initiative. She stated that they would like to incorporate the Library near the future Old Theater Park.

Janet Heath explained details of the grants that the Club would be applying for to use with the Library Initiative. She suggested getting a couple of public computers available at City Hall for the public use.

The meeting adjourned at 9:15 p.m.

Steven L. Parrott
Mayor

Attest: _____
M. Lynn Courson
City Clerk