

MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE CITY OF OCILLA COUNCIL HELD ON  
DECEMBER 15, 2025 AT 6:00 PM IN THE  
CITY COUNCIL CHAMBERS LOCATED AT  
111 NORTH IRWIN AVENUE, OCILLA, GA

Those present for the meeting are as follow:

Melvin D. Harper II	Mayor
Chris Paulk	Mayor Pro Tem
Lisa Cook	Council Member
Patrice Manley	Council Member
Clae Wynn	Council Member
Donna R. Prather	Clerk

Council Member Lemora Moses was absent.

Mayor Melvin Harper II called the meeting to order.

Council Member Patrice Manley gave the invocation.

Everyone gave the pledge of allegiance.

**Approval of the Agenda**

Council Member Lisa Cook made a motion to approve the agenda as presented. Council Member Patrice Manley seconded the motion, which passed with Council Member Lisa Cook, Council Member Patrice Manley, Mayor Pro Tem Chris Paulk, and Council Member Clae Wynn and all voted for the motion.

**Acceptance of Prior Minutes**

Council Member Lisa Cook made a motion to approve the Workshop Meeting minutes that were held on November 17, 2025. Mayor Pro Tem Chris Paulk second the motion, which passed with Council Member Lisa Cook, Mayor Pro Tem Chris Paulk, Council Member Patrice Manley, and Council Member Clae Wynn all voted for the motion.

Council Member Lisa Cook made a motion to approve the Regular Monthly Meeting minutes that were held on November 17, 2025. Council Member Patrice Manley second the motion, which passed with Council Member Lisa Cook, Council Member Patrice Manley, Council Member Clae Wynn, and Mayor Pro Tem Chris Paulk all voted for the motion.

**Old Business: NONE**

## **New Business:**

### *Personnel Report/Personnel Committee*

Council Member Lisa Cook stated a change in policy on behalf of Department Heads were brought up at the last meeting to bring some sense of security to them. City Attorney Warren Mixon read the resolution that established procedures for separation without cause and temporary retirement eligibility adjustments included paid time off (PTO) eligibility, opening of retirement rule-of-85 window, and temporary adjustment to retirement eligibility.

Mayor Harper asked the Personnel Committee are they proposing the policy changes in the said resolution. Council Member Lisa Cook and Council Member Patrice Manley answered yes. The resolution passed with Council Member Patrice Manley, Council Member Lisa Cook, and Council Member Clae Wynn all voting for the motion. Mayor Pro Tem Chris Paulk opposed the motion.

### *Building Rental Fees & Application/Community House & Neighborhood Center*

The Council discussed the current rental fees and application. Council Member Patrice Manley asked do we walk through the building with the renter and do we sign off on the walk through. They also discussed a double penalty when the building is not cleaned and when the renters do not vacate the building at the correct time. It was stated that everyone must pay for the building despite their reason for using it.

Council stated that at this time we are to reinforce the current application and they will revisit the price change at a later date.

### *Ocilla/Irwin County Planning & Advisory Commission and Zoning Board of Appeals Appointments*

Mayor Pro Tem Chris Paulk made a motion to appoint Karsen Wynn and Mariah Walker to the Ocilla/Irwin County Planning & Advisory Commission and Zoning Board of Appeals. Council Member Patrice Manley seconded the motion, which passed with Mayor Pro Tem Chris Paulk, Council Member Patrice Manley, Council Member Lisa Cook, and Council Member Clae Wynn and all voted for the motion.

### *Irwin County Library Board of Trustees Appointment*

Council Member Patrice Manley made a motion to appoint Shirley Edwards Matthews to the Irwin County Board of Trustees. Mayor Pro Tem Chris Paulk seconded the motion, which passed with Council Member Patrice Manley, Mayor Pro Tem Chris Paulk, Council Member Lisa Cook, and Council Member Clae Wynn and all voted for the motion.

### *Tax Anticipation Note*

Council Member Lisa Cook made a motion to approve the Tax Anticipation Note bid from Community Bank. The loan amount is in the amount of \$500,000 with a 5.10% interest rate. Mayor Pro Tem Chris Paulk second the motion, which passed with Council Member Lisa Cook, Mayor Pro Tem Chris Paulk, Council Member Patrice Manley, and Council Member Clae Wynn all voted for the motion.

*Alcohol License/Nick's Restaurant LLC*

Council Member Clae Wynn made a motion to approve Nick's Restaurant, LLC alcohol license application. Mayor Pro Tem Chris Paulk seconded the motion, which passed with Council Member Clae Wynn, Mayor Pro Tem Chris Paulk, and Council Member Lisa Cook. Council Member Patrice Manley opposed the motion.

*Special Resolution*

City Attorney Warren Mixon read a resolution regarding the Honorable Lisa Cook and the Honorable Lemora Moses for their years of service as a Council Member and their hard work and commitment to the City of Ocilla.

Mayor Pro Tem Chris Paulk made a motion to accept the said resolutions for the Honorable Lisa Cook and the Honorable Lemora Moses. Council Member Patrice Manley seconded the motion, which passed with Mayor Pro Tem Chris Paulk, Council Member Patrice Manley, Council Member Lisa Cook, and Council Member Clae Wynn all voted for the motion.

*Interim Municipal Court Clerk/Donna Prather*

Council Member Patrice Manley made a motion to appoint Donna Prather as the Interim Municipal Court Clerk. Mayor Pro Tem Chris Paulk seconded the motion, which passed with Council Member Patrice Manley, Mayor Pro Tem Chris Paulk, Council Member Lisa Cook, and Council Member Clae Wynn all voted for the motion.

*2026 Holiday Calendar*

Mayor Pro Tem Chris Paulk made a motion to approve the proposed 2026 Holiday Calendar. Council Member Patrice Manley seconded the motion, which passed with Mayor Pro Tem Chris Paulk, Council Member Patrice Manley, Council Member Lisa Cook, and Council Member Clae Wynn all voted for the motion.

***Department Head Reports:***

**Chief of Police Bill Barrs** submitted the monthly report of all monthly activity for the Police Department and Criminal Investigation Division. Chief Barrs stated everything is going good. He is looking to designate a community officer to read at the school and to be more involved in the community.

**Director Bruce Wilder** submitted the monthly report of all monthly activity for the Utility and Street Department.

***Council Report:***

**Mayor Melvin Harper** reminded everyone of Christmas at College Hill Park on December 21<sup>st</sup>. The City has great representation for the year with Southern Georgia Regional Commission. Mayor Harper acknowledged Council Member Lisa Cook for showing up in her community and being dedicated to serving.

**Council Member Lisa Cook** stated the residents on Lakewood Drive close to Kirk Lane want speed bumps. They are considering a petition because drivers are speeding. Mayor Harper stated residents on McKinley Street are requesting speed bumps.

Council Member Lisa Cook said she is not quitting Ocilla, and she has enjoyed working with everyone.

**Council Member Patrice Manley** stated she has already discussed with Chief Bill Barrs regarding the homeowners on 6<sup>th</sup> and 7<sup>th</sup> street that hired contractors to clean their property, but they did not complete the cleanup and debris removal.

Ms. Manley stated she has enjoyed working with Council Member Lisa Cook and Council Member Lemora Moses. She also welcomed the new Council Members aboard. She said she appreciates everyone because it takes everyone to make things work. She also wished everyone a Merry Christmas and prosperous New Year.

**Mayor Pro Tem Chris Paulk** stated he thinks the Board has bonded and they are on the same page. Because of the bond, the City is going to change. Mr. Paulk thanked everyone for their hard work and commitment. We also need a plan of action for the audit.

Mr. Paulk stated it has been a pleasure to serve with Council Member Lisa Cook and Council Member Lemora Moses.

**Council Member Clae Wynn** asked Director Bruce Wilder about the lighting at the end of 5<sup>th</sup> Street. Mr. Wynn also suggested using Secure Record Solution to scan city documents to save space and to have digital records. He also asked City Clerk Donna Prather to contact the Department of Audit and Accounts for guidance regarding the audit.

### **Executive Session**

Mayor Pro Tem Chris Paulk made a motion to adjourn the meeting. Council Member Lisa Cook second the motion, which passed with Mayor Pro Tem Chris Paulk, Council Member Lisa Cook, Council Member Clae Wynn, and Council Member Patrice Manley all voted for the motion.

\_\_\_\_\_ Melvin D. Harper II, Mayor

\_\_\_\_\_ Donna R. Prather, City Clerk