

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
AUGUST 16, 2021**

A Work Session of the Board of Commissioners was held on Monday, August 16, 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. Mike Hudson, Utilities Director, conducted the meeting.

REVIEW OF JULY 26, 2021 MEETINGS MINUTES

The first business item presented by Mayor Tony L. Paulk was to review July 26, 2021 (Work Session/Regular Minutes) of the Board of Commissioners. 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 AND APPROVAL OF THE FIRST READING OF THE ORDINANCE FOR ENTERPRISE ZONES

Georgia Henderson, Community Development Director, appeared before the Mayor and Commission to discuss and agree upon the incentives offered in the presented target zone area and read the ordinance first.

Mrs. Henderson stated that based on the Urban Redevelopment Plan, the City of Douglas desires to, by ordinance, designate an Enterprise Zones (EZ). The Enterprise Zones is defined as geographical areas that suffer from disinvestment, underdevelopment, and general economic distress. Georgia law permits cities to create districts and encourage revitalization in these distressed communities where ad valorem taxes abates for up to 10 years. Other incentives are provided to private employers who make five or more new jobs. These incentives offer residential construction or rehabilitation that exceeds the land value by a ratio of five to one.

Mrs. Henderson also stated that the purpose of an Enterprise Zone is to create the proper economic and social environment to induce the investment of private resources. The productive business enterprises, service enterprises, and encourage residential rehabilitation and new residential construction located in an area meeting criteria established under and outlined in Title 36, Chapter 88 of the Enterprise Zone Employment Act.

Mrs. Henderson explained that The Enterprise Zone area must meet at least three of five criteria: 1. Pervasive poverty established using the most current United States decennial census prepared by the U. S. Bureau of Census; 2. Unemployment Rate (average for preceding yr.) at least 10% higher than state or significant job dislocation; 3. Underdevelopment evidenced by lack of building permits, licenses, land disturbance permits, etc., lower than development activity within local body's jurisdiction;

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DISCUSSED AND APPROVAL THE FIRST READING OF THE ORDINANCE FOR ENTERPRISE ZONES-CONTINUED

4. General distress and adverse conditions (population decline, health and safety issues, etc.); and
5. Blight is evidenced by the inclusion of any portion of the nominated area in an urban redevelopment area. Incentives can be a combination of Local property tax exemption -- 36-88-8(a) (1). Local abatement or reduction in occupation taxes, regulatory fees, building inspection fees, and other fees that would otherwise be imposed on qualifying business -- OCGA §36-88-9(a). This designation also allows for extra points on grant applications.

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

DISCUSSED APPROVAL OF 2021 CHIP RESOLUTION FOR ADOPTION OF THE GEORGIA STATUTES POLICIES BY LOCAL GOVERNMENTAL ENTITIES

Georgia Henderson, Community Development Director, appeared before the Mayor and Commission to seek a resolution authorizing Mayor Tony L. Paulk to execute the necessary grant resolution of the 2021 Community Home Investment Program.

Mrs. Henderson stated that the City of Douglas was awarded a 2021 Community Home Investment Program (CHIP) from the Department of Community Affairs for homeowner rehabilitation. The adoption of this resolution must receive CHIP funding. Recipients must follow the same HOME rules when spending Program Income as were required with the original CHIP grant, including income eligibility, affordability periods, environmental reviews, lead paint, and all other laws and statutes required by the HUD HOME Program.

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

DISCUSSED APPROVAL OF 2021 CHIP RESOLUTION FOR ADOPTION OF CHIP HOMEOWNERS ELIGIBILITY REQUIREMENTS FOR OWNER-OCCUPIED HOUSING REHABILITATION

Georgia Henderson, Community Development Director, appeared before the Mayor and Commission to seek a resolution authorizing Mayor Tony L. Paulk to execute the necessary grant resolution about the 2021 Community Home Investment Program.

Mrs. Henderson stated that the City of Douglas was awarded a 2021 Community Home Investment Program (CHIP) from the Department of Community Affairs for homeowner rehabilitation. The resolution is necessary to adopt the homeowner's eligibility requirements for the CHIP Program Grant Number 2021-106. The program will serve homeowners and tenants with incomes at or below 80% of the area median, adjusted for household size. Income limits published currently by HUD, with each homebuyer of completed units will be required to secure their mortgage financing to determine that they meet HOME income eligibility requirements.

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DISCUSSED APPROVAL OF 2021 CHIP RESOLUTION FOR ADOPTION OF CHIP HOMEOWNERS ELIGIBILITY REQUIREMENTS FOR OWNER-OCCUPIED HOUSING REHABILITATION-CONTINUED

The Recipient will conduct third-party verification and obtain all required documentation to determine if the household meets eligibility requirements.

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

DISCUSSED APPROVAL OF 2021 CHIP RESOLUTION FOR ADOPTION OF POLICIES AND PROCEDURES AND PROGRAM DESIGN

Georgia Henderson, Community Development Director, appeared before the Mayor and Commission to seek a resolution authorizing Mayor Tony L. Paulk to execute the necessary grant resolution about the 2021 Community Home Investment Program.

Mrs. Henderson stated that the City of Douglas was awarded a 2021 Community Home Investment Program (CHIP) from the Department of Community Affairs for homeowner rehabilitation. This resolution must adopt policies, procedures, and program design standards for the CHIP grant number 2021-106 set forth by Housing and Urban Development (HUD). The policies and procedures serve as a management tool to assist the Recipient and the citizens in understanding the program requirements. They also serve as a tool to help the Recipient during disputes related to participant or contractor eligibility, the scope of work undertaken, denial of CHIP loans, citizen complaints, and other areas of conflict that may arise.

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

DISCUSSED AND APPROVAL OF DCA ADDENDUM TO COMMUNITY HOME INVESTMENT PROGRAM GRANT AGREEMENT - CHIP 2021

Georgia Henderson, Community Development Director, appeared before the Mayor and Commission to seek DCA Addendum to the Community Home Investment Program Grant Agreement- CHIP between Douglas and The Georgia Department of Community Affairs.

Mrs. Henderson stated that the Georgia Department of Community Affairs ("DCA") requires this Addendum for each Community HOME Investment Program Grant Agreement (the "Contract") between a State or Sub-Recipient of HOME funds (Recipient") and each contractor or consultant providing administrative services to the Recipient relating to the use and administration of those funds ("Contractor") to ensure that the requirements of the HOME Regulations at 24 CFR section 92.504(c)(1) are met (24 CFR section 92.1 et seq. are referred to as the "HOME Regulations")

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**DISCUSSED AND APPROVAL FOR CONSULTANT AND ENGINEERING SERVICES
- TRANSPORTATION ALTERNATIVES PROGRAM (TAP)**

Georgia Henderson, Community Development Director, appeared before the Mayor and Commission to seek approval to award a contract for consulting and engineering services for the Douglas Transportation Alternative Program (TAP) Sidewalk project on Gordon ST, Highway 158, Gaskin Ave, and Spooner Rd.

Mrs. Henderson stated that the City of Douglas (the "City") was recently awarded federal Transportation Alternatives Program (TAP) funds through the Georgia Department of Transportation (GDOT). GDOT partners with the Federal Highway Administration (FHWA) in facilitating and providing an opportunity for local governments to pursue nontraditional transportation-related activities such as pedestrian facilities, bicycle facilities, and pedestrian street-scraping projects. TAP improves the quality of life for citizens in communities across the state by providing local governments the means to pursue projects that might not otherwise be possible.

Mrs. Henderson also stated that the city solicited qualified responsive firms for engineering and design services for the Spooner Road and East Gordon Street TAP Implementation Project. The project limits include Area 1 – E. Gordon St./ Eastside Park Area (Total Linear Footage – 1,909), Area 2 – Spooner Rd. Area (Total Linear Footage – 1,305), Area 3 - East Baker Highway from Lakeview Avenue to Bowens Mill Road (Total Linear Footage – 2,550), and South Gaskin Avenue from Bowens Mill Road to Pinecrest Drive (Total Linear Footage – 2,950). Keck & Wood, Inc. (the "Engineer") intends to provide the city with professional engineering services for the design of this project.

Mrs. Henderson explained that the proposals were received from the following during Phase I of scoring; Keck+Wood Collaboration By Design, Columbia Engineering and Services Inc., Croy Engineering, EXPUS Services, Inc., Heath & Lineback Engineers, Inc., Kennedy & Associates Engineering, Inc., Michael Baker International, Practical Design Partners LLC, QK4, Southeastern Engineering, Stantac Engineering, and Vaughn and Melton Consulting Engineers. Phase II proposals were requested from Michael Baker International, Columbia Engineering & Services, Inc, Keck+Wood, Inc., QK4, Inc., and Southeastern Engineering, Inc. After going through the evaluation and negotiation process, and it has been determined that the highest-scoring agency is Keck+Wood Collaboration by Design.

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

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**DISCUSSED AND APPROVAL OF THE APPOINTMENTS TO THE CITIZENS
ADVISORY COMMITTEE**

Georgia Henderson, Community Development Director, appeared before the Mayor and Commission to seek the appointment of a member to the Douglas Citizens Advisory Committee.

Mrs. Henderson stated that the Citizens Advisory Committee seeks to fill two (2) vacancies on the committee. Citizens must live within the city limits of Douglas. One (1) vacancy must be a citizen from Ward 2, and one (1) vacancy must be an at-large, living inside the City of Douglas.

Mrs. Henderson explained that after properly publicizing, staff received two applications. Diana Harris, who lives at 225 E. Schley Street, and Latorya Edwards, lives at 600 N. McDonald Avenue. Both applicants are to be considered to fill the committee's one (1) at large vacancy.

Mayor Paulk stated that he was nominating Latorya Edwards to serve on the Citizens Advisory Committee.

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

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

Mike Hudson, Utilities Director, appeared before the Mayor and Commission to state, per Jerome Adams, City Attorney, to bring this item before the Commission because the amount of the customer agreement was not added to the contract.

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


GENERAL COMMENTS

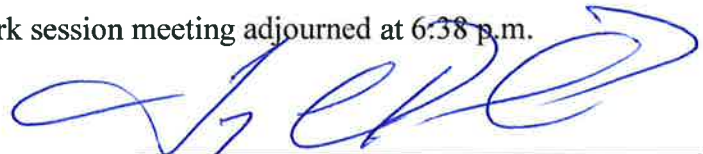
Michael Newton, 1402 Adam Street appeared before the Commission to discuss the minority community's social issues dealing with Economic Coalition and establishing a working relationship with the city on the Great America Rescue Funds. He asked the following questions regarding the status of the funds when a meeting would be held with the Commission and the Community and an update regarding Mayor Pro Tem Moore's absences from the meetings.

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ADJOURNMENT

There being no further discussion, the work session meeting adjourned at 6:38 p.m.


Wynetta J. Bolder, CMC


Mayor Tony L. Paulk