

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

**The Board of Commissioners held a Work Session on Monday, November 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, and Mike Gowen were present. Commissioners Steve Bailey and Olivia Pearson were absent.**

**REVIEW OF OCTOBER 24, 2022, MEETINGS MINUTES**

The first business item presented by Mayor Tony Paulk was to review the minutes from October 24, 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 **Consent Agenda**.

**DISCUSSED ITRON ERTS FROM UNITED SYSTEMS & SOFTWARE (SOLE SOURCE)**

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval from the Mayor and Board of Commissioners to purchase the sole source item, Itron ERT, to be used by ESG Operations.

Mrs. Thompson explained that These Itron ERTs are sole source items from United Systems & Software. TESSG Operations will use these Itron ERTs to supply water to new and existing customers in the City of Douglas. We currently have Itron ERTs in use and want to continue to use this brand. These are warehouse stock items. Purchasing Agent Nikki Thompson and Utilities Director Mike Hudson agrees to accept the sole source supplier, United Systems & Software, located in Benton, Kentucky, for \$28,800.00. **FUNDING:** Warehouse Stock 100-00-11.3601

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

**DISCUSSED THE LOCAL DESIGNATION OF THE GASKIN AVENUE LOCAL HISTORIC DISTRICT**

Georgia Henderson, Community Development Director, appeared before the Commission to bring awareness, answer questions or concerns, and share information about designating Gaskin Avenue as a local historic district.

Mrs. Henderson stated that the proposed local district designation of the Gaskin Avenue Residential District was previously brought before the Mayor and City Commission. Still, the item was tabled due to the request for more information.

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**DISCUSSED THE LOCAL DESIGNATION OF THE GASKIN AVENUE LOCAL HISTORIC DISTRICT-CONTINUED**

Since then, there has been a revision of the previously submitted physical description and statement of significance reports of the proposed area. These revisions have gone before the Georgia Historic Preservation Division (HPD) with their approval of the proposed site and information. The Douglas Historic Preservation Committee (HPC) will meet on Thursday, November 17, 2022.

Mrs. Henderson explained that the proposed district is roughly bounded by Church Street on the north, Cross Street on the east, Hunter Street on the south, and Madison Avenue on the west. The grid pattern area is primarily residential, with a few commercial and community buildings. The map of the entire area is attached to this agenda item. This area of Gaskin Avenue is currently recognized as a national historic district and is listed on the National Register of Historic Places.

Mrs. Henderson also stated that the following steps would be to hold an educational session with the residents of the district and to advertise three consecutive times in the Douglas Enterprise before bringing the item before the City Commission for approval. Because the HPC was adequately established, but the destination of the local district was not, staff must move forward with this designation for the local HPC to function. By designating the section, the HPC and Community Development Director will be granted the authority to approve, approve with modification, or decline any Certificates of Appropriateness applications within the district.

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

**DISCUSSED UNIFIED LAND DEVELOPMENT CODE AMENDMENT - MOBILE HOME SKIRTING**

Georgia Henderson, Community Development Director, appeared before the Commission to discuss the Unified Land Development Code amendment and hold the ordinance's first reading.

Mrs. Henderson stated that according to the Unified Land Development Code, the only material allowed to be used for the underpinning of a manufactured home is masonry or sheet metal at least 26 gauge thick. There are other materials available that are ideal for manufactured home underpinning. Staff wishes to amend the U.L.D.C. to include masonry material, sheet metal at least 26 gauge thick, vinyl products, or a cement board-type material. This would add the use of vinyl underpinning (most commonly used) as well as Hardi Board siding.

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

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**DISCUSSED AND UPDATED THE MAYOR & COUNCIL CONCERNING THE  
ISSUANCE OF OCCUPATIONAL TAX CERTIFICATES TO LANDLORD  
BUSINESSES**

Georgia Henderson, Community Development Director, appeared before the Commission to seek permission to move forward with requiring landlords to obtain an occupational tax certificate.

Mrs. Henderson explained that recently, by letter, staff notified landlords that they were required to obtain an Occupational Tax Certificate (business license). This for your information (FYI) item was presented during the 2022 Strategic Planning Session of the city commission and department heads. It was discovered that some landlords (non-apartment complexes) are operating without occupation tax certificates. Since staff knows that some landlords have been operating without occupational tax licenses, we must correct this oversight. Also, the Community Development Department and elected leaders are interested in ensuring residents are afforded a healthy place to live. As we work towards establishing a "healthy homes" initiative, ensuring all landlords have a license, we will know whom we are dealing with and sometimes hold the landlord accountable for managing their rental properties. Staff is still working to acquire the names of all landlords and, unless instructed otherwise, will mail out letters to those remaining to be notified. It was the consensus of the Commission to move forward. Mayor Pro Tem Taylor disagreed with landlords requiring a business license.

**Informational purpose**

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

Mrs. Henderson stated that recently, by letter, staff notified landlords that they were required to obtain an Occupational Tax Certificate (business license). This for your information (FYI) item was presented during the 2022 Strategic Planning Session of the city commission and department heads. It was discovered that some landlords (non-apartment complexes) are operating without occupation tax certificates. Since staff knows that some landlords have been working without occupational tax licenses, we must correct this oversight. Also, the Community Development Department and elected leaders are interested in ensuring residents are afforded a healthy place to live. As we work towards establishing a "healthy homes" initiative, ensuring all landlords have a license, we will know whom we are dealing with and, in some cases, hold the landlord accountable for managing their rental properties. Staff is still working to acquire the names of all landlords and, unless instructed otherwise, will mail out letters to those remaining to be notified.

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

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**DISCUSSED THE APPOINTMENT TO THE DOUGLAS-COFFEE COUNTY  
ECONOMIC DEVELOPMENT AUTHORITY**

Georgia Henderson, Community Development Director, appeared before the Commission to bring awareness of a vacancy on the Douglas-Coffee County Economic Development Authority Board and seek permission to publicize for two weeks.

Mrs. Henderson stated that the terms of Stuart Smith's serving on the Douglas-Coffee County Economic Development Authority (EDA) would expire on December 31, 2022. Although the EDA board seeks to reappoint Mr. Smith, as a city representative, for the term 2023 - 2026, staff must first properly publicize for two weeks and bring consideration for an appointment back before the City Commission on Monday, November 28, 2022.

**No action taken**

**DISCUSSED THE CCA WATER MAIN EXTENSION ESG ENGINEERING TASK  
ORDER**

Mike Hudson, Utility Director, appeared before the Commission to seek approval to extend the 12" water main down HWY 158.

Mr. Hudson explained that the Citizens Christian Academy is planning a major renovation project and adding a new football field. They currently have a private well that they utilize and have requested to be hooked up to the City of Douglas water system. We only have a 2" line to the property now and are proposing to extend a new 12" PVC main down HWY 158 to serve CCA with their necessary water needs. The long-term plan would be to eventually extend this 12" main down to Indian Creek School and tie it into the existing 12" main on Simmons Drive. Staff is requesting ESG Engineering to engineer, bid, and perform construction management on this project. I have attached the Task Order from ESG Engineering for your review. **FUNDING:** FY 23 Capital Improvement Fund line-item Infrastructure Improvements-Water 351/1000-54.1403

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

**DISCUSSED THE WATER/SEWER MASTER PLAN III ESG ENGINEERING TASK  
ORDER**

Mike Hudson, Utilities Director, appeared before the Commission to seek approval to prepare a plan covering the next ten years for water and sewer projects in the City of Douglas.

Mr. Hudson explained that the City of Douglas had completed the Water/Sewer Master Plan II except for building a new Wastewater Treatment Facility. It is time to prepare a new Water/Sewer Master Plan III that will carry us through the next ten years. ESG Engineering has listed a scope of services to prepare this next Plan.

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**DISCUSSED GMA PILOT PROGRAM - MUNICIPAL WORKFORCE  
DEVELOPMENT-CONTINUED**

The two cities will receive outside assistance on both phases of the pilot but would have to commit staff resources to the effort as it will require work on the city's end. There are no costs involved besides staff time.

Mr. Davis also stated that Successive planning has been part of the staff's focus and discussed at strategic meetings. It is an honor to be chosen by GMA for this project, and the timing is appropriate. Staff is asking the Mayor and Council to support this GMA Pilot Program - Municipal Workforce Development and authorize the mayor to sign the proper documents.

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

**DISCUSS DATE CHANGES FOR UPCOMING MEETINGS**

Charles W. Davis, City Manager, appeared before the Commission to seek approval to change the December meeting date to December 27<sup>th</sup> and January's meeting date to January 24<sup>th</sup>.

Mr. Davis stated that this year, Christmas is on Sunday so City Hall offices will be closed Monday, December 26<sup>th</sup>. Offices will reopen on Tuesday, December 27<sup>th</sup>. We request that the Commission Meeting date be changed to Tuesday, December 27<sup>th</sup>. The second meeting in January was initially scheduled for Monday, January 23<sup>rd</sup>, 2023, due to GMA Mayor's Day (Cities United), which will be held from January 20<sup>th</sup> - January 23<sup>rd</sup> in Atlanta. We request that the Commission Meeting date be changed to Tuesday, January 24<sup>th</sup>.

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

**CITY MANAGER'S UPDATES**

Charlie Davis, City Manager, discussed the issues regarding the parking at the New Liquidation Store located on Madison and the Grand opening of Marshalls on Sunday.

**GENERAL COMMENTS**

**No comments**

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**DISCUSSED THE WATER/SEWER MASTER PLAN III ESG ENGINEERING TASK  
ORDER-CONTINUED**

Mr. Hudson attached a copy of the task order outlining the range of services by division and the total cost to accomplish that scope. The entire ESG Task order is \$80,000.00. **FUNDING:** FY22 Capital Project Fund Line-Item Infrastructure Improvements-Water 351/1000-54.1403 Line Item Infrastructure Improvements Wastewater 351/1000-54-1404

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

**DISCUSS THE REPAIR OR REPLACEMENT OF THE GRUNDFOS 88HP  
SUBMERSIBLE PUMP (BOJO ELLA LIFT STATION)**

Mike Hudson, Utility Director, appeared before the Commission to approve making necessary repairs to the Grundfos 88 HP Pump for the Bojo Ella Lift station.

Mr. Hudson stated that at the end of September, we had one of the Grundfos 88 HP Pumps at the BoJo Ella Lift station showing a seal failure. ESG staff removed the pump, and Glennville Electric Motors picked up the pump for evaluation. I have attached a quote that offers the necessary repairs and the cost to do those repairs (\$14,810.00). The exact section also shows the price of a new replacement pump (\$43,060.00). The staff recommendation would be to go with the repair option. **FUNDING:** FY23 Water/Wastewater Budget Line-Item Repair/Maintenance-Lift Station Greater than \$5000.00 505/4330-53.1116

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

**DISCUSSED GMA PILOT PROGRAM - MUNICIPAL WORKFORCE  
DEVELOPMENT**

Charles W. Davis, City Manager, appeared before the Commission to seek approval to support this GMA Pilot Program - Municipal Workforce Development and authorized the mayor to sign the appropriate documents.

Mr. Davis explained that GMA's 501(c)(3), Georgia City Solutions (GCS), has received a grant from the Volcker Alliance to conduct a two-city pilot project to address their municipal workforce development needs. GMA has invited Douglas to participate as one of the two cities in this pilot.

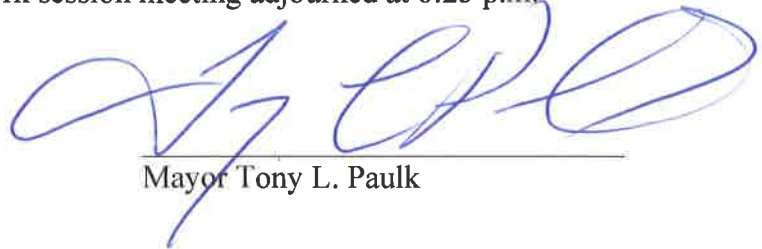
Mr. Davis stated that the purpose of the grant would be to 1) assist each city in developing its workforce needs assessment, followed by 2) develop a recruitment strategy using the Starts with Me! Resources GMA has developed for cities. The project will identify specific action items to address gaps in the municipal talent pipeline and implement a recruitment campaign targeting hard-to-fill positions.

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**ADJOURNMENT**

There being no further discussion, the work session meeting adjourned at 6:25 p.m.

  
Wynetta J. Bolder, CMC

  
Mayor Tony L. Paulk

