

# City of Woodland

## Meeting Minutes

August 12, 2024

### I. Call to Order

Mayor James Carter called to order the regular meeting of the Woodland City Council at 6:17 PM on August 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

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

### IV. FY 2024 Proposed Ad Valorem Millage Rate Public Hearing

Mayor Carter called the Public Hearing to order at 6:15 PM to discuss the FY 2024 Proposed Ad Valorem Millage Rate. Regular Session resumed at 6:17 PM.

Mayor Pro Tem Holt made a motion to approve the FY 2024 Proposed Ad Valorem Millage Rate of 11.897. Councilman Haralson seconded. All approved. Motion carried.

### V. Approval of Minutes

The July 08, 2024, Regular Meeting Minutes, the July 08, 2024, Executive Session Minutes, the July 15, 2024, Work Session Minutes, and the July 26, 2024, Special Called Meeting Minutes were distributed.

Mayor Pro Tem Holt made a motion to approve the July 8, 2024, Regular Council Meeting Minutes with the following revisions: add quotation marks and a comma in the second paragraph of Section IV. Approval of Minutes, replace the word "discussed" with "stated" in the second paragraph of Section IV. Approval of Minutes, remove the word "discussing" from the fourth sentence under "C" of Section IX. Clerk Report, and change "moved" to "made a motion" in the fourth sentence of the third paragraph under "A" in Section XI. New Business. Councilwoman Owens seconded. All approved. Motion carried.

Mayor Pro Tem Holt made a motion to approve the July 08, 2024, Executive Session Minutes with the revision to remove the third paragraph. Councilwoman Owens Seconded. All approved. Motion carried.

Mayor Pro Tem Holt made a motion to approve the July 15, 2024, Work Session Minutes. Councilman Mitchell seconded. All Approved. Motion carried.

Mayor Pro Tem made a motion to approve the July 26, 2024, Special Called Meeting Minutes. Councilman Mitchell seconded. All approved. Motion carried.

### VI. Guest Speakers:

- a) **Skip Woodall** discussed rerouting a City water service line across the property of Wendi and Jason Raley. He stated the line runs through the Raleys' yard and near their septic tank. Mr.

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Woodall stated the meter is located at a fence-line gate at the boundary of the Chapman and Raley properties. Skip stated the service line has had at least two or three leaks in the past few years and presents a hazard to the Raley property and a liability to the City. Mayor Pro Tem Holt stated the City is in the process of replacing old galvanized water lines and will add this issue to the project. Jeff from HWR Water Solutions stated he would need permission from the property owners to cross private property. Mayor Pro Tem Holt suggested contacting the property owners to attend the August 19, 2024, Work Session to discuss this matter.

- b) **Rebecca White**, the Region 8 Representative from the Department of Community Affairs, discussed grant and program opportunities with the Mayor and Council. Ms. White discussed the Department of Community Affairs hosting a housing symposium on August 29, 2024, in Columbus, GA at the River Valley Regional Commission and on September 17, 2024 in Tifton, GA. She stated she will email Clerk Gresham registration information if anyone wants to attend. Ms. White will email Clerk Gresham a list of available grants and information on affordable housing programs. Mayor Carter discussed the need for a grocery store in the City of Woodland. Ms. White stated she will email Clerk Gresham contact information for Kristy Bozeman from the Economic Development Department. Clerk Gresham will contact Ms. Bozeman to attend the September 09, 2024, Regular Council Meeting. Clerk Powell discussed whether the Department of Community Affairs has grants for walking trails. Ms. White stated the Department of Natural Resources would need to be contacted about walking trail grants.

### VII. Attorney Report

- a) Attorney Byrd stated he advised Clerk Gresham regarding setting up the FY 2024 Proposed Ad Valorem Millage Rate Public Hearing.
- b) Attorney Byrd stated he advised Clerk Gresham regarding trimming tree limbs overhanging the City street right of way inside a resident's fenced-in yard.
- c) Attorney Byrd stated he spoke with the County attorney about moving forward with the Intergovernmental Agreement between Talbot County and the City of Woodland on Friday, August 02, 2024. The County attorney indicated he would meet with Talbot County Manager Carol Ison on Monday, August 05, 2024. Attorney Byrd tried contacting the County attorney twice last week but did not hear back from him.
- 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.

### VIII. Water Report

- a) Jeff Harrison of HWR Water Solutions stated the City of Woodland produced 1,609,200 gallons of water and billed out 701,570 gallons of water. Clerk Powell stated there was 85,360 gallons of water loss.

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- b) Jeff stated HWR repaired a low-pressure issue on Pleasant Valley Road.
- c) Jeff discussed the quote of \$3,450.00 he received from InDepth Services Inc. to clean and inspect the City of Woodland water tank. Mayor Pro Tem Holt made a motion to approve the \$3,450.00 quote from InDepth Services Inc. to clean and inspect the City of Woodland water tank. Councilwoman Owens seconded. All approved. Motion carried.
- d) Jeff discussed theft of service at a residence on Cemetery Road. He stated the customer had not paid their water bill, and HWR cut the service off. The customer turned the water back on and broke the cut-off in the meter box. Jeff stated after the meter had been tampered with, the customer paid the water bill. HWR repaired the broken cut-off and turned the service back on. Jeff stated going forward HWR will take a photo as proof when they cut a water service off. Clerk Powell stated she made a report of the theft to the Talbot County Sheriff's Department. The Council will discuss whether to press charges under New Business.
- e) Clerk Powell distributed the Water System Totals Report and the Delinquent Account Report for July 2024. The water report shows the total billed was \$7985.40, and the total received was \$8577.65.

Councilwoman Owens made a motion to accept the water report. Councilman Mitchell seconded. All approved. Motion carried.

### IX. Clerk Report

- a) Clerk Gresham stated she emailed the sheriff departments in Talbot County, Meriwether County, Taylor County, Marion County, and Upson County asking for information about county inmate work programs. She stated the only reply she received was from Upson County, which stated they do not have an inmate program. Mayor Pro Tem Holt suggested Clerk Gresham contact Muscogee County. Clerk Gresham will email Muscogee County a letter on August 13, 2024.
- b) Clerk Gresham stated she received the second drawdown of \$10,650.00 into the CDBG account, and the engineer has been paid.
- c) Clerk Gresham discussed purchasing a community bulletin board to hang in the front foyer at City Hall. Mayor Pro Tem Holt made a motion to purchase a bulletin board costing no more than \$200.00. Councilman Haralson seconded. All approved. Motion carried.
- d) Clerk Gresham stated she contacted the Talbot County Magistrate Court to inquire about civil suit fees. Clerk Gresham was told the fee for the first person would be \$110.00 and \$50.00 for each additional person.
- e) Clerk Gresham stated she received an email about the Talbot County Comprehensive Plan being due for an update. She stated the due date for the plan update is October 31, 2025, and the update process takes approximately twelve months. Clerk Gresham will contact the River Valley Regional Commission by September 1, 2024, to get the process started.

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- f) Clerk Gresham discussed an email from the City of Woodland Accountant, Richard Hartley, stating the reason for the decrease in revenue was related to the decrease in the LOST revenue received.
- g) Clerk Gresham presented the month's financial reports.

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

### **X. Open Business**

- a) Mayor Pro Tem Holt discussed the quote of \$9,700.00 from C & E Tree Service to trim trees and clean up debris on West Pleasant Hill St. from Highway 41 to the Stop sign, on West Main St. to the Stop sign at the end, and on Highway 41 on the left between Chapman's Deer Processing and the Woodland Store. Mayor Pro Tem Holt stated Councilman Carter voiced his concern to her about C & E Tree Service not trimming some limbs all the way back to the tree on previous jobs done for the City. She discussed someone meeting with C & E Tree Service to show them specifically what the City wants done. Councilman Carter stated he would meet with C& E Tree Service. Mayor Pro Tem Holt made a motion to approve the quote of \$9,700.00. Councilwoman Owens seconded. All approved. Motion carried.
- b) Mayor Pro Tem Holt discussed whether to hire Charles Abbott & Associates to provide code enforcement services for the City of Woodland. The Council reviewed the proposed contract for code enforcement. Mayor Pro Tem Holt suggested Clerk Gresham contact Charles Abbott & Associates to inquire whether they could provide the City with an as-needed option in the contract. Councilman Haralson discussed whether the Council needed to amend the City of Woodland Code to cover what the Code Enforcer will be doing specifically. Attorney Byrd suggested the Council make a list of specific jobs to be done by the Code Enforcer and he would compare it to what is already included in the code to determine if an amendment is needed. Mayor Pro Tem Holt made a motion to table making a decision on hiring a Code Enforcer until the September 09, 2024, Regular Council Meeting. Councilwoman Owens seconded. All approved. Motion carried.
- c) Clerk Powell discussed purging the old delinquent accounts from the RVS System. Councilwoman Owens made a motion to purge all the old delinquent accounts out of the RVS System, leaving only the current delinquent accounts. Councilman Haralson seconded. All approved. Motion carried.
- d) Clerk Powell discussed the \$150.00 refundable residential water deposit the City previously charged. Clerk Powell stated there is no traceable documentation of this in the current RVS System. Mayor Pro Tem Holt stated that if a water customer could prove they paid the refundable deposit and their account was up to date, the City would refund their deposit when they moved.

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- e) Clerk Powell discussed the Council approving the purchase of eighty indoor folding chairs for the Community Building. Mayor Pro Tem Holt made a motion to purchase the chairs. Councilwoman Owens seconded. All approved. Motion carried.
- f) Mayor Pro Tem Holt made a motion to approve the rental fee of the Community Building for activities such as business meetings and luncheons to be set at \$150.00 for up to half a day and \$200.00 for a whole day. Councilwoman Owens seconded. All approved. Motion carried.

Immediately after, the Council re-discussed the rental fee of the Community Building for activities such as business meetings and luncheons to be set at \$100.00 for up to half a day and \$200.00 for a whole day.

Councilwoman Owens made a motion to approve the rental fee of the Community Building for activities such as business meetings and luncheons to be set at \$100.00 for up to half a day and \$200.00 for a whole day. Mayor Pro Tem Holt seconded. Motion did not carry.

- g) Mayor Pro Tem Holt discussed holding off on purchasing the bleachers for the Community Park Ballfield until the City had someone to assemble them. Mayor Pro Tem Holt made a motion to hold off on purchasing the bleachers until the City had someone to assemble them. Councilman Mitchell seconded. All approved. Motion carried.
- h) The Council discussed purchasing entrance and exit doors that open outward, door closer pumps for the outside bathrooms, replacing the kitchen and bathroom paper towel holders, insulating and venting the storage room, and repairing the outside toilets at the Community Building. Mayor Pro Tem Holt made a motion to approve all the upgrades and repairs for the Community Building and place a job bid ad in the newspaper. Councilman Carter seconded. All approved. Motion carried.
- i) The Council discussed the quotes for the ceiling fan installation, concrete slabs for under the picnic tables, concrete bridges, and installing handrails for the ramp at the Community Park. Mayor Pro Tem Holt made a motion to add further discussing the quotes to the August 19, 2024, Work Session Agenda and to table making a decision until the September 09, 2024, Regular Council Meeting. Councilman Haralson seconded. All approved. Motion carried.

### **XI. New Business**

- a) Grants for walking trails were discussed previously by Guest Speaker Rebecca White.
- b) The theft of services by a water customer was discussed previously during the Water Report. Attorney Byrd stated that to press charges, Clerk Powell would need to get a copy of the report from the Talbot County Sheriff's Department and take it to the Talbot County Magistrate Court to obtain a criminal warrant. Councilman Haralson made a motion to press charges on the water customer for theft of services. Mayor Pro Tem Holt seconded. All approved. Motion carried.
- c) Clerk Gresham discussed revising the Community Building Rental Agreement to state decorating can only be done on the day of the rental. Mayor Pro Tem Holt made a motion to revise the Community Building Agreement. Councilman Haralson seconded. All approved. Motion carried.

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Mayor Pro Tem made a motion to begin Executive Session to discuss personnel matters. Councilman Mitchell 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, Councilwoman Allison Owens, Councilman John Haralson, Councilman Jeffery Mitchell, City Clerk Allissa Gresham, Municipal Clerk Cynthia Powell and Attorney Gary Byrd.

Executive Session began at 9:05 PM.

Councilman Haralson made a motion to return to Regular Session. Councilman Mitchell seconded. All approved. Motion carried.

### **XII. Regular Session**

Regular Session resumed at 9:15 PM.

Councilman Haralson made a motion to approve contacting contractors for bids to do an emergency one-time grass cutting for the City and approve the contractor to be paid. Councilman Mitchell seconded. All approved. Motion carried.

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

### **XIII. Adjournment**

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

Mayor James Carter adjourned the meeting at 9:17 PM.

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

Allissa Gresham

City Clerk

\_\_\_\_\_

Approval Date