

City of Woodland

Meeting Minutes

April 08, 2024

I. Call to Order

Mayor James Carter called to order the regular meeting of the Woodland City Council at 6:15 PM on April 08, 2024, at the Woodland City Hall.

II. Roll Call

The following persons were in attendance: Mayor James Carter, Councilman T. L. Carter, Councilwoman Allison Owens, Councilman John Haralson, Councilman Jeffery Mitchell, City Clerk Allissa Gresham, Municipal Clerk Cynthia Powell, and City Attorney Gary Byrd. Mayor Pro Tem Ebonye Holt arrived at 6:19 PM.

III. Approval of Agenda

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

IV. Approval of Minutes

The March 11, 2024 Regular Meeting Minutes and the March 18, 2024 Work Session Minutes were distributed.

Councilwoman Owens made a motion to approve the March 11, 2024 Regular Meeting Minutes and the March 18, 2024 Work Session Minutes. Councilman Carter seconded. All approved. Motion carried.

V. Guest Speakers: None

VI. Attorney Report

- a) Attorney Byrd stated he reviewed and approved the proposed Spring Fling Entertainment Contract.
- b) Attorney Byrd stated he followed up with Terrell Jacobs of the Georgia Municipal Association about a prospective Code Enforcement Officer. Mr. Jacobs provided Attorney Byrd with contact information for Safe Built and Charles Abbott Associates. Mr. Jacobs stated both companies offer Code Enforcement services. Attorney Byrd will contact the companies for more information.
- c) Attorney Byrd distributed the amendment of the Nuisance Ordinance Section 9-2-2, Section 9-2-3, and Section 9-2-4 for the Mayor and Council to review.
- d) Attorney Byrd presented Clerk Gresham with the monthly invoice for services.

Councilman Carter made a motion to accept the Attorney Report. Councilman Mitchell seconded. All approved. Motion carried.

VII. Grounds Maintenance Report

Kane Robinson of Robinson's General Services, LLC stated Grounds Maintenance had begun weed-eating and cutting grass. Councilwoman Owens discussed limb and leaf debris needing to be

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cleaned up at the Community Park. Clerk Gresham stated she told Grounds Maintenance worker Keith to clean the area. Kane suggested Clerk Gresham email, call, or text him about areas needing attention. Kane stated the fence line at the Community Park had been sprayed with weed killer. Councilwoman Owens discussed whether Grounds Maintenance had started tree trimming. Kane stated they were constantly trimming tree limbs. He stated he would need to be contacted with specific areas requiring attention. Kane stated Councilman Haralson met with him last week to look at tree limbs tangled in power lines. Councilwoman Owens suggested Clerk Powell contact Georgia Power to assess the issue.

Councilman Carter made a motion to accept the Grounds Maintenance Report. Councilwoman Owens seconded. All approved. Motion carried.

VIII. Water Report

- a) Jeff Harrison of HWR Water Solutions was absent. Clerk Powell stated the City of Woodland produced 1.2 million gallons of water and billed out 487,000 gallons of water. Clerk Powell stated there was 465,700 gallons of water loss.
- b) Clerk Powell stated HWR read meters for the month. She stated HWR replaced five faulty meters on March 12, 2024, and put the old meters in the back shop at City Hall. HWR will continue to replace faulty meters. Clerk Powell stated she documented the five new meters in the system.
- c) Clerk Powell stated Jeff will contact the engineer about the progress of the CDBG project start date.
- d) Clerk Powell distributed the Water System Totals Report and the Delinquent Account Report for March 2024. The water report shows the total billed was \$7,097.20 and the total received was \$8,023.87.

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

IX. Clerk Report

- a) Clerk Gresham stated she transferred the \$17,012.22 from the SPLOST 4 account to the CDBG account. She stated the SPLOST 4 account is closed.
- b) Clerk Gresham stated Wi-Fi was installed at the City of Woodland Community Park and the cable is scheduled to be buried today April 08, 2024.
- c) Clerk Gresham discussed the price quotes she received for rubber mulch for the park playground. Clerk Gresham will order 10 pallets of the brown rubber mulch to start with and if more is needed it will be ordered later.
- d) Clerk Gresham stated Peter from the Talbot County Road Department completed scraping and laying crush and run on Club Court today, April 08, 2024. She stated the total cost of the crush and run was \$1,585.60 paid out of the LMIG account.

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- e) Clerk Gresham discussed the park entrance sign quotes from Gary Maxwell. Clerk Gresham will order the \$995.00 sign.
- f) Clerk Gresham updated the Mayor and Council on vendors and security for the 2024 City of Woodland Spring Fling. She stated there was only one vendor signed up so far. Clerk Gresham will call the Talbot County Sheriff's Department to request a deputy to patrol the area during the Spring Fling.
- g) Clerk Gresham discussed the Council putting together a project list to apply for the LRA Grant by the June 15, 2024 deadline. Clerk Gresham and Clerk Powell will make a list of streets in need of repair. Clerk Gresham will contact the Georgia Department of Transportation to review the list before applying.
- h) Clerk Gresham presented the month's financial reports.

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

X. Open Business

- a) Clerk Powell stated a partial order of the rectangle picnic tables, outdoor trash cans, and benches was delivered to the Community Park today, April 08, 2024. She stated the Talbot County inmates unloaded the truck and put the items in the storage room at the Community Building. Clerk Powell will contact Officer Mac when the remainder of the order is ready to be delivered. The inmates will be scheduled to unload the truck and assemble everything on that day. Clerk Powell stated the deadbolt on the storage room door needed to be replaced. Councilman Carter will assess the issue with the deadbolt.
- b) Councilwoman Owens discussed options for a stage at the City of Woodland Community Park. Mayor Carter suggested the City hire a contractor to build a stage.
- c) Mayor Pro Tem Holt discussed repairing the culvert on Peach Drive. Clerk Gresham distributed pictures of the area to the Mayor and Council. Councilman Carter stated the pipe crossing the road needs to be cleaned out. He stated Talbot County and the Woodland Volunteer Fire Department were contacted to assess the issue but have yet to fix it. Clerk Powell stated that the homeowner with the driveway being affected would need to contact Talbot County to purchase a driveway drainpipe. Councilman Carter will contact Talbot County about the status of cleaning out the pipe.
- d) Attorney Byrd suggested tabling the discussion of blighted property, junk cars, and code enforcement until the May 13, 2024, Regular Council Meeting to give him time to research potential Code Enforcement companies. Mayor Pro Tem Holt discussed the County owning blighted property within the City of Woodland. Attorney Bryd stated the Talbot County Tax Assessors Office would need to be contacted about the boundary lines of the City of Woodland. Attorney Byrd stated legally the city limits of the City of Woodland have never been changed.

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Mayor Pro Tem Holt suggested Clerk Gresham add discussing the City of Woodland boundary lines to the April 15, 2024 Work Session agenda.

- e) Clerk Gresham discussed the planned events on the City of Woodland Event Calendar for April and May 2024. The Council suggested changing Movie Night at the Park from May 18th to May 31st. Mayor Pro Tem Holt suggested discussing the Mother's Day Baskets during the April 15, 2024 Work Session. Clerk Gresham discussed purchasing new hardware to hang the US Flags for Memorial Day. Clerk Gresham will purchase new hardware from Amazon.
- f) Clerk Gresham distributed the City of Woodland inventory list for the back shop to the Mayor and Council. Clerk Gresham stated she had pictures to go with each item on the list. She stated a binder had been made to file the list and pictures at City Hall. Clerk Gresham stated she would save the list and pictures to a thumb drive to be kept at City Hall.
- g) Clerk Gresham discussed purchasing a tool and equipment engraver from Amazon for the City of Woodland. Mayor Pro Tem Holt made a motion to purchase the tool and equipment engraver from Amazon. Councilman Haralson seconded. All approved. Motion carried.
- h) Councilman Haralson discussed purchasing a Community Bulletin Board for the City of Woodland. Mayor Pro Tem Holt suggested Clerk Gresham get quotes to discuss at the April 15, 2024 Work Session.

XI. Executive Session: No Executive Session was needed.

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

XII. Adjournment

Councilman Carter made a motion to adjourn. Councilman Mitchell seconded. All approved. Motion carried.

Mayor James Carter adjourned the meeting at 7:49 PM.

Minutes Submitted By: _____

Allissa Gresham

City Clerk

Approval Date