



**CITY OF RIVERDALE**  
**MAYOR AND COUNCIL**  
**BUSINESS SESSION ACTION MINUTES**  
**NOVEMBER 9, 2020 | 6:00 PM**

The Honorable Mayor Evelyn Wynn-Dixon

The Honorable Cynthia Stamps-Jones  
 The Honorable Wanda Wallace

The Honorable Frank Cobbs Jr.  
 The Honorable Kenneth Ruffin

City Manager:  
 City Clerk:  
 City Attorney:

E. Scott Wood  
 Sylvia Vaughan  
 L'Erin Barnes Wiggins

- 1. CALL TO ORDER/WELCOME:** The Honorable Mayor Evelyn Wynn-Dixon.
- 2. ROLL CALL - CITY CLERK:** All Members of Council were present which constituted a quorum.

| Attendee's Name      | Title                                  | Absent | Present |
|----------------------|----------------------------------------|--------|---------|
| Evelyn Wynn-Dixon    | Mayor, At-Large                        |        | ✓       |
| Cynthia Stamps-Jones | Council Member, Ward 1                 |        | ✓       |
| Frank Cobbs Jr.      | Council Member, Ward 2                 |        | ✓       |
| Wanda Wallace        | Council Member, Ward 3 Mayor Pro-Tem   |        | ✓       |
| Kenneth Ruffin       | Council Member, Ward 4 Parliamentarian |        | ✓       |

- 3. INVOCATION:** Provided by Pastor Harry Riley.
- 4. PLEDGE OF ALLEGIANCE:** Recited in unison.
- 5. RULES OF CONDUCT READ BY OFFICER IN ARMS:** Sergeant Derek Broughton



## 6. CITY MANAGER'S REPORT: E. SCOTT WOOD

City Manager E. Scott Wood provided an update on the following items:

- Dow is up over 29,000 today which is basically back to where it was in February
- Pfizer announced that they have developed a vaccine which is 90% effective
- Announced that an Economic Development Workshop is scheduled for the first Wednesday in December at 5pm (located in the upstairs conference room and may involve extensive executive session)
- Development of a Grant Program for existing businesses to bring them into compliance with sign requirements and for façade and other exterior improvements
- Moving forward with design quote for improvements (widening and curb and gutters) and sidewalks on Powers Street
- Request from Federal Aviation Administration (FAA) regarding report of avgas fuel taxes- reported that we collect none and that sales taxes as collected by state are not delineated by them to us
- We have reviewed construction quotes on the 6690 building. This will include only the rear of the main building forward. More favorable than we were expecting. Evaluation committee is recommending a local contractor whose bid is higher but has the strongest references. The committee led by Lisa Kopro who is the contract engineer.
- We will be moving forward with quotes for design of the work on the rear portion (parking lot, maintenance building).
- Relocation of voting precinct station

## 7. CITY ATTORNEY'S REPORT: L'ERIN BARNES WIGGINS

Attorney Wiggins provided an overview of the following items:

- Provided assistance to CCMA Member Cities with by-laws No received to date.
- RFQ for Chief Judge has been posted
- Bond refunding issue discussion – DDA appointments
- Employee Handbook undergoing revisions and updating. First draft with staff for review.
- FAA Letter

## 8. ADOPTION OF THE MINUTES: Meeting Minutes of October 26, 2020 Business Session

Council Member Wallace made a motion to adopt the Meeting Minutes of October 26, 2020 Business Session with Council Member Ruffin provided the second. **The motion carried unanimously.**



**9. ADOPTION OF THE AGENDA WITH ANY ADDITIONS/DELETIONS:**

Council Member Wallace made a motion to adopt the agenda with the following additions and deletions:

Addition(s): None

Deletion(s): None

Council Member Ruffin provided the second. **The motion carried unanimously.**

**10. PUBLIC COMMENTS: (3 MINUTE LIMIT) SEE BLUE CARD FOR RULES OF PARTICIPATION**

(None)

**11. APPROVAL OF THE AGENDA ITEMS:**

➤ **OLD BUSINESS:** (None)

➤ **NEW BUSINESS:**

1. Discussion and approval of New Fee Schedule for Community Development, inclusive of Building Permitting and Planning and Zoning Services/Resolution No. 25-11-2020 - E. Scott Wood.

Council Member Ruffin made a motion to approve the New Fee Schedule for Community Development, inclusive of building permitting and planning and zoning services/Resolution No. 25-11-2020. Council Member Wallace provided the second. **The motion passed with Council Members Ruffin, Wallace and Cobbs voting “Yes” and Stamps-Jones voting “No”.**

2. Discussion and approval of Employee Bonus Pay/ Resolution No. 26-11-2020 - E. Scott Wood

Council Member Wallace made a motion to approve the Employee Bonus Pay/ Resolution No. 26-11-2020. Council Member Ruffin provided the second. **The motion passed with Council Members Ruffin, Wallace and Cobbs voting “Yes” and Stamps-Jones voting “No”.**



3. Discussion and approval of New Online Software System for City Services inclusive for building permitting business license, code compliance and planning and zoning/ Resolution no. 27 - E, Scott Wood

Council Member Wallace made a motion to approve the New Online Software System for City Services inclusive for building permitting business license, code compliance and planning and zoning/ Resolution no. 27 Council Member Ruffin provided the second. **The motion carried unanimously.**

4. Discussion and approval of DD Appointments/ Resolution No.28- Attorney L'Erin Wiggins

Council Member Wallace made a motion to approve the DD Appointments/ Resolution No. 28-11-2020. Council Member Ruffin provided the second. **The motion carried unanimously.**

## 12. ADJOURNMENT:

Council Member Wallace made a motion to adjourn at 7:22 pm. Council Member Ruffin provided the second. **The motion carried.**

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Mayor Evelyn Wynn-Dixon

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City Clerk Sylvia Vaughan