

**MINUTES OF A REMOTE REGULAR MEETING  
OF THE WOODBINE CITY COUNCIL  
September 14, 2020  
WOODBINE CITY HALL**

The regular meeting of the Woodbine City Council held on September 14, 2020 was called to order at 6:33 p.m. by Mayor Knight, with the following Councilors present via Remote Video Conference: Richard Baird, C.C. Higginbotham, Jr., Louise Mitchell and Phyllis Drummond. City officials present: City Administrator Samantha Young and City Clerk Lynn Courson.

The invocation was led by Louise Mitchell.

The Pledge of Allegiance was led by Louise Mitchell.

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

Presentations – None.

Motion made by C.C. Higginbotham, Jr., seconded by Richard Baird, to approve the Agenda as presented. Motion was unanimously approved and so declared by Mayor Knight.

Motion made by C.C. Higginbotham Jr., seconded by Richard Baird, to approve the Minutes of the August 10, 2020 and August 24, 2020 City Council Meetings as presented. Motion was unanimously approved and so declared by Mayor Knight.

Old Business – None

New Business:

Lynn Courson presented a memorandum requesting the Council appoint Beth Gowen and Steve Parrott to the Planning Commission. Motion made by C.C. Higginbotham Jr., seconded by Louise Mitchell, to approve the appointments as presented. Motion was unanimously approved and so declared by Mayor Knight. Councilor Higginbotham expressed his thanks to Ms. Gowen and Mr. Parrott for agreeing to serve on the board.

Samantha Young presented a proposed policy limiting what employee assistance can be provided to outside organizations. She explained that the policy would require outside organizations to provide a written request for assistance by City employees and they would need the City Administrator's approval. The Council asked that a procedure for approval be included in the process. Motion made by C.C. Higginbotham Jr., seconded by Richard Baird, to approve the policy. Motion was unanimously approved and so declared by Mayor Knight.

Public Comments:

Colleen Weinkle advised that the Woodbine Public Library was near completion and that the board would advise the City once the Grand Opening is scheduled.

The meeting adjourned at 6:56 p.m.

---

Kizziler Knight  
Mayor

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