

**MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS
APRIL 25, 2011**

A Regular Meeting of the Board of Commissioners was held on Monday, April 25, 2011 at 7:00 P.M. The meeting was convened in the Council Chambers of City Hall with Mayor Jackie L. Wilson presiding. Mayor Pro Tem Ronnie Anderson, Commissioners Robert Moore, Johnnie Lee Roper, Dennis Josey, Olivia Pearson and Marty Swain were in attendance.

MEETING CALLED TO ORDER

The meeting of the Board of Commissioners was called to order by Will Thompson, the winner of the 2011 “If I Were Mayor, I Would” essay contest.

INVOCATION

Georgia Henderson, Central Services Director gave the invocation.

PLEDGE OF ALLEGIANCE

Lieutenant Junior Grade Moya of the JROTC program led The Pledge of Allegiance to the Flag.

MINUTE ADOPTION

The following minutes were unanimously approved:

**Work Session..... April 11, 2011
Commission Meeting..... April 11, 2011**

A MOTION was made by Commissioner Bob Moore and seconded by Commissioner Johnnie Lee Roper. The motion was unanimously carried by the Mayor and Commission. **(7-0)**

APPROVAL OF THE ORDER OF THE AGENDA

The Mayor and Commission unanimously approved **(7-0)** the order of the agenda.

A MOTION was made by Commissioner Marty Swain for approval of the order of the agenda; Commissioner Olivia Pearson seconded the motion.

RECOGNITION OF “IF I WERE MAYOR, I WOULD...” ESSAY CONTEST

Georgia Henderson, Central Services Director, recognized the essay winner in the “If I Were Mayor, I would” contest for the 6th grade students of Coffee County. Will Thompson a sixth grader was the first place winner. The essay was delivered by Will Thompson to Mayor and Commission.

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APPOINTMENT OF NEW ELECTRIC DEPARTMENT DIRECTOR

Upon recommendation from Terrell Jacobs, City Manager, the Mayor and Commission unanimously approved **(7-0)** to promote Lamar Hill to Director of the Electric Department. Mr. Hill has worked with the Electric Department for the past 38 years.

Mr. Lamar Hill stated that he looked forward to continuing to serve all of our city electric customers.

A MOTION was made by Commissioner Bob Moore for approval and seconded by Commissioner Johnnie Lee Roper.

APPROVAL OF REVISED PERSONNEL POLICIES

Upon recommendation from Judy Carter, Human Resources Director, the Mayor and Commission unanimously approved (7-0) new and revised policies made to the Personnel Policy for the City of Douglas for the following policies:

1. Social Media-**New**
2. Video and/or Audio Recording Devices-**New**
3. Performance Evaluations Policy #005-**Revisions**
4. Job Transfers and Promotions Policy #013- **Revisions**
5. Employee Appeals Policy #022-**Addition**
6. Travel/Reimbursement of Business Expenses Policy #056-**Revisions**
7. Appearance and Housekeeping Policy #059-**Revisions**

A MOTION was made by Commissioner Dennis Josey for approval and seconded by Commissioner Johnnie Lee Roper.

APPROVAL OF THE CITY OF DOUGLAS ELECTIONS AGREEMENT

Upon recommendation from Wynetta Bolder, City Clerk, the Mayor and Commission unanimously approved **(7-0)** the City of Douglas Elections Agreement, allowing the City Clerk to qualify candidates for the City of Douglas Elections and Coffee County Board of Elections and Registration and provide election services for upcoming municipal election.

A MOTION was made by Commissioner Olivia Pearson for approval and seconded by Commissioner Johnnie Lee Roper.

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APPROVAL OF THE CHANGING OF COMMISSION MEETING DATE

Upon recommendation from Terrell Jacobs, City Manager, the Mayor and Commission unanimously approved **(7-0)** to consider changing the Commission Meeting scheduled for Monday, June 27, 2011 to Thursday June 23, 2011 to prevent a conflict with Georgia Municipal Association's Conference.

A MOTION was made by Commissioner Olivia Person for approval and seconded by Commissioner Dennis Josey.

THE MAYOR AND COMMISSION unanimously approved **(7-0)** to enter into Executive Session to discuss Personnel Issues.

A MOTION WAS MADE BY Commissioner Dennis Josey, seconded by Commissioner Marty Swain and unanimously approved to adjourn the Regular Meeting at 7:25 p.m.

EXECUTIVE SESSION

PERSONNEL ISSUES

City Manager Terrell Jacobs discussed legal issues with the Mayor and Commissioners.

The Mayor and Commission unanimously approved **(7-0)** to reconvene to the Regular Meeting and end the Executive Session.

THE MOTION was made by Commissioner Bob Moore and seconded by Mayor Pro Tem Ronnie Anderson.

The Mayor and Commission unanimously approved **(7-0)** to approve the discussion that was made in executive session.

A MOTION WAS MADE BY Olivia Pearson, seconded by Commissioner Marty Swain.

The Mayor and Commission unanimously approved **(7-0)** a resolution authorizing Mayor Wilson to execute an affidavit pertaining to the executive session.

THE MOTION was made by Commissioner Bob Moore, and seconded by Commissioner Olivia Pearson.

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ADJOURNMENT

With no further business to discuss, Commissioner Dennis Josey made a motion to adjourn and his motion was seconded by Commissioner Olivia Pearson. The Mayor and Commission unanimously approved (7-0) the motion to adjourn the meeting at 7:35 p.m.

Jackie L. Wilson, Mayor

Wynetta Bolder, City Clerk

UTILITY COMMITTEE MEETING

Tommy Harrell, Customer Service Manager stated that a customer who resided in the Golf Club area was assessed a late fee in the amount of \$26.40. After failing to pay utilities on the due date, the customer requested that the penalty be waived and a refund be issued for \$26.40 due to a delay in him getting his bill. The customer who was not present at the meeting

After much discussion **A MOTION WAS MADE BY** Commissioner Olivia Pearson, seconded by Commissioner Marty Swain and unanimously approved by the Mayor and Commission to deny the customer's request to waive the penalty fee and to refund the amount of \$26.40, due to the city's policies.

Tommy Harrell, Customer Service Manager stated to the Mayor and Commission that Helen Brinson was given a three (3) month payment plan with which she would pay the final payment on May 3, 2011. Ms. Brinson's new bill was due the 18th of April. Ms. Brinson paid \$720.00 on the 28th of March. Ms. Brinson requested an extension to pay her new bill and her final payment of \$407.51. Ms. Brinson also was not present at the meeting.

A MOTION WAS MADE BY Commissioner Olivia Pearson, seconded by Commissioner Marty Swain and unanimously approved by the Mayor and Commission to allow Ms. Brinson to pay \$407.51 by 5:00 p.m. on the 3rd of May.