

# Work Session Meeting Minutes

June 17, 2024

## I. Call to Order

Mayor James Carter called to order the work session of the Woodland City Council at 5:35 PM on June 17, 2024, at the Woodland City Hall.

## II. Roll Call

The following persons were in attendance: Mayor James Carter, Mayor Pro Tem Ebonye Holt, Councilwoman Allison Owens, Councilman John Haralson, and City Clerk Allissa Gresham. Councilman Jeffery Mitchell arrived late at 5:45 PM. Councilman T. L. Carter and Municipal Clerk Cynthia Powell were absent.

## III. Approval of Agenda

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

**IV. Guest Speaker: Antonio Sanchez and Jerry Gordon** discussed the City of Woodland completing the Zoning Certification for Commercial Vehicle Uplifting Ambulance Facility. Mr. Sanchez and Mr. Gordon stated that they needed the certification to purchase parts directly from the manufacturer. The Council suggested Mr. Sanchez bring supporting documentation to City Hall for review before making a decision to complete the certification. Mr. Gordon stated Mr. Sanchez would deliver the documentation to City Hall.

## V. Business Discussed

- a) Clerk Gresham reviewed the email she received from Richard Hartley, the City of Woodland accountant, addressing the Council's questions and concerns from the June 10, 2024, Regular Council Meeting. Clerk Gresham discussed the audit finding where the City of Woodland owed payroll and sales taxes for previous years. Mr. Hartley stated that this finding goes as far back as the audit report issued for the year ended December 31, 2011. This was a repeat finding at the time, which means it was before 2011. He stated the specific taxing agencies had been contacted in the past to get this resolved, but there has been no resolution yet. Mr. Hartley stated he would work with the City's current auditor to determine the best course of action to resolve this issue. Clerk Gresham discussed the Council receiving a quarterly budget report. Mr. Hartley stated he would prepare the Budget to Actual Report for the six months ended June 30, 2024, for the Council to review at the July 08, 2024, Regular Council Meeting. Clerk Gresham discussed the City of Woodland considering hiring a Code Enforcement Officer and if the City could afford this. Mr. Hartley stated he would need to review the Budget to Actual Report to determine whether to hire an outside Code Enforcement Agency. The Council suggested Clerk Gresham contact Mr. Hartley to attend the July 08, 2024, Regular Council Meeting.

# Work Session Meeting Minutes

June 17, 2024

- b) Clerk Gresham discussed the quote she received from C & E Tree Services for trimming trees on both sides of Hawkins Rd, 2<sup>nd</sup> St., and 7<sup>th</sup> St. and 4<sup>th</sup> St. Intersection. Clerk Gresham discussed C & E Tree Services wanting to start trimming on Wednesday, June 19<sup>th</sup> and finish on Friday, June 21, 2024. Clerk Gresham stated City Hall would be closed for the Juneteenth Holiday on Wednesday, June 19, 2024. Mayor Pro Tem Holt suggested the staff needed to be at City Hall when C & E Tree Services was working. Clerk Gresham will contact C & E Tree Services to work out a schedule.
- c) Clerk Gresham discussed whether raises and evaluations were done for herself and Clerk Powell for 2024. Clerk Gresham determined that neither raises nor evaluations were done for 2024. The Council suggested tabling this matter until the July 08, 2024, Regular Council Meeting.
- d) Clerk Gresham discussed which company to purchase the new bleachers for the Community Park softball field. Mayor Pro Tem Holt discussed not purchasing the bleachers until the City had someone to assemble them. Clerk Gresham stated the prison detail would not be able to assemble or do any work for the City of Woodland until there was an Intergovernmental Agreement with Talbot County. The Council will hold off purchasing the bleachers for now.
- e) Councilwoman Owens discussed purchasing heavy-duty folding chairs for the inside tables at the Community Building. She mentioned several damaged chairs that needed to be replaced. Councilwoman Owens suggested counting the tables to determine how many chairs to purchase.
- f) Councilwoman Owens discussed whether the inside toilet at the Community Building had been repaired. Clerk Gresham stated Clerk Powell had contacted someone about repairing it. Councilwoman Owens suggested making sure the people we hire to do repairs are certified and licensed. Councilman Haralson suggested Clerk Powell contact the City of Woodland water system contractors, HWR Water Solutions, about repairing the toilet.

## VI. Adjournment

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

Mayor James Carter adjourned the meeting at 6:11 PM.

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

Allissa Gresham

City Clerk

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Approval Date