

MINUTES
MEETINGS OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
MAY 23, 2022

The Work Session of the Board of Commissioners was held Monday, May 23, 2022, at 6:00 p.m. in the C. E. Weir Center. Mayor Tony L. Paulk began the Work Session discussion. Mayor Pro Tem Edwin Taylor, Commissioners Cindy McNeill Kentaiwon Durham, and Mike Gowen were present. Commissioner Olivia Pearson was absent.

WORK SESSION ITEMS

REVIEW OF MAY 9, 2022, MEETING MINUTES

The first business item presented by City Manager Charles Davis was to review the Board of Commissioners' May 23, 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.

DISCUSSED APPOINTMENT TO DOWNTOWN DEVELOPMENT AUTHORITY

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to appoint a new member to the Downtown Development Authority.

The Downtown Development Authority (DDA) is seeking to fill a vacant seat that became vacant upon the termination of former board members. One individual, Mrs. Jade Ogden, is interested in filling the unexpired term. There were no applications before this agenda item, and DDA reached out to Ms. Ogden, who is willing to serve on the committee. The applicant completing the term will serve from the present through December 31, 2023. 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 found 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 APPOINTMENT TO DOUGLAS-COFFEE COUNTY LAND BANK AUTHORITY

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to appoint a new member to the Douglas-Coffee County Land Bank Authority.

The Douglas-Coffee County Land Bank Authority (LBA) is seeking to fill a vacant seat that became vacant upon the inability of a former board member to complete their term.

**DISCUSSED APPOINTMENT TO DOUGLAS-COFFEE COUNTY LAND BANK
AUTHORITY-CONTINUED**

One individual, Mrs. Dinitra Williams, is interested in filling the unexpired term. There were no applications before this agenda item, and Mrs. Williams expressed interest in serving on the board. The applicant completing the term will serve from the present through August 22, 2023.

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

DISCUSSED PETITION TO REZONE PARCEL 0117C 010 - First Reading

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to hold the first reading and discussion on the rezoning petition for Parcel 0117C 010.

The property is under the provision of the realtor, Benny Dockery of Eagle Mark Properties. Several big industries have leased the property for short to long-term periods for some years. As the property has not had any activity since December 2021, a new project/plan has been brought to the owners. However, the property must be rezoned from Residential Mixed (R-M) to General Commercial (G-C) for the new project/plan to operate correctly. According to the Character Area Map of the 2007-2027 Comprehensive Plan, most of this area can beneficially be zoned as General Commercial.

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

**DISCUSSED AMENDMENT OF PLAN ELEMENTS FOR COMMUNITY FACILITIES
& SERVICES; AND RESOLUTION FOR JOINT 2018 COMPREHENSIVE SHORT
TERM WORK PLAN AND PUBLIC HEARING.**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to amend Plan Elements for Community Facilities & Services to the current Coffee County and Joint Cities 2018 Comprehensive Short Term Work Plan.

The current Coffee County and Cities Joint Comprehensive Plan do not include Plan Elements for Community Facilities & Services. South Georgia Regional Commission (SGRC) is assisting in amending this element for the 2018 Short Term Work Plan period. This element will allow for the construction of an additional building at the existing Early Head Start/ Head Start/ Pre-K facility. The estimated cost of such a structure is \$1,500,000. This construction will be an excellent investment for our future leaders and for Coffee County and its cities as we prepare them for the growth that is upon the county and its cities.

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

DISCUSSED RESOLUTION TO ADOPT REVISED SERVICE DELIVERY STRATEGY

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to discuss approval of the Submittal Resolution to Adopt the Revised Service Delivery Strategy.

DISCUSS RESOLUTION TO ADOPT REVISED SERVICE DELIVERY STRATEGY

The City of Douglas is in the process of applying for Community Development Block Grant Funds to construct a new Early Head Start/ Head Start building. This grant application is a collaborative effort between The City of Douglas, Coffee County Board of Education, Coffee County, and Action Pact Early Head Start/ Head Start Program. The Department of Community Affairs requires local governments to revise their service delivery strategy and submit it to DCA for verification when the service delivery or revenue distribution arrangements are changed (e.g., whenever the local governments within the County decide to change how a service is provided or funded). Full details of added services for Early Head Start/ Head Start / Kindergarten are attached.

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

DISCUSSED APPROVAL OF CONTRACTOR FOR 2017 CDBG MITIGATION FOR STREET, DRAINAGE, AND MITIGATION IMPROVEMENTS

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval of Griffin Grading & Concrete, LLC as the Contractor for 2017 CDBG Mitigation for Street, Drainage, and Mitigation Improvements.

The bid opening for contractors for 2017 CDBG Mitigation for Street, Drainage, and Mitigation Improvements on Jefferson Street and Fleetwood Circle was held on April 26, 2022, at 2:00 pm. Two bids were received, including one from Griffin Grading and Concrete, LLC and Douglas Electric and Plumbing Company, INC. Griffin Grading and Concrete, LLC's total cost for both target areas (Jefferson Street and Fleetwood Circle) was \$2,074,065.36. Douglas Electric and Plumbing Company, Inc’s total cost for both target areas (Jefferson Street and Fleetwood Circle) was \$2,237,744.30. Therefore, Griffin Grading and Concrete, LLC was the lowest bidder and could lower the bid by another \$173,336.32, thus allocating \$304,141.04 to the city. In the attachment, you can find full details and breakdowns of each offer received.

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

DISCUSSED THE SEARS AND LEADER STREET BID AWARD

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval to realign Sears and Leader Street and build a Cull de sac at the dead-end of Leader St.

This bid was for the realignment of Sears and Leader Street and the creation of a cul de sac at the dead of Leader St. This was bid out according to the City Of Douglas Procurement Policy and Procedures. Lancore Engineering prepared the plans and handled the bid. I have attached a copy of the programs and all bid documents for your review.

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

DISCUSSED AND REQUESTED COMMISSION'S APPROVAL TO INCREASE THE PURCHASING SPENDING THRESHOLD ON ELECTRICAL TRANSFORMERS ONLY TO \$100,000.00.

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval from the Mayor and Board of Commissioners to increase the Purchasing's spending limits on Electrical Transformers ONLY to \$100,000.00 before getting mayor and Commission approval.

This request enables the Purchasing Department to be more efficient in delivering Conventional and Pad Mount Transformers to the Light Department and, most importantly, the Citizens and Industries within the City of Douglas, Georgia. The way this request will improve the efficiency and reduce the time it takes to get the Transformers bid out and delivered to the Light Department is this would allow the Sealed Bid process requirements to be pushed out to \$100,000.01 before this process has to be legally used, thus reducing the bid process (from 1 ½ Month to 1 week) before a Purchase Order is issued. The ordering can be legally completed and ordered from the low bidder. Note: The current lead time on Conventional or Pad Mount Transformers is 74 – 76 weeks, depending on the type of transformer ordered. Utility Director Mike Hudson agrees with Nikki Thompson, Purchasing Agent, to increase the Purchasing threshold from \$30,000.00 to \$100,000.00 on only Conventional and Pad Mount Transformers.

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

DISCUSSED SURPLUS AND DONATION OF USED EQUIPMENT

Casey Wright, Fire Chief, appeared before the Commission to seek approval to have items no longer being used be surpluses and donate used and outdated fire equipment to Atkinson County Fire Department.

We have the items below that need to be surpluses. We are asking the Mayor and Council to surplus these items.

30 - Turnout Jackets

14 - Turnout pants

15 - turnout pairs of boots

12 - Pairs of gloves

6 - Helmets

16 - Hoods

42 - 1 1/2" hose

7 - 2 1/2" hose

We are also asking the Mayor and Council to donate these items to Atkinson County because they are useless to us.

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

DISCUSSED DATE CHANGE FOR JUNE MEETING

Charles Davis, City Manager, appeared before the Commission to seek approval from the Mayor and Commissioners to change the June 27, 2022 Meeting to June 20, 2022. This is due to the Commission being away during the regularly scheduled date.

The second meeting in June is scheduled for June 27th. However, the Mayor and Commissioners will be attending a conference outside of town. Therefore, this meeting needs to be changed.

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

GENERAL COMMENTS

There were no general comments.

CITY MANAGER UPDATES

There were no updates from the City Manager.

GENERAL COMMENTS

ADJOURN

There being no further discussion, the work session meeting adjourned at 6:09 p.m.



Wynetta Bolder, CMC



Mayor Tony L. Paulk

