

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
MARCH 13, 2023**

**The Board of Commissioners held a Work Session on Monday, March 13, 2023, at 6:00 p.m. at the C. E. Weir Center. Mayor Tony L. Paulk was presiding over the meeting. Mayor Pro Tem Olivia Pearson and Commissioners Cindy McNeill, Kentaiwon Durham, Steve Bailey, and Mike Gowen were present. Commissioner Edwin Taylor was absent.**

**REVIEW OF FEBRUARY 27, 2023, MEETINGS MINUTES**

The first business item presented by Mayor Tony Paulk was to review the minutes from February 27, 2023 (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 FY23 ELECTRICAL SUPPLIES BID - WAREHOUSE STOCK**

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek permission to purchase various electrical supplies to be stocked in the City of Douglas Warehouse to be utilized by the Electric Department on an as-needed basis.

Mrs. Thompson stated that this bid was advertised in The Douglas Enterprise on January 19 and 26, 2023, and was publicly opened at the Utilities Complex, Meeting Room on February 27, 2023, @ 2:30 PM. Bids were sent to eight (8) vendors, with seven (7) responding. These items will be stocked in the warehouse and ordered as needed for the Electric Department’s use. Purchasing Agent Nikki Thompson and Warehouse Coordinator Anthony Folsom have reviewed the bids and agreed to accept the low bids submitted by the following vendors:

<b>Vendors</b>	<b>Awarded Items</b>	<b>Total Award</b>
Gresco-Forsyth, GA	1,2,4,5,6,7,9,10,11,14,15,16,17,20,23	\$24,902.00
Lowe Electric-Tifton GA	13,21,22,24	\$6,291.00
Coley Electric-Douglas	34	\$1,863.00
Power Supply-Chattanooga, TN	34	\$1,863.00
Irby-Kennesaw	Group B, 3,8,12,19,23,28,30	\$15,416.15
Anixter-Orlando, FL	18,31,32	\$5,586.00
	<b>Grand Total</b>	<b>57,783.15</b>

The Commission agreed to move this item forward on the **Consent Agenda**.

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
MARCH 13, 2023**

**DISCUSSED THE AGREEMENT FOR TECHNICAL ASSISTANCE SERVICES WITH SOUTHERN GEORGIA REGIONAL COMMISSION**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval of an Agreement for Technical Assistance Services with the Southern Georgia Regional Commission.

Mrs. Henderson stated that the Southern Georgia Regional Commission would provide professional services to the City of Douglas if the agreement is executed. The SGRC assists the City of Douglas in various ways, including but not limited to grant writing services for the Community Home Investment Program, Community Development Block Grant, Land Water, and Conservation Fund Grants, Assistance to Firefighters Grant, administration services for CHIP and CDBG grants, assistance for Historic Preservation, comprehensive planning, Code Enforcement, and other planning assistance.

The Commission agreed to move this item forward on the **Consent Agenda**.

**DISCUSSED AND CONDUCTED FIRST READING OF ORDINANCES RELATED TO MOBILE VENDORS, SPECIAL EVENTS, FARMERS MARKET, OUTDOOR FLEA MARKETS/OPEN AIR MARKETS, POPUP MARKETS**

Georgia Henderson, Community Development Director, appeared before the Commission to conduct the first reading amending ordinances relating to Mobile Vendors, Special Events, Farmers Market, Outdoor Flea Markets/Open Air Markets, Pop-up Markets/Installations. and the Unified Land Development Code. Also, to approve the schedule of fees associated with the above-listed items.

Mrs. Henderson stated that at February 13, 2023, Commission Meeting, staff were instructed to draft ordinances relating to Mobile Vendors, Special Events, Farmers Markets, Outdoor Flea Markets/Open Air Markets, and Pop-up Markets. The staff has drafted the ordinances and is ready for the first reading to be conducted by the city attorney.

The Commission agreed to move this item forward on the **Regular Agenda**.

**DISCUSSED AND CONDUCTED FIRST READING AMENDING THE UNIFIED LAND DEVELOPMENT CODE AS IT RELATES TO MOBILE VENDING**

Georgia Henderson, Community Development Director, appeared before the Commission to seek permission to approve for the City Attorney to conduct the first reading of the amendments to the Unified Land Development Code.

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
MARCH 13, 2023**

**DISCUSSED AND CONDUCTED THE FIRST READING AMENDING THE UNIFIED LAND DEVELOPMENT CODE AS IT RELATES TO MOBILE VENDING-CONTINUE**

Mrs. Henderson stated that the staff was instructed to amend the ordinances relating to mobile vendors, pop-ups, and special events. In addition to amending these ordinances, The Unified Land Development Code must be amended for clarification. The staff has amended the Table of Permitted Uses and the supplemental standards.

The Commission agreed to move this item forward on the **Regular Agenda**.

**DISCUSSED THE SCHEDULE OF FEES FOR THE COMMUNITY DEVELOPMENT DEPARTMENT**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval for the adoption of the schedule of fees.

Mrs. Henderson stated that the Staff was instructed to amend ordinances relating to mobile vendors, mobile food vendors, special events, farmers' markets, open-air markets, pop-up markets-peddlers, and transient merchants. With the amendments, a schedule of fees must be adopted. Also, the historic Preservation Committee must have a schedule of fees adopted. Attached to this agenda item is a schedule of fees that needs to be adopted.

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

**DISCUSSED AND APPROVAL OF KM VENTURES, LLC PROPOSAL FOR THE DOUGLAS GICH HOUSING TEAM SUPPORT LETTER FOR A LOW INCOME HOUSING TAX CREDIT APPLICATION**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to award KM Ventures, LLC, the City, and Douglas GICH Housing Team Support Letter for a Low-Income Housing Tax Credit Application.

Mrs. Henderson stated that the City of Douglas and the Douglas Team for the Georgia Initiative for Community Housing (G.I.C.H.) propose to partner with developers to create more affordable/low to moderate-income housing options for the citizens of Douglas. The Low Income Housing Tax Credit Application is completed and awarded through the Department of Community Affairs. The Low-Income Housing Tax Credit or LIHTC program was enacted in 1986 during the Reagan Administration by the Tax Reform Act and is the largest producer of affordable housing today. The LIHTC program allocates Federal and State tax credits to qualified developers to construct rental units for low to moderate-income renters. The Douglas GICH Team scored proposals on February 28, 2023; two companies submitted bids, including KM Ventues, LLC, and Piedmont Housing Group.

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
MARCH 13, 2023**

**DISCUSSED APPROVAL OF KM VENTURES, LLC PROPOSAL FOR THE DOUGLAS GICH HOUSING TEAM SUPPORT LETTER FOR A LOW-INCOME HOUSING TAX CREDIT APPLICATION-CONTINUED**

The companies were scored on the following criteria; Developer experience, project approach, streetscape, architectural aesthetics, connectivity, location, civic, green, recreational space, mixed-use, housing choice and inclusiveness, economic and sociological impact, innovation, and market-rate housing units. The master scoresheet is attached with the breakdown of each person's scoring and cumulative scores for both companies. KM Ventures, LLC had a commutative score of 252 out of 300. Piedmont Housing Group had a commutative score of 185 out of 300. Thus, making KM Ventures, LLC the highest top-scoring firm. Individual score sheets and proposals can be viewed at the City of Douglas Community Development Department.

The Commission agreed to move this item forward on the **Regular Agenda**.

**DISCUSSED AND SOUGHT APPROVAL OF A TEMPORARY LEASE OF THE OLD CIVIL AIR PATROL BUILDING AT THE DOUGLAS AIRBASE**

Georgia Henderson, Community Development Director, appeared before the Commission to seek Approval of the Temporary Lease of the Old Civil Air Patrol Building at the Douglas Airbase.

Mrs. Henderson explained that a group of members from the Crosslife Church reached out to the city and requested an urgent need to lease a building for a place of worship. The church's last day in its previous building is Sunday, March 12, 2023. They would like a place to move furniture and start having service by Sunday, March 19, 2023. Crosslife is agreeable to doing the needed rehabilitation work, including painting (interior and exterior), flooring, and possibly installing an AC unit or temporary window units. The City is obtaining a cost estimate for the HVAC system. These repairs could take a few months. Once the repairs have been made, staff will collect the cost of work completed and draft a standard five-year agreement for a lease on the building. Until then, Crosslife agrees to pay \$750 monthly until the formal contract is completed. Our Building Inspector, Randle Parker, Inspected the facility and did not see anything that would prevent utilities from being turned on the building.

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

**DISCUSSED THE REHAB OF A 2014 FREIGHTLINER LEAF AND LIMB TRUCK**

Mr. Hudson appeared before the Commission to seek approval to rehab the 2014 Freightliner Leaf and Limb Truck.

Mr. Hudson stated that this is the request to rehab the 2014 Freightliner Leaf and Limb Truck used by the Public Works/Sanitation Department. Solid Waste Applied Technologies have evaluated this truck, and I have attached two estimates for review.

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
MARCH 13, 2023**

**DISCUSSED THE REHAB OF A 2014 FREIGHTLINER LEAF AND LIMB TRUCK-  
CONTINUED**

One estimate is to remove the existing loader assembly and install an entirely new one with everything but the grapple (this option is \$67,921.28). The second option is to rebuild the current loader assembly (this option is \$105,513.61). I have attached both of the quotes for your review.

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

**DISCUSSED THE CLUB DRIVE AND SPRING ST SEWER REHAB QUOTE FROM  
SOUTHEAST PIPE**

Mike Hudson, Utilities Director, appeared before the Commission to seek approval to rehab the 36" sewer line behind the Golf Club.

Mr. Hudson stated that staff has approximately 120 Feet of 36" sewer pipe that must be slipped off behind the Douglas Country Club. This is a budgeted project in the current FY23 Budget. Southeast Pipe is our contract vendor; the attached quote is based on that contract. I have attached a copy of the quote for your review. **FUNDING:** FY23 Capital Fund Line-Item Wastewater Improvements 351/1000-54.1404

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

**DISCUSSED AND SOUGHT APPROVAL TO DRILL TWO NON-POTABLE WELLS**

Mike Hudson, Utilities Director, appeared before the Commission to seek approval to uphold the City Ordinance that deals with wells within the City Service Area.

Mr. Davis explained that the City of Douglas and Pilgrims had discussed us installing two wells for non-potable water production for the new Pilgrim's Pet Food Ingredient Facility. The primary equipment provider, Haarslev, Inc. (Haarslev), has requested that the water supply for certain operations be chlorine-free. The non-potable is to minimize corrosion from chlorine compounds and chloride in materials processing equipment and the advanced regenerative thermal oxidizer (RTO), which will be used to thermally oxidize malodors and other air pollutants in direct gases from plant operations. The non-potable water will be used in various functions, including makeup water for utility systems (boilers, cooling towers) and pollution control scrubbers.

Mr. Hudson stated that if we don't install non-potable wells, Pilgrims will be required to install and operate a chemical-based dichlorination system to meet the chlorine-free water requirement requested by Haarslev. As an alternative, the City of Douglas has proposed to install and use an onsite production well to provide a non-portable, chlorine-free process water supply for applicable production, utility, and air pollution control processes. The rate would be \$1.25/tgal and follow the annual CPI +1%.

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
MARCH 13, 2023**

**DISCUSSED AND SOUGHT APPROVAL TO DRILL TWO NON-POTABLE WELLS -  
CONTINUED**

Mr. Hudson also stated that staff anticipates the onsite non-potable water production well system would be sized to provide 300 tgal/day for non-potable process water for production, utility, and air pollution control systems. The production well and associated systems would be used for non-potable water only, and Georgia Environmental Protection Division (GEPD) regulatory permits and approvals would be obtained as required. Also, if we land and finalize another agricultural growing industry, we will have to do the same for them. The growing operation cannot have chlorine on the plants. Our current ordinance and practice do not allow private wells. The staff keeps the ordinance intact by offering non-potable water supply for commercial-industrial operations and making money. **FUNDING:** Approximate \$160,000 to install, and it will generate approximately \$70,000/year in revenues

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

**DISCUSSED SBA CELL TOWER LAND LEASE RENEWAL**

Mike Hudson, Utilities Director, appeared before the Commission to seek approval to renew the lease between the City of Douglas and SBA.

Mr. Hudson stated that In 2004, the City of Douglas leased land at 800 W. Ashley St to Southern Linc (a Southern Company) for a Cell Tower. At a later date, Southern Company transferred the title to Intellicom Wireless. In May 2010, Intellicom Wireless shared all interests with SBA Towers. The current lease agreement between the City of Douglas and SBA is up for negotiation.

Negotiations for the current contract have yielded the following:

1. 25 yr. Extension in 5-year terms
2. \$100,000 Signing Bonus
3. Increase rent from \$12,257 to \$2,000/mo. upon execution,
4. 30% revenue sharing for any new carrier installed after execution – must have three pages installed before receiving revenue sharing
5. 3.25% annual escalation beginning 1/1/2024 instead of 15% escalation
6. Communications Right of First Refusal (pertains to communications companies only)

**FUNDING:** Increased revenues

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

**DISCUSSED AND SOUGHT APPROVAL OF THE EV CHARGING STATION QUIT  
CLAIM & LICENSE**

Charles W. Davis, City Manager, appeared before the Commission to seek approval to enter into a license agreement for EV Charging Station spaces for the City of Douglas.

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
MARCH 13, 2023**

**DISCUSSED AND SOUGHT APPROVAL OF THE EV CHARGING STATION QUIT  
CLAIM & LICENSE-CONTINUED**

Mr. Davis explained that the Citizens of Douglas passed the Tax Allocation District referendum on November 5, 2019. The purpose of the TAD was to support the development of Douglas Square. An EV charging station was built in Douglas Square. The City of Douglas agreed with Jones Real Estate Management Company, LLC, to lease the land and purchase the licensing for \$1 per year. The license term is for five years and will automatically renew every five years.

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

**GENERAL COMMENTS**

No Comments

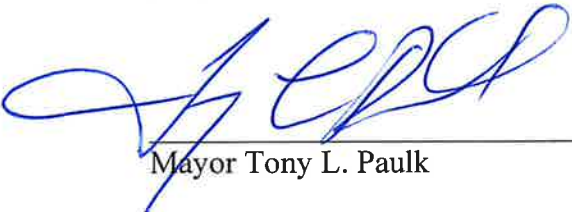
**CITY MANAGER'S UPDATES**

No comments

**ADJOURNMENT**

Without further discussion, the work session meeting adjourned at 6:41 p.m.

  
\_\_\_\_\_  
Wynetta J. Bolder, CMC

  
\_\_\_\_\_  
Mayor Tony L. Paulk

