

**MINUTES OF A REGULAR MEETING  
OF THE WOODBINE CITY COUNCIL  
February 6, 2017  
WOODBINE CITY HALL**

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

Mayor Parrott thanked Woodbine Elementary School students for the valentines they sent to the Council. He further advised that the City has offered the position of City Administrator to Ken Walker who should be starting employment on February 21, 2017.

Work Session:

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

Presentations:

Carlene Phelps with the Coastal Shopper presented information about their Community Connection Project and advised that events happening in Camden County are advertised in this section.

Beth Gowen presented the 2017 Arbor Day Proclamation. She advised that the Tree Board is combining Arbor Day with the Annual Tree Care Seminar. Mayor Parrot read the proclamation as presented.

Motion made by C. C. Higginbotham, Jr., seconded by Louise Mitchell, to approve the Agenda with the following amendments, removing item 8.Executive Session. Motion was unanimously approved and so declared by Mayor Parrott.

Motion made by Louise Mitchell, seconded by C. C. Higginbotham, Jr., to approve the minutes of the January 9, January 24, and January 30, 2017 City Council Meetings with a correction made to the January 30, 2017 minutes. Motion was unanimously approved and so declared by Mayor Parrott.

Old Business:

Lynn Courson presented a second reading of Amended Chapter 3. Administration, Section 3-1006. Exceptions to Standard Procedures, add e. Emergency Expenditures (Second Reading) and read the change as follows:

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 Louise Mitchell, to approve the amendment. Motion was unanimously approved and so declared by Mayor Parrott.

Mayor Parrott gave an update on the Old Theater Park. He advised that the Kelley house would be demolished shortly now that the asbestos shingles have been removed.

Mayor Parrott presented a Resolution to dedicate East 10<sup>th</sup> Street/Spur 25 in the name of Annie Lou Glover as previously approved by a past Council. Louise Mitchell advised that the Resolution is required to send to the State Legislature to have the street dedicated. Louise Mitchell read the Resolution. Motion made by C. C. Higginbotham, Jr., seconded by Donald Harrelson, to approve the resolution. Motion was unanimously approved and so declared by Mayor Parrott.

Lynn Courson presented the \$90.00 Qualifying Fees for 2 City Council Member seats that will be open for the November 7, 2017 Election. Motion made by Louise Mitchell, seconded by C. C. Higginbotham, Jr., to approve the Qualifying Fees. Motion was unanimously approved and so declared by Mayor Parrott.

Mayor Parrott advised that the EPD has informed the City of additional testing that is required for the Water Treatment Plant. He explained that the additional testing has to be done by an outside lab and that the additional cost not budgeted was \$7,720. Samantha Young advised the Council that the additional funds can be taken from the Contingency Fund and asked that an even \$8000 be moved in case of unforeseen expenses. Ronny Smith stated that the new permit requires the additional testing which includes ammonia testing not previously required. Mr. Smith and the Council discussed the requirements from EPD. Motion made by C. C. Higginbotham, Jr., seconded by Donald Harrelson, to approve the \$8000 being moved from Contingency to EPD Water Sample Fees. Motion was unanimously approved and so declared by Mayor Parrott.

Mayor Parrott stated that Camden County provided costs for their Building Inspection and Code Enforcement services. Lynn Courson advised that Camden County would provide these services exclusively and not in conjunction with Kingsland also providing them. The Council agreed to continue to use Kingsland for these services.

#### Public Comments:

Janet Heath asked that the City donate the Handicap ramp at the Kelley property to someone that can use it in Woodbine. Ronny Smith stated that the ramp may not be in ADA compliance.

Barbara Scott thanked the Council for their efforts to provide a building for the Woodbine Library. She advised them that the Valentines made for the Council by Woodbine Elementary students used the theme "Why I would love to have a Library in Woodbine". She presented copies of the 1968 Novel "A Wizard of Earth and Sea" for the Council as it was chosen for the "the Big Read" program this year. She gave an update on the funding efforts the Woman's Club is making for the Woodbine Library.

Sheila Sapp thanked Mayor Parrott for his participation at Crooked River Elementary schools' Career Day. Ms. Sapp complimented the Mayor and Council on the Old Theater Park fit trail and suggested adding more benches.

The meeting adjourned at 7:15 p.m.

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Steven L. Parrott  
Mayor

Attest: \_\_\_\_\_  
M. Lynn Courson  
City Clerk