

MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
OCTOBER 23, 2023

The Board of Commissioners held a Work Session on Monday, October 23, 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 OCTOBER 9, 2023, MEETINGS MINUTES

The first business item presented by Mayor Tony Paulk was to review the minutes from October 9, 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 KEEP DOUGLAS BEAUTIFUL PROGRAM AND ACCEPT DONATION FROM FIRST NATIONAL BANK OF COFFEE COUNTY

Rodger Goddard, City Marshal, appeared before the Commission to seek permission to accept a donation from FNBCC and to educate about the Keep Douglas Beautiful program and events.

Mr. Goddard stated that the Keep Douglas Beautiful (KDB) is an affiliate of Keep America Beautiful and the Keep Georgia Beautiful Foundation. Keep Douglas Beautiful was formed in February 2022; since then, we have been active with events such as the Great American Clean Up, Tire Amnesty, Park Beautification events such as the Jackie Allen Park in 2022, where we re-painted the shelter and planted fruit trees for the community, and in 2024 at Madison Ave Park where we pressure washed the shelter to remove graffiti, reduced the litter in and around the pond, and planted flowers at various spots around the park and more. We are forming our 3rd-grade educational program, where we will coordinate with the teachers and schools to educate the students on landfill waste reduction and how to upcycle and reuse items, such as turning a plastic bottle into a bird feeder or a flower holder. KDB will have our first blogging event in November, where we will reduce litter on the Greenway Trail. Clear your Clutter applications are out, and applicants can request our assistance in picking up their items to carry to the Junk Free Drop Off Site once a year. Other projects that we are working on include community gardens and partnering with the senior center, Little Libraries in Madison Ave Park, Eastside Park, Wheeler Park, and Emma Ward Park and hosting reading in the park with environmental teachings and keeping the community clean, and Bring One for the Chipper event, where we will assist in collecting live Christmas trees and turning them into mulch.

Mr. Goddard also stated that the First National Bank of Coffee County (FNBCC) generously donated funds to purchase the KDB Litter Bug mascot and environmental activity books, which will be used for our education program.

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

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DISCUSSED APPROVAL OF THE AWARD FOR DOUGLAS HISTORIC PRESERVATION DESIGN GUIDELINES

Rodger Goddard, City Marshal, appeared before the Commission to seek approval to award JMT, INC as the consultant to prepare the Historic Preservation Design Guidelines.

Mr. Goddard stated that the City of Douglas was awarded an FY23 Historic Preservation Fund Grant to have the local Historic Preservation Design Guidelines updated. The bid opening for the consultant to carry out the survey was held on October 16, 2023, when JMT, INC. came in as the lowest bidder at \$19,999.25. A qualification evaluation was held on October 16, 2023, where the firms were scored on their professional qualifications, specialized experience and technical competence, 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 JMT, INC scored 94, the highest over the other firm. Therefore, since JMT, INC scored the highest during the qualification evaluation and was the lowest bidder, the staff recommended being awarded the consultant contract to prepare the Historic Preservation Design Guidelines. **FUNDING:** Federal Share \$15,000.00 Required Local Match \$10,000.00 Minimum Total Project Cost \$25,000.00

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

DISCUSSED APPROVAL OF THE APPEAL BY FIRST BAPTIST CHURCH TO DEMOLISH 617 E. WARD STREET

Rodger Goddard, City Marshal, appeared before the Commission to discuss and make a decision on an appeal from First Baptist Church on the conclusion of the Historic Preservation Commission (HPC) to deny the Certificate of Application (COA) to demolish the structure located at 617 E. Ward Street.

Mr. Goddard stated that On September 28, 2023, Mr. John Day, representing First Baptist Church, appeared before the HPC with a COA Application request to demolish the structure at 617 E. Ward Street, which was denied. Since then, First Baptist Church has issued a notice letter to the HPC of their decision to appeal before the City Commission. First Baptist would like to purchase this property from the Board of Education, but only to demolish it. This agenda item includes documentation of a feasibility and structural evaluation for review by the City Commission. The following spoke regarding this item:

- Randal Parker, City of Douglas Building Inspector, explained the insufficiency of the building. (Flooded basement, mold, and other areas that were not up to standards)
- Sid Cottingham spoke on behalf of the Historic Preservation Committee. He explained the history and the importance of keeping the old hospital from being demolished.

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DISCUSSED APPROVAL OF THE APPEAL BY FIRST BAPTIST CHURCH TO DEMOLISH 617 E. WARD STREET -CONTINUED

- John Day spoke on behalf of First Baptist Church, stating that this property would not benefit the usage of the First Baptist Church or the First Academy School. This property would not be a safe place for people to enter.
- Dr. Morris Leis, Superintendent of Coffee County School, discussed the Board's view on selling and not keeping the property.

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

DISCUSSED APPROVAL OF THE UPCOMING ZONING VARIANCE REQUESTS

Rodger Goddard, City Marshal, appeared before the Commission to seek guidance from the Mayor and Commission concerning the forthcoming zoning variance request/applications.

Mr. Goddard stated that the Staff had been questioned and received requests for variance about our city ordinance. The variance requests are about alcoholic beverage sales in the town center district and distance requirements relating to retail sales of medical marijuana at pharmacies.

Mr. Goddard also stated that concerning alcoholic beverage sales, Skoll Axe Throwing has been discussing receiving an alcoholic beverage license. Skoll Axe Throwing is located at 114 E. Bryan St, in the Town Center zoning district. To obtain an alcoholic beverage license within the Town Center district, you must be a restaurant, pub, or unique event facility. Skoll Axe throwing would like to be specified as a Pub.

Mr. Goddard also explained that the city ordinance defines a "Pub" as follows: Pub means a public place where beverages, primarily alcoholic beverages, may be bought and consumed and also shall provide food and sometimes entertainment, typically television viewing. The square footage of the pub shall not exceed 1200 square feet and shall not exceed an occupancy load more significant than 45 people. However, Skoll Axe Throwing exceeds the 1200 square feet requirement. The building's interior measurement is approx.—1,900 square feet. For an alcoholic beverage licensee to be granted for a pub, the Mayor and Commission would have to give a variance. Regarding the Medical Marijuana Dispensary, a dispensary cannot be within 1,000 feet of a school, church, or early care and education program. State law provides municipalities the power to grant variance concerning the 1,000-foot restrictions. The medical marijuana dispensary will not sell marijuana in leaf form, known for illegal recreational use.

Mr. Goddard concluded by stating that the active ingredient of the marijuana plant, known as THC, will be sold in oils and creams by licensed pharmacies. There are only 18 medical diagnoses where a patient is allowed to obtain a prescription for THC oils.

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DISCUSSED APPROVAL OF THE UPCOMING ZONING VARIANCE REQUESTS-CONTINUED

Without this variance granted, there is minimal chance a pharmacy would qualify for the license due to the distance restriction. Staff wanted to give the commission prior knowledge of the forthcoming variance where proper considerations could be gathered in light of the new law.

There is no action at this time.

DISCUSSED APPROVAL OF THE BIPARTISAN INFRASTRUCTURE LAW - AIRPORT TERMINALS PROGRAM GRANT

Rodger Goddard, City Marshal, appeared before the Commission to seek approval of the Bipartisan Infrastructure Law - Airport Terminals Program application and if awarded, permission to execute the necessary documents by Mayor Paulk.

Mr. Goddard stated that the BIL established the ATP, a competitive discretionary grant program that provides approximately \$1 billion in grant funding annually for five years (Fiscal Years 2022–2026) to upgrade, modernize, and rebuild our nation's airport terminals and airport-owned Airport Traffic Control Towers (ATCTs). The city applied to improve the Douglas Municipal Gene Chambers Airport terminal. The submitted project includes replacing the terminal's roof, existing acoustical ceilings, carpet, lighting upgrades, vinyl base, HVAC system, bathroom remodeling, canopy, and more to improve and replace the aging infrastructure. In this program, FAA will cover 95% of the project cost, and it is required that the local match be the remaining 5%. **FUNDING:** FAA Bipartisan Infrastructure Law - Airport Terminals Program- \$745,750
Local Match- \$39,250

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

DISCUSSED APPROVAL OF THE DWSRF BIL LEAD SERVICE LINE REPLACEMENT GRANT

Rodger Goddard, City Marshal, appeared before the Commission to seek approval to accept the award and allow Mayor Paulk to execute the necessary documents for the DWSRF BIL Lead Service Line Replacement Grant.

Mr. Goddard stated that In September 2023, the City of Douglas applied for a DWSRF BIL Lead Service Line Replacement Grant. This project aims to develop a lead & copper service line inventory program to determine the material type for the City of Douglas potable water service lines. Additionally, the program will include submitting the Lead Service Line Replacement (LSLR) Plan to EPA/EPD by the LCRR deadline, planning for public education and outreach, and developing an economic strategy for performing and optimizing sampling and LSLR procedures, including funding strategies for disadvantaged communities.

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DISCUSSED APPROVAL OF THE DWSRF BIL LEAD SERVICE LINE REPLACEMENT GRANT -CONTINUED

This project was selected for funding through the Georgia Environmental Finance Authority.
FUNDING: GEFA- \$50,000 Local - No Match Required

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

DISCUSSED THE DWLSL 2022038 LEAD SERVICE LINE GRANT APPLICATION FOR EXISTING LEAD AND COPPER SERVICE LINE INVENTORY ESG ENGINEERING TASK ORDER

Mike Hudson, Utilities Director, appeared before the Commission to seek approval to utilize the \$50,000.00 GEFA Grant awarded to the City of Douglas for the Lead Service Line Inventory.

Mr. Hudson stated that the SCOPE OF SERVICES ESG, in conjunction with sub-consultants, will perform the following Scope of Services: Provide professional management services to aid the City of Douglas in compliance with EPA's "Lead and Copper Rule Improvements" issued December 6th, 2021. The Lead and Copper Rule requires an inventory of water service line materials by October 2024. Not to exceed \$50,000.00. I have attached a copy of the Task Order for your review. **FUNDING:** GEFA Grant \$50,000.00

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

DISCUSSED THE DONATION OF SURPLUS OUTDATED FIRE HOSE

Casey Wright, Fire Chief, appeared before the Commission to discuss the donation of a Surplus Outdated Fire Hose.

Chief Wright stated that the City of Douglas Fire Department would like to donate the old fire hose to the McRae/Helena Fire Department for training. We want to donate nine sections of 1 1/2" fire hoses and three-quarters of 2 1/2" fire hoses. These hoses are outdated and have been taken out of service.

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

DISCUSSED THE FY24 PORTABLE WEATHER-RESISTANT STAGE BID

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval to purchase a portable stage for the City of Douglas Pocket Park.

Mrs. Thompson stated that this bid was advertised in the Douglas Enterprise on August 24 and 31, 2023. It was publicly opened on September 25, 2023, at 2:30 pm. Bids were sent to twelve (12) vendors, and three (3) bids were received. This stage will be used at the City of Douglas Pocket Park for various purposes. Community Development Director Georgia Henderson and Purchasing Agent Nikki Thompson have reviewed the bids and agree to accept the bid submitted by School Outfitters in Cincinnati, OH. The total bid amount is \$38,427.97.

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DISCUSSED THE FY24 PORTABLE WEATHER-RESISTANT STAGE BID-CONTINUED

FUNDING: Revenue 274 Fund - Grant - National Board of Realtors \$7,500.00 Revenue 274 Fund - Grant - Community Foundation Grant \$9,000.00 Revenue 274 Fund - Grant - Walmart - \$1000 All expenditures - SPLOST VI - \$38,427.97 (321-1000-54.1415) Net effect \$20,927.97

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

DISCUSSED THE FY24 PORTABLE WEATHER-RESISTANT STAGE BID

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval to contract out the work of demolition and remediation of ten (10) houses within the city limits.

Mrs. Thompson stated that this bid was advertised in The Douglas Enterprise on September 7 and 14, 2023. Bids were publicly opened on October 9, 2023, at 2:30 p.m. at the City of Douglas City Hall. Requests were sent to seventeen (17) vendors, and six (6) bids were received. These houses will be demolished and remediated due to asbestos and other hazardous materials. Purchasing Agent Nikki Thompson and Community Development Director Georgia Henderson have reviewed the bids and agree to accept the following low bids:

Vendors	Houses awarded	Total
D & D Dozer-Nashville, GA	8	\$105,517.00
Lott Construction-Broxtown, GA	2	\$21,800.00
	Grand Total:	\$127,317.00

FUNDING: Contract & Extra Labor 100-7450-52.3851

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

GENERAL COMMENTS

CITY MANAGER'S UPDATES

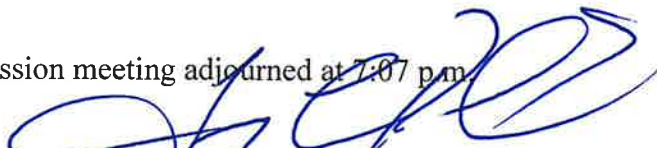
Charles Davis, City Manager, announced that Coffee County was designated as a regional site for the observance of Veterans Day and other events occurring on Veterans Day.

ADJOURNMENT

Without further discussion, the work session meeting adjourned at 7:07 p.m.



Wynetta J. Bolder, CMC



Mayor Tony L. Paulk