

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
MAY 9, 2022**

**A Work Session of the Board of Commissioners was held on Monday, May 9, 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 25, 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 FY22 GOOSENECK TRAILER BID**

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval to purchase a 2022 Gooseneck Utility Trailer to be utilized by the Public Works Department.

Mrs. Thompson stated that bid was advertised on **March 24 and 31, 2022** in the *Douglas Enterprise* and was publicly opened on **April 25, 2022 at 2:30pm**. Bids were sent to seven (7) vendors with five (5) responding. This utility trailer will be used for hauling various equipment and materials around the city for work projects. Purchasing Agent Nikki Thompson and Utilities Director Mike Hudson are in agreement to accept the second lowest bid submitted by Kaufman Trailers, located in Lexington, NC, for a grand total of **\$14,240.00**.

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

**DISCUSSION AND FIRST READING OF AMENDMENT TO THE ZONING BOARD OF APPEALS ORDINANCE**

Georgia Henderson, Community Development Director appeared before the Commission to seek approval of and conduct first reading of the amendment to the Zoning Board of Appeals Ordinance.

Mrs. Henderson stated that The Zoning Board of Appeals evaluates cases relating to certain variances and standards of the zoning ordinance and makes a final decision based on established City of Douglas Ordinances. The committee is made up of three members and two alternate members, with three-year terms. It has been years since this committee has had to hold any public hearings. Staff recommends changing the ordinance so that the city commission serve as the Zoning Board of Appeals to seek to determine facts about a particular issue and exercises discretion to draw conclusions, applying the standards of an ordinance to the issue.

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

**DISCUSSION AND APPROVAL OF APPOINTMENTS TO KEEP DOUGLAS BEAUTIFUL BOARD MEMBERS**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval appoint Deanna Felton and Allisa Mills-Jackson to the Keep Douglas Beautiful Board, with a three-year term, ending December 31, 2025.

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**DISCUSSION AND APPROVAL OF APPOINTMENTS TO KEEP DOUGLAS BEAUTIFUL  
BOARD MEMBERS CONTINUED**

Mrs. Henderson stated that The Keep Douglas Beautiful Affiliation has been seeking to fill vacant seats on their board. The newly appointed members will serve for three years. Keep Douglas Beautiful's mission is to promote environmental sustainability and educate the community to take action every day to increase safety, reduce litter from our open spaces and waterways, improve recycling efforts, and keep Douglas beautiful. Deanna Fulton is extremely knowledgeable about plants and has over 40 years of experience in the horticulture industry and currently works as a Production Manager with Sunbelt Green Houses. Allisa Mills-Jackson has recently volunteered her time with the great American Clean Up and wants to continue serving the City of Douglas through Keeping Douglas Beautiful. Both Deanna Fulton and Allisa Mills-Jackson would be a great asset to the Keep Douglas Beautiful Affiliation. Applications are attached for both applicants.

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

**DISCUSSION AND APPROVAL OF AGREEMENT FOR PROFESSIONAL SERVICES FOR  
DOUGLAS POLICE AND FIRE DEPARTMENT**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval of an Agreement for Professional Services for Douglas Police and Fire Department.

Mrs. Henderson stated that the proposed agreement will be between the City of Douglas' Police and Fire Department and Bonnie D. Kelly, LLC. The purpose of this agreement will be for Bonnie D. Kelly, LLC to provide the city police and fire department's grant writing services related to the management, pursuant to the terms and conditions in the attached agreement where stated that Bonnie D. Kelly, LLC will provide the following professional services:

1. Be responsible for telephonic case management throughout the life of each grant application;
2. Provide grant application support for DPD and DFD personnel;
3. Be the primary point of contact for all of DPD and DFD's grant application needs
4. Maintain and ensure accessibility of all records relating to all DPD and DFD grant applications;
5. Promptly provide direction, information, authorizations or decisions reasonably necessary to manage grant applications and remain in compliance with applicable Georgia and federal law;
6. Conduct an annual review of the current grants awarded;
7. Provide a secure internet connection and dedicated secure office space to conduct all listed duties

Bonnie D. Kelly, LLC is an independent Contractor and shall be retained for the term of this agreement to serve as a grant writer/facilitator for the Douglas Police and Fire Department upon approval the agreement for professional services will begin May 1, 2022 until June 30, 2022.

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

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**DISCUSSION AND APPROVAL OF AN AMENDMENT TO ADD A BROADBAND ELEMENT FOR COFFEE COUNTY AND THE CITIES OF AMBROSE, BROXTON, DOUGLAS, AND NICHOLLS, JOINT COMPREHENSIVE 2018 SHORT TERM WORK PLAN & PUBLIC HEARING**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval of an amendment to add a Broadband Element to the current Coffee County and Joint Cities 2018 Comprehensive Short Term Work Plan.

Mrs. Henderson stated that the original 2007-2027 Coffee County and Cities Joint comprehensive Plan did not include the Broadband Element. Our original twenty (20) year plan is accomplished efficiently through a five (5) year breakdown, also known as a Short Term Work Plan. South Georgia Regional Commission (SGRC) has assisted in acquiring this element for the period of the 2018 Short Term Work Plan. Having such an element is helpful in providing a better quality of internet service, which would include adequate high-speed broadband access for local industries and commercial businesses, for all of Coffee County. Greatly enhancing the quality of life for Coffee County and its cities. This item requires a public hearing and approval from the City Commission.

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

**DISCUSSION AND APPROVAL OF BELT PRESS REPAIRS AT THE WASTEWATER TREATMENT PLANT**

Mike Hudson, Utilities Director, appeared before the Commission to seek approval to make necessary frame repairs and tensioned upgrades to the Belt Press at the Wastewater Treatment Plant.

Mr. Hudson stated that the belt press at the WWTP needs repairs to the tension rollers and the main frame upgrade kit installed. We originally had other components of the belt press replaced during the last GEFA project and this is the second phase of needed repairs. This is the sole source vendor for the materials and labor support for this project. I have attached copies of the quotes for the work to be done and this is a budgeted item.

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

**DISCUSSION AND APPROVAL TO REPLACE SEWER CAMERA**

Mike Hudson, Utilities Director, appeared before the Commission to seek approval to replace an old sewer camera.

Mr. Hudson stated that we purchased the RovverX RX 130 Crawler in 2014 at the same time we purchased the sewer camera trailer. We did not have any problems with this camera until 4 months ago. We sent the camera in for assessment and the proposal for repairs vs a price for a new one has been included.

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

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**DISCUSSION AND APPROVAL OF AIRPORT WATER & SEWER CONTRACT WITH STATEWIDE ENGINEERING**

Mike Hudson, Utilities Director, appeared before the Commission to seek approval of a contract with Statewide Engineering to construct water and sewer mains for future growth at the Airport.

Mr. Hudson stated that this is a contract for Engineering Services for the new construction of a 6" water main and 10" sewer main to serve future growth at the Airport. A copy of the contract documents has been attached for review.

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

**DISCUSSION AND APPROVAL OF PAD MOUNT TRANSFORMER INSPECTION AND PAINTING CONTRACT**

Mike Hudson, Utilities Director, appeared before the Commission to seek approval of a contract with SWPI to inspect and paint remaining pad mount transformers.

Mr. Hudson stated that we had to postpone the last phase of our Pad Mount Transformer Inspection and Painting Contract due to Covid 19. The contractor is now ready to proceed and has given us a proposal of not to exceed \$50,000.00. This will complete all Pad Mount Transformers in our system and will not have to be done again for 7-10 years. I have attached a copy of the proposal and SWPI is the ECG low bidder for these services.

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

**DISCUSSION AND ELECTION OF GMA'S DISTRICT 11 OFFICERS FOR 2022-2023**

Charlie Davis, City Manager, appeared before the Commission to seek approval for Mayor Tony Paulk sign the ballot casting the vote for the GMA's District 11 2022-2023 Officers.

Mr. Davis stated that each year, the city must authorize the Mayor to sign the city's ballot for GMA's District 11 officers. Attached is our city's official ballot for the election of GMA's District 11 Officers for 2022-2023. Listed on the ballot are the names of the city officials who have been nominated by the current district officers. (The current officers are charged with surfing as a district nominating committee.) No additional nominations were received by the deadline of April 20, which means that the nominations are closed. The ballot should be returned to the attention of Emily Davenport by Wednesday, June 1. Please note that only one ballot may be submitted per city. Final approval of GMA district officers, as well as the association's officers and Board of Directors, will occur at the business meeting to be held at the annual business meeting on June 26.

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

**GENERAL COMMENTS**

There were no general comments.

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**ADJOURNMENT**

There being no further discussion, the work session meeting adjourned at 6:15 p.m.



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Mayor Tony L. Paulk



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Krjsti L. Morgan, CMC

