

MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
MARCH 25, 2024

The Board of Commissioners held a Work Session on Monday, March 25, 2024, at 6:00 p.m. at the City Hall Council Chambers. Mayor Tony L. Paulk was presiding over the meeting. Mayor Pro Tem Mike Gowen Commissioners Kentaiwon Durham, Steve Bailey, Edwin Taylor, Tony Paulk II, and Cindy McNeill were present.

REVIEW OF MARCH 11, 2024, MEETING MINUTES, & MARCH 19, 2024, SPECIAL CALLED MEETING MINUTES

The first business item presented by City Manager Charlie Davis to review the minutes from the March 11, 2024, Meeting Minutes, & March 19, 2024, Special Called Meeting Minutes (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 THE REAPPOINTMENT OF THE BOARD OF HEALTH DEPARTMENT

Wynetta Bolder, City Clerk, appeared before the Commission to seek approval to reappoint Rudean Long to serve on the Coffee County Board of Health.

Mrs. Bolder stated that based on the Clerk's Office Minutes, the City of Douglas Commission appointed Rudean Long to the Coffee County Board of Health on September 10, 2012. Joy Ray from the Coffee County Board of Health contacted the City Clerk's Office, stating there has not been a new appointment to this board due to different management over the years. No one applied to serve as of the date the agenda item was being prepared. Upon request from the Coffee County Board of Health, they recommended that Ms. Rudean Long continue serving on the Coffee County Board of Health from January 1, 2024, to December 31, 2028, a five-year term.

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

DISCUSSED FY24 DURANGO EQUIPMENT BID

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval to purchase equipment for the 2023 Dodge Durango used by the Police Dept.

Mrs. Thompson stated that the bid was advertised in the Douglas Enterprise on February 1 and 8, 2024. It was opened on March 11, 2024, at 2:30 p.m. at City Hall. Bids were sent to six (6) vendors, with two (2) responding. The purchased equipment will be installed in a new 2023 Dodge Durango, and the Police Dept will use it. Purchasing Agent Nikki Thompson and Police Chief Brannen Pruette have reviewed the bids and agree to accept the low bid submitted by West Chatham Warning Devices, located in Savannah, GA. The total is \$24,237.88.

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

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DISCUSSED ADVERTISING VACANT POSITION ON THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Georgia Henderson, Community Development Director, appeared before the Commission to advertise a vacant Downtown Development Authority (DDA) position.

Mrs. Henderson stated that recently, the City of Douglas staff received a resignation letter from Jade Ogden stating that she is immediately resigning from the Downtown Development Authority Board. Staff seek permission to publicize this vacant position for two weeks, consult with the DDA, and appear again before the city commission with a recommendation on March 25, 2024.

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

DISCUSSED WAIVING THE SPECIAL EVENT ALCOHOLIC BEVERAGE FEE FOR PAULKS VINEYARD FOR THE WING'S AND THINGS FESTIVAL AND FLY-IN

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to waive the Special Event Alcoholic Beverage fee for Paulk's Vineyard for the Wings and Things Festival.

Mrs. Henderson stated that The Douglas-Coffee County Chamber and Commerce will host the Wings and Things Festival and Fly-in on April 20, 2024, at the Gene Chamber Municipal Airport. The Chamber of Commerce has requested to waive the Special Event Alcoholic Beverage Fee for Paulk's Vineyard, an event sponsor.

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

DISCUSSED AND HELD THE FIRST READING OF THE REZONING APPLICATION FOR VACANT PARCELS LOCATED OFF OF ROSE LANE & STATE ROUTE 32

Georgia Henderson, Community Development Director, appeared before the Commission to discuss and hold the first reading of the rezoning application for vacant parcels off Rose Lane and State Route 32.

Mrs. Henderson stated that Victor Peacock of E. Allen Peacock Construction Company has applied to rezone three (3) property-owned, vacant parcels off Rose Lane & State Route 32. Presently, the three (3) parcels, 0097B 169, 0097B 168 & 0097B 177, are zoned Residential (R15), and Mr. Peacock would like the parcels rezoned to Gateway (G-W), as it would serve two (2) purposes. The parcels would have synonymous zoning with other contiguous owned property and relocate and operate the E. Allen Peacock Construction Company. The parcels now border the Touchton Woods neighborhood. However, wetlands buffer the parcels and the neighborhood. Mr. Peacock has agreed to partially develop a road entrance from State Route 32 to access the property, as there currently needs access.

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

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DISCUSSED AND HELD THE FIRST READING OF THE REZONING APPLICATION FOR VACANT PARCELS LOCATED OFF OF ROSE LANE & STATE ROUTE 32-CONTINUED

The Commission discussed allowing Mr. Victor Peacock and a representative for the Touchton Woods neighborhood to speak during the Work Session. After much discussion, the Commission allowed Mr. Peacock (Peacock Construction Company) to speak in favor of rezoning and Mr. Gray McKinnon (Representative of the Touchton Woods Neighborhood) to speak for three minutes about his concerns against rezoning.

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

DISCUSSED BID AWARD FOR POCKET PARK PHASE II

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to award the low bid on the Pocket Park Phase II Project.

Mrs. Henderson stated that the City of Douglas advertised a bid for Phase II of the Downtown Pocket Park, which includes various concrete projects, landscaping, irrigation, and lighting. The bid opening for the project was held June 12, 2023, and A.C. Blount Concrete Service, Inc. submitted the bid with the lowest projected cost estimated at \$194,137.00. Another bid was received from Harper & Company Builders, Inc., with the lowest projected cost estimated at \$198,995.00. However, the lowest initial bid was not plausible with the budget for this project, so a meeting was held with A.C. Blount Concrete to discuss our budget and revise costs to fit the project's needs, which resulted in an adjusted valued engineering proposal being submitted in the amount of \$142,197.15. Given that A.C. Blount Concrete was the lowest bidder, we recommend that they be awarded for the Pocket Park Phase II Project. **FUNDING:** Pocket Park Development (340-1000-54.1204) - \$27,197.15 Pilgrim's Pride/JBS Foods Hometown Strong Grant - \$115,000.00

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

DISCUSSED AND APPROVED THE AGREEMENT WITH THE SOUTHERN GEORGIA REGIONAL COMMISSION FOR THE ADMINISTRATION OF THE 2024 COMMUNITY DEVELOPMENT BLOCK GRANT

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to have Mayor Paulk execute the administration agreement with the Southern Georgia Regional Commission for grant administration services for the 2024 Community Development Block Grant for Housing Revitalization.

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DISCUSSED AND APPROVED THE AGREEMENT WITH THE SOUTHERN GEORGIA REGIONAL COMMISSION FOR THE ADMINISTRATION OF THE 2024 COMMUNITY DEVELOPMENT BLOCK GRANT-CONTINUED

Mrs. Henderson stated that the Southern Georgia Regional Commission has the experience and expertise to administer the 2024 Community Development Block Grant if awarded professionally. The Southern Georgia Regional Commission has administered the City of Douglas' Community Development Block Grants since the early 2000s. The 2024 Community Development Block Grant will allow the city to rehabilitate six homes in our community. Therefore, under this agreement for professional administration, the Southern Georgia Regional Commission will follow all state and federal laws concerning housing rehabilitation standards and guidelines. Also, the administration cost is reimbursable under the Community Development Block Grant guidelines. **FUNDING:** \$61,406 (Included in CDBG Grant). No match is required from the City of Douglas.

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

DISCUSSED AND HOLD PUBLIC HEARING AND APPROVAL TO AWARD THE LOW-INCOME HOUSING TAX CREDIT (LIHTC) SUPPORT LETTER

Georgia Henderson, Community Development Director, appeared before the Commission to award the LIHTC Support Letters to Lowcountry Housing Communities, LLC.

Mrs. Henderson stated that On March 1, 2024, proposals were opened for development plans for Low-Income Housing Tax Credit projects. We received three: Lowcountry Housing Communities, LLC, KM Ventures, LLC, and Southeast Housing Partners. On March 4, 2024, the GICH Housing Team began scoring the proposals, and on March 6, 2024, a representative from each firm came before the GICH Housing Team to answer any questions and concerns about the proposals. After completion of scoring on March 6, 2024, and a unanimous vote from the GICH Housing Team, Lowcountry Housing Communities' application had the highest scoring proposal. It was approved to be awarded the GICH support letter. Lowcountry Housing Communities, LLC scored 231 out of 240. The project's name is Pinecrest Village, and the hope is to construct 48 units during Phase I- and 40 units during Phase II, totaling 88 units. The Georgia Department requires support letters of Community Affairs, which must be issued by the Douglas GICH Housing Team, along with a letter from Mayor Paulk and the city commission. The draft support letters are included with this agenda item.

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

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DISCUSSED THE EXTERIOR CLEANING AND PAINTING OF THE MAHOGANY RD WATER TANK

Mike Hudson, Utilities Director, appeared before the Commission to seek approval to clean and repaint the water tank on Mahogany Rd.

Mr. Hudson stated that the County water system we purchased has one elevated tank. The staff needs to learn when maintenance was performed on the tank, so we will do a two-phase approach. Phase 1 would be to clean and paint the tank's exterior, which is a service provided by UTV (ESG Tank Company). I have attached a copy of the quote of \$71,500.00 for your review. **FUNDING:** FY 24 Water/Wastewater Budget Line-Item Repair/MNT-Wells-TANK 505/4430-53.1116

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

DISCUSSED AND SEEK APPROVAL TO QUITCLAIM THE DEAD-END PORTION OF N. MCDONALD AVE TO OWNERS OF PARCEL #D019 163 (LAMAR AND DONNA DREW)

Charles W. Davis, City Manager, appeared before the Commission to seek approval to Quitclaim the Dead-End Portion of N. McDonald Ave to Owners of Parcel #D019 163 (Lamar and Donna Drew)

Mr. Davis stated that the Property Owners of Parcel #D019-163 (Drew) and D019-152 (Maley) have requested that the Mayor and Council quitclaim the dead-end portion of N. McDonald Ave to parcel #D019-163 (Lamar Drew). They ask that approximately 180ft be quitclaimed to parcel #D019-152 (Lamar Drew). Carol Maley has requested that the equal part of the property be deeded to Lamar Drew. The City has no use for this property or utility assets in this right of way. Due to a conflict of interest for Commissioner Cindy McNeill's son, who owns a portion of the land, the Commission and the City Manager agreed to allow her to abstain from all consent agenda items.

The Commission's consensus was 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 6:55 p.m.


Wynetta J. Bolder, CMC




Mayor Tony L. Paulk

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