

**MINUTES**  
**WORK SESSION OF THE BOARD OF COMMISSIONERS**  
**CITY OF DOUGLAS, GEORGIA**  
**SEPTEMBER 11, 2023**

**A Work Session of the Board of Commissioners was held on Monday, September 11, 2023, at 6:01 p.m. in the Council Chambers of City Hall. Mayor Tony L. Paulk was presiding with Commissioners Cindy McNeill, Steve Bailey and Edwin Taylor present. Commissioners Mike Gowen, Kentaiwon Durham and Mayor Pro Tem Olivia Pearson were absent.**

**REVIEW OF AUGUST 28, 2023 MEETING MINUTES**

The first business item presented by City Manager Charles Davis was to review the Board of Commissioners' 08/28/2023 (Work Session/Regular) Minutes. Mayor Tony L. Paulk requested that the Commissioners offer any changes so that the City Clerk could correctly record the minutes for historical data.

It was the consensus of the Commission to move this item forward on the **Consent Agenda**.

**DISCUSSED APPOINTMENTS TO AIRPORT COMMISSION**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to reappoint three members to the Douglas Airport Commission.

Mrs. Henderson stated that the Airport Commission is seeking to fill three (3) seats that will expire on September 30, 2023, those of Mr. Edward Coleman, Mr. Jason Fuller and Mr. Greg Souther. The staff followed the standard procedure of publicizing the seats for two weeks and at the time of submitting agenda items, received two applications from Kip McClelland and Koby McClelland. The recommendation of the Airport Commission is to reappoint Edward Coleman and Jason Fuller to another three year term and to replace Greg Souther with Koby McClelland to serve a three year term.

It was the consensus of the Commission to move this item forward on the **Consent Agenda**.

**DISCUSSED AWARD OF ENGINEERING SERVICES FOR INODIC GRANT NO. GA-0013734 HUCKABY SPORTS COMPLEX**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to award Lancore Engineering, PC the engineering services for INODIC Grant No. GA-0013734 Huckaby Sports Complex.

Mrs. Henderson stated that on August 22, 2023, a bid opening was held for the Governor's Office of Planning and Budget (GA OPB) American Rescue Plan Act (ARPA) Improving Neighborhood Outcomes In Disproportionately Impacted Communities (INODIC) Grant #GA-0013734. RFP's from the following firms were received and accepted: Lancore Engineering, PC LOSE Design, TRLong Engineering, and Keck+Wood Design by Collaboration. These services will include, but are not limited to planning, design, cost estimating, bidding, contracting, construction oversight, quality control and project closeout. On August 23, 2023, a scoring selection committee of 5 members was formed to score the individual proposals on the firm's ability to supply all major disciplines, the firm's experience with this type of construction, the firm's knowledge of the community, the firm's staff expertise, the firm's experience with federal grant projects, and if their

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
SEPTEMBER 11, 2023**

**DISCUSSED AWARD OF ENGINEERING SERVICES FOR INODIC GRANT NO. GA-0013734 HUCKABY SPORTS COMPLEX CONTINUED**

cost was competitive. At the conclusion of the scoring, Lancore Engineering, PC was the highest scoring firm with a score of 113. A master score sheet is provided in the attachments to see all of the firm's scores under each category in which they were assessed and their overall score.

It was the consensus of the Commission to move this item forward on the **Consent Agenda**.

**DISCUSSED AWARD OF ENGINEERING SERVICES FOR INODIC GRANT NO. GA-0013735 ROUNDTREE PARK**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to award Lancore Engineering, PC the engineering services for INODIC Grant No. GA-0013735 Roundtree Park.

Mrs. Henderson stated that on August 22, 2023, a bid opening was held for the Governor's Office of Planning and Budget (GA OPB) American Rescue Plan Act (ARPA) Improving Neighborhood Outcomes In Disproportionately Impacted Communities (INODIC) Grant #GA-0013735. RFP's from the following firms were received and accepted: Lancore Engineering, PC LOSE Design, Hofstadter & Associates, TRLong Engineering, and Keck+Wood Design by Collaboration. These services will include, but are not limited to planning, design, cost estimating, bidding, contracting, construction oversight, quality control and project closeout. On August 23, 2023, a scoring selection committee of 5 members was formed to score the individual proposals on the firm's ability to supply all major disciplines, the firm's experience with this type of construction, the firm's knowledge of the community, the firm's staff expertise, the firm's experience with federal grant projects, and if their cost was competitive. At the conclusion of the scoring, Lancore Engineering, PC was the highest scoring firm with a score of 113. A master score sheet is provided in the attachments to see all of the firm's scores under each category in which they were assessed and their overall score.

It was the consensus of the Commission to move this item forward on the **Consent Agenda**.

**DISCUSSED APPEAL TO HISTORIC PRESERVATION COMMISSION DECISION TO NOT DEMOLISH THE DOUGLAS WOMAN'S CLUB**

Georgia Henderson, Community Development Director, appeared before the Commission to appeal the decision of the Historic Preservation Commission (HPC) to deny the Certificate of Appropriateness application from the City of Douglas giving permission to demolish the Douglas Woman's Club.

Mrs. Henderson stated that on June 12, 2023, the City Commission approved staff to accept the warranty deed transfer of the Douglas Woman's Club and it was understood that the building would be demolished. On August 24, 2023, staff presented a Certificate of Appropriateness application before the HPC, who denied the request to demolish the building. The staff is making an appeal before the City Commission to approve the building to be demolished. The building is 106 years

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
SEPTEMBER 11, 2023**

**DISCUSSED APPEAL TO HISTORIC PRESERVATION COMMISSION DECISION TO NOT DEMOLISH THE DOUGLAS WOMAN'S CLUB CONTINUED**

old and is deemed condemnable by the Building Inspector. The structure is unsound, has cracks in the foundation, poor floors with buckling foundations with storm drain water flowing through the building and rotten roof and eaves. The building currently sits over a wet area that has cypress knots growing beneath the floor.

It was the consensus of the Commission to move this item forward on the **Consent Agenda** with the recommendation that the Douglas Woman's Club being memorialized.

**DISCUSSED WAIVING THE ALCOHOLIC SPECIAL EVENT FEE FOR PAULK'S VINEYARD FOR THE 4<sup>TH</sup> ANNUAL GOPHER TORTOISE FESTIVAL**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to waive the fee for the Alcoholic Beverage Special Event for the 2023 Gopher Tortoise Festival for Paulk's Vineyards.

Mrs. Henderson stated that the 4<sup>th</sup> Annual Gopher Tortoise Festival will be held on October 7, 2023. Paulk's Vineyards will be a sponsor for the festival. City Ordinance 4-45 (8) states: If the special event is a city-sponsored event, the Mayor and Commission may waive the fees associated with the special event permit. The City contracts with the Douglas-Coffee County Chamber of Commerce to host the festival. Paulk's Vineyards will also be a sponsor of the festival. Therefore, the Coffee County Chamber of Commerce has requested that the Alcoholic Beverage Special Event fee be waived, so that they may sell their wine at the festival. The Special Event Permit is normally \$500 per day.

It was the consensus of the Commission to move this item to the **Consent Agenda**.

**DISCUSSED REQUEST FOR ROAD CLOSURES FOR THE 2023 GOPHER TORTOISE FESTIVAL**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval for road closures for the Gopher Tortoise Festival.

Mrs. Henderson stated that the Douglas-Coffee County Chamber of Commerce is hosting the 4<sup>th</sup> Annual Gopher Tortoise Festival. The event will take place at the Central Square Complex from Friday, October 6, 2023 through Saturday, October 7, 2023. The Chamber is requesting the following street closures to carry out the festival: Bryan Street from Madison Ave to College Ave, Pearl Avenue from Ashley St to Bryan Street and Pearl Avenue from Bryan Street to cross the railroad track before the First National Bank. Street closures will start on Friday, October 6, 2023 through 5:30 pm Saturday, October 7, 2023.

It was the consensus of the Commission to move this item to the **Consent Agenda**.

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
SEPTEMBER 11, 2023**

**DISCUSSED ADOPTION OF RESOLUTION RECOGNIZING NATIONAL DYSLEXIA DAY**

Charlie Davis, City Manager, introduced Rhianna Lewis who then appeared before the Commission seeking approval for the adoption of a Resolution recognizing National Dyslexia Day.

It was the consensus of the Commission to move this item to the **Regular Agenda**.

**DISCUSSED PARTIAL CLOSURE OF COWETA STREET**

Steve Bailey, Commissioner, appeared before the Commission with a request for a portion of N. Coweta Street to be closed Wednesday, 09/13/2023 from 5:00 pm to 8:00 pm behind First Baptist Church for an event for their Children's program.

It was the consensus of the Commission to move this item to the **Consent Agenda**.

**GENERAL COMMENTS**


Rodney McElveen, Satilla Regional Library, requested to appear before the Commission to make the City aware that the library is going to conduct a strategic plan and the first part will be a community survey that will be available for feedback through early September. In the first couple of weeks of September, the library will have town hall meetings with the public. Mr. McElveen provided the Mayor & Commission with invitations to the Art Show and reception.

**CITY MANAGER'S UPDATES**

There were no updates.

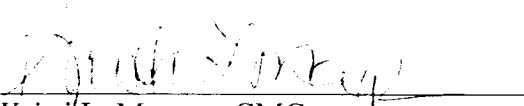
**ADJOURNMENT**

There being no further discussion, the work session meeting adjourned at 6:15 p.m.



---

Mayor Tony L. Paulk



---

Kristi L. Morgan, CMC