

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
APRIL 10, 2023**

The Board of Commissioners held a Work Session on Monday, April 10, 2023, at 6:00 p.m. at the City Hall Council Chambers. Mayor Tony L. Paulk was presiding over the meeting. Mayor Pro Tem Olivia Pearson and Commissioners Edwin Taylor, Kentaiwon Durham, Steve Bailey, and Mike Gowen were present. Commissioner Cindy McNeill was absent.

REVIEW OF MARCH 27, 2023, MEETINGS MINUTES

The first business item presented by Mayor Tony Paulk was to review the minutes from March 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 APPROVAL OF FY'23 DIGITIZING SERVICES BID

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval to purchase digitizing services for various files in the city.

Mrs. Thompson stated that this bid was advertised in The Douglas Enterprise on February 16 and 23, 2023, and was publicly opened in the Utilities Complex meeting room on March 13, 2023, at 2:30 PM. Bids were sent to six (6) vendors, and nine (9) bids were received. The work will include scanning and digitizing various files in different city offices. Community Development Director Georgia Henderson and Purchasing Agent Nikki Thompson have reviewed the bids and agree to accept the bid submitted by MCCI in Tallahassee, FL. The total amount is \$25,025.52.

FUNDING: 100-7402-52.1201

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

DISCUSSED THE FY23 FIVE 2500F PAD MOUNT TRANSFORMERS BID

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval to purchase five 2500F Pad Mount Transformers to be used by the Electric Dept.

Mrs. Thompson stated that this bid was advertised on February 9 and 16, 2023, in The Douglas Enterprise and was publicly opened on March 27, 2023. Proposals were sent to six (6) vendors, and seven (7) bids were received. These transformers will be used and installed by the Electric Dept. at new businesses in the city or replace old transformers. The bid award is based on delivery time and price. Purchasing Agent Nikki Thompson and Utilities Director Mike Hudson have reviewed the bid and agree to award the bid to JCL Energy, located in Floral, AL. The total is \$432,500.

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

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DISCUSSED ROAD CLOSURE FOR FIRST BAPTIST CHURCH ANNUAL PICNIC

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval for the temporary road closure for First Baptist Church's annual picnic.

Mrs. Henderson stated that the First Baptist Church had made a Special Events Application for an Annual Picnic. The event will be held on April 16, 2023, from 9:00 a.m. until 3:00 p.m. They request that N. Coweta Ave., between E. Ward Street and E. Sellers Street, be temporarily closed during the event. This picnic will be open to the public. The church will be singing and hosting games for the kids.

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

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

Georgia Henderson, Community Development, appeared before the Commission to seek approval for the City Attorney to conduct the first reading of the Unified Land Development Code amendments and identify zoning for mobile vendors.

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 AIRPORT LAND LEASE AGREEMENT WITH ANDREW PURVIS, D.B.A., PURVIS FLYING SERVICE

Mrs. Georgia Henderson, Community Development Director, appeared before the Commission to seek approval for a five-year lease agreement with Andrew Purvis, d.b.a., Purvis Flying Service.

Mrs. Henderson stated that the current airport land lease with Andrew Purvis, d.b.a. Purvis Flying Service, expired on March 31, 2023. Mr. Purvis is interested in continuing his lease at Douglas Municipal Airport. The terms apply to the land lease agreement for five years at \$105.00 per month.

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

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**DISCUSSED THE FIRST READING OF THE ORDINANCE AMENDMENT
REGARDING THE ISSUANCE OF BUSINESS LICENSES AND DELINQUENT
PROPERTY AND PERSONAL TAX DEBT**

Georgia Henderson, Community Services Director, appeared before the Commission to seek permission from the city commission to amend our ordinance related to issuing an occupational tax certificate (business license) concerning the delinquent property or inventory taxes.

Mrs. Henderson stated that the staff is requesting that the city commission is agreeable to our office following some of the protocols set by the Coffee County Commission about the delinquent property and personal inventory taxes. The tax commissioner's office encourages payment plans for individuals who need to arrive on time to pay their taxes. For further consideration of the ordinance change, the county's payment plan only allows one year for the person to pay delinquent taxes in full. If the person misses one payment, the agreement is void, and they must pay in full. Staff feels this is a reasonable amount of time for those who are delinquent in paying their debt. The County's late date is December 1st for the current year's taxes. The City's due date for the current year will change from **June to December 31** in keeping with the calendar year-end date for an occupational tax certificate (business license). Tax Commissioner, Shanda Henderson, is also working to grant staff an administrative login to view payment plan status on the County Tax Commissioner's website. If access cannot be granted, Ms. Henderson's office will issue a refreshed report to City weekly.

The Commission agreed to move this item forward on the **No Action Taken**.

**DISCUSSED PERMISSION TO ADVERTISE VACANCY ON KEEP DOUGLAS
BEAUTIFUL BOARD**

Georgia Henderson, Community Development Director, appeared before the Commission to seek permission to publicize a Keep Douglas Beautiful Board vacancy.

Mrs. Henderson stated that the Keep Douglas Beautiful Affiliation seeks to fill a vacant seat on their board. The newly appointed members will serve for three years. Keep Douglas Beautiful mission is to promote environmental sustainability and educate the community to take action daily to increase safety, reduce litter from our open spaces and waterways, improve recycling efforts, and keep Douglas beautiful.

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

**DISCUSS THE 2023 MUNICIPAL GAS AUTHORITY OF GEORGIA ANNUAL
ELECTION VOTING DELEGATES**

Mike Hudson, Utilities Director, appeared before the Commission to seek approval for voting delegates at the Annual MGAG Board Elections.

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**DISCUSS THE 2023 MUNICIPAL GAS AUTHORITY OF GEORGIA ANNUAL
ELECTION VOTING DELEGATES-CONTINUED**

Mr. Hudson stated that this year's Municipal Gas Authority of Georgia Annual Meeting is taking place May 3- 5, 2023, on St. Simon's Island. On Friday, May 5, 2023, the Board Election will be held. Mayor Paulk is the primary voting delegate, and I am the alternate delegate. I cannot attend this year's meeting, so I recommend leaving Mayor Paulk as the primary delegate and changing the alternate representative to Charles W. Davis. I have attached a copy of the resolution and all information about the Board Election.

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

**DISCUSS THE OPTION OF THE FITZGERALD UTILITY BOND TO PURCHASE
THE ELECTRIC DEPARTMENT'S, SURPLUS CRANE**

Mike Hudson, Utilities Director, appeared before the Commission to seek approval to sell the surplus crane.

Mr. Hudson stated that staff requests permission from the Commission to sell Vehicle #434017 Lorain Mobile Terrain Crane LRT 180A S/N 79679 to the Fitzgerald Utility Bond for \$5,000.00. This unit was purchased from DOAS in 2007, and I have attached a copy of an email from DOAS clearing us to sell this unit. We have purchased a new team, and the old one has been on the surplus list. The Fitzgerald Utility Bond inspected the crane on March 30, 2022, and approved buying of the crane for \$5,000.00.

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

GENERAL COMMENTS

No comments

CITY MANAGER'S UPDATES

City Manager Charlie Davis appeared before the Commission to inform everyone regarding the Open House of City Hall on April 25th from 10:00 a.m. – 2 p.m., and April 24-28th will be Georgia Cities Week.

ADJOURNMENT

Without further discussion, the work session meeting adjourned at 6:21 p.m.


Wynetta J. Bolder, CMC


Mayor Tony L. Paulk