

# City of Woodland

## Meeting Minutes

March 13, 2023

### I. Call to order

Mayor James Carter called to order the regular meeting of the Woodland City Council at 6:15 PM on March 13, 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, City Clerk Allissa Gresham, Municipal Clerk Cynthia Powell, and City Attorney Gary Byrd. Councilman Jeffery Mitchell arrived late.

### III. Approval of agenda

Mayor Pro Tem Holt made a motion to amend the agenda to move “D” in Section IX and “A” in Section X to the Executive Session. Councilwoman Owens seconded. All approved. Motion carried.

### IV. Approval of Regular Minutes, FY2023 Budget Hearing Minutes, Executive Session Minutes, and Work Session Minutes

The Regular Meeting Minutes, FY2023 Budget Hearing Minutes, Executive Session Minutes from February 13, 2023, and the Work Session Minutes from February 20, 2023 were distributed.

Councilwoman Owens made a motion to approve the Regular Meeting Minutes, the FY2023 Budget Hearing Minutes, the Executive Session Minutes, and the Work Session Minutes. Councilman Haralson seconded. All approved. Motion carried.

- V. Guest Speakers: Ian Perry ( River Valley Regional Commission):** Ian introduced himself and stated Mayor Carter requested someone from the River Valley Regional Commission attend this evening’s meeting. He stated he attended the meeting to help answer questions and address concerns about the City of Woodland 2023 CDBG Grant engineering approval process.

### VI. Attorney Report

- a) Attorney Byrd stated he reviewed the proposed Water Department agreements and made comments for Clerk Powell. Attorney Byrd stated he approved the agreements and emailed them back to Clerk Powell.
- b) Attorney Byrd stated he prepared and sent the letter to the Woodland Memorial Cemetery Association, Inc. about the cemetery water service. At this time Skip Woodall who is a Woodland Memorial Cemetery Association, Inc. board member was given the floor to speak. Mr. Woodall presented Clerk Gresham with a letter of response from the Woodland Memorial Cemetery Association, Inc. and she distributed copies to the Mayor and Council and Attorney Byrd for review. The letter included a counteroffer stating the Woodland Memorial Cemetery Association, Inc. would offer to pay the City of Woodland an annual fee of \$250.00 to be collected at the first of each calendar year in a single payment. The Mayor, the Council, and Attorney Byrd discussed the counteroffer. Councilman Haralson made a motion for Attorney Byrd to draft a letter with a

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counteroffer from the City of Woodland to the Woodland Memorial Cemetery Association, Inc. to pay \$200.00 and install a meter. The City of Woodland will charge a monthly fee for water usage. Mayor Pro Tem Holt seconded. All approved. Motion carried.

- c) Attorney Byrd amended his report to add Clerk Powell contacted him about drafting a Hold Harmless Agreement for Catherine Leonard to sign to have a tree cut that's partially on her property and City property. The property is located on 7<sup>th</sup> Ave. where it crosses MLK. Clerk Powell stated Mrs. Leonard wants to pay to have the tree cut because it's leaning and may fall toward her house. Mayor Pro Tem Holt made a motion for Attorney Byrd to draft the Hold Harmless Agreement for Mrs. Leonard. Councilwoman Owens seconded. All approved. Motion carried.
- d) Attorney Byrd presented Clerk Gresham with the monthly invoice for services.

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

### VII. Water Report

- a) Jeff Harrison of HWR Water Solutions stated they fixed a 2-inch line water leak on 2<sup>nd</sup> Street. Jeff stated the City of Woodland produced 1,192,100 gallons of water and billed out 680,860 gallons of water. Jeff stated the City was still losing 511,240 gallons of water a month. He stated 300,000 gallons are accounted for in the water tower which leaves about a 211,000 gallon a month loss. He stated as the City replaces water meters there should be a decrease in the monthly water loss.
- b) Clerk Powell distributed Water Systems Totals Report for February 2023.

Mayor Pro Tem Holt made a motion to approve the water report. Councilwoman Owens seconded. All approved. Motion carried.

### VIII. Open Business

- a) The Mayor and Council reviewed the City of Woodland 2023 CDBG engineering bids package. Mayor Pro Tem Holt made a motion to enter into a contract with Hofstadter & Associates, Inc. to provide engineering services for the CDBG 2023 if funded. Hofstadter & Associates, Inc. will also assist the City of Woodland with preparing the 2023 CDBG application. Hofstadter & Associates, Inc. was chosen because they have the most experience and qualifications for the City of Woodland project. Councilwoman Owens seconded. All approved. Motion carried. The Mayor signed off on the Letter of Agreement CDBG Fiscal Year 2023. Clerk Gresham will email the signed agreement to Ian Perry of the River Valley Regional Commission. Mayor Pro Tem Holt made a motion for River Valley Regional Commission to handle the funds for the 2023 CDBG Grant. Councilwoman Owens seconded. All approved. Motion carried.
- b) Clerk Powell updated the Council on the Talbot County Work Detail. She stated she tried contacting Assistant Talbot County Manager Ronnie Hendricks several times, but she never received a response from him. Clerk Gresham suggested Clerk Powell contact Talbot County Manager Carol Ison. Mrs. Ison responded to Clerk Powell stating she had discussed the matter with

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Mr. Hendricks and she did not believe they would have the manpower to do the maintenance for the City of Woodland.

### IX. New Business

- a) Clerk Gresham discussed the Council approving her to take the virtual Finance 101 class on March 28, 2023, at the cost of \$150.00. Councilwoman Owens made a motion to approve Clerk Gresham for the virtual Finance 101 class. Councilman Mitchell seconded. All Approved. Motion carried.
- b) Councilman Haralson discussed having Dumpster Days. Mayor Pro Tem Holt stated we will have Dumpster Days scheduled on the 2023 City of Woodland calendar. Clerk Gresham will have the City of Woodland 2023 calendar ready to be discussed at the next Work Session. This discussion will be carried over to the March 20, 2023 Work Session.

### 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 Carter seconded. All approved. Motion carried.

### XI. Executive Session

Mayor Pro Tem Holt made a motion to begin executive session to discuss personnel matters. Councilwoman Owens seconded. All approved. Motion Carried.

Those present for the executive session were as follows:

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, City Attorney Gary Byrd and Jeff Harrison of HWR Water Solutions.

Executive session began at 7:36 PM.

Mayor Pro Tem Holt made a motion to return to regular session. Councilman Haralson seconded. All approved. Motion carried.

### XII. Regular Session

Regular session resumed at 7:36 PM

Mayor Pro Tem Holt made a motion to continue with the current HWR contract and sign a new contract on June 01, 2023. Councilman Carter seconded. All approved. Motion carried.

Mayor Pro Tem Holt made a motion to have Clerk Gresham post and submit the City of Woodland Maintenance Contractor ad to the City of Woodland website, Facebook, City Hall door, Star Mercury

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Vindicator, Talbotton New Era, Harris County Journal, and the Upson Beacon newspapers. Councilman Carter seconded. All approved. Motion carried.

Attorney Byrd discussed Rodney Steverson's complaint about his neighbor illegally dumping on a City street. Attorney Byrd stated he visited the property, and the current City of Woodland Nuisance Ordinance does not cover this situation. He stated there is a Georgia State Ordinance 161143 which addresses obstructing highways and city streets that the Talbot County Sheriff's Department could enforce. Attorney Byrd also stated there is a Georgia State Nuisance Ordinance that the City along with Mr. Steverson could possibly enforce by taking the matter to court. Attorney Byrd proposed sending a notice to Mr. Steverson's neighbor stating the City of Woodland will give him 30 days to clean up the street or the Talbot County Sheriff's Department will be contacted and legal action taken. The Council discussed Councilman Carter contacting Mr. Steverson's neighbor, Winifred Carter about cleaning up the street. Councilman Carter suggested Attorney Byrd hold the notice until Mr. Carter is contacted and given a chance to move the items from the City street to his private property. Councilman Carter will contact Attorney Byrd with an update on the matter.

Councilman Haralson made a motion to pay the bills. Councilman Carter seconded. All approved. Motion carried.

### **XIII. Adjournment**

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

Mayor James Carter adjourned the meeting at 7:57 PM

Minutes Submitted By: \_\_\_\_\_

Allissa Gresham

City Clerk

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Approval Date