

**MINUTES OF A REGULAR MEETING
OF THE WOODBINE CITY COUNCIL
May 2, 2016
WOODBINE CITY HALL**

The regular meeting of the Woodbine City Council held on May 2, 2016 was called to order at 6:30 p.m. by Mayor Steven Parrott, with the following Councilors present: Louise Mitchell, Donald Harrelson, Robert Baird and C. C. Higginbotham, Jr. 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 Louise Mitchell.

Work Session:

Ronny Smith, Public Works Director, gave an update on Public Works Department activities. Mr. Smith and the Council discussed getting an emergency pump for the Brewster Street pump station. Kyle Tibbs gave an Administrative update.

Mayor Parrott asked that Agenda Review and Approval be moved ahead of Presentations because 2 presentations need to be added to the Agenda

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

Remove:	9.E. City Attorney Responsibilities
Move:	9.A. Armed Forces Day Proclamation to 5.A. Presentations
Add:	9.B. Mental Health Month to 5.B Presentations
	8.E. Addendum to Executive Session at March 4, 2016 City Council Meeting

Motion was unanimously approved and so declared by Mayor Parrott.

Presentations:

Mayor Parrott presented a Proclamation, recognizing Super Saturday May 21, 2016 as Armed Forces Day. Steven Sainz with Camden Family Connections thanked the Mayor and Council for agreeing to use the funds raised on Super Saturday to support the organization.

Mayor Parrott presented a Proclamation, proclaiming May 2016 as Mental Health Month. Tonya Harvey with the Coastal Counseling Center thanked the Mayor and Council for supporting the proclamation.

Motion made by C.C. Higginbotham, Jr. seconded by Louise Mitchell, to approve the minutes of the April 4, 2016 City Council Meeting as presented. Motion was unanimously approved and so declared by Mayor Parrott.

Kyle Tibbs presented the Council with a list of names of possible board members for the Riverfront Project Study. Robert Baird suggested adding Everette Sapp to the list. The members agreed to the list as presented with the addition.

Lynn Courson asked the Council if they would like the DDA to be registered with the Department of Community Affairs as required even though the current board is lacking 3 members. The council agreed and asked staff to make sure Rick Baird wants to continue to serve as chairman and to make sure the other members have had the required training.

Mayor Parrott stated that he supports the Woodbine Library Initiative and would like to allow the Woodbine Womans Club (WWC) to move forward with plans for the project. The Council and members of the WWC discussed the project and the need to have a resolution from the City Council in order to move forward with the project. Motion made by Robert Baird, seconded by C.C. Higginbotham, Jr. to approve the City Council's support of the Library Initiative, with the caveat that the approval of the motion will not bind the City financially to the project. Motion was unanimously approved and so declared by Mayor Parrott. Councilor Higginbotham stated that the Old Fire Station may be a suitable site for the project after planned repairs are made but reiterated that the City has not committed any funds for the project. Janet Heath stated that after the Resolution is passed, a board of trustees will be created to move forward with the project.

Mayor Parrott asked Council to continue with plans for the Old Theater Park while waiting on the Kelley house to come out of probate. The Council discussed the possibility of moving the house to another location. Kyle Tibbs stated that he would schedule a work session with David Amos and the Council to finalize the plans for the park.

Rob Baird read the following statement regarding the March 4, 2016 Executive Session and asked that it be included in the minutes:

At a called City Council meeting on March 4th we adjourned into executive session to discuss employee issues. This meeting was called because it was of a time sensitive Nature and some council members would not be available in the coming days and or week. Unfortunately, our City attorney was out of town as well so we were without legal advice. The council present at the March 4th meeting was under the impression that employee matters were handled in executive session and that it was not necessary to make all decisions public. As we have now been informed, disciplinary action needs to be addressed in open meeting. At the March 4th executive session meeting we discussed personnel issues which resulted in disciplinary actions being taken. One of these was to revisit the employment contract with our City Administrator. This was made public at the subsequent regular meeting in April. At the March 4th called meeting the council, also in executive session, made a 1 week non-paid leave of absence mandatory for the City administrator if he wished to keep his employment with the City of Woodbine. It was also determined that our city administrator would benefit from a mentoring relationship with a respected citizen who possesses governmental experience as well as real life experience. Harvey Frye agreed to speak with our Administrator as such. This was also a condition of continued employment.

Kyle Tibbs gave an update of the 2016 Budget.

Kyle Tibbs advised that Greenavations agreed to lower their professional services fees for the Solar Project. He stated that the new contract would be presented at the June Council meeting for approval, when the loan funds have been approved. Mr. Tibbs and the Council discussed the

Grant Incentive breakdown. Councilor Higginbotham asked that a more detailed breakdown be presented at the next meeting.

Kyle Tibbs advised that the Wi-Fi providers would need exact areas of the City the Council would like to see available so they can determine connectivity. Councilor Higginbotham asked staff to have our IT company get prices for providing Wi-Fi at the Old Theater Park.

Mayor Parrott stated that the Bus Barn has been vandalized and has been used for illegal drug use. The Council discussed options for the site. Motion made by Donald Harrelson, seconded by C.C. Higginbotham, Jr. to approve Public Works demolishing the Bus Barn. Motion was unanimously approved and so declared by Mayor Parrott. Councilor Higginbotham asked staff to contact Habitat for Humanity to look into moving the Kelley property to this site after the demolition.

Public Comments:

Rhetta Sutton thanked the Council for their support of the Library Initiative. She further warned of the danger of having unsupervised access to Wi-Fi.

Janet Heath thanked the Council for their support of the Library Initiative. She asked if the Franchise Tax is budgeted each year. Mr. Tibbs confirmed that it is. She stated that she would like to see the competed SPLOST 6 list be published in the newspaper. Ms. Heath would like the access to Wi-Fi at City Hall be advertised but did not agree with having it available at a park.

The meeting adjourned at 7:30 p.m.

Steven L. Parrott
Mayor

Attest: _____

M. Lynn Courson
City Clerk