

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
SEPTEMBER 25, 2023**

The Board of Commissioners held a Work Session on Thursday, September 25, 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 Steve Bailey, Edwin Taylor, Kentaiwon Durham, Mike Gowen, and Cindy McNeill were present.

REVIEW OF SEPTEMBER 11, 2023, MEETINGS MINUTES

The first business item presented by Mayor Tony Paulk was to review the minutes from September 11, 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 APPOINTMENT TO THE DOUGLAS HISTORIC PRESERVATION COMMISSION

Georgia Henderson, Community Development Director, appeared before the Commission to seek permission to publicize the vacant position on the Douglas Historic Preservation Commission to fill in an unexpired term.

Mrs. Henderson stated that the Douglas Historic Preservation Commission seeks to fill the term of Kevin Davis, who unexpectedly resigned. The staff plan to publicize for two weeks and appear before the City Commission on October 9, 2023, for an approved appointment or later if no applications are received. The City Code stipulates that all members must reside in the City of Douglas and shall be persons who have demonstrated particular interest, experience, or education in history, architecture, or the preservation of historic resources.

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

DISCUSSED AMENDMENTS TO THE CITY OF DOUGLAS' WEATHERIZATION GRANT PROGRAM

This item was removed from the agenda. Mayor Pro Tem Pearson inquired about the eligibility for the weatherization grant. Georgia Henderson responded to her concerns.

DISCUSSED APPROVAL OF THE TECHNICAL ASSISTANCE AGREEMENT WITH THE SOUTHERN GEORGIA REGIONAL COMMISSION FOR THE RECREATIONAL TRAILS PROGRAM GRANT

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to have Mayor Paulk execute the technical assistance agreement with the Southern Georgia Regional Commission for grant writing services to apply for the Recreational Trails Program Grant.

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DISCUSSED APPROVAL OF THE TECHNICAL ASSISTANCE AGREEMENT WITH THE SOUTHERN GEORGIA REGIONAL COMMISSION FOR THE RECREATIONAL TRAILS PROGRAM GRANT-CONTINUED

Mrs. Henderson stated that the Southern Georgia Regional Commission has the experience and expertise to write a Recreational Trails Program Grant pre-application and formal application. The grant application will request funding for the Greenway Trail Amenities Project. This project will include adding amenities to the trail, such as bicycle racks, benches, a water fountain, an exercise break-out station, trash cans, and more. Therefore, under this agreement for technical assistance, the Southern Georgia Regional Commission will write and submit a pre-application to the Georgia Department of Natural Resources on behalf of the City of Douglas by the deadline. If selected to proceed to the formal applications, the Southern Georgia Regional Commission will write and submit the standard application by the established deadline.

FUNDING: 100-7510-52.1201 \$3,000 (Pre-Application) \$1,000 (Application)

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

DISCUSSED APPROVAL OF THE CHANGE ORDER FOR GEORGIA HISTORIC PRESERVATION FUND GRANT FOR THE HISTORIC PRESERVATION RESOURCE SURVEY

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to approve the change order for the Historic Preservation Fund Grant for the Historic Preservation Resource Survey.

Mrs. Henderson stated that the City of Douglas' initial award amount for the Georgia Historic Preservation Fund Grant from the Department of Community Affairs for the Historic Preservation Resource Survey was \$22,368, the city match was \$12,270, and the total project cost would be \$34,638. The Department of Natural Resources Historic Preservation Division reallocated funding and awarded the City of Douglas an additional \$1,875, which the city would have to match. Therefore, the total project is now \$40,405; the federal share is \$24,243, and the local match is \$16,162. **FUNDING:** Project Total \$40,405 Funding Sources HP Grant \$24,243 Local Match \$16,162 (100-7510-52.1201)

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

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DISCUSSED APPROVAL OF THE TECHNICAL ASSISTANCE AGREEMENT WITH SOUTHERN GEORGIA REGIONAL COMMISSION FOR 2ND LEVEL LWCF APPLICATION FOR EASTSIDE PARK

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to have Mayor Paulk execute the Technical Assistance Agreement with the Southern Georgia Regional Commission for grant writing services to apply for the 2nd Level LWCF Application for Eastside Park Renovations.

Mrs. Henderson stated that the Southern Georgia Regional Commission was contracted to write a Georgia Department of Natural Resources Land Water Conservation Fund grant pre-application for Eastside Park Renovations, which the City of Douglas was approved and selected to continue in the 2nd Level Formal application process. The Southern Georgia Regional Commission has experience completing this formal application with the required documentation. Therefore, under this agreement for technical assistance, the Southern Georgia Regional Commission will write and submit a 2nd Level Formal Land Water Conservation Fund grant application to the Georgia Department of Natural Resources on behalf of the City of Douglas by the deadline. **FUNDING:** 100-7510-52.1201 Amount not known until the completion of the grant applications. It should be between \$1,000 - \$2,000.

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

DISCUSSED APPROVAL OF THE AIRPORT CAPITAL IMPROVEMENT PLAN UPDATE FY2025 - FY2029

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval of the Airport Capital Improvement Plan Update for the Douglas Municipal Airport for FY2025 - FY2029.

Mrs. Henderson stated that the Airport Capital Improvement Plan (ACIP) was prepared by our airport engineering and consulting firm, Michael Baker International, Inc., and has been approved by the Douglas Airport Commission. The ACIP is a tool that aids GDOT and FFA in determining the funding needs of Douglas Airport. Approval is needed to give the consultants time to enter these projects into the Black Cat Aviation Data System, which GDOT and FFA use to prioritize appropriating funds to all airports, before November 10, 2023. Once approved by the City Commission, applications for the FY25 projects will be completed and executed by Mayor Tony L. Paulk.

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

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DISCUSSED APPROVAL OF THE TECHNICAL ASSISTANCE AGREEMENT WITH THE SOUTHERN GEORGIA REGIONAL COMMISSION FOR THE RECREATIONAL TRAILS PROGRAM GRANT-CONTINUED

Mrs. Henderson stated that the Southern Georgia Regional Commission has the experience and expertise to write a Recreational Trails Program Grant pre-application and formal application. The grant application will request funding for the Greenway Trail Amenities Project. This project will include adding amenities to the trail, such as bicycle racks, benches, a water fountain, an exercise break-out station, trash cans, and more. Therefore, under this agreement for technical assistance, the Southern Georgia Regional Commission will write and submit a pre-application to the Georgia Department of Natural Resources on behalf of the City of Douglas by the deadline. If selected to proceed to the formal applications, the Southern Georgia Regional Commission will write and submit the standard application by the established deadline.

FUNDING: 100-7510-52.1201 \$3,000 (Pre-Application) \$1,000 (Application)

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

DISCUSSED APPROVAL OF THE CHANGE ORDER FOR GEORGIA HISTORIC PRESERVATION FUND GRANT FOR THE HISTORIC PRESERVATION RESOURCE SURVEY

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DISCUSSED THE CONTRACT FOR THE DRILLING OF TWO NON-POTABLE WELLS AT THE NEW PILGRIM'S PRIDE RENDERING PLANT-CONTINUED
Douglas Electric & Plumbing Company, Inc Total Base Bid-\$648,884.00, and Woodrow Sapp Well Drilling, Inc Total Base Bid-\$782,500.00. I have attached all documents related to this bid for your review. **FUNDING:** FY 24 Capital Fund 351/1000-54.1403 Water System Improvements

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

GENERAL COMMENTS

CITY MANAGER'S UPDATES

City Manager Charlie Davis informed the Commission to pick up their packages for their out-of-town trip. Also, there will be a Call meeting on Monday, October 2, 2023, regarding the mileage tax.

ADJOURNMENT

Without further discussion, the work session meeting adjourned at 6:15 p.m.


Wynetta J. Bolder, CMC


Mayor Tony L. Paulk

