

Work Session Meeting Minutes

February 19, 2024

I. Call to Order

Mayor James Carter called to order the work session of the Woodland City Council at 5:39 PM on February 19, 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 Jeffery Mitchell, City Clerk Allissa Gresham, and Municipal Clerk Cynthia Powell. Councilman John Haralson was absent. Mayor Pro Tem Ebonye Holt phoned in.

III. Approval of Agenda

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

IV. Guest Speaker: None

V. Business Discussed

- a) Clerk Gresham discussed ordering No Dumping signs. The Council agreed to purchase two No Dumping Violators Will Be Prosecuted signs.
- b) Clerk Gresham discussed revising the General Indemnity Agreement to cover City of Woodland Recreation Center events. The Council agreed to revise the agreement to include renters and vendors. Clerk Gresham will make the agreed upon revisions.
- c) Clerk Gresham discussed the Spring Fling fees for vendors. The Council agreed for the fees for Craft Vendors selling items such as t-shirts, jewelry, and wood products to be \$25.00. Food Vendors with table set up to be \$30.00 and Food Truck Vendors to be \$75.00. The Council agreed all vendors will be limited to 10 foot x 10 foot space.
- d) Clerk Powell distributed the breakdown of the Water Usage Report. Clerk Powell reviewed the report with the Mayor and Council. Clerk Powell stated she is working with Jeff Harrison of HWR to research the water usage and loss. Councilwoman Owens suggested HWR make sure the reading at the City water tower is correct. Clerk Powell stated HWR gets a reading from the water tower daily. Councilwoman Owens suggested HWR check all abandoned properties in the City for leaks or usage regularly.
- e) Clerk Gresham and Clerk Powell distributed price quotes to the Mayor and Council for the City of Woodland Recreation and Event Center improvements. Clerk Gresham discussed Spectrum installing Wi-Fi at the Recreation Center. Clerk Gresham stated the Council needed to pick a Wi-Fi package. The Council

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decided to purchase the Internet Gig Package. Clerk Gresham will contact Spectrum. Clerk Powell discussed Georgia Power installing dusk to dawn LED lighting at City Hall and the Recreation Center area. Clerk Powell stated the electric bill for City Hall would be cheaper after changing to the LED lights. The council decided to install the LED lighting at the City Hall and Recreation Center. Clerk Powell will contact Georgia Power. Clerk Powell discussed purchasing an ice machine for the Recreation Center. The Council decided to purchase an ice machine from Amazon. Clerk Powell stated she contacted Bishops Electrical for a quote to fix the outlet and switch wiring issue and install dimmer switches for the Recreation Center. Mr. Bishop stated he would get back to us as soon as possible. Clerk Powell discussed picnic tables, outdoor benches, and outdoor trash cans for the Recreation Center. The Council decided to purchase picnic tables, benches, and trash cans in the color brown. Councilman Carter stated he contacted someone about installing rails for the handicap ramp. Mayor Pro Tem Holt suggested purchasing lighted Exit signs. Clerk Gresham discussed purchasing heavy-duty folding chairs for indoor seating at the Recreation Center. The Council decided to table purchasing chairs until needed. Clerk Gresham discussed rubber mulch for the park playground area. Clerk Gresham stated Grounds Maintenance would need to measure the area to get a price quote. The Council suggested Clerk Gresham contact www.bestrubbermulch.com for a price quote on the 10ft L x 10ft W x 5in D bulk rubber mulch pallet. Clerk Gresham discussed purchasing ceiling fans and a vent hood for the kitchen oven. The Council decided to purchase the 3 ceiling fans and a vent hood in the color black from Home Depot. Clerk Gresham discussed the entrance sign for the Recreation Center. She stated the Council would need to decide what size sign and what wording they want on it to get a quote. The Council decided to get a quote for at least a 48-inch x 60-inch sign reading City of Woodland Recreation Center. Councilman Carter stated he would contact Matthew Buchanan for a price quote and give Clerk Gresham the information. Clerk Gresham will contact Sign Smart and Gary Maxwell for sign quotes. Clerk Gresham discussed the purchase of event insurance. Clerk Gresham stated the insurance quote for an event with 200 people would be \$ 330.88. She stated bouncy houses and inflatables would not be covered by the insurance. Clerk Gresham discussed purchasing toddler swings. Councilwoman Owens suggested Clerk Gresham get a quote for the swing seats and chains only.

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Clerk Gresham discussed the outdoor movie screen and the outdoor speaker for the Movie Nights at the Park Event. The Council decided to purchase the 20-foot outdoor movie screen and two outdoor speakers from Amazon.

VI. Adjournment

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

Mayor James Carter adjourned the meeting at 7:39 PM.

Minutes Submitted By: _____

Allissa Gresham

City Clerk

Approval Date