

MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
JUNE 12, 2023

DISCUSSED THE APPROVAL OF THE AWARD FOR THE GASKIN AVENUE HISTORIC RESOURCE SURVEY-CONTINUED

The bid opening for the consultant to conduct the survey was held on May 30, 2023, when Impact7G, INC, came in as the lowest bidder at \$32,500.00. A qualification evaluation was born on May 31, 2023, where the firms were scored on their professional qualifications, specialized experience and technical competence, the capacity of the entity to accomplish the required services on schedule and within budget, past performance, understanding of the project, and quality assurance. The qualification evaluation results are attached and will show that Impact7G, INC scored 94, the highest over the other firms. Therefore, since Impact7G, INC scored the highest during the qualification evaluation and was the lowest bidder, we recommend that they be awarded the consultant contract to conduct the Historic Resource Survey in the Gaskin Avenue Historic District. **FUNDING:** HPF Grant: \$24,243 City Match: \$9,697 Total Funds for the project: \$33,940.

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

DISCUSSED THE APPROVAL FOR THE TEMPORARY ROAD CLOSURE OF SOUTH GASKIN AVENUE FOR THE JUNETEENTH CARNIVAL

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval for the temporary road closure of S. Gaskin Ave, from E. Ross St. to E. College Park Dr., on June 19, 2023, from 10:00 A.M. until 8:00 P.M.

Mrs. Henderson stated that Shawanna Paulk had requested a temporary road closure on South Gaskin Ave., from E. Ross ST. to E. College Park Dr, on June 19, 2023. A Juneteenth Carnival is planned at the George Washington Carver Shopping Center and Paulk's Plaza. It has been requested to temporarily close S. Gaskin Ave. (From E. Ross St. to E. College Park Dr.) The road closure will be from 10:00 A.M. until 8:00 P.M. on June 19, 2023. The carnival will have live music, rides, food, and shopping

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

DISCUSSED CONDUCTING FY'24 BUDGET PUBLIC HEARING

Charles W. Davis, City Manager, appeared before the Commission to hold a Public Hearing on the proposed FY'24 Budget.

Mr. Davis stated that after being properly advertised, the proposed FY'24 Budget of \$130,190,566 is ready for a Public Hearing. If there are no objections, the FY'24 Budget will be presented for adoption at the next City Commission meeting scheduled for June 29, 2023.

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

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DISCUSSED THE APPROVAL OF THE RESOLUTION FOR THE SOUTHERN GEORGIA REGIONAL COMMISSION TO ADMINISTER INODIC GRANTS-CONTINUED

One awarded grant application is for improvements and rehabilitation to Roundtree Park, which includes rehab to the existing bathrooms, replacement of the dugouts, repair to lighting, replacement of drainage, replacement of playground, and replacement of picnic tables and Concrete.

Mrs. Henderson also stated that the Southern Regional Commission has working knowledge of the American Rescue Plan Act (ARPA), Coronavirus Relief Funds (CRF), Local Fiscal Recovery Funds (LFRF), State Fiscal Recovery Funds (SFRF) and/or Improving Neighborhood Outcomes in Disproportionately Impacted Communities (INODIC) and their applications. The SGRC also crafted the original ARPA INODIC application and has intimate knowledge of the project being awarded. They have a long successful history of administering Federal and State grants for the city and other communities.

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

DISCUSSED THE APPROVAL OF THE WARRANTY DEED TRANSFER FROM THE DOUGLAS WOMEN'S CLUB

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to Delegate and an Alternate Delegate for the 2023 MEAG Annual Election.

Mrs. Henderson stated that the Douglas Women's Club had transferred the deed to the Douglas Women's Club, located at 118 N. Coffee Avenue, to the City of Douglas. Several years ago, the club desired to donate the property to the City with the hopes that we would rehabilitate it back to a functional state. Recently, knowing that if given to the city, the structure would be demolished, the Club followed through with deeding to the city. The plan is to destroy the building and open up the parking area. City staff plans to seek a grant that will be used to revitalize the parking area with amenities that will offer more to visitors.

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

DISCUSSED THE APPROVAL OF THE AWARD FOR THE GASKIN AVENUE HISTORIC RESOURCE SURVEY

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval awarding Impact7G, INC as the Gaskin Avenue Historic Resource Survey consultant.

Mrs. Henderson stated that the City of Douglas was awarded an FY'22 Historic Preservation Fund Grant to conduct a Historic Resource Survey of the Nationally and locally designated Gaskin Avenue Historic District.

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DISCUSSED THE APPROVAL OF THE IGA OR GRANT ADMINISTRATION TECHNICAL ASSISTANCE BETWEEN THE CITY AND SOUTHERN GEORGIA REGIONAL COMMISSION FOR ARPA INODIC GRANTS

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval of the Intergovernmental Agreement for Grant Administration Technical Assistance Between the City and Southern Georgia Regional Commission for ARPA Improving Neighborhood Outcomes in Disproportionately Impacted Communities.

Mrs. Henderson stated that the city applied for and was awarded two American Rescue Plan Act (ARPA) Improving Neighborhood Outcome in Disproportionately Impacted Communities (INODIC) Grants for park improvements through the Governor's Office of Planning and Budget. One awarded grant application is for progress and rehabilitation to Roundtree Park in the amount of \$693,640.20, which includes rehab to the existing bathrooms, replacement of the dugouts, restoration to lighting, replacement of drainage, replacement of playground, replacement of picnic tables and concrete work including sidewalks and other items. The additional awarded grant will be for Huckaby Softball Complex in the amount of \$1,684,207.80 to rehab bathrooms and concession area, rehabilitate six dugouts, rehab lighting, replace 12 bleachers, replacement of fencing, repair of concrete sidewalks, rehab shelter, nada rehab or replace of another restroom.

Mrs. Henderson Southern Regional Commission has working knowledge of the American Rescue Plan Act (ARPA), Coronavirus Relief Funds (CRF), Local Fiscal Recovery Funds (LFRF), State Fiscal Recovery Funds (SFRF), and/or Improving Neighborhood Outcomes in Disproportionately Impacted Communities (INODIC) and their applications. The SGRC also crafted the original ARPA INODIC application and has intimate knowledge of the project being awarded. They have a long successful history of administering Federal and State grants for the city and other communities. Both agreements include an array of the scope of services.

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

DISCUSSED THE APPROVAL OF THE RESOLUTION FOR THE SOUTHERN GEORGIA REGIONAL COMMISSION TO ADMINISTER INODIC GRANTS

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval for the resolution to allow the Southern Georgia Regional Commission to administer the Improving Neighborhood Outcome in Disproportionately Impacted Communities (INODIC) Grants.

Mrs. Henderson stated that the city applied for and was awarded two American Rescue Plan Act (ARPA) Improving Neighborhood Outcome in Disproportionately Impacted Communities (INODIC) Grants for park improvements through the Governor's Office of Planning and Budget.

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The Board of Commissioners held a Work Session on Monday, June 12, 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, Olivia Pearson, Mike Gowen, and Cindy McNeill were present.

REVIEW OF MAY 22, 2023, MEETINGS MINUTES

The first business item presented by Mayor Tony Paulk was to review the minutes from the May 22, 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 FOR ENVIRONMENTAL SPECIAL STUDIES FEE PROPOSAL FOR TRANSPORTATION ALTERNATIVES PROGRAM

Georgia Henderson, Community Development Director, appeared before the Commission to seek permission to approve the Environmental Special Studies Fee Proposal for Transportation Alternatives Program.

Mrs. Henderson stated that the city received the Transportation Alternative Program grant through the Department of Transportation. Where Keck Wood was the selected engineer for this project, the next phase will include Environmental Special Studies followed by the utility coordination phase and design and permitting, outlined in the attached contract. The total amount to cover all three parts is \$151,975 (Environmental Special Studies \$55,255, Utility Coordination \$6,400, and Design & Permitting \$90,320). **FUNDING:** \$151,975 FY 2024 Budget.

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

DISCUSSED HOLDING THE FIRST READING OF THE DEVELOPMENT STANDARDS TEXT AMENDMENT ORDINANCE TO THE UNIFIED LAND DEVELOPMENT CODE

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval for the contract so the sewer extension could be installed.

Mrs. Henderson stated that the City of Douglas grows with new projects and developments, and the Unified Land Development Code (ULDC), a living document, requires amendments throughout its life. At this time, a section needs amending to accommodate such growth. The section needing revision is the table located in Chapter 111, Article V. - Development Standards, Section 111-129 - Area, setback, and height requirements. Modification is proposed for zoning district General Commercial (G-C)'s Maximum Impervious Lot Coverage Percentage from 50 to 80.

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

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DISCUSSED THE APPROVAL OF THE RESOLUTION TO ENTER INTO AN AGREEMENT WITH GDOT FOR FIVE LOCAL TIA PROJECTS

Charles Davis, City Manager, appeared before the Commission to seek approval of the Resolution to enter into an Agreement with the Georgia Department of Transportation for three local Transportation Improvement Acts.

Mr. Davis stated that in May of 2023, the GDOT Transportation Investment Act (TIA) Office advised the City of Douglas that we could proceed with the Application to GDOT for Local Delivery of the following projects:

1. McDonald Road Sidewalk and Drainage Improvement
2. Chester Ave Sidewalk and Drainage Improvement
3. West Green Hwy (SR 135) Sidewalk Improvement
4. West Walker St. Sidewalk Improvement
5. Road Improvements at Douglas Airport

Mr. Davis also stated that a local Agreement between the GDOT and the City must be executed before beginning work. A written Notice to Proceed (NTP) from the GDOT, or its Agent, is also required before starting any position on any Project Phase. This Agenda Item seeks authorization to both concurrently adopt a Local Government Resolution and to enter into an Agreement in the form of a Transportation Investment Act of 2010 Project Agreement (Local Government Local Projects Agreement or LGLPA) for the five Projects mentioned above. The Resolution requests that the Mayor and City Clerk be authorized and directed to execute the TIA Agreement on behalf of the City Council of the City of Douglas. It will be the responsibility of the City to follow all terms of the Agreement relative to each phase of the Projects mentioned above. Charles Davis, City Manager, recommended that Council approve the Resolution and Agreement with the Georgia Department of Transportation for five local Transportation Improvement Projects. **FUNDING:** TIA Funds - exact amount to be determined after the bid.

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

DISCUSSED THE APPROVAL OF THE CONTRACT FOR THE CITY SOLICITOR

Charles W. Davis, City Manager, appeared before the Commission to seek the consent of the City Solicitor Contract. In keeping with historical practices, Mr. Davis presented Jared Roberts' contract for Mayor and Council consideration as City Solicitor.

Mr. Davis stated that the City of Douglas has three positions on the Municipal Court - City Judge (appointed by Mayor and Council), City Public Defender, and City Solicitor (staff-recommended contractual agreements). The City Solicitor position historically served as two positions - the Governor appointed County Solicitor, and the council approved the City Solicitor contractual position. The Governor appointed city Solicitor Katherine Paulk to Coffee County State Court Judge in February. As a result of the governor's appointment, Ms. Paulk had to resign as City Solicitor, creating a vacancy.

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DISCUSSED THE APPROVAL OF THE CONTRACT FOR THE CITY SOLICITOR-CONTINUED

In May 2023, Governor Kemp appointed Jared Robert as Coffee County's Solicitor. **FUNDING:** \$24,000 annual contract

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

DISCUSSED AND RATIFIED THE VOTING DELEGATE FOR GMA ANNUAL CONVENTION

Charles W. Davis, City Manager, appeared before the Commission to ratify the decision to make Mayor Tony L. Paulk a voting delegate at the Business Meeting for the annual GMA Conference on June 25th, 2023.

Mr. Davis said an Annual Business meeting will be held at the GMA convention. Each member city is encouraged to designate a voting delegate for this meeting that will be held on Sunday, June 25th, from 3:30 pm to 5:00 pm. The voting delegates have to be turned in by Monday, June 12th. The next meeting is scheduled for June 12th, but the representatives must be turned in before the Commission Meeting time. Therefore, I polled the Commission about whom they wanted to be the voting delegate for the Annual Business Meeting. The Commission agreed that Mayor Tony L. Paulk would be the voting delegate.

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

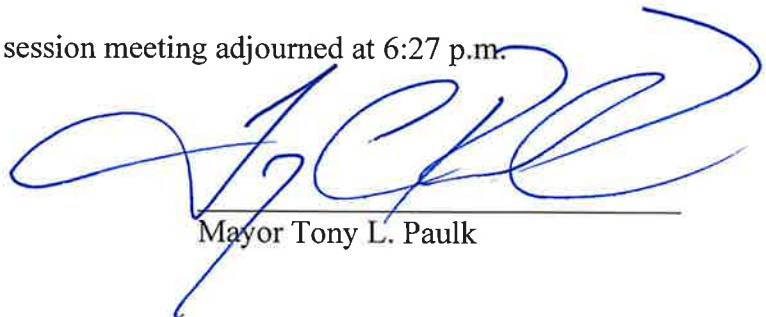
GENERAL COMMENTS

CITY MANAGER'S UPDATES

Charlie Davis stated that the GMA conference would be held June 23rd thru 27th. Also, the City of Douglas will be closed Monday, June 19, 2023.

ADJOURNMENT

Without further discussion, the work session meeting adjourned at 6:27 p.m.



Mayor Tony L. Paulk



Wynetta J. Bolder, CMC