

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
APRIL 25, 2022**

A Work Session of the Board of Commissioners was held on Monday, April 25, 2022, at 6:02 p.m. at the C. E. Weir Center. Mayor Tony L. Paulk was presiding, and Commissioners Mike Gowen, Kentaiwon Durham, Cindy McNeill and Mayor Pro-Tem Edwin Taylor were present. Commissioner Olivia Pearson was absent.

REVIEW OF APRIL 11, 2022 MEETINGS MINUTES

The first business item presented by City Manager Charles Davis was to review the Board of Commissioners' April 11, 2022, (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 move this item forward on the **Consent Agenda**.

DISCUSSION AND APPROVAL OF CONTRACT RENEWAL WITH JOHNNY WILKERSON, DBA, W&W VIDEO PRODUCTION

Georgia Henderson, Community Development Director appeared before the Commission to seek approval to renew the contract agreement with Johnny Wilkerson, dba, W&W Production to provide programming on WDTV13, the City of Douglas' Government Access Channel.

Mrs. Henderson stated that the current contract with Johnny Wilkerson, dba, W&W Production to provide programming on WDTV13, the City of Douglas' Government Access Channel, expires June 30, 2022. For many years, Mr. Wilkerson has provided videography services to the City of Douglas by filming and editing the City Commission meetings, Douglas On My Mind Show, and History at High Noon. The scope of programming also includes production services and taping of community events, Sunday programming, and filling empty time slots with alternative government and community programming as explained in the contract

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

DISCUSSION AND APPROVAL OF PETITION TO REZONE 606 E MITCHELL STREET

Georgia Henderson, Community Development Director appeared before the Commission to seek approval for a petition to rezone 606 E Mitchell Street and to conduct the first reading.

Mrs. Henderson stated that this property is classified as historic, meaning it is at least forty (40) years old. As such, this property has been a pillar of the community for many years. It has served the community in various respects. City staff could not determine the legal owner of the property. However, a Petition for Rezoning was made by Mr. Frank Jackson, Trustee of the Mary Hayes Academy, formerly the Mary Hayes Center for Social Change, to rezone 606 E. Mitchell Street. The current zoning allows for an afterschool program and transportation service, but does not allow for a medical academy certification program. For these programs and types of businesses to simultaneously operate at this location, rezoning is required.

The Staff Report addresses how rezoning the property from Residential Mixed (RM) to Residential Professional (RP), would allow for the said programs to operate appropriately and for the property to continue serving the community, thus increasing the quality of life for the community. This property

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DISCUSSION AND APPROVAL OF PETITION TO REZONE 606 E MITCHELL STREET CONTINUED

has been a pillar of the community for years. The current surrounding property is residential. In addition, the Future Land Use, as it pertains to the 20072027 Comprehensive Plan, coincides with residential character, rezoning. For these reasons, the Douglas-Coffee County Planning Commission's recommendation along with the staff is to approve this Petition for Rezoning.

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

DISCUSSION AND APPROVAL OF PETITION TO REZONE 806 PINE STREET

Georgia Henderson, Community Development Director appeared before the Commission to seek approval for a petition to rezone 806 Pine Street and to conduct the first reading.

Mrs. Henderson stated that this property was initially zoned as Residential Mixed (RM), which was uniformed with the surrounding neighborhood and was later rezoned Neighborhood Commercial (NC), for the purpose of a thrift store. A Petition to rezone 806 Pine Street back to RM was made by Debbie H. Morris, property owner. At the onset and during the COVID-19 pandemic, the store was and has been negatively impacted. The current owner now feels the property would serve better as a residential dwelling. The property has been restored to residential and, if approved, will revert back to its originally intent.

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

DISCUSSION AND APPROVAL ANY CONFLICTS OF INTEREST IN THE PENDING FY 2022 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Georgia Henderson, Community Development Director appeared before the Commission to discuss any conflicts of interest in the pending FY 2022 Community Development Block Grant (CDBG) for an Early Head Start/Head Start Building.

Mrs. Henderson stated that local governments submitting 2022 CDBG applications must comply with Federal "Conflict of Interest" regulations. Any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub recipients which are applying for CDBG funding must pay strict attention to the following information: If an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub recipients could be affected (in any way) by CDBG funding, a FULL DISCLOSURE must be submitted to the Georgia Department of Community Affairs (DCA) as part of the 2022 CDBG application. Additionally, the person(s) affected must not participate in project discussion, planning, or voting. The 2022 Community Development Block Grant (CDBG) application is to seek funding to construct an Early Head Start/Head Start Building. The Conflict of Interest provision in the "Common Rule", (24 CFR 85.36 and 24 CFR 84.42) is applicable when a local government CDBG Recipient contracts for the procurement of goods and services AS WELL AS to all CDBG grants and activities. The attached document summarizes these regulations.

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

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DISCUSSION AND APPROVAL OF A RESOLUTION TO SUBMIT AN APPLICATION TO OBTAIN FY 2022 COMMUNITY DEVELOPMENT BLOCK GRANT (GDBG) FUNDS

Georgia Henderson, Community Development Director, appeared before the Commission to see approval of a submittal resolution to apply for FY 22 Community Development Block Grant funds.

Mrs. Henderson stated that the purpose of the Community Development Block Grant (CDBG) is to create a transformative impact on your community, improve the lives of all residents, and especially those with low and moderate income levels. The City of Douglas is seeking Community Development Block Grant Funds through the Georgia Department of Community Affairs to construct an Early Head Start/ Head Start Building. The Early Head Start/ Head Start is in dire need for additional classrooms and a lunchroom as they have a waiting list for children for the school and have been utilizing alternative methods to supply food to the students. In order to see this project be fulfilled, it has become a joint effort between the City of Douglas, the Coffee County Board of Education, Action Pact Early Head Start/ Head Start Program, and the Coffee County Commission. The City of Douglas has agreed to provide sufficient matching funds and in-kind services to complete this project. Also, the City has completed the proper RFQ process and chosen J. Glenn Gregory Architects to provide pre- and post-award services as the project architect for the FY 2022 Community Development Block Grant (CDBG) application.

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

DISCUSSION AND APPROVAL OF AN AGREEMENT FOR PROFESSIONAL ADMINISTRATION FROM SOUTHERN GEORGIA REGIONAL COMMISSION FOR PENDING FY 2022 COMMUNITY DEVELOPMENT BLOCK GRANT (GDBG) FUNDS

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval of an agreement for Agreement for Professional Administration from Southern Georgia Regional Commission for Pending FY 2022 Community Development Block Grant (CDBG) for an Early Head Start/Head Start Building.

Mrs. Henderson stated that the agreement for professional administration by the southern Georgia Regional Commission for the pending FY 22 Community Development Block Grant (CDBG) will be to render certain technical and administration services during the time period of June 1, 2022 until October 31, 2024 or the grant end date as determined by the Department of Community Affairs. The scope of services will include monitoring and staying in compliance with all state and federal regulations, program guidelines, and laws. The administration of this project shall be \$60,000, which is an eligible reimbursable cost under the CDBG program.

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

DISCUSSION AND APPROVAL OF PAVING CONTRACT FOR PEARL AVE WITH BURKE PAVING

Mike Hudson, Utilities Director, appeared before the Commission to seek approval of a paving contract with Burke Paving.

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**DISCUSSION AND APPROVAL OF PAVING CONTRACT FOR PEARL AVE WITH
BURKE PAVING CONTINUED**

Mr. Hudson stated that Burke Paving has agreed to honor pricing used for the City Hall Project to give the City of Douglas a contract to pave and put curb/gutter on Pearl Ave from Bryan St to the Railroad Tracks. I have attached a copy of the proposal offered by Burke Paving.

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

**DISCUSSION AND RATIFICATION OF THE PURCHASE OF ROWLOC CORNER
BRICKS AND OGEE ROWLOC VELOUR FLASH BRICKS FROM LOTT BUILDERS
SUPPLY**

Mike Hudson, Utilities Director, appeared before the Commission to ratify the purchase of Rowloc Corner bricks and Ogee Rowloc velour flash bricks from Lott Builders.

Mr. Hudson stated that these are the bricks used to rebuild the downtown corners when they are damaged. We ordered these bricks back on January 10, 2022 and just received them on April 14, 2022. These are special order bricks and have to be made every time we make an order. The cost of the Rowloc Corner Bricks has gone from \$12.50 each to \$24.94 each, but the regular Rowlocs have remained \$6.49 each. I have attached a copy of the Invoice for the order.

Commissioner Mike Gowen suggested that we look at some other options for the bricks that is less costly.

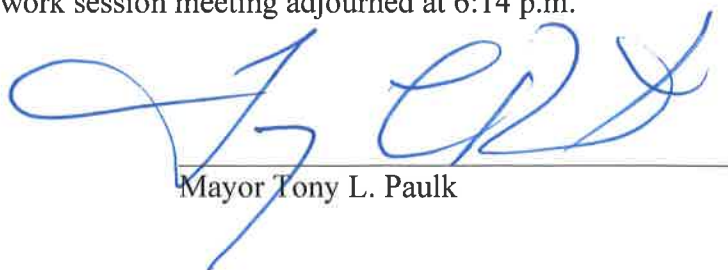
It was the consensus of the Commission to move this item forward on the **Consent Agenda**.

GENERAL COMMENTS

There were no general comments.

ADJOURNMENT

There being no further discussion, the work session meeting adjourned at 6:14 p.m.



Mayor Tony L. Paulk



Kristi L. Morgan, CMC