

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
MARCH 14, 2022**

**A Work Session of the Board of Commissioners was held on Monday, March 14, 2022, at 6:00 p.m. at the C. E. Weir Center. Mayor Tony L. Paulk was presiding over the meeting. Mayor Pro Tem Edwin Taylor and Commissioners Cindy McNeill, Kentaiwon Durham, Olivia Pearson, and Mike Gowen were present.**

**REVIEW OF FEBRUARY 28, 2022 MEETINGS MINUTES**

The first business item presented by Mayor Tony Paulk was to review the minutes from February 28, 2022 (W.S./Reg Minutes) of the Board Commissioners. Mayor Paulk requested that the Commissioners offer any changes so that the City Clerk could correctly record the minutes for historical data. *(Per Commissioner Pearson with the change)*

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

**DISCUSSED THE O.D. CRAB HOUSE OF DOUGLAS, INC. ALCOHOLIC BEVERAGE LICENSE**

Rodger Goddard City Marshal, appeared before the Commission to conduct a public hearing and approve OD Crab House, Inc's alcoholic beverage license.

Mr. Goddard stated that Dazhong Ouyang made an application for an alcoholic beverage application for OD Crab House, Inc. The application is for retail sales, on-premises consumption of beer and wine only. OD Crab House will be a restaurant located at 827 S. Peterson Ave, Douglas, Georgia. Ying Chen will be the licensee's manager. OD Crab House will be a restaurant and is exempt from all distance requirements. OD Crab House, Inc. and the manager meet all requirements set forth by state law and city ordinance. Chief Edmisten has reviewed the application.

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

**DISCUSSED THE RFQ AWARD FOR CONSULTANT ENGINEERING SERVICES CDBG GRANTS**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval for the selection of consultant services for engineering and consultant services to cover state and/or federally-funded grants.

Mrs. Henderson stated that after properly advertising, on March 3, 2022, the City of Douglas opened a Request for Qualifications for engineering and consultant services to cover state and/or federal funding for the Community Development Block Grant (CDBG) Annual Competition, Mitigation (MIT), Employee Incentive Program (EIP), Redevelopment Fund (RDF), and/or Immediate Threat and Danger (ITAD) funds through the Georgia Department of Community Affairs (DCA).

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**DISCUSSED THE RFQ AWARD FOR CONSULTANT ENGINEERING SERVICES  
CDBG GRANTS-CONTINUED**

Mrs. Henderson also stated that Five proposals were received; one of which was received after the cut-off deadline and was not scored. Hofstadter & Associates, Statewide Engineering, Inc., Turnipseed Engineers, AE Engineering Inc., and Watkins & Associates, LLC. Watkins & Associates, LLC was received during the bid opening at 2:22 pm and was not scored due to RFQ stating all bids had to be sent in by 2:00 pm. The Selection Committee consisted of Georgia Henderson, Community Development Director, Mike Hudson, Douglas Utilities Director, Christian Mikell, Grants Administrator, and Nikki Thompson, Purchasing Administration. Based on scoring, it is determined that Statewide Engineering be awarded as our consultant for the next two years.

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

**DISCUSSED RFQ AWARD FOR CONSULTANT ARCHITECTURAL SERVICES  
CDBG GRANTS**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to get a selection of consultant services for engineering and consultant services to cover state and/or federally-funded grants.

Mrs. Henderson stated that after properly advertising, on March 3, 2022, the City of Douglas opened Request for Qualifications for architectural and consultant services to cover state and/or federal funding for the Community Development Block Grant (CDBG) Annual Competition, Mitigation (MIT), Employee Incentive Program (EIP), Redevelopment Fund (RDF), and/or Immediate Threat and Danger (ITAD) funds through the Georgia Department of Community Affairs (DCA). One proposal was received: J. Glenn Gregory Architects.

Mrs. Henderson also stated that the Selection Committee consisted of Georgia Henderson, Community Development Director: Mike Hudson, Douglas Utilities Director, Christian Mikell, Grants Administrator, and Nikki Thompson, Purchasing Administration. Based on the scoring, it is determined that J. Glenn Gregory Architects will be awarded as our architectural consultant for the next two years.

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

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**DISCUSSED THE MODIFICATIONS TO WEATHERIZATION GRANT PROGRAM**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to make the proposed modifications to the Weatherization Grant Program. provide engineering services dealing with aeration and filtration at the WWTP.

Mrs. Henderson stated that staff the City's locally funded Weatherization Grant Program assists qualified city residents with limited weatherization improvements to their homes meeting several requirements. A full list of requirements can be found on the attached Weatherization Grant Guidelines. The proposed changes to the program will include allowing residents ages 55-64 years of age to apply for HVAC Replacement or Attic Insulation & Ventilation with the City grant covering 50% of the cost and Applicant paying 50% of the cost and residents ages 65+ years of age to apply for HVAC Replacement or Attic Insulation & Ventilation with the City grant covering 75% of the cost and Applicant paying 25% of the cost. The program will still only allow the maximum amount eligible per household to be \$5,000, including labor costs.

Mrs. Henderson stated that the individuals' ages 55-64 will be required to repay fifty percent (50%) of the total amount of improvements on their monthly utility bill up to a sixty (60) month time period. Repayment will begin in the first billing cycle after work is completed. An amortization schedule will be provided. The remaining fifty percent (50%) will be considered a grant. A \$3.00 monthly administration fee will be collected. The administration fee will be used to assist with costs in case of forfeiture.

Mrs. Henderson explained that applicants ages 65+ will be required to repay fifty percent (25%) of the total amount of improvements on their monthly utility bill up to a thirty (30) month time period. Repayment will begin in the first billing cycle after work is completed. An amortization schedule will be provided. The remaining fifty percent (75%) will be considered a grant. A \$3.00 monthly administration fee will be collected. The administration fee will be used to assist with costs in case of forfeiture.

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

**DISCUSSED FY22 RE-ROOFING OF WATER DEPARTMENT LOCATED AT 320 S. PEARL AVE. (BID 2-28- 22)**

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval from the Mayor and Board of Commissioners to Re-roof the Water Department located at 320 S. Pearl Ave.

Mrs. Thompson stated that this bid was advertised on January 13th and 20th, 2022 on the Douglas Enterprise and was publicly opened on February 28, 2022, at 2:30 p.m. at the Utilities Complex Meeting Room.

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**DISCUSSED FY22 RE-ROOFING OF WATER DEPARTMENT LOCATED AT 320 S. PEARL AVE. (BID 2-28- 22)-CONTINUED**

Bids were sent to ten (10) vendors with four (4) responding. Nikki Thompson, Purchasing Agent, and Michael Hudson, Utilities Director agree to accept the low bid submitted from Procraft Exteriors., of Chula, Georgia for a total bid of \$24,000.00 and a 25-year material warranty and a 10-year labor warranty.

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

**DISCUSSED FY22 SEWER AND STORM WATER MAINTENANCE BID**

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval from the Mayor and Board of Commissioners to approve the bid to complete sewer & stormwater-related improvements as needed.

Mrs. Thompson stated that this bid was advertised on December 23 & 30, 2021 in the Douglas Enterprise and was publicly opened at the Utilities Complex Conference Room on February 14, 2022, at 2:30 pm. Bids were sent to nine (9) vendors with five (5) responding. The city has utilized private contractors to perform repairs on both the sewer and stormwater collection systems in the past. We will be utilizing this service much more often to perform preventative maintenance. This bid allows for a menu list of major services needed to repair sewer and stormwater piping. These are repairs that the city does not have the equipment to do without cutting down large sections of pavement. This will allow the work to be done and completed efficiently. This bid has the option to renew for an additional five (5) one-year extensions. Utilities Director Mike Hudson has reviewed these bids and agrees with Purchasing Agent Nikki Thompson to accept the second low bidder, Southeastern Pipe of Patterson, Georgia, due to line items from the bid that are frequently used the most. Mobilization of the project is also lower than the lowest bid submitted. The total combined low bid from the Southeastern Pipe of Patterson, Georgia, is \$37,955.35 per linear foot.

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

**DISCUSSED SLIP LINING THE 30" STORM DRAIN AT THE PURCHASING BUILDING**

Mike Hudson, Utilities Director, appeared before the Commission to seek approval to repair the 30" stormwater pipe before repaving the Purchasing Property inside the fenced area.

Mr. Hudson stated that there are going to be some improvements to the purchased property to include paving all asphalt areas inside the fenced area. We had Southeast Pipe camera the sewer line and the storm drain line on that property to see if any repair work was needed. The sewer line was in good shape but the 30" storm drain pipe was full of hairline cracks and even some of the joints had settled.

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**DISCUSSED SLIP LINING THE 30" STORM DRAIN AT THE PURCHASING BUILDING**

Staff recommended that we allow Southeast Pipe to slip line the 30" storm drain before paving to extend the life of the pipe. I have attached the quote that is based on the new contract with Southeast Pipe.

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

**DISCUSSED THE PURCHASE OF TWO NEW 79 HP GRUNFOS PUMPS FOR BOJO ELLA LIFT STATION**

Mike Hudson, Utilities Director, appeared before the Commission to seek approval to replace Hydramatic Pumps with the Grunfos Pumps.

Mr. Hudson stated this is a budgeted item in the FY22 Water/Sewer Budget. We had previously replaced two of the Hydramatic Pumps (both had seal failures and it was more cost-effective to go with new pumps) with the Grunfos Pumps approximately two years ago. We then budgeted to replace the remaining two Hydramatic pumps with new Grunfos Pumps in the current FY22 Water/Sewer Budget. The Hyramatic pumps will be kept to use in emergencies only. I have attached a quote from GWI and they are the sole source vendor for this pump.

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

**DISCUSSED COMMUNITY OUTREACH FOR SANDRA ROBINSON INVESTIGATION**

Shane Edmisten, Police Chief, appeared before the Commission to inform the community and raise awareness of the Sandra Latrail Robinson murder, the \$3000 reward, tip line, and contact information.

Chief Edmisten stated that Sandra Latrail Robinson was discovered murdered on Wednesday, March 17, 2010, inside the Prepaid Superstore, 706 S. Madison Avenue, in Douglas, Georgia (Coffee County). She was 32 years old. Robinson worked at the cellular phone store which was located within proximity to Providence Community Corrections (PCC Probation), Walgreens, Flash Foods, and Roundtree Park. The murder is believed to have occurred sometime between 6:00 PM and 7:00 PM (approx.) when the store was open for business.

The following were in attendance to also give an update: Special Agent in Charge (SAC) Mark Pro and Special Agent (SA) Jason Nipper will be present with DPD Chief & Inv. Zach Clayton.

**No Action Taken**

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**DISCUSSED APPOINTMENT TO HOUSING AUTHORITY BOARD**

Charles W. Davis, City Manager, appeared before the Commission to seek counsel from the Mayor and Commissioners to reappoint Dr. J.L. Veal or to publicly advertise the vacant position.

Mr. Davis presented a letter from the Housing Authority advising Mr. Oscar Dewitt Jr.'s term expired January 20, 2022, as the resident Housing Authority appointee. The Housing Authority of the City of Douglas' Resident Council held an election on Tuesday, November 16, 2021, and voted to elect Ms. Frankie Brockington as Resident Commissioner.

Mr. Davis stated that Dr. J.L. Veal's term as a member of the Board Commissioner expired on January 20, 2022. The vacant position of Dr. J.L. Veal Board Commissioner needs to be filled and we are requesting the Mayor and Council decide to reappoint Dr. Veal or to publicly advertise the vacant position for two weeks.

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

**DISCUSSED REQUEST FOR ROAD CLOSURE - FIRST BAPTIST CHURCH**

Charles W. Davis, City Manager, appeared before the Commission to seek approval for the road closure for First Baptist Church on April 10, 2022.

Mr. Davis stated that on behalf of First Baptist Church, they are requesting permission to close the road on the corner of North Coweta and East Sellers on April 10, 2022. The time would be approximately 9 am – 3 pm. This is for an upcoming picnic.

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

**DISCUSSED REQUEST FOR ROAD CLOSURE - SOUTH GEORGIA STATE COLLEGE**

Charles W. Davis, City Manager, appeared before the Commission to seek approval of the road closure of West College Park Drive during the South Georgia State Colleges graduation commencement ceremony on May 12, 2022.

Mr. Davis stated that the South Georgia State College will be having its annual graduation ceremony on May 12, 2022. South Georgia College wants to ensure the safety of all participants, friends, and family attending this special event. They request the 100 block of West College Park Drive to be closed May 12th at 7:00 a.m. and reopened at noon. From the east end of College Park, traffic will be diverted to GA 158 or a parking area. From Wheeler Avenue, motorists will be diverted to parking or will be allowed to turn around so they return to Wheeler or Shirley Ave.

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

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**GENERAL COMMENTS**

No comments

**ADJOURNMENT**

There being no further discussion, the work session meeting adjourned at 6:31 p.m.

  
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Wynetta J. Bolder, CMC

  
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Mayor Tony L. Paulk

