

City of Woodland

Meeting Minutes

December 09, 2024

I. Call to Order

Mayor James Carter called to order the regular meeting of the Woodland City Council at 6:15 PM on December 09, 2024, at the Woodland City Hall.

II. Roll Call

The following persons were in attendance: Mayor James Carter, Mayor Pro Tem 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 Carter made a motion to approve the agenda. Councilwoman Owens seconded. All approved. Motion carried.

IV. Approval of Minutes

The November 12, 2024, Regular Meeting Minutes, the November 12, 2024, Executive Session Minutes, and the November 18, 2024, Work Session Minutes were distributed.

Councilman Haralson made a motion to approve the November 12, 2024, Regular Meeting Minutes, the November 12, 2024, Executive Session Minutes, and the November 18, 2024, Work Session Minutes. Councilwoman Owens seconded. All approved. Motion carried.

V. Guest Speakers: None

VI. Attorney Report

- a) Attorney Byrd stated he contacted the Talbot County Magistrate Court judge on October 11, 2024, to discuss the August 2024 City of Woodland theft of services report. He stated the Magistrate Court was closed for the Columbus Day holiday. He stated Clerk Powell was holding the report for corrections to be made by the HWR Water Solutions employee. Attorney Byrd stated on November 15, 2024, Clerk Powell emailed him the corrected report from the HWR employee. He stated the email from Clerk Powell went into his junk email folder and was not printed until December 09, 2024. Attorney Byrd stated he contacted the Magistrate Court judge in November 2024, and she stated he should contact the deputy and have him present his report to the Magistrate Court judge to issue a warrant for theft of services. Attorney Byrd stated he would contact the Talbot County deputy and have him present his report to the Talbot County Magistrate Court judge before Christmas.
- b) Attorney Byrd stated he drafted a proposed letter to Talbot County regarding the old Adams Funeral Home and a sample letter to send City of Woodland residents regarding future nuisance cases. The Council reviewed the proposed letters. Councilwoman Owens stated the date of January 13, 2024, on the Adams Funeral Home letter needed to be corrected to read January 13, 2025. Attorney Byrd stated he would make the correction.

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- c) Attorney Byrd stated the Council would need to vote to amend the City of Woodland Nuisance Ordinance to include the Code Enforcer, and he suggested Clerk Gresham add this matter to the January 13, 2025, City of Woodland Regular Council Meeting Agenda.
- d) Attorney Byrd discussed raises for the Mayor and Council. He stated a notice would need to be run in the newspaper three weeks prior to the City of Woodland Regular Council Meeting for the Council to vote to implement the raises. Attorney Byrd stated he would run the notice in the Talbotton New Era newspaper for the weeks of December 26, 2024, January 02, 2025, and January 09, 2025. Clerk Gresham will add voting to raise the monthly stripen for Council Memebers to \$300.00 and the monthly stripen for the Mayor to \$400.00 to the January 13, 2025, Regular Council Meeting Agenda. Councilman Haralson made a motion for Attorney Byrd to run the notice for raises for the Council Members and Mayor for the weeks of December 26, 2024, January 02, 2025, and January 09, 2025, in the Talbotton New Era newspaper. Councilwoman Owens seconded. All approved. Motion carried.
- e) Attorney Byrd presented Clerk Gresham with the monthly invoice for services.

Mayor Pro Tem Carter made a motion to accept the Attorney Report. Councilwoman Owens seconded. All approved. Motion carried.

VII. Water Report

- a) Jeff Harrison of HWR Water Solutions was absent. Clerk Powell stated the City of Woodland produced 1,051,700 gallons of water and billed out 481,710 gallons of water. Clerk Powell stated there was 224,690 gallons of water loss.
- b) Clerk Powell stated HWR Water Solutions repaired leaks on Oak Street and Club Court.
- c) Clerk Powell distributed the Water System Totals Report and the Delinquent Account Report for November 2024. The water report shows the total billed was \$7196.05, and the total received was \$8461.65.
- d) Clerk Powell discussed the extremely costly water bill for County water usage the City received from Talbot County. Clerk Gresham stated the bill was for 1,164,400 gallons of usage between the dates of October 25, 2024, and December 02, 2024. The Council suggested contacting Jeff of HWR Water Solutions to clarify the water usage before Clerk Gresham pays the bill.

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

VIII. Clerk Report

- a) Clerk Gresham stated a CDBG Public Hearing will be held at the Woodland City Hall on December 12, 2024, at 11:30 AM.
- b) Clerk Gresham stated a CDBG Preconstruction Meeting will be held virtually on December 17, 2024, at 11:45 AM.

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- c) Clerk Gresham stated the City of Woodland received the \$1198.95 refund from Amazon for the purchase price of the folding chairs for the Community Building and the \$1221.37 refund for the return shipping. Clerk Gresham distributed price quotes to the Mayor and Council to order new folding chairs from Uline or Home Depot for the Community Building. Councilwoman Owens made a motion to order a four-pack of folding chairs from Uline and a four-pack of folding chairs from Home Depot so the Council could compare the quality of the chairs before placing a full order. Mayor Pro Tem Carter seconded. All approved.
- d) Clerk Gresham stated the City of Woodland received a replacement top unit for the ice machine at the Community Building from Amazon at no charge. The Amazon vendor requested the City of Woodland dispose of the old unit. Clerk Powell stated HWR Water Solutions will install the new unit later this week. The Council suggested HWR move the ice machine to the Community Building storage room. Clerk Powell will contact Jeff of HWR Water Solutions to discuss this matter.
- e) Clerk Gresham stated the folding chairs ordered for the Community Building had been returned. She stated she contacted Amazon Customer Service again on November 12, 2024, about getting a refund for the purchase price of the chairs and return shipping charges. Amazon stated a ticket was being put in to request a refund for the chairs and the return shipping. Clerk Gresham received an email stating the City should be receiving a refund for the purchase price of \$1198.95 for the chairs within 7 to 10 business days. Clerk Gresham will monitor the City bank account for the purchase price refund deposit. Clerk Gresham will monitor the open ticket for the return shipping refund.
- f) Clerk Gresham presented the month's financial reports.

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

Attorney Byrd left the City of Woodland Regular Council Meeting at 6:45 PM to attend the Talbot County Chamber of Commerce Christmas Event.

IX. Open Business

- a) The Council discussed accepting the quote of \$8625.12 from Carter Enterprises of GA, LLC for the installation of hand railing and concrete projects at the Community Park. Mayor Pro Tem Carter made a motion to accept the quote of \$8625.12 from Carter Enterprises of GA, LLC for the installation of hand railing and concrete projects at the Community Park. Councilman Haralson seconded. All approved. Motion carried.
- b) Clerk Powell discussed revisions to the Community Building Rental Agreement. Councilwoman Owens discussed that all Council Members should receive a copy of all Community Building Rental Agreements so everyone would know who has the building rented and for what days they have it rented. Clerk Powell and Clerk Gresham will make sure each Council Member gets a copy going forward.
- c) Clerk Powell stated Alexander Electric will be installing the ceiling fans and doing electrical work at the Community Building on December 19, 2024.

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X. New Business

- a) Clerk Gresham discussed if a City of Woodland Work Session would be held on December 16, 2024. Councilman Haralson made a motion to not hold a Work Session on December 16, 2024. Councilwoman Owens seconded. All approved. Motion carried.
- b) Clerk Gresham discussed the Council approving a \$200.00 Christmas Bonus for herself and Clerk Powell. Councilman Haralson made a motion to give Clerk Gresham and Clerk Powell a \$200.00 Christmas Bonus. Councilman Mitchell seconded. All approved. Motion carried.
- c) Clerk Gresham discussed Curtis Holly replacing the damaged radiator in the City of Woodland truck for the estimated cost of \$600.00. She stated this would cover replacing the radiator, anti-freeze, and labor. Clerk Gresham stated Mr. Holly would be doing the repairs at City Hall. Councilman Haralson made a motion to have Curtis Holly come to City Hall and do the repairs on the City of Woodland truck for an estimated cost of \$600.00. Councilwoman Owens seconded. All approved. Motion carried.
- d) Clerk Powell discussed 2025 training registration for the University of Georgia Institute of Continuing Judicial Education. Clerk Powell stated she was planning to attend the training virtually. Councilman Haralson made a motion for Clerk Powell to attend virtual training in 2025 at the University of Georgia Institute of Continuing Judicial Education. Councilman Mitchell seconded. All approved. Motion carried.

XI. Executive Session: No Executive Session was needed.

Councilman Haralson made a motion to pay the bills. Councilman Mitchell seconded. All approved. Motion carried.

XII. Adjournment

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

Mayor James Carter adjourned the meeting at 7:15 PM.

Minutes Submitted By: _____

Allissa Gresham

City Clerk

Approval Date