

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

The regular meeting of the Woodbine City Council held on March 6, 2017 was called to order at 6:30 p.m. by Mayor Steven Parrott, with the following Councilors present: Louise Mitchell, Donald Harrelson, Rob Baird 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 Mayor Parrott.

Mayor Parrott introduced new City Administrator, Ken Walker. Mr. Walker addressed the room thanking the Mayor and Council and expressed appreciation for the welcome he has received.

Work Session:

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

Presentations:

Mayor Parrott presented the 2017 Small Business Week, March 13th – 17th Proclamation. Mayor Parrott read the Proclamation as presented.

Motion made by C. C. Higginbotham, Jr., seconded by Rob 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 Louise Mitchell to approve the minutes of the February 6, 2017 City Council Meeting with a correction made to the public comments section of the minutes. Motion was unanimously approved and so declared by Mayor Parrott.

Old Business:

Mayor Parrott gave an update on the Old Theater Park. He advised that the Kelley house has been demolished, the area is cleaned up and it appears the park is being used by the public. He advised that the remaining balance of funds for the Old Theater Park is \$18,482.04. Projects left to be completed are lettering on the brick entrance, lighting, landscaping and irrigation. David Amos and Ronny Smith agree that the remaining work can be completed by the Public Works Department using fewer funds than using contractors. Mayor Parrott advised that Bill Alexander has agreed to recommend the best choices for the landscaping and that another resident will be donating camellias that are original to the area. Motion made by Rob Baird, seconded by Louise Mitchell, to complete the Old Theater Park not to exceed the current budget for the project. Motion was unanimously approved and so declared by Mayor Parrott.

New Business:

Lynn Courson presented a request from the WCSC for street closures for the 2017 Crawfish

Festival. She advised that approval from Georgia DOT on their portion has been received. Motion made by Rob Baird, seconded by C.C. Higginbotham, Jr., to grant the request. Motion was unanimously approved and so declared by Mayor Parrott.

Ken Walker presented a Joint Resolution to accept the 2017-2030 Solid Waste Management Plan. Mr. Walker stated that after review of the plan, it appeared to be a continuation of the old plan, with no major changes. Motion made by C.C. Higginbotham, Jr., seconded by Donald Harrelson, to approve the Resolution adopting the Solid Waste Management Plan as presented. Motion was unanimously approved and so declared by Mayor Parrott.

Lynn Courson presented a memo requesting the destruction of old Woodbine Police Department Citations. She stated that all criminal citations had been transferred to Camden County and the remaining are traffic citations and of these they are well past the required retention dates. Ms. Courson stated that there are very few requests for information regarding these old citations and little money collected from them. She informed Council that she was advised by Doug Rollo of Georgia Archives and City Attorney, Will Ashe that records could be destroyed. Ms. Courson stated that a letter can be drafted by the City to respond to any future requests regarding these citations, stating that they have been written off and destroyed. Motion made by C.C. Higginbotham, Jr., seconded by Rob Baird, to permit staff to write off and destroy old citations as requested. Motion was unanimously approved and so declared by Mayor Parrott.

Mayor Parrott presented a Joint Letter of Support for an access road for a proposed Coastal Pines Technical College. There was some discussion as to the location of where the college would be located. It was noted through this discussion that the site has been moved from Exit 7 to another property off Exit 3, in the general area of David L. Rainer Elementary School. Motion was made by Rob Baird, and seconded by C.C. Higginbotham, Jr. to approve the Letter of Support. Motion was unanimously approved and so declared by Mayor Parrott.

Mayor Parrott advised that a representative from Verizon approached the City regarding leasing space on City owned property for placing a cell tower. He asked for Council's approval to negotiate a monthly fee on the proposed cell tower. The Council and staff discussed specifications and design of the tower as well as zoning parameters. Council members requested more information on what the tower would look like and how much other entities were receiving from towers in their cities. Mayor Parrott agreed to have staff get more information for the Council by the next meeting in April.

Lynn Courson presented 2 applications for new Planning Commission members. Mayor Parrott recognized applicants Steven Sainz who was present at the council meeting and Everette Sapp who was not present. Lynn Courson asked the Council to advise on terms for the remaining 3 members. The terms for current members of the Planning Commission still wishing to serve would expire in 2018 and new member's terms would expire in 2020. Motion made by Rob Baird, seconded by Louise Mitchell, to accept the two Planning Commission applicants and proposed terms. Motion was made and unanimously approved and so declared by Mayor Parrott. Councilor Higginbotham thanked them for their interest in the position.

C.C. Higginbotham, Jr. asked about the status of the mold in the Old Fire Station. Lynn Courson advised that the building needs to be empty before a further inspection could be done. Records were in the process of being disposed of by Public Works, but there are bookshelves belonging to Bryan-Lang and the Woodbine Library remaining in the building. The Council asked that the bookshelves be stored at the Public Works shop until the building can be inspected and deemed safe.

Public Comments:

Amy Hendricks, President of Camden County Chamber of Commerce, thanked Mayor Parrott and the Council for adopting the Joint Small Business Week Proclamation.

Royce Proctor, Chairman of the Woodbine Citizens Steering Committee, presented the Mayor and Council with the Tribune-Georgian 2016 Best of Camden Award for the Crawfish Festival as Best Festival.

The meeting adjourned at 7:05 p.m.

Steven L. Parrott
Mayor

Attest: _____
M. Lynn Courson
City Clerk