

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
NOVEMBER 28, 2022**

**DISCUSSED THE AIRPORT SERVICE AGREEMENT WITH MICHAEL BAKER  
INTERNATIONAL -CONTINUED**

Other services would be, but not limited to, attendance at meetings on behalf of airport management personnel; the preparation of preliminary exhibits, documents, and/or cost estimates; the preparation of plats and/or surveys in association with airport leaseholds and/or property; assistance with plan reviews; and other similar assignments as specified by the City of Douglas.

Mrs. Henderson also stated that this agreement would cover day-to-day management activities that are not connected to a specific capital improvement project or are outside the scope of any particular capital improvement project and not to exceed \$30,000 annually through the term of the engineering contract, September 28, 2025. **FUNDING: FY22** Professional Services Accounts and Special Revenue Accounts within Community Development Department and others approved by City Manager

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

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

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to fill a vacant position on the Douglas-Coffee County Economic Development Authority.

Mrs. Henderson stated that Staff has properly publicized the vacancy on the Douglas-Coffee County Economic Development Authority (EDA) to fill the expiring term of Stuart Smith. It is the favor of the EDA to reappoint Mr. Smith, as a city representative, for a renewed period from January 1, 2023 - December 31, 2026. At the time of preparing this agenda, no other applications were received.

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

**DISCUSSED GEFA (GEORGIA ECONOMIC FINANCE AUTHORITY) WATER  
LOAN.**

Mike Hudson, Utility Director, appeared before the Commission to seek approval to leverage the GEFA loan of \$2,000,000.00 that will allow us debt forgiveness in the amount of \$700,000.00. **FUNDING: FY 23** Capital Improvement Fund Line-Item Infrastructure Improvements-Water 351/1000-54.1403

Mr. Hudson explained that the City of Douglas has applied for a GEFA loan of \$2,000,000.00 with debt forgiveness of \$700,000.00 if all funds are drawn down. The Board of Directors of the Georgia Finance Authority approved this loan application for a Drinking Water State Revolving.

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**The Board of Commissioners held a Work Session on Monday, November 28, 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, Steve Bailey, Olivia Pearson, and Mike Gowen were present.**

**REVIEW OF NOVEMBER 14, 2022, MEETINGS MINUTES**

The first business item presented by Mayor Tony Paulk was to review the minutes from November 14, 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 MOBILE VENDORS, FOOD TRUCKS, POP-UP MARKETS, SPECIAL PERMITS, AND FARMER'S MARKET**

Georgia Henderson, Community Development Director, appeared before the Commission to seek guidance from the Mayor and Commission on how to proceed with mobile vendors, food trucks, pop-up markets, and the farmers' market.

Mrs. Henderson Thompson explained that trends and business models have changed over the years. The staff has seen a significant increase in requests for mobile food and mobile vendors. Mrs. Henderson presented a list of the proposed ordinances and a summary of considerations for the mayor and the commission to consider.

After a lengthy discussion, it was the Commission's consensus to meet with all interested parties (County, Flea Market Management, City). Also, staff with print the current ordinance and color image the changes in the new ordinance.

**There was no action required at this time.**

**DISCUSSED THE AIRPORT SERVICE AGREEMENT WITH MICHAEL BAKER INTERNATIONAL**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval of a General Service Agreement between the City of Douglas and Michael Baker International.

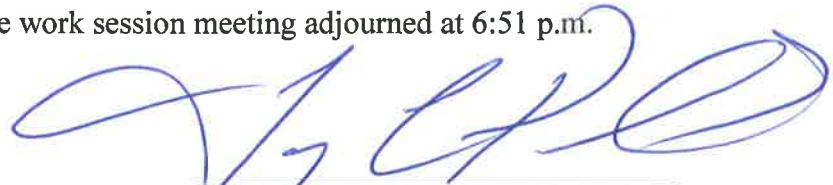
Mrs. Henderson stated that the staff is seeking approval of a General Service Agreement between the City of Douglas and Michael Baker International to cover professional service costs outside the state and federally funded projects. Under this agreement, the consultant will provide planning, environmental, architectural, and engineering services at the Douglas Municipal Airport.

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**ADJOURNMENT**

There being no further discussion, the work session meeting adjourned at 6:51 p.m.

  
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Wynetta J. Bolder, CMC

  
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Mayor Tony L. Paulk

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**DISCUSSED GEFA (GEORGIA ECONOMIC FINANCE AUTHORITY) WATER  
LOAN-CONTINUED**

Fund Loan in the amount of \$2,000,000.00 on November 10, 2022. This loan will be used for the projects listed below:

- New well house at #2 well=\$250,000.00
- Water line projects: Walker St, Hillside Dr, Bojo Ella Area, and 32 East=\$750,000.00
- Misc. Waterline Projects=\$570,000.00
- Rehab on wells 5, 6, & 7=\$270,000.00
- Spare motor for well 7=\$40,000.00
- Contingency=\$120,000.00

**Total=\$2,000,000.00**

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

**DISCUSSED THE 2022 GEFA DWSRF PROJECT DESIGN AND ADMINISTRATION  
ESG TASK ORDER**

Mike Hudson, Utility Director, appeared before the Commission to allow ESG Engineering to engineer, bid out, and provide construction management on the GEFA water projects.

Mr. Hudson stated that they provide the assistance of Engineering Design, Construction Administration, and GEFA Grant Administration for GEFA Water system upgrades. Work will be bid as a minimum of 2 separate projects depending on design timelines. The construction budget (Including contingency) estimate of \$1,800,000 listed in the 2022 GEFA DWSRF application has been utilized to calculate the fees associated with this task order. **FUNDING: FY 23 Capital Improvement Fund Line Item 351/1000-54.1403 GEFA Dollars**

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

**CITY MANAGER'S UPDATES**

Charlie Davis, City Manager, stated that the new fire truck was outside for the Commission to look at. The GMA conference in January and Thursday, December 1<sup>st</sup>, will be the Christmas Social for elected officials and directors.

**GENERAL COMMENTS**

**No comments**