

City of Woodland

Meeting Minutes

August 14, 2023

I. Call to order

Mayor James Carter called to order the regular meeting of the Woodland City Council at 6:15 PM on August 14, 2023, at the Woodland City Hall.

II. Roll call

The following persons were in attendance: Mayor James Carter, Mayor Pro Tem Ebonye Holt, Councilman T. L. Carter, Councilman John Haralson, Councilwoman Allison Owens, Councilman Jeffery Mitchell, City Clerk Allissa Gresham, Municipal Clerk Cynthia Powell, and City Attorney Gary Byrd.

III. Approval of agenda

Mayor Pro Tem Holt made a motion to approve the agenda. Councilman Carter seconded. All approved. Motion carried.

IV. Approval of Regular Minutes

The Regular Meeting Minutes from July 10, 2023 were distributed.

Councilwoman Owens made a motion to approve the Regular Meeting Minutes. Councilman Carter seconded. All approved. Motion carried.

V. Guest Speakers: Norman Barron was absent.

VI. Attorney Report

- a) Attorney Byrd stated he reviewed the Tax Digest submitted by the Talbot County Tax Commissioner's Office and agreed with the millage rate of 13.068. The Council discussed the timeline for receiving the Tax Digest. Attorney Byrd suggested the Council start discussing the millage rate as early as June. Mayor Pro Tem Holt suggested Clerk Gresham add discussing the millage rate to the May 2024 City of Woodland Calendar.
- b) Attorney Byrd stated he reviewed and approved the Talbot County Tax Commissioner's proposed City of Woodland Contract for Services. Attorney Byrd discussed the Compensation section of the Talbot County Tax Commissioner's Contract of Services. He stated the fee in the sum of \$2400.00 is to be paid within 30 days of the date of the approval of the Tax Digest. Attorney Byrd was concerned there would not be enough money collected to do this. Clerk Gresham stated Talbot County Tax Commissioner Jamie Huff stated he would be taking the fee out in December when collections would be higher. Councilwoman Owens suggested Attorney Byrd contact Talbot County Tax Commissioner Jamie Huff to revise the contract to state the fee would be taken out on December 1, 2023. Mayor Pro Tem Holt made a motion to revise the Compensation Section of the Contract for Services with the Talbot County Tax Commissioner to collect the fee on December 1, 2023. Councilman Carter seconded. All approved. Motion carried. Mayor Pro Tem Holt made a motion to approve the Talbot County Tax Commissioner's Contract for Services if Tax

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Commissioner Huff revises the contract to collect on December 1, 2023, before the September 11, 2023 Council meeting. Councilman Haralson seconded. All approved. Motion carried.

- c) Attorney Byrd presented Clerk Gresham with the monthly invoice for services.

Councilman Haralson made a motion to accept the attorney report. Mayor Pro Tem Holt seconded. All approved. Motion carried.

VII. Water Report

- a) Jeff Harrison of HWR Water Solutions stated the City of Woodland produced 1.6 million gallons of water and billed out 627,320 gallons of water.
- b) Jeff stated HWR repaired a six-inch main on Highway 41, a two-inch main on South 7th Street, a service line on 2nd Street and replaced four water meters.
- c) Jeff stated HWR cleared and opened the street on Club Court.
- d) Jeff suggested the City apply for the 2023 LMIG Grant. Mayor Pro Tem Holt suggested Clerk Gresham contact the DOT applying for the grant and give an update at the September 11, 2023 Council meeting.

VIII. Open Business

- a) Clerk Powell updated the Council with pricing for a new office chair and file cabinet for the Water Department. Mayor Pro Tem Holt made a motion to have Clerk Powell research pricing more and table making a decision until the September 11, 2023, Council Meeting. Councilman Carter seconded. All approved. Motion carried.
- b) Clerk Gresham updated the Council about the purchase of new street signs. Clerk Gresham stated she contacted Peter from the Talbot County Road Department but had not heard back from him. Clerk Gresham stated she would continue trying to contact Peter to get information on street sign vendors the County uses. Mayor Pro Tem Holt suggested the City's grounds maintenance crew make a list of street signs needing to be replaced.
- c) The Council discussed the City of Woodland Grounds Maintenance Contract requirements for Johnson Lawn, Landscaping, and Tree Service. Councilwomen Owens suggested Mr. Johnson attend the August 22, 2023 Work Session to discuss this matter. Clerk Gresham will contact Mr. Johnson.

IX. New Business

- a) The notification of the 5-Year History and Mil Rate from the Talbot County Tax Commissioner's Office was discussed during the Attorney Report Section V Line A.

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- b) Councilwoman Owens made a motion to authorize the Special Called Meeting and Public Hearing to be held at the Woodland City Hall at 6:00 PM on August 21, 2023, to vote on the proposed 2023 City of Woodland Millage Rate. Mayor Pro Tem Holt seconded. All approved. Motion carried.
- c) The Talbot County Tax Commissioner's Contract for Services was discussed during the Attorney Report Section V Line B.
- d) The Council discussed the rental fees and security deposit for the City of Woodland Community Park and decided to leave them both as is.
- e) Councilwoman Owens discussed the City of Woodland Ordinance for animals at large. Mayor Pro Tem Holt suggested Clerk Gresham contact County Manager Carol Ison to determine what the County could do for the City on this matter.

X. Clerk Report

- a) Clerk Gresham presented the month's financial reports.

Mayor Pro Tem Holt made a motion to approve the Clerk Report. Councilman Mitchell seconded. All approved. Motion carried.

XI. Executive Session- No Executive Session was needed.

Mayor Pro Tem Holt made a motion to pay the bills. Councilman Mitchell seconded. All approved. Motion carried.

XII. Adjournment

Mayor Pro Tem Holt made a motion to adjourn. Councilman Mitchell seconded. All approved. Motion carried.

Mayor James Carter adjourned the meeting at 7:53 PM.

Minutes Submitted By: _____

Allissa Gresham

City Clerk

Approval Date