

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
AUGUST 22, 2022**

The Board of Commissioners held a Work Session on Monday, August 22, 2022, at 6:09 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, Steve Bailey, and Mike Gowen were present. Commissioners Kentaiwon Durham and Olivia Pearson were absent.

REVIEW OF AUGUST 8, 2022 MEETINGS MINUTES

The first business item presented by Mayor Tony Paulk was to review the minutes from August 8, 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.

The Commission's consensus was to move this item forward on the **Regular Agenda**.

DISCUSSED PURCHASE ONE (1) FORCIBLE ENTRY DOOR SIMULATOR FROM THE SOLE SOURCE VENDOR, EAST COAST RESCUE SOLUTIONS

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval from the Mayor and Board of Commissioners to purchase a Forcible Entry Door Simulator from the sole source vendor, East Coast Rescue Solutions, to be utilized by the Fire Department.

Mrs. Thompson explained that this request provides the firefighters with real hands-on training experience. This request will improve the time it takes to open a door in a structure fire or medical call involvement and coordination in effectively working incidents. This simulator will also help our current and incoming firefighters make better judgments when in the field. This is a budgeted item, and the Purchasing Agent, Nikki Thompson, and Fire Chief, Casey Wright, agree to accept the quote from the sole source provider, East Coast Rescue Solutions, located in Massapequa Park, NY, for a total of \$10,925.00.

The Commission's consensus was to move this item forward on the **Consent Agenda**.

DISCUSSED THE ALLEY-WAY BEAUTIFICATION PROJECT

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval for an Alleyway Beautification Project to commence in several areas within the Main Street area downtown.

Mrs. Henderson stated that the Downtown Development Authority (DDA) is seeking to carry out an Alley-way Beautification Project by partnering with private stakeholders to beautify connecting popular walkways to thriving businesses and cultural activity areas of the Main Street District downtown. The draft plans include adding to various areas, as indicated on the attached plans, stringed lights or another decorative lighting, faux ivy, potted seasonal plants, wall art, and an option to align better and reduce the odor from trash receptacles. The goal is to enhance these utilized areas to make them more attractive and safer for the pedestrian experience.

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DISCUSSED THE ALLEY-WAY BEAUTIFICATION PROJECT-CONTINUED

Mrs. Henderson explained that the Easements were drafted by DDA's attorney, Sid Cottingham, and presented to adjoining businesses to sign. All have been signed except by a couple of property owners. This agenda aims to move the project forward with those already in agreement. Should others sign the easement agreement, staff would like the permission of the City Commission to include those in the project, if signed promptly, without having to come back before the City Commission. The already signed easements are included in this agenda. This project will be funded by the Community Foundation of Coffee County for \$16,282, which will be presented to the Douglas Downtown Development Authority.

The Commission's consensus was to move this item forward on the **Consent Agenda**.

DISCUSSED APPOINTMENT TO THE DOUGLAS DOWNTOWN DEVELOPMENT AUTHORITY

Georgia Henderson, Community Development Director, appeared before the Commission to fill a vacant unexpired term on the Douglas Downtown Development Authority.

Mrs. Henderson stated that the staff had properly publicized for two weeks and received two applications to fill a vacant position at the Douglas Downtown Development Authority (DDA). Applications were received from Dalton King and Tedica Roberson. This appointment will fill the unexpired term of Jeannie Amerson, ending on December 31, 2025. Ms. Amerson resigned from DDA as she no longer resides or owns a business in Douglas.

Mrs. Henderson also stated that anyone desiring to serve on DDA must meet the stipulations as follows: Taxpayer residing in the municipal corporation for which the authority is created; owners or operators of businesses located within the downtown development area, and who shall be taxpayers living in the county in which the municipal corporation is located for which the authority is created; or persons having a combination of the qualifications specified in paragraphs (1) and (2) of this subsection.

The Commission's consensus was to move this item forward on the **Consent Agenda**.

DISCUSSED THE BID AWARD FOR THE AIRPORT WATER AND SEWER EXTENSIONS

Mike Hudson, Utilities Director, appeared before the Commission to seek approval of a contract to allow the utilities' extension to be done at the Airport.

Mr. Hudson stated that the Bids were received and opened by the City of Douglas, Douglas Municipal Airport, and Airport Utilities Extension Project on Tuesday, August 2, 2022. The bids received were as follows:

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**DISCUSSED THE BID AWARD FOR THE AIRPORT WATER AND SEWER
EXTENSIONS-CONTINUED**

- (1) RPI Underground, Inc Total Bid – \$221,851.20
- (2) Douglas Electric & Plumbing Company, Inc Total Bid – \$261,295.77
- (3) Thrift Brothers, LLC Total Bid – \$270,227.00
- (4) Ricketson Construction Company, Inc.

Total Bid – \$272,119.28. The engineer's construction budget was \$260,000.00. Therefore, based on the review of the bids, meeting all related criteria, and successfully having all required qualifications, Statewide Engineering, Inc. recommends that the City of Douglas, Georgia, award the TOTAL BID to the low bidder RPI Underground, Inc. of \$221,851.20. I have attached all documents relating to this bid. Expressed an interest in continuing to serve. The staff has properly publicized for two weeks and received no applications.

FUNDING:

FY 23 Capital Fund Project Budget
Line-item Water System Improvements 351/1000-54-1403
Line-item Wastewater System Improvements 351/1000-54.1404

The Commission's consensus was to move this item forward on the **Consent Agenda**.

**DISCUSSED THE BID AWARD FOR WELL HOUSE 2 AND WELL HOUSE 4
IMPROVEMENTS**

Mike Hudson, Utilities Director, appeared before the Commission to seek approval for the Bid Award for Well House 2 and Well House 4 improvements.

Mr. Hudson stated that the Bids were received and opened by the City of Douglas, Wellhouse #2, and #4 Rehabilitation Project on Tuesday, August 2, 2022. The bids received were: (1) Charles E. Lewis Construction Company, Inc Wellhouse #2 – \$350,000.00 and Wellhouse #4 – \$380,000.00 Total – \$730,000.00. (2) Douglas Electric & Plumbing Company, Inc Wellhouse #2 – \$367,574.00 and Wellhouse #4 – \$395,914.00 Total – \$763,488.00. Therefore, based on the review of the bids, meeting all related criteria, and successfully having all required qualifications, Statewide Engineering, Inc. recommends that the City of Douglas, Georgia, award the TOTAL BID to the low bidder Charles E. Lewis Construction Company, Inc. of \$730,000.00. I have attached all the documents supporting this bid.

FUNDING: FY23 Capital Fund Budget Line-item Water System Improvements 351/1000-54.1403

The Commission's consensus was to move this item forward on the **Consent Agenda**.

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DISCUSSED 2022 MILLAGE TAX ORDINANCE – 1ST READING

Charles W. Davis, City Manager, appeared before the Commission to seek approval for the First Reading of the 2022 Tax Ordinance.

Mr. Davis explained that the City of Douglas is required to set the Tax Millage by Ordinance each year. As required by state law, a five-year history of the City's property tax digest and levy and notice of public hearing on the attached ordinance was published in the Douglas Enterprise on August 18, 2022. It will be run on September 8, 2022. The proposed Tax Ordinance should be read for the first time this evening. As required by law, the public hearing is scheduled for 6:00 p.m. Monday, September 12, 2022. Following the public hearing, the Ordinance will be presented for action. This ordinance sets the net millage rate at 7.363 mills for the City and one mill for the Industrial Authority, for a total of 8.363 Mills.

FUNDING: FY 22 - REVENUE - \$3,047,259

The Commission's consensus was to move this item forward on the **Regular Agenda**.

DISCUSS FY'22 BUDGET AMENDMENT

Charles W. Davis, City Manager, appeared before the Commission to seek approval for the amending of the FY'22 City of Douglas Budget to reflect changes that have occurred since the adoption of the FY'22 Budget on June 28, 2022.

Mr. Davis explained that the Changes in revenue and expenditures have occurred since the adoption of the FY'22 budget on 6/28/2021, making it necessary to amend the budget. The most considerable change is the non-budgeted American Rescue Plan Act of \$2,263,438 which has to be added to the budget.

The proposed FY'22 amended budget:

The general Fund is adjusted by \$921,398 to reflect a total increase in revenue and expenditures, changing the total General Fund Budget from \$17,774,224 to \$18,695,622.

Utility Funds are adjusted to reflect a total increase in revenue and expenditures of \$388,671, changing the Total Utility Funds Budget from \$51,510,179 to \$51,898,850.

Special Revenue Funds are adjusted to reflect a total decrease in revenue and expenditures of \$(123,724), changing the Total Special Revenue Funds Budget from \$24,962,649 to \$24,838,925.

The Employee Benefit Fund (Health) is adjusted by \$170,000 to reflect the anticipated revenue and expenditures, changing the budget from \$2,355,000 to \$2,525,000.

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DISCUSS FY'22 BUDGET AMENDMENT-CONTINUED

The Worker's Comp Insurance Trust is adjusted by \$204,993 to reflect the anticipated revenue and expenditures, changing the budget from \$404,993 to \$200,000.

The total annual budget will be increased from \$97,007,045 to \$98,158,39

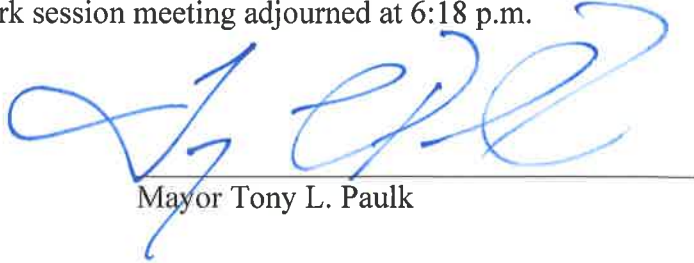
The Commission's consensus was to move this item forward on the **Consent Agenda**.

GENERAL COMMENTS

No comments

ADJOURNMENT

There being no further discussion, the work session meeting adjourned at 6:18 p.m.



Mayor Tony L. Paulk



Wynetta J. Bolder, CMC

