

City of Woodland

Meeting Minutes

February 12, 2024

I. Call to Order

Mayor James Carter called to order the regular meeting of the Woodland City Council at 6:15 PM on February 12, 2024, 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, Councilwoman Allison Owens, Councilman John Haralson, 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 Minutes

The January 08, 2024 Regular Meeting Minutes and the January 16, 2024 Work Session Minutes were distributed.

Mayor Pro Tem Holt made a motion to approve the January 08, 2024 Regular Meeting Minutes and the January 16, 2024 Work Session Minutes. Councilman Carter seconded. All approved. Motion carried.

V. Guest Speakers

- a) **Woodland Volunteer Fire Chief Roy Mallory, Ronnie Hendricks, Leigh Ann Erenheim, and Russ Erenheim** attended tonight's meeting to discuss Fire Department concerns with the Council. Councilwoman Owens discussed how could the City help and work with the Woodland Volunteer Fire Department. Ronnie Hendricks stated they were always in need of volunteers and the City could help by making citizens aware of this. Mayor Pro Tem Holt discussed other than the City helping get volunteers what else could the City do to help. Danny Barron a citizen attending tonight's meeting commented on a recent fire and the fire department's response time. Leigh Ann and Russ Erenheim suggested the City could start a Smoke Detector Program to help distribute smoke detectors and fire extinguishers to citizens within the City who need help getting them. Mr. Erenheim stated the fire department could install the smoke detectors and give training on proper fire extinguisher use.
- b) **Antonio Sanchez** was absent. Clerk Powell stated Mr. Sanchez contacted her saying he would not be able to make it to tonight's meeting.
- c) **Al Mitchell** discussed Councilwoman Owens contacted him about providing musical entertainment for the City of Woodland Spring Fling. He stated the quote for performing at the Spring Fling would be \$900.00.

VI. Attorney Report

City of Woodland

Meeting Minutes

February 12, 2024

- a) Attorney Byrd stated he drafted a Conflict of Interest Letter for the CDBG grant. He presented the letter to Clerk Gresham to be emailed to Ian Perry of the River Valley Regional Commission.
- b) Attorney Byrd stated he contacted Talbot County Manager Carol Ison about entering into an intergovernmental agreement for the County to be the City of Woodland's Code Enforcement Officer. Mrs. Ison has not responded as of 2 pm today.
- c) Attorney Byrd stated he researched the issue of the "official" new City of Woodland Charter. He stated he contacted Governor Kemp's office to acquire the official charter and presented it to Clerk Gresham in a 3-ring binder to have on file at City Hall.
- 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 Haralson seconded. All approved. Motion carried.

Councilwoman Owens made a motion to amend the February 12, 2024 Agenda to include park grounds and playground equipment on "C" in Section X Open Business and to add "E" in Section XI New Business to vote on the 2026 salary increase for the Mayor and Council Members. Mayor Pro Tem Holt seconded. All approved. Motion carried.

VII. Grounds Maintenance Report

- a) Kane Robinson of Robinson's General Services, LLC was absent. Clerk Gresham distributed the February Grounds Maintenance Report she received from Kane via email. Clerk Gresham stated litter and debris within the City were picked up. Storm drains were cleaned on Hwy 41 and Hawkins Rd. A large hole alongside 6th Ave. approximately 7 feet deep was covered with a concrete cap and flush buried so it doesn't interfere with pedestrians walking or lawnmowers. Removed washed-down sand and gravel from Hwy. 41 and Peach Dr. Cleaned out the storm drain on Martin Luther King Jr. Dr. and 7th Ave. intersection. The drainage issue on East Pleasant Hill will be addressed as soon as possible. Tree limbs have been trimmed at the Community Park. Clerk Gresham discussed the illegal dumping on 7th Ave stating the Grounds Maintenance crew had cleaned it up multiple times. The Council suggested Grounds Maintenance install a No Dumping sign. Clerk Gresham will purchase a No Dumping sign.
- b) Mayor Pro Tem Holt discussed Clerk Gresham contact Grounds Maintenance about trimming overhanging trees throughout the City. Councilwoman Owens suggested starting the tree trimming in the Peach Dr. and Hawkins Rd. areas.
- c) Clerk Powell discussed installing a speed bump on Peach Dr. The Council did not feel a speed bump was needed.

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

VIII. Water Report

City of Woodland

Meeting Minutes

February 12, 2024

- a) Jeff Harrison of HWR Water Solutions was absent. Clerk Powell stated the City of Woodland produced 1.6 million gallons of water and billed out 546,000 gallons of water. Clerk Powell stated there was 1.08 million gallons of water loss and HWR would be searching to try to find the cause of the loss.

Clerk Powell distributed the Water System Totals Report and the delinquent account report for January 2024. The water report shows the total billed was \$7865.70 and the total received was \$8893.80 for January 2024.

- b) Councilwoman Owens discussed Clerk Powell contacting HWR about replacing faulty meters as soon as possible and getting a list of zero-reading meters for the Council to review.

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

IX. Open Business

- a) Clerk Gresham distributed the City of Woodland 2024 Calendar to the Mayor and Council for approval. Mayor Pro Tem Holt made a motion to approve the City of Woodland 2024 Calendar. Councilwoman Owens seconded. All approved. Motion carried.
- b) Clerk Gresham distributed the Spring Fling packet, Event Insurance packet, and a pricing packet for outdoor movie screens and speakers. Councilwoman Owens suggested Clerk Gresham get an insurance quote for at least 200 people. Attorney Byrd suggested Clerk Gresham add the General Indemnity Agreement to the Spring Fling packet. Councilwoman Owens suggested Clerk Gresham contact surrounding cities to inquire about vendor permit pricing. Clerk Gresham will bring this information to the February 19, 2024 Work Session to be discussed. The outdoor movie screen and speaker quotes will be discussed at the February 19, 2024 Work Session.
- c) Clerk Powell discussed Housing Authority tenants doing community service for the City of Woodland. Attorney Byrd suggested the City have the tenant sign a General Indemnity Agreement before performing duties for the City of Woodland.
- d) Councilwoman Owens discussed wiring issues and outlets not working properly in the Community Building. Clerk Powell stated she contacted Jason Burns of Burns Construction and Scott Bishop of Bishop's Electrical. Mr. Bishop stated he could assess the wiring and outlet issue and give a quote to fix it. He suggested the City put locks on the outside outlets to deter unauthorized use. Clerk Powell will contact Mr. Bishop for a quote to fix the wiring issues, outlets and install ceiling fans. Councilwoman Owens discussed installing handrails on the handicap ramp and the emergency door pushing outward instead of pulling inward. Attorney Byrd stated the handrails needed to be installed and the emergency door needed to open outward to create a safe environment for everyone. Councilwoman Owens discussed who inspected the Community Building after renovations and gave the authorization to reopen for rentals. Councilman Carter stated Talbot County gave authorization to re-open. Councilwoman Owens discussed the park rental agreement and the park rental fee being non-refundable. Councilwoman Owens suggested if the renter had to

City of Woodland

Meeting Minutes

February 12, 2024

cancel the City should give them a refund minus a convenience fee. Councilman Carter suggested the rental fee should stay non-refundable and the renter could book a different day. At this time no changes were made to the City of Woodland Park Rental Agreement. Mayor Pro Tem Holt made a motion to purchase equipment for the City of Woodland Recreation Center after a decision is made at the February 19, 2024 Work Session. Councilwoman Owens seconded. All approved. Motion carried.

X. New Business

- a) Councilwoman Owens read the 2023 CDBG Project # 23p-x-130-2-6363 Conflict of Interest Disclosure. The disclosure stated there is a conflict of interest involving Mayor Carter and Eboyne Holt, since these individuals live in the target area. Therefore, they will abstain from any involvement with the CDBG grant project. Since they are abstaining from involvement with the project, the city is requesting an exception from DCA to clear the conflict so the project may move forward. These individuals will not obtain a financial interest or special benefit from the project.
- b) Clerk Powell discussed the Council approving her to attend the virtual 2024 ICJE Training. Councilwoman Owens made a motion to approve Clerk Powell to attend the virtual 2024 ICJE Training. Mayor Pro Tem Holt seconded. All approved. Motion carried.
- c) Clerk Powell distributed the Personal Financial Disclosure Statement to the Mayor and Council. The Mayor and each Council Member will complete their form and return it to Clerk Powell.
- d) Mayor Pro Tem Holt discussed the City of Woodland sending sidewalk ordinance notices to citizens who are parking vehicles on the sidewalks. Attorney Byrd will research changing the Sidewalk Obstruction Ordinance to include what will happen after the 10-day initial violation notice and he will bring a draft to the March 11, 2024 Regular Council Meeting.
- e) Mayor Pro Tem Holt discussed the 2026 salary increase for the Mayor and Council Members. Mayor Pro Tem Holt made a motion to increase the Mayors stripen to \$400.00 and the Council Members stripen to \$300.00. Councilwoman Owens seconded. All approved. Motion carried.

XI. Clerk Report

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

XII. Executive Session: No Executive Session was needed.

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

XIII. Adjournment

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

City of Woodland Meeting Minutes

February 12, 2024

Mayor James Carter adjourned the meeting at 8:55 PM.

Minutes Submitted By: _____

Allissa Gresham

City Clerk

Approval Date