

**MINUTES OF A REGULAR MEETING  
OF THE WOODBINE CITY COUNCIL  
June 4, 2018  
WOODBINE CITY HALL**

The regular meeting of the Woodbine City Council held on June 4, 2018 was called to order at 6:30 p.m. by Mayor Pro tem Mitchell, with the following Councilors present: 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 Pro tem Mitchell.

The invocation was led by Robert Baird.

Work Session:

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

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

Presentations – None.

Motion made by C. C. Higginbotham, Jr., seconded by Robert Baird, to approve the Minutes of the May 7, 2018 City Council Meeting as presented. Motion was unanimously approved and so declared by Mayor Pro tem Mitchell.

Motion made by C. C. Higginbotham, Jr., seconded by Robert Baird, to go into Executive Session to discuss Personnel. Motion was unanimously approved and so declared by Mayor Pro tem Mitchell.

The Executive Session started at 6:42 p.m.

The Regular Session reconvened at 6:55 p.m.

Mayor Pro tem Mitchell advised that no votes were taken during the Executive Session.

Old Business:

Lynn Courson presented a request for waiver of fees on a delinquent 2016 tax bill for Maxine Garrett. Ms. Courson explained that a White Pages search attached one of Ms. Garrett's daughters to the address where the bills were being mailed. She further stated that the County tax bills are also being mailed to the address on file and being paid by an S. Garrett from Statesboro. Ms. Garrett stated that one of her daughters lives in Statesboro. The Council and Ms. Garrett discussed how the address error may have occurred. Lynn Courson advised that the outstanding bill without fees is \$25.17 and with the fees \$235.17. Councilor Baird stated he did not see that the City should have the ability to waive the fees. Motion made by C. C. Higginbotham, Jr., seconded by Donald Harrelson, to one time waive the \$210.00 in fees as long

as Ms. Garrett pays the delinquent taxes on June 5, 2018 and continues to pay the taxes on time. Ayes – Harrelson, Higginbotham. Nays – Baird. Motion was approved and so declared by Mayor Pro tem Mitchell.

Lynn Courson presented a request to increase hydrant meter rentals fees. Ms. Courson explained that the increase would include a \$50.00 non-refundable rental fee as well as a \$25.00 monthly administrative fee in addition to the current gallons used fees. Motion made by Robert Baird, seconded by, C. C. Higginbotham, Jr., to approve the increase. Motion was unanimously approved and so declared by Mayor Pro tem Mitchell.

New Business:

Ronny Smith presented bids for a Walk Behind Commercial Mower. Mr. Smith stated that after reviewing the bids, he would recommend to accept the low bid from Southern Hardware for \$4,530.00. Motion made by C. C. Higginbotham, Jr., seconded by Donald Harrelson, to accept the bid from Southern Hardware for \$4,530.00. Motion was unanimously approved and so declared by Mayor Pro tem Mitchell.

Ronny Smith presented bids for a Dump Trailer. Mr. Smith stated that after reviewing the bids, he would recommend to accept the low bid from Best Trailer & Supply for \$5,795.00. Mr. Smith and the Council discussed the specifications of the Trailer. Motion made by Robert Baird, seconded by, C. C. Higginbotham, Jr., to approve the bid from Best Trailer & Supply for \$5,795.00. Motion was unanimously approved and so declared by Mayor Pro tem Mitchell.

Lynn Courson presented a request from Shannon Nason and Scott Henning to abandon and old 10 feet easement between their properties at W1001005 and W1001006. Ms. Courson advised that there are no utilities in the area. She stated that Ms. Nason advised that it was once a garbage pickup easement. William Ashe and the Council discussed options for transferring the property. Mr. Ashe advised that he would need a survey with a legal description in order to deed the area to Ms. Nason and Mr. Henning. Motion made by C. C. Higginbotham, Jr., seconded by Robert Baird, to allow the abandonment at the owner's expense with a survey recorded. Motion was unanimously approved and so declared by Mayor Pro tem Mitchell.

Motion made by Robert Baird, seconded by, C. C. Higginbotham, Jr., to add an item to the Agenda 10.d. Public Works Technician Definitions and Pay Scale as discussed during the Executive Session. Motion was unanimously approved and so declared by Mayor Pro tem Mitchell. Councilor Higginbotham explained that there would be 4 grades of Public Works Technicians according to experience and obtaining additional skills related to the job. He further stated that the levels would be decided by the Public Works Director and the City Administrator. Motion made by C. C. Higginbotham, Jr., seconded by Robert Baird, to adopt the new levels of Public Works grades. Motion was unanimously approved and so declared by Mayor Pro tem Mitchell.

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Public Comments - None

The meeting adjourned at 7:37 p.m.

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

\_\_\_\_\_  
Louise V. Mitchell  
Mayor Pro tem