

**MINUTES OF A REGULAR MEETING
OF THE WOODBINE CITY COUNCIL
August 15, 2016
WOODBINE CITY HALL**

The regular meeting of the Woodbine City Council held on August 15, 2016 was called to order at 6:30 p.m. by Mayor Steven Parrott, with the following Councilors present: Louise Mitchell, 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.

Work Session:

Lynn Courson gave an update on Code Enforcement activities. Kyle Tibbs gave an Administrative update.

Presentations:

Kyle Tibbs stated that James Coughlin from the Joint Development Authority (JDA) was not in attendance.

Motion made by Robert Baird, seconded by Louise Mitchell, to approve the Agenda with the following amendments:

Add: 9.C. City Mural

Motion was unanimously approved and so declared by Mayor Parrott.

Motion made by Robert Baird seconded by Louise Mitchell, to approve the Minutes of the July 11, 2016 City Council Meeting as presented. Motion was unanimously approved and so declared by Mayor Parrott.

Old Business:

Kyle Tibbs gave a Budget Update. The Council discussed some of the line items presented. Motion made by Robert Baird seconded by Louise Mitchell, to approve the amendments as presented. Motion was unanimously approved and so declared by Mayor Parrott.

Lynn Courson presented a quote for a pitched roof on the Old Fire Station from Help You Need in the amount of \$29,478 and from Rich's Quality Roofing & Remodeling in the amount of \$22,000. She advised that W.H. Gross Construction may also be submitting a quote. Kyle Tibbs advised that the Council can choose to send the project out for bid if they want. The Council would like more detail on Rich's Quality Roofing & Remodeling's quote and also references on both companies.

Lynn Courson read the amendment of Ordinance Chapter 6. Environmental Regulations, Section 6-202 Open Burning (Second Reading). Motion made by Robert Baird seconded by Donald Harrleson, to approve the amendment to the Ordinance. 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. Mr. Tibbs advised that after the maximum accrual is reached, the employees no longer accrue any vacation time. Lynn Courson advised that the City of St. Marys has a Catastrophic Leave Bank for employees to bank unused hours to use in case of personal or family emergency. The Council asked to see the breakdown of Sick Accrual as well as Vacation Accrual before making a decision.

Kyle Tibbs presented the only Old Theater Park bid from Coastal Construction, Inc. in the amount of \$150,000. David Amos and the Council discussed the bid. Mr. Amos explained that the bid quoted asphalt instead of concrete but the costs should be fairly close. Mr. Tibbs advised that the bid does not include the entryway to the park or lighting. Motion made by Louise Mitchell seconded by Robert Baird, to accept the bid for \$150,000. Motion was unanimously approved and so declared by Mayor Parrott.

New Business:

Lynn Courson presented a quote for shredding services from Shred-it. She explained that staff is working on cleaning up the Records Retention building and that there are a lot of documents that will need to be destroyed. Ms. Courson explained that depending on the document the retention schedule is different. Mr. Tibbs estimated the review of the records and identifying items that can be destroyed to be approximately 6 months. The Council directed staff to get closer to 150-200 boxes and to look in to some other shredding service companies before bringing it back to them for a decision. Councilor Baird stated that the least paid, most qualified employee should be working on this project.

Janet Heath presented a request for the City to partner with the Woodbine Woman's Club (WWC) in matching a grant they were offered from the Georgia Council for the Arts. The request is for the City to donate \$2500 to help the WWC. She explained that the WWC needs to spend \$10,000 for the March 2017 Jazz 'N Art Festival to be eligible for the reimbursable \$5000 grant. Kyle Tibbs cautioned the Council that giving private organizations donations could set a precedent for such donations. The Council and Ms. Heath discussed past Jazz 'N Art Festivals budgets. Ms. Heath explained that their events are working toward supporting the Woodbine Library Initiative. Mayor Parrott would like to support the WWC and would like to wait until closer to the event and research the help the City could give. Ms. Heath stated that the WWC were hoping to promote Woodbine and would keep the Council posted on their progress.

Lynn Courson advised that Terry Wirth, property owner of 300 Bedell Avenue which has the City Mural affixed to its wall would possibly have a new tenant moving into the space. She advised that the tenant wanted to open a café and would likely need to cut a vent space in the wall holding the Mural. The Council stated that if the Mural needs to be taken down the City will do so once the plans for the wall are in place.

Public Comments - None

The meeting adjourned at 7:23 p.m.

Steven L. Parrott
Mayor

Attest: _____
M. Lynn Courson
City Clerk