

**MINUTES  
MEETING OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
AUGUST 12, 2013**

**A regular meeting of the Board of Commissioners was held on Monday, August 12, 2013 at 7:10 P.M., in the Council Chambers of City Hall with Mayor James H. Dennis presiding and Mayor Pro-Tem Marty Swain, Commissioners Ronnie Anderson, Bob Moore, Richard Hutchinson and Dennis Josey present. Commissioner Olivia Pearson was absent due to illness.**

**INVOCATION**

Mayor Pro Tem Marty Swain gave the invocation.

**PLEDGE OF ALLEGIANCE**

Coffee County School Navel JROTC Cadets led the Pledge of Allegiance to the Flag.

**MAYOR'S UPDATES**

Mayor James Dennis welcomed Commissioner Hutchinson back; he also stated that Commissioner Pearson was continuing to recover from her back surgery.

**MINUTES ADOPTION**

The following minutes were unanimously approved:

Work Session.....July 22, 2013  
Commission Meeting.....July 22, 2013

A **MOTION** to unanimously approve the minutes with the corrections was made by Commissioner Dennis Josey and seconded by Commissioner Ronnie Anderson.

Mayor Pro-Tem Marty Swain, Commissioners Bob Moore, Dennis Josey, Richard Hutchinson, and Ronnie Anderson **unanimously** approved (**5-0**) the minutes with the corrections.

**APPROVAL OF THE ORDER OF THE AGENDA**

The Commission **unanimously** approved the order of the Agenda.

A **MOTION** to approve the order of the Agenda was made Mayor Pro-Tem Marty Swain, and seconded by Commissioner Bob Moore.

Mayor Pro-Tem Marty Swain, and Commissioners Bob Moore, Dennis Josey, Richard Hutchinson, and Ronnie Anderson **unanimously** approved (**5-0**) the order of the Agenda as discussed in the work session.

MINUTES  
MEETING OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
AUGUST 12, 2013

**RECOGNITION OF THE 2013 STATE WINNERS IN SWIMMING, GOLF, TENNIS,  
AND SOFTBALL**

Roger Johnson, Parks and Recreation Director, and Landy Gomez, Athletic Coordinator, recognized the 2013 State Winners in swimming, golf, tennis, and softball.

**SECOND READING-REZONING REQUEST OF DAVID VARNADORE JR**

Dale Batten, Community Development Director and the Douglas-Coffee County Planning Commission, recommends approval of the re-zoning request. The recommendation will be for the second reading of the ordinance re-zoning land of David Varnadore, Jr., located at 1815 South Peterson Avenue from M-1 (Wholesale Light Industrial District) to C-G (Commercial General)

City Attorney, Jerome Adams read the second reading tonight. **AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF DOUGLAS, GEORGIA, CHANGING THE ZONING ON CERTAIN PROPERTY IN THE CITY OF DOUGLAS, GEORGIA LOCATED AT 1815 SOUTH PETERSON AVENUE FROM M-1, (WHOLESALE LIGHT INDUSTRIAL DISTRICT) TO C-G, (COMMERCIAL GENERAL DISTRICT), LAND OF DAVID VARNADORE, JR.**

A **MOTION** to approve the rezoning request of David Varnadore, Jr., located at 1815 South Peterson Avenue from M-1 (Wholesale Light Industrial district) to C-G (Commercial General) was made by Commissioner Bob Moore and seconded by Commissioner Ronnie Anderson.

Mayor Pro-Tem Marty Swain, Commissioners Bob Moore, Dennis Josey, Richard Hutchinson, and Ronnie Anderson **unanimously** approved (**5-0**) the rezoning request of David Varnadore, Jr

**APPROVAL TO WAIVE FACILITY FEES FOR SEVEN BASKETS AT CHRISTMAS**

Upon recommendation of Terrell Jacobs, City Manager, the Mayor and Commission have approved the request for Seven Baskets at Christmas Ministry at Christmas to utilize the Weir Center and the vacant lot with the grounds and also to waive the facility fees. This event will be held December 20<sup>th</sup> and the 21<sup>st</sup>.

A **MOTION** to approve the waiving of facility fees for Seven Baskets at Christmas from Douglas, GA was made by Mayor Pro-Tem Marty Swain and seconded by Commissioner Bob Moore.

Mayor Pro-Tem Marty Swain, Commissioners Bob Moore, Dennis Josey, Richard Hutchinson, and Ronnie Anderson **unanimously** approved (**5-0**) the waiving of facility fees for Seven Baskets at Christmas held December 20<sup>th</sup> and the 21<sup>st</sup>.

MINUTES  
 MEETING OF THE BOARD OF COMMISSIONERS  
 CITY OF DOUGLAS, GEORGIA  
 AUGUST 12, 2013

**APPROVAL TO WAIVE FACILITY FEES FOR KAYLA DAY**

Upon recommendation of Terrell Jacobs, City Manager, the Mayor and Commission approved the request from Douglas Masonic Lodge #73 and Queenell Chapter # 243 OES to use the Central Square Complex Gym A and B for Coffee County Kayla Day, held on October 25<sup>th</sup>, 9:00 a.m. to 12 p.m.

A **MOTION** to approve the request to use and waive the fees of the Central Square Complex to be used for Coffee County Kayla Day was made by Commissioner Ronnie Anderson and seconded by Commissioner Dennis Josey

Mayor Pro-Tem Marty Swain, Commissioners Bob Moore, Dennis Josey, Richard Hutchinson, and Ronnie Anderson **unanimously** approved (**5-0**) to use and waive the fees of the Central Square Complex to be used for Coffee County Kayla Day.

**APPROVAL FOR THE ADOPTION OF REVISED POLICY NO. #022**

Upon recommendation of Judy Carter, Human Resource Director/Personnel/Benefits Committee, the Mayor and Commission have approved to the adoption of revised Policy No. #022, Employee Appeals Policy.

A **MOTION** to approve the adoption of revised Policy No. #022, Employee Appeals Policy was made by Mayor Pro Tem Marty Swain and seconded by Commissioner Ronnie Anderson.

Mayor Pro-Tem Marty Swain, Commissioners Bob Moore, Dennis Josey, Richard Hutchinson, and Ronnie Anderson **unanimously** approved (**5-0**) to the adoption of revised Policy No. #022, Employee Appeals Policy.

**APPROVAL OF THE 2014 ANNUAL FOOTBALL/SOCCER EQUIPMENT BID**

Upon recommendation from Stanley Merritt, Purchasing Agent, the Mayor and Commission approved the request by Parks and Recreation Director, Roger Johnson, to accept bids as discussed in tonight's Work session as follows for the 2014 Football and Soccer equipment from the following list of vendors to be purchased as needed for a grand total of **\$19,603.16**

<u>Vendors</u>	<u>Low Bid Items</u>	<u>Total Low Bids</u>
Flaghouse, Inc.	C, D	\$ 1,551.80
Pennant Sports, Inc.	J	\$ 915.45
Sports Supply Group,	F, G, L, M	\$ 494.16
Sports Shop, Inc.	A, B, E, H, I, K	\$ 16,641.75

A **MOTION** to approve the 2014 Annual Football/Soccer Equipment Bid was made by Mayor Pro Tem Marty Swain and seconded by Commissioner Bob Moore.

Mayor Pro-Tem Marty Swain, Commissioners Bob Moore, Dennis Josey, Richard Hutchinson, and Ronnie Anderson **unanimously** approved (**5-0**) the 2014 Annual Football/Soccer Equipment Bid

MINUTES  
MEETING OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
AUGUST 12, 2013

**APPROVAL TO ALLOW A 5% LOCAL VENDOR MATCH BIDDING PREFERENCE**

Upon recommendation from Stanley E. Merritt, Purchasing Director the Mayor and Commission unanimously approved to allow a local bidder preference 5% if the low local bidder is within 5% of the out of town bidder, the actual low bid. The maximum amount for local preference to be allowed without being brought forth to the Mayor and Commission for consideration is \$500.00 per bid. Local preference will include city and county bidders. City will also have the rights to exclude local bidders with poor past performance from the local bidders preference.

A **MOTION** to approve the 5% local vendor match bidding preference made by Commissioner Ronnie Anderson and seconded by Commissioner Dennis Josey.

**APPROVAL OF LAND LEASE BETWEEN THE CITY OF DOUGLAS AND AMERICAN LEGION POST 515**

Upon recommendation of Terrell Jacobs, City Manager, the Mayor and Commission have approved to the land lease for a 20 year period between the City of Douglas and the American Legion Post 515 for use of the land depicted as Parcel 103 on the attached tax map for parking and planned activities in return for maintenance of the property.

A **MOTION** to approve the land lease between the City of Douglas and American Legion Post 515 was made by Commissioner Ronnie Anderson and seconded by Mayor Pro-Tem Marty Swain.

Mayor Pro-Tem Marty Swain, Commissioners Bob Moore, Dennis Josey, Richard Hutchinson, and Ronnie Anderson **unanimously** approved (**5-0**) to the land lease between the City of Douglas and American Legion Post 515.

**APPROVAL OF BID RECEIVED ON CITY STREET RESURFACING/NEW PAVING CONTRACT.**

Upon recommendation of Jacob Lott, Public Works Director/City Engineer, the Mayor and Commission have approved the low bid received from East Coast Asphalt, LLC, in the amount of \$358,805.10 for the resurfacing/new paving of various streets to be funded with DOT LMIG, DOT State Aid Contracts and City SPLOST V funds.

A **MOTION** to approve the bid received on city street resurfacing/new paving contract was made by Commissioner Dennis Josey and seconded by Commissioner Ronnie Anderson.

Mayor Pro-Tem Marty Swain, Commissioners Bob Moore, Dennis Josey, Richard Hutchinson, and Ronnie Anderson **unanimously** approved (**5-0**) bid received on city street resurfacing/new paving contract

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CITY OF DOUGLAS, GEORGIA  
AUGUST 12, 2013

**FIRST READING REQUEST OF 2013 TAX ORDINANCE**

Charlie Davis, Assistant City Manager, recommends approval for 2013 Tax Ordinance. The recommendation will be for the first reading of the 2013 Tax Ordinance.

City attorney, Jerome Adams read the first reading tonight. **AN ORDINANCE OF THE MAYOR AND BOARD OF COMMISSIONERS OF THE CITY OF DOUGLAS, GEORGIA, PROPOSED FOR THE LEVYING OF A TAX UPON ALL TAXABLE PROPERTY WITHIN THE CITY OF DOUGLAS SUBJECT TO TAXATION UNDER THE LAWS OF THE STATE OF GEORGIA AND THE ORDINANCES OF THE CITY OF DOUGLAS FOR THE CALENDAR YEAR 2013 AND FOR ALL PURPOSES.** The second reading for the second time at a regular meeting of the Mayor and Commission will be on August 26, 2013

**No Action Taken**

**APPROVAL TO AMEND THE FY'14 BUDGET**

Upon recommendation of Charlie Davis, Assistant City Manager, the Mayor and Commission have approved to amend the FY'14 General Fund and Utility Fund Budgets to reflect changes in revenues and expenditures that have occurred since the adoption of the original budget.

A **MOTION** to approve the amendment of the FY'14 budget was made by Commissioner Ronnie Anderson and seconded by Commissioner Dennis Josey.

Mayor Pro-Tem Marty Swain, Commissioner Dennis Josey, Richard Hutchinson, and Ronnie Anderson were in favor of the **MOTION**. Commissioner Bob Moore was opposed to the **MOTION**. Therefore, the **MOTION** carried (4-1)

**APPROVAL OF BANK ACCOUNT SIGNATURE AUTHORIZATION RESOLUTION FOR ADOPTION**

Upon recommendation of Charlie Davis, Assistant City Manager, the Mayor and Commission have approved to adopt the Resolution updating the Bank Account Signature Authorization to be effective August 13, 2013.

A **MOTION** to approve to adopt the Resolution updating the Bank Account Signature Authorization was made by Mayor Pro-Tem Marty Swain and seconded by Commissioner Ronnie Anderson.

Mayor Pro-Tem Marty Swain, Commissioners Bob Moore, Dennis Josey, Richard Hutchinson, and Ronnie Anderson **unanimously** approved (5-0) to adopt the Resolution updating the Bank Account Signature Authorization

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CITY OF DOUGLAS, GEORGIA  
AUGUST 12, 2013

**APPROVAL TO CLOSE A PORTION OF SOUTH LETITIA AVENUE FOR A YOUTH ACTIVITY**

Upon recommendation of Randall Parker, Permits and Inspection, the Mayor and Commission have approved the request received from The Word of Faith Fellowship Ministry Church to close the portion of South Letitia Avenue that runs along the church property on Saturday, August 17, 2013 from 9:00 A.M. until 4:00 P.M. in order to conduct a youth activity.

A **MOTION** to approve the request received from The Word of Faith Fellowship Ministry Church to close the portion of South Letitia Avenue was made by Mayor Pro-Tem Marty Swain and seconded by Commissioner Ronnie Anderson.

Mayor Pro-Tem Marty Swain, Commissioners Bob Moore, Dennis Josey, Richard Hutchinson, and Ronnie Anderson **unanimously** approved (**5-0**) the request received from The Word of Faith Fellowship Ministry Church to close the portion of South Letitia Avenue

**STAFF COMMENTS**

Mrs. Georgia Henderson, Central Services Director, noted the following upcoming events:

- South Georgia Expo will be held Friday, August 23<sup>rd</sup> 1 PM – 7 PM and Saturday, August 24<sup>th</sup> 9 AM – 5 PM. The Wild Game Supper will be held Thursday, August 22<sup>nd</sup>.
- Community Clean Up will be Saturday, August 31<sup>st</sup> from 8 AM – 12 PM at Unity Park
- The Annual Christmas Parade will be celebrating 50 years. This event will be held Saturday December 7<sup>th</sup>. The theme of this year's parade will be "Celebrate the Golden Years". Registration for the parade will be September 1<sup>st</sup>.

Terrell Jacobs, City Manager, announced the following upcoming event:

- The second meeting for the Landlord Rental Inspection Program will be held at City Hall Tuesday August 13<sup>th</sup>. This meeting will be open to the public.

**GENERAL COMMENTS**

Larry Nesmith, President of the NAACP Coffee County Chapter, requested that the month of November be proclaimed "Stop the Violence in Coffee County" month. He also requested the presence of Mayor and Commission at the upcoming Community Awareness meeting on August 20<sup>th</sup> at 6 PM held at the Gaines Chapel on Coffee Road.

Vera Freeman, President of D.E.R.A, addressed issues concerning the Medias representation of the D.E.R.A. organization.

Mattie Freeman Moore resides in Ward 3 (Commissioner Olivia Pearson). Ms. Moore presented the Mayor, Commission, City Manager Terrell Jacobs and City Attorney Jerome Adams with an envelope and also expressed her concerns regarding the City.

Ronnie Johnson, resides in Ward 2 (Mayor Pro-Tem Marty Swain), requested an update on the Homicides cases within the city and also expressed concerns of lack of Public awareness in regards to those cases. He also questioned what the Budget was for Police Department.

MINUTES  
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AUGUST 12, 2013

**GENERAL COMMENTS-CONTINUED**

Brannen Pruette, Deputy Chief of Police, responded that homicide cases were still under investigation and asked that if anyone had any information, to please contact the Police Department or call the Tip Hotline.

Mayor Dennis responded to the question of Public awareness, and stated that he will further investigate the possibility of announcing to the public of available updates, by use of local media and/or through Mayor and Commission Meetings. Mayor Dennis also informed Mr. Johnson that the Police Department budget is around 3 million.

**MAYOR AND COMMISSION COMMENTS**

Commissioner Richard Hutchinson thanked everyone for their prayers, calls, and concerns he received throughout his surgery and recovery.

Mayor Pro-Tem Marty Swain asked everyone to pray for those who are less fortunate.

Mayor Dennis stated the following:

- Commissioner Olivia Pearson was not present tonight due to illness
- Thanked the staff and all our workers for their hard work and for the input of everyone's ideas.
- Encouraged those who can, to participate in the Clean Up Campaign on August 31<sup>st</sup> at Unity Park.
- Asked that if anyone had any information regarding Crime Cases, to please contact the Tip Hotline or Police Department.

**ADJOURNMENT**

With no further business to discuss in the Regular Meeting, a motion was made to adjourn to Executive Session by Mayor Pro-Tem Marty Swain and seconded by Commissioner Bob Moore.

Mayor Pro-Tem Marty Swain, Commissioners Bob Moore, Dennis Josey, Richard Hutchinson, and Ronnie Anderson **unanimously** approved **(5-0)** to adjourn to executive session.

**EXECUTIVE SESSION**

Mayor James Dennis, Mayor Pro-Tem Marty Swain, Commissioners Bob Moore, Dennis Josey, Richard Hutchinson, and Ronnie Anderson were in attendance of the Executive Session.

Commissioner Ronnie Anderson made the **MOTION** to adjourn from Executive Session and to return to the regular meeting and was seconded by Commissioner Dennis Josey and **approved** by all. **(5-0)**

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CITY OF DOUGLAS, GEORGIA  
AUGUST 12, 2013

**ADJOURNMENT**

Commissioner Bob Moore made a motion to adjourn Regular Session. The motion was seconded by Commissioner Ronnie Anderson and unanimously approved. The meeting was adjourned at 9:30 P.M.

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James H. Dennis, Mayor

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Wynetta J. Bolder, City Clerk