

**MINUTES OF A REGULAR MEETING
OF THE WOODBINE CITY COUNCIL
January 9, 2017
WOODBINE CITY HALL**

The regular meeting of the Woodbine City Council held on January 9, 2017 was called to order at 6:30 p.m. by Mayor Steven Parrott, with the following Councilors present: Robert Baird, Donald Harrelson and C. C. Higginbotham, Jr. 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 Mayor Parrott

Mayor Parrott administered the Oath of Office to M. Lynn Courson as Municipal Registrar. (Oath Attached)

Mayor Parrott advised that Louise Mitchell was not in attendance, but has agreed to accept the appointment of Mayor pro tem if the Council chooses to do so. Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to appoint Louise Mitchell as Mayor Pro tem. Motion was unanimously approved and so declared by Mayor Parrott.

Mayor Parrott advised that Judge Robert Sweatt, Jr. was also not in attendance but agrees to continue as Municipal Judge. He stated that he would administer these oaths at a later date.

Work Session:

Ronny Smith gave an update on Public Works activities. Samantha Young gave a Finance update. Lynn Courson gave an Administrative update.

The Council and Staff discussed the current municipal software. Robert Baird asked staff to visit another community with different software to see how it works for their needs in case the City of Woodbine decides to use a different company than Harris.

The Council and staff discussed the records currently held in the Old Fire Station. Ms. Courson explained that the majority of them are from at least 2002 and older and have significant water damage. William Ashe advised that it should be permissible to destroy these records. The Council agreed to have the records cleaned out and destroyed.

Mayor Parrott gave an update on some other projects, a possible Verizon cellular tower and the Satilla Walk Sign project.

Presentations - None

Motion made by C. C. Higginbotham, Jr., seconded by Robert Baird, to approve the Agenda as presented. Motion was unanimously approved and so declared by Mayor Parrott.

Motion made by C. C. Higginbotham, Jr. seconded by Donald Harrelson, to approve the minutes of the December 5, 2016 City Council Meeting as presented. Motion was unanimously approved and so declared by Mayor Parrott.

Old Business:

Mayor Parrott advised that Kingsland's Building Inspector would not be allowed to approve electrical turn on without inspection as previously thought. He further stated that Camden County inspectors would also have to inspect prior to approving electrical turn on. Mayor Parrott advised that Camden County would provide a quote for handling Building Inspections and Code Enforcement for Council's review. Councilor Higginbotham asked staff to check into having a meeting with Camden County Emergency Operations Center to discuss other options for speeding up the inspection process.

Mayor Parrot presented Amended Chapter 3. Administration, Section 3-1006. Exceptions to Standard Procedures, add e. Emergency Expenditures (First Reading). He stated that the purpose was to allow purchases and contract services in case of emergency. Robert Baird asked that the wording be changed to "The City Administrator after consultation with and approval by the Mayor or in Administrators absence the Mayor alone, shall be authorized to approve purchases and services in an emergency situation without regard to the requirements set forth in ordinances and policies, where the immediate procurement of the purchases or services is essential to prevent delays in work undertaken by or on behalf of the City which may vitally affect the life, health, safety or convenience of the City or its citizens." Motion made by C. C. Higginbotham, Jr., seconded by Robert Baird, to approve the first reading of the Ordinance change with amendments. Motion was unanimously approved and so declared by Mayor Parrott.

Mayor Parrott advised that Habitat for Humanity may be able to use windows or the wheel chair ramp from the Kelley House located in the Old Theater Park. Ronny Smith stated that he is in the process of getting quotes on removing the asbestos shingles from the house. He advised that he has received one quote for \$3500. Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to authorize Mr. Smith to negotiate asbestos abatement on the Kelley property in an amount not to exceed \$3500 contingent upon the company is a licensed and certified asbestos abatement contractor. Motion was unanimously approved and so declared by Mayor Parrott.

Lynn Courson presented the most recent SPLOST 7 Priority List. Robert Baird stated that the \$3500 for asbestos abatement should be included with the Old Theater Park Project. The Council agreed to schedule a Work Session with Mr. Smith to discuss the list and changes that may need to be made.

A Public Hearing to receive public comments on an Alcohol License Application for Krusty Krab LLC was called to order at 7:15 p.m.

No comments were received.

The Public Hearing closed at 7:16 p.m.

The Regular Meeting reconvened at 7:16 p.m.

Lynn Courson advised that all documentation and fees were submitted as required.

New Business:

Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to approve the Alcohol License for Krusty Krab LLC, to serve alcohol on premises by the drink. The motion was unanimously approved and so declared by Mayor Parrott.

Lynn Courson presented a memorandum outlining a verbal request from Deborah Walker who owns 105 West 8th Street. Ms. Walker would like 3 City trees bordering her property and the right-of-way removed. Ms. Courson advised that Bill Alexander examined the trees and determined that they are not a danger, but that the Tree Board would not have a problem with her removing the trees if the Council so chooses. She provided a quote breakdown from Allen's Tree Service for removing the trees along with a copy of Ms. Walker's survey showing the location of the trees. The Mayor and Council discussed the request. Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to approve allowing the removal of all 3 trees. The City will pay to have the trees taken down for \$150 each, and Public Works will remove only the top portions of the trees. Ms. Walker would be responsible for trunk and stump clean-up after she cleans up the land clearing debris already located on the right-of-way. The motion was unanimously approved and so declared by Mayor Parrott.

Mayor Parrott stated that Georgia Power approached the City to see if we would consider accepting Georgia Power payments at City Hall. He advised that the City of Kingsland has entered into a contract to accept payments at their locations, but that the process has not started yet. Mayor Parrott stated he would like to wait until this begins to get an idea of how it works for them. The Council agreed to table the discussion until a later date.

Public Comments

Colleen Weinkle thanked the City for the new roof on the Old Fire Station.

Mittie Vaughan requested that the City use her newspaper, the Camden County Press as its Legal Organ.

The meeting adjourned at 7:30 p.m.

Steven L. Parrott
Mayor

Attest: _____
M. Lynn Courson
City Clerk