

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
JULY 26, 2021**

**A Work Session of the Board of Commissioners was held on Monday, July 26, 2021, at 6:00 p.m. at the C. E. Weir Center. Mayor Tony L. Paulk was presiding, and Commissioners Edwin Taylor, Cindy McNeill, Kentaiwon Durham, and Olivia Pearson were present. Mayor Pro-Tem Bob Moore, Commissioner Mike Gowen, and Charlie Davis, City Manager, were absent. Georgia Henderson, Community Development Director, conducted the meeting.**

**REVIEW OF JULY 19, 2021 MEETINGS MINUTES**

The first business item presented by Mayor Tony L. Paulk was to review the board Commissioners' minutes from July 19, 2021 (Work Session/Regular Minutes). Mayor Tony L. Paulk requested that the Commissioners offer any changes so that the City Clerk could correctly record the minutes for historical data.

It was the consensus of the Commission to place this item on the **Consent Agenda**

**DISCUSSED APPROVAL TO ADOPT THE 2018 INTERNATIONAL PROPERTY MAINTENANCE CODE AND THE 2018 INTERNATIONAL EXISTING BUILDING CODE**

Georgia Henderson, Community Director, appeared before the Mayor and Commission to seek approval for the City Attorney to conduct the first reading of the ordinance to amend and adopt the 2018 International Building Code and the 2018 International Existing Building Code.

Mrs. Henderson stated that in November 2016, Mayor and Commission approved the adoption of the 2012 International Property Maintenance Code and the 2012 International Existing Building Code. The Georgia Department of Community Affairs mandates and recommends what Building Codes are enforced. The Georgia Department of Community Affairs recommends that the 2018 International Property Maintenance Code (with Georgia amendments) and the 2018 International Building Code (with Georgia amendments) become permissive.

It was the consensus of the Commission to move this item forward on the **Regular Agenda**

**DISCUSSED APPROVAL OF THE AGREEMENT FOR THE AMERICAN RESCUE PLAN ACT (ARPA) FUNDING FOR DOUGLAS MUNICIPAL AIRPORT**

Georgia Henderson, Community Development Director, appeared before the Mayor and Commission to seek approval of the American Rescue Plan Act (ARPA) between the Georgia Department of Transportation and Douglas.

Mrs. Henderson stated that on March 11, 2021, The American Rescue Plan Act (ARPA) enacted \$8 billion in economic relief to airports to prevent, prepare for, and respond to the COVID-19 pandemic.

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
JULY 26, 2021**

**DISCUSSED APPROVAL OF THE AGREEMENT FOR THE AMERICAN RESCUE ACT (ARPA) FUNDING FOR DOUGLAS MUNICIPAL AIRPORT-CONTINUED**

The total amount of relief funds for Georgia is \$395,699,085, of which Commercial Service Airports will receive \$392,241,085, and Non-Primary Airports (General Aviation) will receive \$3,458,000. The City of Douglas Municipal Airport applied and allocated \$32,000.

Mrs. Henderson also stated that funds should exclusively become used for the airport's operation in the manner outlined in the attached budget worksheet. This allocation is provided at a 100% federal share for which no local match is required. The Douglas Municipal Airport shall require no repayment of any or all of the allocation if the allocation becomes used in conformity with the ARPA Act, other federal laws and regulations, applicable FAA program requirements, and the terms of this agreement.

It was the consensus of the Commission to place this item on the **Consent Agenda**

**DISCUSSED APPROVAL TO PURCHASE ONE (1) NEW JOHN DEERE 6700A FAIRWAY MOWER FOR PARKS AND RECREATION**

Nikki Thompson, Purchasing Agent, appeared before the Mayor and Commission to seek the approval to purchase one (1) New John Deere 6700A Precision Cut Fairway Mower from Georgia State Contract. The Parks and Recreation Department will utilize this equipment.

Mrs. Thompson stated that the Parks and Recreation Director, Stevie Young, requested one (1) New John Deere 6700A Precision Cut Fairway Mower for everyday use at the new Premier Sports Park. This equipment is a budgeted item, and this equipment will be an addition to the fleet. The Parks and Recreation Director, Stevie Young, and Vehicle Maintenance Director, Terry Fesperman, have reviewed the State Contract specifications and pricing. Both agree with the Purchasing Agent, Nikki Thompson, to buy this equipment from State Contract pricing from Deere & Company, of Cary, North Carolina, for a total amount of \$54,562.20.

**FUNDING:** FY22 Budgets: Operating Equipment: 100-6196-54.2101 \$54,562.20. (State Contract) SWC# 99999-001-SPD0000177-0026

It was the consensus of the Commission to place this item on the **Consent Agenda**

**DISCUSSED AND APPROVAL TO PURCHASE OF ONE (1) NEW Z930M ZTRAK ZERO TURN MOWERS FOR PARKS & RECREATION**

Nikki Thompson, Purchasing Agent, appeared before the Mayor and Commission to seek the approval to purchase one (1) New Z930M ZTrak Zero Turn Mowers from State Contract to be utilized by the Ground Maintenance Division.

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
JULY 26, 2021**

**DISCUSSED THE PURCHASE OF ONE (1) NEW Z930M ZTRAK ZERO TURN MOWERS FOR PARKS & RECREATION -CONTINUED**

Mrs. Thompson stated that the Parks & Recreation Director, Stevie Young, requested one (1) New Z930M ZTrak Zero Turn Mower for everyday use by the Ground Maintenance Division. This equipment is a budgeted item and will be a replacement. Once a new mower arrives, one will be turned in and sold on GovDeal's.

The Parks and Recreation Director, Stevie Young, and Vehicle Maintenance Director, Terry Fesperman, have reviewed the State Contract specifications and pricing. Both agree with the Purchasing Agent, Nikki Thompson, to buy this equipment from State Contract pricing from Deere & Company, of Cary, North Carolina, for a total amount of \$10,033.14.

It was the consensus of the Commission to place this item on the **Consent Agenda**

**DISCUSSED AND APPROVAL TO PURCHASE OF THREE (3) NEW Z930M ZTRAK ZERO TURN MOWERS FOR PUBLIC WORKS**

Nikki Thompson, Purchasing Agent, appeared before the Mayor and Commission to seek approval to purchase three (3) New Z930M ZTrak Zero-Turn Mowers to be utilized by the Public Works Division.

Mrs. Thompson stated that the Utilities Director, Mike Hudson, has requested three (3) New Z930M ZTrak Zero Turn Mower for everyday use by the Public Works Division. These equipment are budgeted items, and two types of equipment will be added to the fleet, and one will be a replacement. Once new mowers arrive, one mower will be turned in and sold on the GovDeal website. Utilities Director Mike Hudson and Vehicle Maintenance Director, Terry Fesperman, have reviewed the State Contract specifications and pricing. Both agree with the Purchasing Agent, Nikki Thompson, to buy this equipment from State Contract pricing from Deere & Company, of Cary, North Carolina, for a total amount of \$30,099.42.

(State Contract) SWC#99999-001-SPD0000177-0026

**FUNDING:** FY22 Budget 100-4200-54.2505  $\$10,033.14 \times 3 = \$30,099.42$

It was the consensus of the Commission to place this item on the **Consent Agenda**

**DISCUSSED AND APPROVAL OF MEAG SOLAR PROJECT**

Mike Hudson, Utilities Director, appeared before the Mayor and Commission to enter into a Purchase Power Agreement with MEAG.

**MINUTES**  
**WORK SESSION OF THE BOARD OF COMMISSIONERS**  
**CITY OF DOUGLAS, GEORGIA**  
**JULY 26, 2021**

**DISCUSSED AND APPROVE MEAG SOLAR PROJECT-CONTINUED**

Mr. Hudson explained that the MEAG Power staff has been working through a Request for Proposals process to acquire solar output and services on behalf of the participants. Given changes in Participant interest, which at last survey amounted to 92 MW, MEAG Power shifted our efforts to a developer offering a smaller facility sized at 80 MW. MEAG Power staff has completed negotiations of the Solar Purchase Power Agreement (SPPA) between MEAG Power and this second solar developer, providing interested participants the avenue to add photovoltaic solar power to their resource portfolio.

Mr. Hudson also explained that in conjunction with the SPPA, any Participant that commits to an entitlement share of the output under this SPPA (a Solar Participant) would execute a Power Purchase Contract (PPC) with MEAG Power. This Power Purchase Contract addresses the Solar Participants entitlement share to the products, your cost and payment obligations, and the financial assurance provided by the Solar Participants to the project developer. This PPC is non-recourse to MEAG Power, and the project developer will be looking directly to the Solar Participants for the security of the payments. The enclosed material includes 1) the PPC for execution; 2) the SPPA as Exhibit A of the PPC for information only; 3) a form of Resolution as Exhibit B of the PPC for your use with your governing body, and 4) a form of Opinion of Counsel as Exhibit C of the PPC for use by your attorney.

Mr. Hudson stated that if viewing on your computer, please use the bookmark feature to help you navigate to these sections. By maintaining the project's late 2023 commercial operation date, all agreements are requested by mid-August 2021, and the following steps are required. 1. Participant execution of the Power Purchase Contract (PPC), including the desired maximum MW amount 2. Based on all received nominations, MEAG Power will determine the final Participant entitlement share based on the formula included in the PPC. This step may require prorating each Participant's MW amount if the total amount of nominations exceed 80 MW. (If the maximum nominations do not amount to 80 MW, MEAG Power will terminate the Page 46 current initiative). An example of the proration calculation is available on request. 3. MEAG Power Board approval of the SPPA for 80 MW. 4. MEAG Power execution of the SPPA and Solar Participant PPCs with final entitlement share. If you are a Participant engaged with ECG for solar energy supply to Walmart, the Renewable Energy Customer Agreement (RECA) will expect to be executed by Walmart by July 2nd. ECG has provided the solar tariff through a separate transmittal. The approval and execution of those agreements is another step in the effort.

It was the consensus of the Commission to place this item on the **Consent Agenda**

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
JULY 26, 2021**

**DISCUSSED AND APPROVE THE RENEWABLE ENERGY CUSTOMER AGREEMENT**

Mike Hudson, Utilities Director, appeared before the Mayor and Commission to seek approval for a Renewable Energy Customer Agreement with Walmart Inc.

Mr. Hudson stated that Corporate Walmart had agreed to the following Solar Project assumptions and have been included in the attached RECA Agreement & Tariff for your consideration Walmart is unable to terminate the RECA before 10 Years after Commercial Operation (reminder: the MEAG Power PPC will be 20 Years) Walmart can terminate at any time after the initial 10 Years.

Mr. Hudson also stated that Walmart pays ECG Members 100% of the remaining expected RECA Tariff Costs and fees (as calculated by MEAG)(i.e.). Solar Costs, MEAG Costs, City Service Fee, Outstanding True-Up Costs. At such time of the early termination request, MEAG will assist ECG in determining the estimated remaining "credits" due to Walmart for the projected Solar KWh output. These credits will be discounted (due to the early termination) by using the table below. The resulting "credits" will reduce Walmart's remaining expected RECA Tariff Costs & Fees calculated by MEAG. At no time would an ECG Member have to make a payment to Walmart upon Walmart's Termination request. If the remaining estimated Solar Energy "credits" are more significant than the remaining estimated RECA Costs & Fees, termination payments would be set to "\$0". If the remaining estimated RECA Costs & Fees exceed the remaining calculated Solar Energy "credits,"... Walmart makes immediate payment to ECG Member to terminate RECA. After termination, the ECG Members takes 100% responsibility for Solar Project for the remaining years after the Walmart Termination Date (using Walmart Termination payments to offset MEAG PPC Costs) and will receive the solar energy, REC's and other products provided from the Solar Project and can re-market or use as the ECG Member sees fit.

**DISCUSSED AND APPROVAL OF AMENDMENT 6 (CITY HALL PROJECT)  
CHANGE ORDER**

Mike Hudson, Utilities Director, appeared before the Mayor and Commission to seek approval for the change order to Amendment #6 (City Hall Renovations and Expansion) for \$58,021 for the additional drive-through.

Mr. Hudson stated that on December 28, 2020, Mayor and Council approved Amendment #6 to the CMAR project, which was the City Hall Renovations and Expansion project.

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
JULY 26, 2021**

**DISCUSSED AND APPROVE AMENDMENT 6 (CITY HALL PROJECT) CHANGE  
ORDER-CONTINUED**

Since we occupied the old SunTrust building, customers and staff have gotten used to the double-lane drive-thru service. In the current plans, there is only one drive-thru lane. We are asking the Mayor and Council to consider the change order to add another drive-thru lane.

Mr. Hudson explained that this change order proposal to Amendment 6 for Douglas City Hall would extend the porte-cochere to allow for a second drive-thru lane and vacuum air tube system to increase efficiency and decrease waiting times for customers in the drive-thru. To extend the porte-cochere will require additional structural steel, trusses, roof decking, metal roofing, EIFS ceiling, access panel, other electrical circuits, and different porte-cochere lighting, as well as an added concrete island to separate the two lanes and provide a place to mount the vacuum air tube system.

Mr. Hudson presented a cost breakdown for each package that would be affected by this change: Electrical - 4,000.00 Roofing (trusses, decking, metal roof) \$14,200.00. Site concrete, EIFS, box beam framing/Dens glass/access panel \$9,988.00 Structural steel \$13,459.00 Diebold vacuum air tube system \$12,076.00 Subtotal \$53,723.00 8% CM Fee \$4,298.00 Total \$58,021.00

**FUNDING:** 351-1000.54.1304

It was the consensus of the Commission to move this item to the **Consent Agenda**

**DISCUSSED THE SALARY CLASSIFICATION & COMPENSATION STUDY  
COMPLETED BY CVIOG**

Tammy Wilkerson, Human Resources Director, appeared before the Mayor and Commission to discuss approval of the UGA Carl Vinson Institute of Government's Classification & Compensation Study as presented to be effective as soon as the software system can implement new pay tables.

Mrs. Wilkerson stated that on 9/28/2020, the Mayor and Council approved UGA's Carl Vincent Institute of Government (CVIOG) to conduct a Classification & Compensation Study. The purpose of the study was to ensure and maintain pay compensation that is in line with other surrounding cities and similar entities. The City of Douglas historically uses the University of Georgia Carl Vinson Institute of Government to conduct this study. The last time our organization had this study done was in the mid-2000s.

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
JULY 26, 2021**

**DISCUSSED THE SALARY CLASSIFICATION & COMPENSATION STUDY  
COMPLETED BY CUIOG-CONTINUED**

Mrs. Wilkerson also stated that at the request of the City of Douglas, the Carl Vinson Institute of Government (Institute of Government) at the University of Georgia agreed with the City of Douglas to develop a new classification and compensation plan for employees covered under the City's personnel plan.

Mrs. Wilkerson explained that the objectives of the project were the following:

1. Develop a new classification system by utilizing job analysis and market-based pricing techniques.
2. Collect and analyze wage survey data.
3. Analyze and format the wage survey data to establish competitive pay levels and develop a recommended compensation plan.
4. Train the City of Douglas administrative personnel in each component of the classification and compensation plan development to ensure the implementation and maintenance of the system.

Mrs. Wilkerson concluded by stating that there were components for pay to be considered. Those component was a general cost of living allowance (COLA), market rate comparison, and compression (time in position) Page 160 component. All employees will get the COLA of 1.66%, some will get two of the categories, and some will get all three. The cost of the implementation is \$369,616. For comparison purposes, the typical annual cola is approx \$160,000. The real impact of the study is about \$200,000 for the compression and the market comparison.

It was the consensus of the Commission to **table** this item for the **August 16, 2021 meeting**.

**GENERAL COMMENTS**

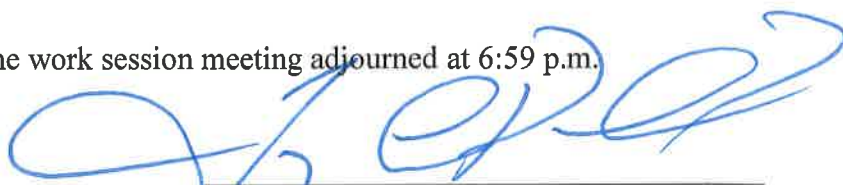
No comments

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
JULY 26, 2021**

**ADJOURNMENT**

There being no further discussion, the work session meeting adjourned at 6:59 p.m.

  
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Wynetta J. Bolder, CMC

  
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Mayor Tony L. Paulk