

**MINUTES OF A REGULAR MEETING
OF THE WOODBINE CITY COUNCIL
September 12, 2016
WOODBINE CITY HALL**

The regular meeting of the Woodbine City Council held on September 12, 2016 was called to order at 6:30 p.m. by Mayor Pro Tem Louise Mitchell, with the following Councilors present: 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 Louise Mitchell.

The invocation was led by Louise Mitchell.

Work Session:

Ronny Smith gave an update on Public Works activities. Lynn Courson gave an update on Code Enforcement activities. Kyle Tibbs gave an Administrative update. He advised Council that the Budget Process would be starting soon and would get the Draft Budget to them by September 23, 2016.

Kyle Tibbs presented the Council with Health Insurance Premium increases received from GMA for the upcoming budget year. Mr. Tibbs advised that he is awaiting additional information from GMA on another plan and would send it out as soon as he received it. He provided options for covering these costs. The Council asked for staff to get information on the \$2000 deductible and the pre-loaded medical credit card.

Presentations:

Charlene Sears, director of Camden County Salvation Army presented information regarding their Mobile Canteen. She advised that they had fitted a disaster relief vehicle to be able to serve food to the community in need. She encouraged the Council and those in attendance to volunteer for service in the Canteen.

Mayor pro tem Mitchell read a Proclamation proclaiming the weeks of September 17th to 23rd as Constitution Week.

Motion made by Robert Baird, seconded by C. C. Higginbotham, to approve the Agenda with the following amendments with the adding of Presentations 5.B. Constitution Week. Motion was unanimously approved and so declared by Mayor pro tem Mitchell.

Motion made by C.C. Higginbotham, Jr. seconded by Robert Baird, to approve the Minutes of the August 15, 2016 City Council Meeting as presented. Motion was unanimously approved and so declared by Mayor pro tem Mitchell.

Old Business:

Lynn Courson presented quotes for metal roofing for the Old Fire Station. Council directed Ms. Courson to find out if sheathing is required for the metal roofing as one of the bids does not include it.

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. Lynn Courson advised that Dr. Baird wanted to make a change to the policy stating that a Licensed Primary Care Provider could issue a sick leave note rather than a Licensed Physician as it currently states. The Council discussed accrual for part time employees. The Council agreed to remove sick leave for part time employees that work 20 hours a week or less. The Council discussed changing vacation time to accrue by week instead of by the hour. They directed staff to looking into this with the software company to see if this was an option. Motion made by Robert Baird seconded by C.C. Higginbotham, Jr., to change vacation accrual to 240 hours. Motion was unanimously approved and so declared by Mayor pro tem Mitchell.

New Business:

Kyle Tibbs asked the Council to consider allowing the Mayor to enter into an Intergovernmental Agreement (IGA) with the PSA to allow purchasing the Prisoner Van as well as renting some equipment for the Public Works Department. The Council discussed the equipment and van value with Ronny Smith. Motion made by C.C. Higginbotham, Jr., seconded by Robert Baird, to approve the Mayor entering into the IGA with the PSA. Motion was unanimously approved and so declared by Mayor pro tem Mitchell.

Lynn Courson advised Council regarding a complaint received regarding overgrowth on Andrew Heath's property at 500 Court Avenue. She explained that Mr. Heath was sent a certified letter advising him that Code Enforcement directed Mr. Heath to cut back the overgrowth and maintain is in plant beds. Mr. Heath requested an abatement hearing as he maintains he is cultivating the plants and vines as they are fruit trees and ornamentals. Mr. Tibbs advised that Mr. Heath was not in attendance for the hearing. The Council directed staff to have Arborist Bill Alexander, Code Enforcement Officer James George, and Mr. Heath meet to discuss the property and make a determination on the complaint.

Public Comments - None

The meeting adjourned at 7:47 p.m.

Steven L. Parrott
Mayor

Attest: _____
M. Lynn Courson
City Clerk