

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
MAY 8, 2023**

**The Board of Commissioners held a Work Session on Monday, May 8, 2023, at 6:00 p.m. at the City Hall Council Chambers. Mayor Tony L. Paulk was presiding over the meeting. Commissioners Edwin Taylor, Kentaiwon Durham, Steve Bailey, and Cindy McNeill were present. Mayor Pro Tem Olivia Pearson and Commissioner Mike Gowen was absent.**

**REVIEW OF APRIL 24, 2023, MEETINGS MINUTES**

The first business item presented by Mayor Tony Paulk was to review the minutes from April 24, 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 PURCHASING FIVE REELS OF 795 WIRE FOR WAREHOUSE STOCK**

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval to purchase five reels of 795 "DRAKE" wire to be used by the City of Douglas Light Dept.

Mrs. Thompson stated that this bid was advertised on April 6 and 13, 2023, in The Douglas Enterprise and was opened on April 24, 2023, at 2:30 pm in City Hall. Bids were sent to ten (10) 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 low request submitted by American Wire Group in Miami, FL. The total for five reels is \$58,500.00. **FUNDING:** 100-00-11.3601

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

**DISCUSSED FY23 AIRPORT FENCING BID**

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval to accept the low bid submitted for a new fence at the City of Douglas Airport.

Mrs. Thompson stated that the bid was advertised on March 16 and 23, 2023, in The Douglas Enterprise, and it was opened on April 24, 2023, at 2:30 pm in City Hall. Bids were sent to seven (7) vendors, and two (2) bids were received. This bid includes materials and labor to build a new chain link fence at the City of Douglas Airport. Purchasing Agent Nikki Thompson and Community Development Director Georgia Henderson have reviewed the bids and agree to accept the low bid submitted by Sims Fence Company in Valdosta, GA. The total bid amount is \$63,903.00. **FUNDING:** 321-1000-54.1409 SPLOST FUNDS

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

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**DISCUSSED BID FOR DOUGLAS MUNICIPAL AIRPORT TERMINAL APRON & TAXIWAY REHABILITATION**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval, award the Airport Terminal Apron & Taxiway Rehabilitation project bid, and execute the Scope of Work agreement for engineering and construction services.

Mrs. Henderson stated that this project includes rehabilitation of the existing Terminal Apron. The Terminal Apron will be full-depth pavement removal, and the rehabilitation will consist of paving, markings, grading and drainage, and erosion control measures. The additive bid includes rehabilitating the existing Taxiway D, including crack sealing, paving, marking, grading and drainage, and erosion control measures.

Mrs. Henderson also stated that bids were opened on Friday, April 28, 2023, at 2:00 pm. Only one bid was received from East Coast Asphalt, LLC of Douglas, Georgia, for \$2,287,498.90. Of this sum, \$1,715,624.19 will be funded by the State with a required local match of \$571,874.71 and execute the Scope of Work agreement for engineering and construction services. This total includes the engineering cost and also provides engineering fees.

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

**DISCUSSED 2023-2024 CLASSIC MAIN STREET MEMORANDUM OF UNDERSTANDING**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to execute the 2023-2024 Class Main Street MOU.

Mrs. Henderson stated that the Georgia Department of Community Affairs (DCA) Office of Downtown Development had submitted a Memorandum of Understanding (MOU) to be executed by the City Douglas, Mayor Paulk, Douglas-Coffee County Chamber of Commerce, Main Street Manager, and DCA. The MOU defines criteria the city, Chamber, and DCA must meet. The MOU is a requirement of the National Main Street Program and will be effective from July 1, 2023, through June 30, 2024.

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

**DISCUSSED AND HELD THE FIRST READING OF THE ORDINANCE AMENDMENT FOR ADDITIONAL REQUIREMENTS - ISSUANCE OF BUSINESS LICENSE**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to conduct the first reading at tonight's meeting.

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**DISCUSSED AND HELD THE FIRST READING OF THE ORDINANCE  
AMENDMENT FOR ADDITIONAL REQUIREMENTS - ISSUANCE OF BUSINESS  
LICENSE-CONTINUED**

To allow a second reading and public hearing, followed by action from the city commission at the next commission meeting to amend the ordinance, additional requirements, CHAPTER 10, BUSINESSES, ARTICLE I, SECTION 10-46, related to the issuance of an occupational tax certificate (business license) in connection with 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 delinquent property and personal inventory taxes. The tax commissioner's office encourages payment plans for individuals late 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 they must pay in full. Staff feels this is a reasonable amount of time for delinquent people to pay 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 weekly refreshed report to the City. This item is ready for the city attorney to conduct the first reading.

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

**DISCUSSED THE QUOTE FROM PIKE ELECTRIC LLC TO BUILD THE NEW LINE  
DOWN BRANTLEY BLVD**

Mike Hudson, Utilities Director, appeared before the Commission to seek approval for the City Attorney to conduct the first reading of the amendments to the Unified Land Development Code.

Mr. Hudson stated a need to build a new circuit to feed the Satilla Park Industrial Park down Brantley Blvd. This project will include changing 23 Main Line Poles to give enough clearance to make a double circuit line. The existing circuit will stay on top, and the new 795 courses will be on the bottom (under build). The project comprises 12,504 feet of 795 AAC and 3,524 feet of 394 AAC. I have attached a copy of the quote for your review.

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

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**DISCUSSED BACON COUNTY WORK DETAIL CONTRACTS FOR PUBLIC WORKS  
AND PARKS/RECREATION**

Mike Hudson, Utilities Director, appeared before the Commission to approve the agreement for work details from the Ga Department of Corrections.

Mr. Hudson stated that the item deals with the two work details we utilize from Bacon County Prison System. One point is used in the Public Works Department, and the other in the Parks and Rec Department. The agreement has no price increase, and the terms are the same. I have attached a copy of the agreement for your review.

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

**DISCUSSED ELECTION OF GMA'S DISTRICT 11 OFFICERS FOR 2023-2024**

Charles W. Davis, City Manager, appeared before the Commission to vote to authorize Mayor Paulk to sign the ballot casting a vote for the GMMA's District 11 2023-2024 Officers.

Mr. Davis stated that Each year, the city must authorize Mayor Paulk to sign the city's ballot for GMA's District 11 officers. Attached is our city's official ballot for the election of GMA's District 11 Officers for 2023-2024. Listed on the ballot are the names of the city officials whom the current district officers have nominated. (The present officers are charged with surfing as a district nominating committee.) No additional nominations were received by the deadline of April 20, which means the nominations are closed. The ballot should be returned to the attention of Emily Davenport by Friday, June 2. Please note that only one ballot may be submitted per city. Final approval of GMA district officers, as well as the association's officers and Board of Directors, will occur at the business meeting to be held at the annual business meeting on June 25.

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

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**DISCUSSED ELECTION OF GMA'S DISTRICT 11 OFFICERS FOR 2023-2024 -  
CONTINUED**

No additional nominations were received by the deadline of April 20, which means the nominations are closed. The ballot should be returned to the attention of Emily Davenport by Friday, June 2. Please note that only one vote may be submitted per city. Final approval of GMA district officers, as well as the association's officers and Board of Directors, will occur at the business meeting to be held at the annual business meeting on June 25.

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

**DISCUSSED DATE CHANGE FOR JULY MEETING**

Charles W. Davis, City Manager, appeared before the Commission to seek approval to change the July 10, 2023, meeting date to July 13, 2023. This is due to the Commission being away during the regularly scheduled date.

Mr. Davis stated that the first meeting in July is scheduled for July 10th. However, the Mayor and Commissioners will attend the annual MEAG Meeting in Amelia Island. Therefore, this meeting needs to be changed. Staff recommends that we change the meeting date to Thursday, July 13th.

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

**GENERAL COMMENTS**

Pearline Northcutt was scheduled to appear before the Commission. She was a no-show.

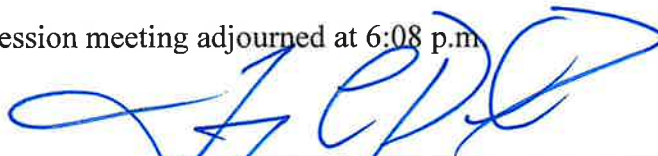
**CITY MANAGER'S UPDATES**

City Manager Charlie Davis appeared before the Commission to recommend holding a Budget Meeting on Monday, May 15, at 6 p.m. After discussion, it was the consensus of the Commission to have a scheduled meeting.

**ADJOURNMENT**

Without further discussion, the work session meeting adjourned at 6:08 p.m.

  
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Wynetta J. Bolder, CMC

  
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Mayor Tony L. Paulk

