

**MINUTES OF A REGULAR MEETING
OF THE WOODBINE CITY COUNCIL
November 4, 2019
WOODBINE CITY HALL**

The regular meeting of the Woodbine City Council held on November 4, 2019 was called to order at 6:30 p.m. by Mayor Parrott, with the following Councilors present: Robert Baird, C.C. Higginbotham, Jr., Louise Mitchell and Donald Harrelson. City officials present: City Administrator Samantha Young and City Clerk 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.

Work Session:

Jimmie Cohen gave a Public Works update. Lynn Courson gave an Administrative update. Samantha Young gave a Finance and Administrative update.

Motion made by Robert Baird, seconded by Louise Mitchell, to approve the Agenda with the following amendments: Add 5.a. Proclamation Recognizing November as National Adoption Month and 10.f. ACH Authorization Policy. Motion was unanimously approved and so declared by Mayor Parrott.

Presentations –

Mayor Parrott read the Proclamation recognizing November as National Adoption Month.

Motion made by C.C. Higginbotham Jr., seconded by Louise Mitchell, to approve the Minutes of the October 7, 2019 City Council Meeting as presented. Motion was unanimously approved and so declared by Mayor Parrott.

Old Business – None

Lynn Courson presented a Resolution opposing offshore drilling and seismic testing. The Council discussed the details of the resolution. Motion made by C. C. Higginbotham, Jr. to approve the Resolution as presented. Motion died for lack of second. The Council agreed to revisit the resolution at the next City Council Meeting with changes requested removing portions of the resolution.

Samantha Young presented the Georgia Municipal Employees Benefit System (GMEBS) Retirement Plan. Samantha Young advised that the City Attorney had recommended approval for adopting the plan. Motion made by C.C. Higginbotham Jr., seconded by Robert Baird, to approve the plan as presented. Motion was unanimously approved and so declared by Mayor Parrott.

Motion made by Robert Baird, seconded by Louise Mitchell, to open a Public Hearing for Alcohol License renewals. Motion was unanimously approved and so declared by Mayor Parrott.

The Public Hearing opened at 6:51 p.m.

No public comments were received in favor or against the alcohol renewals.

Motion made by Robert Baird, seconded by C.C. Higginbotham, Jr., to close the Public Hearing for Alcohol License renewals. Motion was unanimously approved and so declared by Mayor Parrott.

The Public Hearing was closed at 6:51 p.m.

New Business:

Lynn Courson presented Alcohol License Renewals for Woodbine IGA, Coastal Chevron, and Captain Stan's Smokehouse. She explained that she did not receive the renewal for Snappy Foods. Motion made by C.C. Higginbotham Jr., seconded by Robert Baird, to approve the renewals as presented. Motion was unanimously approved and so declared by Mayor Parrott.

Lynn Courson presented the Schedule of Fees for Building Permits. Ms. Courson asked the Council if they would like to consider adding a charge for not obtaining a building permit prior to beginning construction. The Council discussed the cost of inspections and re-inspections. The Council agreed to allow a First Reading of the Ordinance change at the next meeting, adding a charge of \$60.00 for not obtaining a permit prior to beginning construction.

Mayor Parrott presented a copy of an ordinance from St. Marys prohibiting the release of balloons. The Council discussed planting trees as memorials rather than homemade memorials or balloon release. The Council asked staff to submit an ordinance disallowing other memorials on City property and to have the Tree Board oversee tree memorials.

Lynn Courson presented the GMEBS Employer Declaration & Application of Vision Benefits. She explained that the employees cover all the costs of the Vision Benefits. Motion made by Robert Baird, seconded by Louise Mitchell, to approve the Declaration of Benefits as presented. Motion was unanimously approved and so declared by Mayor Parrott.

Bill Powell with Georgia Rural Water presented a Water/Sewer Business Plan. The Council agreed to meet with the City Engineer and the City Attorney to discuss the plan prior to any further discussion.

Samantha Young presented an ACH Authorization Policy that would require the authorized check signers to approve credit card statements and supporting data for accounts payable transactions. She explained that the City Auditor suggested this action as a safeguard to keep clean and accurate records of payments. Motion made by C.C. Higginbotham Jr., seconded by Louise Mitchell, to approve the policy as presented. Motion was unanimously approved and so declared by Mayor Parrott.

Public Comment: None

The meeting adjourned at 7:11 p.m.

Steven L. Parrott
Mayor

Attest: _____
M. Lynn Courson
City Clerk