

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
APRIL 24, 2023**

The Board of Commissioners held a Work Session on Monday, April 24, 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 Cindy McNeill were present. Commissioner Mike Gowen was absent.

REVIEW OF APRIL 10, 2023, MEETINGS MINUTES

The first business item presented by Mayor Tony Paulk was to review the minutes from April 10, 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 TO PURCHASE FY23 SIX REELS OF 394 MCM WIRE FOR WAREHOUSE STOCK BID APRIL 10, 2023

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval to purchase six reels of 394 MCM wire to be used by the City of Douglas Light Dept.

Mrs. Thompson stated that this bid was advertised on March 16 and 23, 2023, in The Douglas Enterprise and was publicly opened on April 10, 2023, at 2:30 pm in City Hall. Bids were sent to five (5) vendors, and six (6) bids were received. This wire will be used for new businesses and projects throughout the city. Purchasing Agent Nikki Thompson and Utilities Director Mike Hudson have reviewed the bids and agree to accept the proposal submitted by Anixter in Union City, GA. The total for six reels is \$65,868.00, and the estimated delivery is 4-6 weeks after the order. **FUNDING:** 100-00-11.3601

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

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

Georgia Henderson, Community Development Director, appeared before the Commission to seek permission from the city commission to amend our ordinance related to the issuance of an occupational tax certificate (business license) in connection with delinquent property or inventory taxes and to allow the City Attorney to conduct the first reading of the amended ordinance.

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.

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**DISCUSSED AND CONDUCTED THE FIRST READING OF THE ORDINANCE
AMENDMENT FOR ISSUING BUSINESS LICENSES AND DELINQUENT PROPERTY
AND PERSONAL TAX DEBT -CONTINUED**

The tax commissioner's office encourages payment plans for individuals who are delinquent in paying their taxes for the current tax year. 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 must pay in full. Staff feels this is a reasonable amount of time for delinquent people to pay their debt. The County's due date is December 1st for the current year's taxes. The City's late 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 weekly refreshed report to the City. The staff requests that the City Attorney be allowed to conduct the first reading of the amended ordinance. The second reading will be on May 8, 2023. 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 **Regular Agenda**.

**DISCUSSED RESOLUTION TO SUBMIT A LAND WATER CONSERVATION FUND
GRANT PREAPPLICATION FOR EASTSIDE PARK REHABILITATION**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval of a submittal resolution to submit a Land Water Conservation Fund Grant Pre-Application for Eastside Park Rehabilitation.

Mrs. Henderson stated that to apply for grant funds available through the Georgia Department of Natural Resources Land and Water Conservation Fund, the City Commission must pass a resolution for pre-application. The funds will be for a rehabilitation project at Eastside Park. Some proposed improvements include

1. Complete demolition and replacement of existing basketball courts with two full-sized courts, including two benches;
2. Compete for demolition and replacement of existing playground equipment with a similar unit to the one I sent for Nashville, including a picnic table and two benches, fall zone, etc.;
3. Complete rehabilitation of the ball field, including fencing (no lighting), two dugout benches total, and 2-3 row bleachers;

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DISCUSSED THE REQUEST FOR ROAD CLOSURE

Charles W. Davis, City Manager, appeared before the Commission of West College Park Drive closure for South Georgia State College graduation on May 11, 2023.

Mr. Davis stated that South Georgia State College will have its annual graduation ceremony on May 11, 2023. South Georgia College wants to ensure the safety of all participants, friends, and family attending this special event. They requested the 100 block of West College Park Drive to be closed on May 11th at 7:00 a.m. and reopened at noon. From the east end of College Park, traffic will be diverted to GA 158 or a parking area. From Wheeler Avenue, motorists will be diverted to parking or allowed to turn around so they return to Wheeler or Shirley Ave.

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

DISCUSSED DATE CHANGE FOR JUNE MEETING

Charles W. Davis, City Manager, appeared before the Commission to seek guidance from the Mayor and Commissioners to change the date for the June 26, 2023, Meeting to June 29, 2023. This is due to the Commission being away during the regularly scheduled date.

Mr. Davis stated that the second meeting in June is scheduled for June 26th. However, the Mayor and Commissioners will be attending the annual GMA conference in Savannah. Therefore, this meeting needs to be changed. Staff recommends that we change the meeting date to Thursday, June 29th.

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

GENERAL COMMENTS

Charlie Davis, City Manager introduced Mr. Rodney McElveen to discuss the events at the Satilla Library.

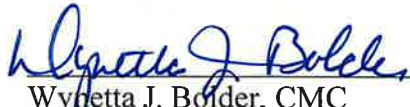
CITY MANAGER'S UPDATES

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 24th -28th will be Georgia Cities Week. He also discussed the meeting regarding the upgrade 5-year plan with the State. Mr. Davis presented the information to the Commission.

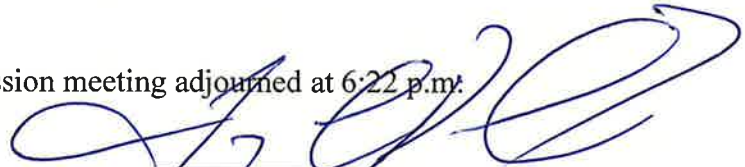
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ADJOURNMENT

Without further discussion, the work session meeting adjourned at 6:22 p.m.



Wyetta J. Bolder, CMC



Mayor Tony L. Paulk

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4. The new parking lot along Franklin Street to the baseball field fencing edge;
5. Replacement of dilapidated or dangerous sidewalks to ADA standards and installation of new ADA sidewalks where none exist (new parking lot to other park areas), including ramps, if needed, to restrooms, shelters, etc.
6. 5 picnic tables for placement under the shelters

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

DISCUSSED THE BID AWARD OF THE GASKIN AVE TIA PROJECT

Mr. Mike Hudson, Utilities Director, appeared before the Commission to seek approval for the contract to move forward with the Gaskin Ave TIA.

Mr. Hudson presented background information to the Commission regarding the following:

- | | |
|--|---|
| 1. Gaskin Avenue- Bid Recommendations. | Gaskin Avenue- Bid Recommendations.pdf |
| 2. Gaskin Avenue (PI #0016245) Request Letter for Additional Funds.pdf | Gaskin Avenue (PI #0016245) Request Letter for Additional Funds |
| 3. 0016245_additional funds | 0016245_additional funds.pdf |
| 4. Change Order #1 - Gaskin Avenue TIA | Change Order #1 - Gaskin Avenue TIA.pdf |

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

DISCUSSED THE PUMP REPAIR QUOTE FOR THE GRUNFOS 88 HP PUMP FOR BOJO ELLA LIFT

Mike Hudson, Utilities Director, appeared before the Commission to seek approval to repair the Bojo Ella Lift station pump.

Mr. Hudson stated that the staff is requesting that they have a Grunfos 88 HP Pump at the Bojo Ella Lift station that jumped off of the rail system. When this occurred, the pump sucked the pull chain up into the impeller, causing damage to the volute and impeller. Waco Electric took the pump to their facility and checked it from top to bottom. There was no damage to the motor, but the volute and impeller will need to be replaced. Waco has quoted us \$14,013.00 to replace the volute and impeller. A new pump is around \$85,000.00. Please see the attached quote.

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

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**DISCUSSED PIKE ELECTRIC, LLC'S PROPOSAL TO BORE UNDER HIGHWAY 135
TO BRANTLEY BLVD FROM SUBSTATION 3.**

Mike Hudson, Utilities Director, appeared before the Commission to seek permission to run power for the new circuit to feed the Satilla Industrial Park.

Mr. Hudson stated that the City of Douglas requested another Breaker out of Substation 3 to feed the Satilla Industrial Park. MEAG has installed the breaker and regulators, and we are now ready to install the circuit. The first phase is to bore the power line from the substation to the riser pole across the road to Brantley Blvd. Pike Electric, LLC has offered a quote of \$29,400.00 to perform the bore with us supplying the conduits and wire. I have attached this quote for your review.

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

**DISCUSSED RESOLUTION TO ESTABLISH A FRANCHISE FEE APPLICABLE TO
HOLDERS OF CABLE AND VIDEO FRANCHISES**

Charles W. Davis, City Manager, appeared before the Commission to seek approval to establish a franchise fee applicable to cable and video franchise holders.

Mr. Davis stated that HB 227: State Issued Video/Cable Franchises, effective July 1, 2007, requires local governments to have on file with the Georgia Secretary of State's office a resolution setting the franchise fee percentage (up to 5%). Currently, the City of Douglas has no resolution with the secretary's office. If a local government has a provider on a state agreement and the local government does not have the resolution on file, the provider can protest, and the fee will not be collected. The city currently has providers using the state franchise agreement. Upon approval, the staff will file immediately with the Georgia Secretary of State's office:

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

DISCUSSED LIBRARY BOARD VACANCY

Charles W. Davis, City Manager, and Mr. Rodney McElveen appeared before the Commission to inform them that there are three reappointments and one vacancy on the Library Board.

Mr. Davis presented a letter from Satilla Regional Library advising that we have three board positions whose terms expire soon. The library requests to reappoint the following board members: Elizabeth Cottingham, Sally Cottingham, and Connie Lott. Also, one vacant position has been open for quite some time and needs filling. These vacancies will be advertised, with appointments being made at the May 22nd Commission Meeting. The appointments are three-year terms.

The Commission agreed to move this item forward **for announcements**.