

**MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
SEPTEMBER 8, 2014**

A Regular Meeting of the Board of Commissioners was held on Monday, September 8, 2014 at 7:10 p.m., in the Council Chambers of City Hall with Mayor James H. Dennis presiding and Mayor Pro-Tem Dennis Josey, Commissioners Ronnie Anderson, Richard Hutchinson, Bob Moore and Marty Swain present. Commissioner Olivia Pearson was unable to attend.

INVOCATION

Mayor Pro-Tem Dennis Josey gave the invocation.

PLEDGE OF ALLEGIANCE

The Coffee County High School ROTC Cadets led the Pledge of Allegiance to the Flag.

Mayor Dennis welcomed Johnny Wilkerson back and wished him continued good health. Mayor Dennis also stated that Commissioner Olivia Pearson is unable to attend tonight's due to taking care of family business.

MINUTES ADOPTION

The following minutes were unanimously approved as printed:

Work Session.....August 25, 2014
Commission Meeting.....August 25, 2014

A **MOTION** to approve the minutes as printed was made by Commissioner Bob Moore and seconded by Mayor Pro-Tem Dennis Josey.

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

APPROVAL OF THE ORDER OF THE AGENDA

The Commission unanimously approved the order of the Agenda as set forth in the work session.

A **MOTION** to approve the order of the Agenda was made by Commissioner Richard Hutchinson and seconded by Commissioner Ronnie Anderson.

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

CERTIFIED LITERACY COMMUNITY PROGRAM (CLCP) ANNOUNCEMENT

Mayor James Dennis read the Proclamation concerning the Certified Literacy Community Program. The Proclamation was signed on this date, September 8, 2014, and proclaimed it as

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**CERTIFIED LITERACY COMMUNITY PROGRAM (CLCP) ANNOUNCEMENT
CONTINUED**

International Literacy Day and endorsed September 8th thru September 12, 2014 as Certified Literacy Community Program Week in the City of Douglas.

Commissioner Richard Hutchinson, President of CLCP, explained that this group was organized to raise awareness for adult literacy in conjunction with Wiregrass and the Board of Education. The group is responsible for raising money to help pay for GED testing for adults. In an effort to raise money for this cause, Commissioner Hutchinson announced that on November 13, 2014 a Trivial Pursuit event will be held at the Martin Center and a booth will be set up at the Health Fair scheduled for the Central Square Complex on October 4, 2014. Commissioner Hutchinson announced that September is National Literacy Month and asked for those willing to volunteer to read to students in a classroom to contact Joy Perren.

APPROVAL OF THE FACILITY DEPOSIT AND SET UP FEES

Upon recommendation from Roger Johnson, Parks and Recreation Director, the Commission approved charging a \$100.00/\$200.00 Refundable Deposit Fee and a non-refundable Setup Rehearsal Fee of \$100.00 to the facility users whose rental fees were waived previously, provided that after the use of the facility it is left cleaned and in order. These charges are to be effective as of September 8, 2014.

A **MOTION** to approve charging a refundable deposit fee and non-refundable setup fee for facility users whose rental fees were previously waived was made by Commissioner Marty Swain and seconded by Commissioner Richard Hutchinson.

Mayor Pro-Tem Dennis Josey, Commissioners Ronnie Anderson, Richard Hutchinson, Bob Moore and Marty Swain **unanimously** approved **(5-0)** charging the deposit and setup fees.

**APPROVAL OF CHILDHOOD CANCER AWARENESS GROUP OF COFFEE
COUNTY FEE WAIVER**

Parks and Recreation Director Roger Johnson presented, to the City Commission, the request received from The Childhood Cancer Awareness Group of Coffee County for the rental fees for use of the Central Square Complex Gyms A and B, be waived for their Silent Auction and Live Auction Fund Raiser scheduled for September 26, 2014, from 9 AM until 6 PM.

A **MOTION** to approve the waiver of rental fees for the Childhood Cancer Awareness Group of Coffee County was made by Commissioner Richard Hutchinson and seconded by Commissioner Marty Swain.

Mayor Pro-Tem Dennis Josey, Commissioners Ronnie Anderson, Richard Hutchinson, Bob Moore and Marty Swain **unanimously** approved **(5-0)** the waiver of fees for the complex.

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APPROVAL OF AIRPORT COMMISSION APPOINTMENTS

Upon recommendation of Dale Batten, Community Development Director, the Commission approved the reappointments for Bob Porter, Andy Purvis and Robert Moore to the Airport Commission with their terms beginning October 1, 2014 and expiring September 30, 2017.

A **MOTION** to approve the reappointments of Bob Porter, Andy Purvis and Robert Moore to the Airport Commission was made by Mayor Pro-Tem Dennis Josey and seconded by Commissioner Marty Swain.

Mayor Pro-Tem Dennis Josey, Commissioners Ronnie Anderson, Richard Hutchinson, Bob Moore and Marty Swain **unanimously** approved **(5-0)** the reappointments to the Airport Commission.

AMENDMENT TO THE HISTORIC PRESERVATION ORDINANCE- 1ST READING

Following the recommendation by Community Development Director Dale Batten that the first reading of HPC Ordinance reducing the number of its members from eleven (11) to five (5) be read on this date, City Attorney Jerome Adams conducted the first reading of “**AN ORDINANCE TO AMEND THE CITY OF DOUGLAS CODE OF ORDINANCES, HISTORIC PRESERVATION COMMISSION PROPOSED FOR AMENDING THE NUMBER, APPOINTMENT, TERMS AND COMPENSATION OF MEMBERS.**” The second reading to be held on September 22, 2014, and after properly advertising, be ready for adoption.

No action was taken at this time.

APPROVAL OF HISTORIC PRESERVATION COMMISSION APPOINTMENTS

Upon recommendation of Dale Batten, Community Development Director, the Commission approved the reappointments for Brenda Veal and Melissa Rowell to continue serving on the Historic Preservation Commission. Ms. Veal’s term will expire December 31, 2016 and Ms. Rowell’s term will expire on December 31, 2015.

A **MOTION** to approve the reappointments of Brenda Veal and Melissa Rowell to the Historic Preservation Commission was made by Mayor James Dennis, according to the Ordinance, and seconded by Mayor Pro-Tem Dennis Josey.

Mayor Pro-Tem Dennis Josey, Commissioners Ronnie Anderson, Richard Hutchinson, Bob Moore and Marty Swain **unanimously** approved **(5-0)** the reappointments to the Historic Preservation Commission.

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APPROVAL OF CHANGE ORDER NO. 4 & CHANGE ORDER NO. 5 – N. PEARL AVENUE CDBG REDEVELOPMENT AREA

Upon recommendation of Dale Batten, Community Development Director, the Commission approved Change Order No. 4, an increase of \$67,225.00 and Change Order No. 5, a decrease in the amount of \$53,117.50 for the North Pearl Avenue Redevelopment Area CDBG Project No. 12p-x-034-2-5475, which will increase the Coastal Plains Construction Company, Inc. amount to \$502,620.00.

A **MOTION** to approve Change Orders No. 4 and No. 5 was made by Commissioner Ronnie Anderson and seconded by Commissioner Marty Swain.

Mayor Pro-Tem Dennis Josey, Commissioners Ronnie Anderson, Richard Hutchinson, Bob Moore and Marty Swain **unanimously** approved (**5-0**) the Change Order No 4 and Change Order No. 5 to the N. Pearl Avenue CDBG Redevelopment Area.

APPROVAL OF CIVIL AIR PATROL LEASE AGREEMENT

Upon recommendation of Dale Batten, Community Development Director, the Commission approved the lease agreement between the City of Douglas and the Civil Air Patrol for the building located at 7 Airport Circle.

A **MOTION** to approve the Civil Air Patrol Lease Agreement was made by Mayor Pro-Tem Dennis Josey and seconded by Commission Ronnie Anderson.

Mayor Pro-Tem Dennis Josey, Commissioners Ronnie Anderson, Richard Hutchinson, Bob Moore and Marty Swain **unanimously** approved (**5-0**) the Lease Agreement between the Civil Air Patrol and the City of Douglas.

APPROVAL OF 5K RUN FOR COFFEE COUNTY FAMILY CONNECTION

Upon recommendation of Randall Parker, Inspections and Permits Division, the Commission approved the request of the Coffee County Family Connection to allow the use of certain public streets, in the proposed route to host a 5k Run on Saturday, October 25, 2014, to begin at 8 a.m., and that the Police Department provide assistance with traffic in the busy traffic areas.

A **MOTION** to approve the 5k Run for Coffee County Family Connection to be held on roads in the area of Coffee County High School and allow the Douglas Police Department to provide assistance in high traffic areas, was made by Commissioner Marty Swain and seconded by Commissioner Ronnie Anderson.

Mayor Pro-Tem Dennis Josey, Commissioners Ronnie Anderson, Richard Hutchinson, Bob Moore and Marty Swains **unanimously** approved (**5-0**) the 5k Run for Coffee County Family Connection to be held on October 25, 2014.

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APPROVAL OF THE PURCHASE OF EQUIPMENT FOR FIVE (5) POLICE VEHICLES

Upon recommendation of Stanley Merritt, Purchasing Agent, the Commission approved the purchase of equipment to be installed in five (5) City of Douglas Police Pursuit Vehicles and to award to the low bid submitted by West Chatham Warning Devices located in Savannah, Georgia for a Group Bid Total of \$29,706.60.

A **MOTION** to approve the purchase of equipment for five (5) Police Vehicles was made by Commissioner Richard Hutchinson and seconded by Commissioner Marty Swain.

Mayor Pro-Tem Dennis Josey, Commissioners Ronnie Anderson, Richard Hutchinson, Bob Moore and Marty Swain **unanimously** approved **(5-0)** to accept the bid by West Chatham Warning Devices to purchase equipment for the Police Vehicles.

**APPROVAL OF THE WASTEWATER PLANT ANNUAL ALUMINUM SULFATE BID
08.25.14**

Upon recommendation from Stanley Merritt, Purchasing Agent, the Commission approved the low bid from ChemTrade Company for a total cost of \$26,850.00 and also to allow this bid to be extended for a maximum of two years (2) as this bid expires. This bid would be extended in one (1) year increments, provided the vendor can hold this bid price and it is deemed to be in the best interest of the City of Douglas to extend this bid.

A **MOTION** to approve the low bid from ChemTrade Company and to allow the extension of the bid for a maximum of two years and extended in 1 year increments if the price remains the same and is in the best interest of the City was made by Commission Bob Moore. Commissioner Ronnie Anderson seconded the motion for approval.

Mayor Pro-Tem Dennis Josey, Commissioners Ronnie Anderson, Richard Hutchinson, Bob Moore and Marty Swain **unanimously** approved **(5-0)** the bid from ChemTrade Company for the Wastewater Plant annual aluminum sulfate.

APPROVAL OF DECLARING EQUIPMENT AS SURPLUS

Upon recommendation from Stanley Merritt, Purchasing Agent, the Commission approved the list of items as surplus property and allow the disposal of these items to the highest bidder through the GovDeals on-line Auction Site.

A **MOTION** to approve the list of items as surplus property and allow the disposal was made by Commissioner Richard Hutchinson and seconded by Commissioner Ronnie Anderson.

Mayor Pro-Tem Dennis Josey, Commissioners Ronnie Anderson, Richard Hutchinson, Bob Moore and Marty Swain **unanimously** approved **(5-0)** that the list of surplus items be disposed of through the GovDeals on-line Auction Site.

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**APPROVAL OF WIREGRASS TECHNICAL COLLEGE QUIT CLAIM DEED
REQUEST**

Upon recommendation of Mike Hudson, Natural Gas/Water/Wastewater Director, the Commission authorized the approval and execution of a Quit Claim Deed for existing easements on Milton Street and Wheeler Avenue (both closed) from the City of Douglas to Wiregrass Technical College.

A **MOTION** to approve the execution of a Quit Claim Deed for existing easements on Milton Street and Wheeler Avenue (both closed) submitted by Wiregrass Technical College was made by Commission Marty Swain and seconded by Commissioner Ronnie Anderson.

Mayor Pro-Tem Dennis Josey, Commissioners Ronnie Anderson, Richard Hutchinson, Bob Moore and Marty Swain **unanimously** approved (**5-0**) approve the Quit Claim Deed to Wiregrass Technical College.

**APPROVAL OF CNG MAINTENANCE AGREEMENT WITH AGL RESOURCES
(ATLANTA GAS AND LIGHT)**

Upon recommendation of Mike Hudson, Natural Gas/Water/Wastewater Director, the Commission approved the maintenance agreement as discussed in the Work Session between the City of Douglas and AGL. The contractor will perform monthly and emergency maintenance on the CNG Facility.

A **MOTION** to approve the maintenance agreement between the City of Douglas and AGL was made by Commission Richard Hutchinson and seconded by Mayor Pro-Tem Dennis Josey.

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

PRIVATE WELL ORDINANCE - 1st READING

Mike Hudson, Natural Gas/Water/Wastewater Director, recommended the approval of the first reading of the proposed Private Well Ordinance at the meeting on this date with the second reading to be held on September 22, 2014. Jerome Adams, City Attorney conducted the first reading of "**AN ORDINANCE TO AMEND THE CITY OF DOUGLAS CODE OF ORDINANCES, CHAPTER 50, HEALTH AND SANITATION TO PROVIDE FOR AN EFFECTIVE DATE AND FOR OTHER PURPOSES**". The second reading, after properly advertising as required under the Charter of the City of Douglas, Georgia will be held on September 22, 2014.

No action was taken at this time.

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STAFF COMMENTS

Georgia Henderson, Public Information Director, announced the following:

- The City is taking applications for the annual Festival of Lights Christmas parade which will be held on Saturday, December 6, 2014.
- Community Junk Day is Saturday, September 20, 2014 at Bryan Street Circle from 8am to 12 Noon.
- Accepting applications for community partners to participate during the Hometown Harvest event scheduled for Thursday, October 30th, from 4:00 pm – 7:30 pm.

BIDS:

Sealed bids will be received in the Council Chambers at City Hall, 224 E. Bryan Street, Douglas, Georgia for the following:

- RFQ Conversion of Vehicles to Compressed Natural Gas (CNG) closes September 22, 2014, at 2:30 p.m.
- RFP Advanced Metering Infrastructure (AMI) closes October 1, 2014 at 11:59 a.m.

EMPLOYMENT:

- Full Time Water Meter Reader Technician \$12.83/hr. Information and applications can be found at www.CityofDouglas.com or come by Human Resources Office located at City Hall.

ANNOUNCEMENT

TRANSWASTE will begin using the Automated Side Loader Trucks in September. Carts must be placed with the handles and wheels facing their property and the containers placed 5' away from a mailbox and/or light pole so the arms of the truck will not damage any property around the container. Information and a diagram will be included the customers utility bill and will be on the local media and City's website.

The Customer Care Center located at City Hall have pamphlets available on ways to save energy in your home, ways to conserve water at your home and also ways to safely use natural gas.

City Manager Terrell Jacobs reiterated the placement of containers for pickup by Transwaste. He also stated that the side loader will not pick up brown and white goods. Customers will need to call Transwaste at (912) 384-6001 for pickup of these items. Also, if a customer has an overflow of garbage, only what is in the container will be picked up. Therefore, make sure all garbage is in the authorized container from Transwaste. That is in the City ordinance as well and we will have to enforce the ordinance. Mr. Jacobs further stated that if a customer would recycle, a lot of the overflow garbage would be placed in that container. He also stated that if a customer has an excess of garbage, they may need to purchase an additional cart. Transwaste will begin using the Automated Side Loader in Ward 4, Ward 1, Ward 2 and then Ward 3.

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COMMISSION COMMENTS

Commissioner Richard Hutchinson announced that Wiregrass will be conducting an orientation on September 8th for individuals that do not have their GED. He further stated that anyone interested in obtaining their GED should call Sylvia Lockett at (229) 468-2263 for programs at Wiregrass Technical College or call him at (912) 327-3179 for more information.

Commissioner Marty Swain congratulated the Boys and Girls Club of the Coffee County Region located at 210 W. Jackson Street for their grand opening.

MAYOR COMMENTS

- Mayor James Dennis announced two major happenings in Douglas; the opening of the Child Advocacy Center, located in the old Board of Education building on East Ward Street, for children that are abused and sexually mistreated and the opening of the Boys and Girl Club. Both of these are great additions to our community. The Mayor thanked the community for its hard work and asked those that could support them to do so.
- Childhood Cancer fund raiser is coming up and the funds stay here in Coffee County for the children that are afflicted with this terrible disease.
- Clean-up Day is September 20th at Bryan Street Circle
- The Mayor, City of Douglas and Coffee County Trojans have accepted a challenge from the Mayor of Waycross and the Ware County Gators. Mayor Dennis encouraged all to support the Trojans in Waycross Friday night as they take on Ware County Gators.
- It is important for citizens to get involved to help solve crimes, fires and burglaries. Please call if you have any information.
- Thanks to all our staff and workers for all the hard work and everything you do.

There will be a Utility Committee and Executive Meeting.

ADJOURNMENT

With no further business to discuss in the Regular Meeting, a motion to was made to adjourn and enter into the Utility Meeting by Mayor Pro-Tem Dennis Josey and seconded by Commissioner Ronnie Anderson. The meeting was adjourned at 7:45 p.m.

James H. Dennis, Mayor

Donna Shrouder

**UTILITY COMMISSION MEETING
CITY OF DOUGLAS
September 8, 2014**

A Utility Commission Meeting was held on Monday, September 8, 2014, at approximately 8:00 p.m. The meeting was convened in the Council Chambers of City Hall with Mayor James Dennis presiding. Mayor Pro Tem Dennis Josey, Commissioners Ronnie Anderson, Richard Hutchinson, Bob Moore and Marty Swain were in attendance. Commissioner Olivia Pearson was unable to attend.

Mike Hudson, Gas/Water and Wastewater Director, Lamer Hill, Electric Department Director and Tommy Harrell, Customer Service Manager, appeared before the Mayor and Commission to discuss and receive recommendations.

Tommy Harrell, Customer Service Manager, presented the following information:

James Engram - 1005 N. Peterson Avenue

James Engram, 1005 N. Peterson Avenue, account #: 402-29244-03 appealed before the Utility Commission Meeting due to high electric bill. Mr. Engram is a commercial account located in a small part of the old Shoney's complex. He only opens on Friday nights & serves sea food and returns Saturday morning to clean up; he has two coolers that are left on at that location. He is only there for 4 nights a month. Mr. Engram's first bill was \$714.95, his next bill was \$1,081.18 and his last bill was \$1,113.94. Mr. Engram believes there are wiring and/or piping issues. He plans to sever his account at the old Shoney's complex and possibly open at the old Holiday Inn (Quality Inn) restaurant on the south side of town.

After discussing this issue, Mayor and Commission requests that Mr. Engram's account be brought to the next Utility Commission Meeting on September 22, 2014. If Mr. Engram did sever his account at Shoney's, the City would have his final read out and any payments that were made on the account. A decision will be made at that time.

Virginia Harris - 1373 Fleetwood Circle

Virginia Harris, 1373 Fleetwood Circle, account #201-08318-01, had a PVC pipe to burst under her home. Her bill that was due on September 8, 2014 was \$1,244.50. On September 2, 2014, a sewer adjustment was granted of \$447.67 leaving a balance of \$796.83. A water adjustment could not be granted since water did flow through the meter. It was decided that Ms. Harris had old pipe under her house which caused them to burst. Elaine Watkins, Ms. Harris' daughter, stated that the pipes under her mother's home will be replaced, but she needs help with this bill.

A **MOTION** to grant Ms. Harris a \$263.77 water adjustment on this bill and to give an adjustment on her next bill was made by Commissioner Richard Hutchinson and seconded by Commissioner Marty Swain.

Mayor Pro-Tem Dennis Josey, Commissioners Ronnie Anderson, Richard Hutchinson, Bob Moore and Marty Swain **unanimously** approved **(5-0)** the adjustment on Ms. Harris's bill.

City Manager Jacobs reported that the church group "Men of Action" may be willing to make repairs if they could get the materials. Mr. Jacobs will contact resources and laborers to see if they could perhaps help replace the pipes.

Kenneth Leggett/Samuel Leggett

Sammy Leggett's Acct #205-07358-19 & Kenneth Leggett's Acct # 205-07358-20 (where Sammy & his children live).

Tommy Harrell, Customer Service Manager, presented an issue concerning Sammy Leggett owing an old bill and living at location in his uncle, Kenneth Leggett's name, at 1012 McDonald Road. Sammy Leggett agreed on May 27, 2014, to pay \$100.00 per month until his old debt was paid in full and to keep his uncle's account current. The Utility Commission recommended to do away with \$1,173.63 of Sammy's old debt, only leaving him \$584.13 to pay. They agreed that once he paid that off, he was to turn the services on in his name with deposits. Sammy never made any reduction in the portion he agreed to pay. The UAB wants him disconnected in his uncle's name; however, we just received bankruptcy papers on Sammy Leggett. City Attorney Jerome Adams stated that he would call Mr. Harrell and let him know how this needs to be handled.

ADJOURNMENT

With no other issues to discuss, a motion to adjourn the Utility Commission Meeting and enter into Executive Session was made by Commissioner Richard Hutchinson and seconded by Commissioner Bob Moore. The meeting was adjourned at 8:30 p.m.

MINUTES
EXECUTIVE SESSION OF THE BOARD OF COMMISSIONERS
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Mayor James H. Dennis, Mayor Pro-Tem Dennis Josey and Commissioners Ronnie Anderson, Richard Hutchinson, Robert Moore and Marty Swain were in attendance at the Executive Session. Commissioner Olivia Pearson was not in attendance.

LITIGATION ISSUES

City Manager Terrell Jacobs discussed a personnel issue with the Mayor and Commission. City Attorney Jerome Adams and Human Resources Director Judy Carter were in attendance.

The motion made by Commissioner Ronnie Anderson to adjourn from Executive Session to return to regular meeting was seconded by Commissioner Bob Moore and unanimously approved. (5-0)

ADJOURNMENT

The motion made by Commissioner Ronnie Anderson to adjourn the regular meeting was seconded by Richard Hutchinson and unanimously approved. The meeting was adjourned at 9:00 P.M.

James H. Dennis, Mayor

Donna Shrouder

Affidavit

The undersigned presiding officer, under oath, certifies that at a City of Douglas Commission Meeting, held on September 8, 2014, the Mayor and Commission closed its meeting as permitted by the Open Meetings Act of Georgia [O.C.G.A. 50-14-1 through 50-14-6]. The only matter(s) considered or discussed during the closed meeting are as indicated below:

_____ To discuss future acquisition of real estate [O.C.G.A. 50-14-3 (4)].

X To discuss or deliberate the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of an employee [O.C.G.A. 50-14-3 (6)].

_____ To consult with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or an officer or employee or in which the officer or employee may be directly involved [O.C.G.A. 50-14-2].

This 8th day of September, 2014

Signature of Presiding Officer

Sworn to & Subscribed Before Me
On The Above Indicated Date:

Notary Public, State of Georgia
Commission Expires _____

The Mayor and Commission unanimously approved to enter into executive session.