

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
NOVEMBER 27, 2023**

The Board of Commissioners held a Work Session on Monday, November 27, 2023, at 6:00 p.m. at the City Hall Council Chambers. Mayor Tony L. Paulk was presiding over the meeting. Commissioners Steve Bailey, Edwin Taylor, Kentaiwon Durham, Mike Gowen, and Cindy McNeill were present. Mayor Pro Tem Olivia Pearson was absent.

REVIEW OF NOVEMBER 13, 2023, MEETINGS MINUTES

The first business item presented by Mayor Tony Paulk was to review the minutes from November 13, 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 FY24 NEW VACUUM TRAILER BID

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval from the Mayor and Board of Commissioners to purchase a new vacuum trailer for the City of Douglas Gas Dept.

Mrs. Thompson stated that this bid was advertised on October 5 and 12, 2023, in The Douglas Enterprise and was opened on November 13, 2023, at 2:30 p.m. Bids were sent to twenty-four (24) vendors with nine (9) responding. This trailer will be used by the City of Douglas Gas Dept. for cleanup at work sites. Purchasing Agent Nikki Thompson and Utilities Director Mike Hudson have reviewed the bids and agree to accept the low bid submitted by Consolidated Pipe, located in Waycross, GA. The total is \$62,736.00.

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

DISCUSSED FY24 NEW MODULAR BUILDING BID

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval from the Mayor and Board of Commissioners to purchase a new Modular Building for the City of Douglas Fire Dept.

Mrs. Thompson stated that this bid was advertised on October 5 and 12, 2023, in The Douglas Enterprise and was opened on November 13, 2023, at 2:30 p.m. Bids were sent to ten (10) vendors with eight (8) responding. This will serve as the new training building for the Fire Dept. The bid also includes removing the old training building before the new building is installed. Purchasing Agent Nikki Thompson and Fire Chief Casey Wright have reviewed the bids and agree to accept the low bid submitted by Mobile Modular in Arcade, GA. The total is \$134,498.00.

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

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DISCUSSED FY24 NEW CREW CAB TRUCK BID

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval from the Mayor and Board of Commissioners to purchase a new Crew Cab Truck for the City of Douglas Wastewater/Sewer Plant Division.

Mrs. Thompson stated that this bid was advertised on October 5 and 12, 2023, in The Douglas Enterprise and was opened on November 13, 2023, at 2:30 p.m. Bids were sent to twenty-seven (27) vendors with three (3) responding. This truck will replace the old crane truck currently used by the Wastewater/Sewer Plant Division. Purchasing Agent Nikki Thompson and Utilities Director Mike Hudson have reviewed the bids and agree to accept the low bid submitted by Tallahassee Ford, located in Tallahassee, FL. The grand total is \$120,889.00.

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

DISCUSSED THE POLE INSPECTION BID FROM SWPI, INC (SUBSTATION 1 CIRCUITS)

Michael Hudson, Utilities Director, appeared before the Commission to discuss and approve not to exceed the price of \$68,000.00 to inspect utility poles on all circuits out of substation #1.

Mr. Hudson stated that it is time to start the pole inspection process for the City of Douglas System. The last cycle this was done was 2010, 2011, and 2012. We have received a bid from SWPI, INC, to perform the pole inspections of all circuits tied to substation 1. This will be a not to exceed price of \$68,000.00. SWPI, INC is an approved bidder through ECG. Mr. Hudson presented a copy of the quote for the Commissioners review.

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

DISCUSSED THE BID AWARD FOR THE CEMETERY EXPANSION AND RESURFACING IMPROVEMENTS

Michael Hudson, Utilities Director, appeared before the Commission to discuss and approve the low bid from East Coast Asphalt, LLC of \$670,340.71 for the Expansion and resurfacing Project at the City of Douglas Cemetery.

Mr. Hudson stated that bids were received and opened for the City of Douglas Cemetery Expansion and Resurfacing Project on Friday, November 3, 2023. Mr. Hudson attached all documents relating to the project for the Commission's review. **FUNDING:** FY24 Capital Fund Budget Line Item 351/1000-54.1402

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

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**DISCUSSED AND CONDUCTED A PUBLIC HEARING FOR JAY VAYUPUTRA LLC,
ALCOHOLIC BEVERAGE LICENSE APPLICATION**

Rodger Goddard, City Marshal, appeared before the Commission to discuss and hold a public hearing and to approve or deny the issuance of an alcoholic beverage license for Jay Vayuputra LLC, d.b.a. 1st Choice.

Mr. Goddard stated that Mukeshkumar Patel had made an application for an alcoholic beverage license for Jay Vayuputra LLC, d.b.a. 1st Choice, for retail sales and off-premises consumption of beer and wine. 1st Choice is classified as a convenience store located at 1020 E. Baker Hwy, Douglas, Georgia. This is the former Aden's Minit Mart. Mukeshkumar Patel will be the licensee and designated manager. Jay Vayuputra LLC, d.b.a. 1st Choice, and Mukeshkumar Patel meet all the requirements set forth by state law and city ordinance to receive an alcoholic beverage license. Chief Pruette has reviewed the application.

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

**DISCUSSED AND CONDUCTED A PUBLIC HEARING FOR JAY MAHABALA LLC,
ALCOHOLIC BEVERAGE LICENSE APPLICATION**

Rodger Goddard, City Marshal, appeared before the Commission to approve and conduct a public hearing followed by action to approve or deny the issuance of an alcoholic beverage license for Jay Mahabala LLC, d.b.a. 1st Choice, for retail sales, and off-premises consumption, of beer, and wine. 1st Choice is classified as a convenience store located at 2150 Broxton Hwy, Douglas, Georgia.

Mr. Goddard stated that Mukeshkumar Patel had made an application for an alcoholic beverage license for Jay Mahabala LLC, d.b.a. 1st Choice, for retail sales and off-premises consumption of beer and wine. 1st Choice is classified as a convenience store located at 2150 Broxton Hwy, Douglas, Georgia. This is the former Aden's Minit Mart. Mukeshkumar Patel will be the licensee and designated manager. Jay Mahabala LLC, d.b.a. 1st Choice, and Mukeshkumar Patel meet all the requirements set forth by state law and city ordinance to receive an alcoholic beverage license. Chief Pruette has reviewed the application.

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

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DISCUSSED AND CONDUCTED THE FIRST READING OF AMENDING THE ALCOHOLIC BEVERAGE ORDINANCE

Rodger Goddard, City Marshal, appeared before the Commission to seek approval for the city attorney to conduct the first reading of the amendment of the Alcoholic Beverage ordinance.

Mr. Goddard stated that the Staff received several requests from the small grocery stores in the Town Center Zoning district to sell alcoholic beverages. Currently, the ordinance prohibits the sale of alcoholic beverages in grocery stores within the Town Center zoning district. The increased foot traffic and apartments within the Town Center zoning districts would benefit the grocery stores and the residents. The amendment to the ordinance would create a definition for "Town Center Grocery Store" and allow the stores to sell alcoholic beverages within the Town Center zoning district.

Definition: *A Town Center Grocery Store means a retail establishment that is located within the Town Center Zoning District and has a total retail floor space of at least 4,000 square feet, of which at least 85 percent is reserved for the sale of food and other nonalcoholic items; conducts all of its sales inside the building containing its retail floor space.*

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

DISCUSSED ADVERTISING VACANCY AND EXPIRING TERM ON THE DOWNTOWN DEVELOPMENT AUTHORITY

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to publicize one vacant and an expiring term on the Douglas Downtown Development Authority.

Mrs. Henderson stated that the Douglas Downtown Development Authority (DDA) seeks to fill one vacant seat and one expiring term on their board. Wilkerson resigned back in June 2023. DDA thought it best to approve the amendment to the district boundary before filling this seat. The expiring term is that of Mrs. Jade Ogden, which expires on December 31, 2023. Mrs. Ogden has expressed an interest in continuing to serve on this board.

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

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DISCUSSED ADVERTISING EXPIRING TERM ON THE DOUGLAS-COFFEE COUNTY PLANNING COMMISSION

Georgia Henderson, Community Development Director, appeared before the Commission to seek permission to advertise a vacancy on the Douglas-Coffee County Planning Commission.

Mrs. Henderson stated that the Douglas-Coffee County Planning Commission desires to fill one expiring term, Mr. Alvin Ricketson, which expires on December 31, 2023. Staff would like to publicize for two weeks and appear again during the December 11, 2023, meeting for the City Commission to approve a person to fill this term.

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

DISCUSSED ADVERTISING TWO EXPIRING TERMS ON THE HISTORIC PRESERVATION COMMISSION

Georgia Henderson, Community Services Director, appeared before the Commission to seek permission to advertise two expiring terms on the Douglas Historic Preservation Commission.

Mrs. Henderson stated that the Douglas Historic Preservation Commission desires to fill two expiring terms: Mr. Frankie Show and Mr. James Cottingham, which expires December 31, 2023. Mr. Snow declined to continue serving on this commission. Staff would like to publicize for two weeks and appear again during the December 11, 2023, meeting for the city commission to approve a person to fill this vacancy.

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

DISCUSSED TWO EXPIRING TERMS WITH THE ECONOMIC DEVELOPMENT AUTHORITY

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval from the Mayor and Commission to reappoint two members to the Economic Development Authority.

Mrs. Henderson stated that the terms of Lidell Greenway and Tony L. Paulk, serving on the Douglas-Coffee County Economic Development Authority, will expire on December 31, 2023. The EDA recommends reappointing Ms. Lidell Greenway and Mr. Tony L. Paulk as city representatives on the board for the term January 1, 2024 - December 31, 2027.

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

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DISCUSSED THE REQUEST TO ISSUE AN EXTENSION TO CHRIS ROUNDS TO REHABILITATE TWO BUILDINGS AT THE WWII FLIGHT TRAINING BASE

Georgia Henderson appeared before the Commission to seek a one-year extension for Mr. Chris Rounds to rehab two WWII Flight Training Base buildings.

Mr. Henderson stated that on January 25, 2022, the City Commission approved pending contracts to lease two historic WWII Flight Training Base buildings to Mr. Chris Rounds based on specific terms and conditions. Mr. Rounds's purpose for the lease is to create a place for individuals to train to fly World War II aircraft, known as vintage warbirds. In January 2022, Mr. Rounds proposed investing \$52,800 in rehabilitation costs on the old hospital building (8 Willie C. Lane) and \$127,750 to rehabilitate the old classroom building (5 Willie C. Lane). He was approved for a ten-year lease agreement in increments of 5-year terms. On February 27, 2023, Mr. Rounds signed a deal that he would start work no later than March 15, 2023, and that work would be completed on the hospital building within six months, which would have been September 15, 2023. The yield on the classroom building will be complete in one year, February 2024. Recently, Mr. Rounds toured the Air Base committee to show his progress on the buildings and is now asking for an extension through January 2025.

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

DISCUSSED SERVICE AGREEMENT WITH STATEWIDE ENGINEERING, INC. FOR UNITY PARK AND EASTSIDE PARK

Georgia Henderson appeared before the Commission to seek approval to execute a Professional Service Agreement with Statewide Engineering, Inc. for the Unity Park Rehabilitation Project and Eastside Park Rehabilitation Project.

Mrs. Henderson stated that the City of Douglas was awarded a Land Water Conservation Fund Grant through the Georgia Department of Community Affairs to Rehab Unity Park. The city is also completing the second formal Land Water Conservation Fund Grant application to rehab Eastside Park. Statewide Engineering has the expertise to manage this project's engineering and construction. The firm has worked with the city on various projects and is familiar with the Unity Park and Eastside Park rehabilitation projects. Statewide Engineering, Inc. will conduct and secure all related services for each task and their specification, including but not limited to planning, designing, surveying, utility coordination, building, contract administration, and construction inspection. They will bid on each project accordingly, following all local, state, and federal laws. The full-service agreement contract is attached, outlining all Statewide Engineering, Inc. duties for the project, along with an itemized budget for the needed rehabilitation work.

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

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DISCUSSED AND CONDUCTED THE FIRST READING OF AMENDING THE UNIFIED LAND DEVELOPMENT CODE ORDINANCE RELATING TO ACCESSORY USES AND STRUCTURES

Rodger Goddard, City Marshal, appeared before the Commission to seek approval to conduct the first reading of the ordinance amending the Unified Land Development Code.

Mr. Goddard stated that after reviewing portions of the Unified Land Development Code, staff determined that part of the ordinance relating to Accessory uses and accessory dwellings needed to be updated due to vagueness. The staff reviewed the ordinance and made updated corrections. Staff also added a penalty section within the Unified Land Development Code. Staff will bring an agenda item forward at the December 11, 2023, meeting for a \$35 permit fee to be added to the fee table.

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

DISCUSSED GFL ADJUSTMENTS TO RATES

Charles Davis, City Manager, appeared before the Commission to discuss the item tabled at the last Commission meeting on Monday, November 13, 2023, pending GFL's final decision on the price increase date and amount. Per GFL, the price increase will begin in February 2024.

Mr. Davis stated that per our agreement with GFL, the service fee will be increased annually every January 1st, 2024. This will reflect the annual adjustment based on Table 1 of the Consumer Price Index for all Urban Consumers (CPI-U): U.S. City Average by expenditure category and commodity and service group, Water and Sewer and Trash Collection Services. A CPI increase of 5.8% will be implemented for the billing period of January 1st, 2024, for all services. The city will have to increase customer billing rates by 2.7% to recoup the 5.8 vendor increase charged to the city. For residential customers, this is an approximate 0.86 cent increase. FUNDING: Approximately \$125,000.00

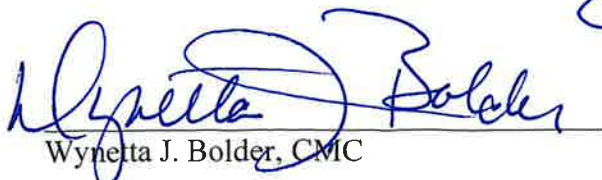
The Commission agreed to move this item forward on the **Consent Agenda**.

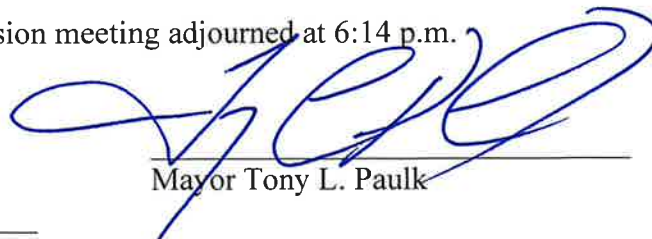
GENERAL COMMENTS

CITY MANAGER'S UPDATES

ADJOURNMENT

Without further discussion, the work session meeting adjourned at 6:14 p.m.


Wynetta J. Bolder, CMC


Mayor Tony L. Paulk

