

**MINUTES OF A REGULAR MEETING  
OF THE WOODBINE CITY COUNCIL  
January 8, 2018  
WOODBINE CITY HALL**

The regular meeting of the Woodbine City Council held on January 8, 2018 was called to order at 6:30 p.m. by Mayor Steven Parrott, with the following Councilors present: Louise Mitchell, C.C. Higginbotham, Jr., Donald Harrelson and Robert Baird. City officials present: City Administrator Ken Walker, City Attorney William Ashe 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 Louise Mitchell.

Mayor Parrott administered the Oaths of Office to Louise Mitchell as City Council Member, C.C. Higginbotham, Jr. as City Council Member, and M. Lynn Courson as Municipal Registrar. (Oaths attached). Mayor Parrott will administer the Oath of Office to Judge Robert C. Sweatt as Municipal Judge at a later date.

Motion made by C. C. Higginbotham, Jr., seconded by Robert Baird, to appoint Louise Mitchell as Mayor Pro tem. Voting was as follows: Ayes – Higginbotham, Baird, Harrelson. Nays – None. Abstentions – Mitchell. The motion was declared approved by Mayor Parrott.

Mayor Parrott administered the Oath of Office to Louise Mitchell as Mayor Pro tem.(Oath attached)

Work Session:

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

Presentations - None

Motion made by C. C. Higginbotham, Jr., seconded by Louise Mitchell, to approve the Agenda with the following amendments: adding 11.d. Georgia Forestry assistance with hazardous trees. The motion was declared approved by Mayor Parrott.

Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to approve the Minutes of the December 4, 2017 City Council Meeting as presented. Motion was unanimously approved and so declared by Mayor Parrott.

Old Business:

Ken Walker stated that the property where the Old Fire Station is located had been surveyed but due to zoning restrictions, the survey needed to be changed to be compliant. He explained that the minimum lot size needed to be 4000 square feet and no more than 50% of the lot can be covered by a building. The council discussed the dimensions of the building and including setback footage in the lot for the library. Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to include a 15 foot side setback and a 20 foot rear setback around the Old Fire Station and the City

retains a permanent access easement on the east side of the building. Motion was unanimously approved and so declared by Mayor Parrott.

Motion made by C. C. Higginbotham, Jr., seconded by Louise Mitchell, to grant the Old Fire Station to the Woodbine Library Board of Trustees after the survey is corrected, the electrical is brought to code and to allow the Library to operate at residential water and sewer rates. Motion was unanimously approved and so declared by Mayor Parrott.

William Ashe advised that he sent a letter to Camden County asking about the obligations of the City in regards to the CRC Professional Services contract. He said the letter further inquired if the contract cost could be divided in the same way SPLOST funds are. Mr. Ashe advised that he is still in talks with the County attorney regarding the matter.

Lynn Courson advised that Friends Food LLC has turned the required documents in to renew his alcohol license. Motion made by Robert Baird, seconded by C. C. Higginbotham, Jr., to renew the alcohol license for Friends Food LLC. Motion was unanimously approved and so declared by Mayor Parrott.

Lynn Courson advised that Snappy Foods is under new ownership and has applied for a new alcohol license. She stated that it will be presented for approval at the February City Council meeting. Ms. Courson also advised that Krusty Krab decided not to renew their alcohol license.

Ken Walker stated that he would like approval to enter into an Intergovernmental Agreement with the PSA to grant them the 15 Passenger Van and the old boom mower. Dr. Baird said that the PSA will be responsible for all costs involved. Motion made by Robert Baird, seconded by Louise Mitchell, to approve the request. Motion was unanimously approved and so declared by Mayor Parrott.

Samantha Young advised that she wanted to get approval to have the downed trees that fell into Duns Branch during Hurricane Irma removed. She stated that the work has to be completed and paid for before she can try and submit it to FEMA for possible reimbursement. The Council and Ronny Smith discussed the removal of the trees. Motion made by C. C. Higginbotham, Jr., seconded by Robert Baird, to approve the request to have trees removed in the amount of \$3200. Motion was unanimously approved and so declared by Mayor Parrott.

Mayor Parrott presented the Council with a free program from the Georgia Forestry in which they send a member and an arborist around the City to identify and tag hazardous trees. He advised that the Tree Board approved of the project and it includes conducting a City tree inventory also. He further advised that the City would then need to remove the hazardous trees within 18 months of their identification. The Mayor and Council discussed the project. Motion made by C. C. Higginbotham, Jr., seconded by Louise Mitchell, to approve participating in the program. Voting was as follows: Ayes – Higginbotham, Mitchell, Harrelson. Nays – None. Abstentions – Baird. Motion was unanimously approved and so declared by Mayor Parrott.

Public Comment:

Mittie Vaughan requested that the City use the Camden County Press as their legal organ.

Colleen Weinkle thanked the City for all of their help getting the Old Fire Station ready for the Woodbine Library Initiative. She advised that there will be a steak dinner fundraiser on February 14, 2018.

Jannie Everette invited everyone to attend the 47<sup>th</sup> Anniversary Thiokol Memorial Ceremony on February 3, 2018. She also invited everyone to visit the Thiokol Memorial Museum in Kingsland. Ms. Everette stated that they are working towards refurbishing the 1958 Woodbine Fire Engine that responded to the Thiokol disaster. She requested that the City of Woodbine house the fire engine once refurbished.

The meeting adjourned at 7:32 p.m.

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Steven L. Parrott  
Mayor

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