

MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
APRIL 8, 2024

The Board of Commissioners held a Work Session on Monday, April 8, 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 and Commissioners Steve Bailey, Edwin Taylor, Tony Paulk II, Commissioner Kentaiwon Durham, and Cindy McNeill were present.

REVIEW OF APRIL 8, 2024, MEETING MINUTES

The first business item presented by Charlie Davis, City Manager, was to review the minutes from March 25, 2024, 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 AND RATIFIED AMENDING THE MINUTES FOR THE WORK SESSION FEBRUARY 26, 2024, AND MARCH 19, 2024 - SPECIAL CALLED MEETING

Charlie Davis, City Manager, appeared before the Commission to ratify the poll of the approval of the amended minutes for the February 26, 2024, and March 19, 2024, Special Called Meeting for grant purposes.

Mr. Davis stated that February 26, 2024, and March 19, 2024, Special Called Meeting minutes needed to be amended to clarify specific items regarding a grant due April 4th, 2024. The City Manager's Office polled this item on April 3, 2024.

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

DISCUSSED FY24 HAZARDOUS MATERIAL MONITORING EQUIPMENT BID

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval to purchase hazardous material monitoring equipment for the City of Douglas Fire Department.

Mrs. Thompson stated that the bid was advertised on February 15 and 22, 2024, in The Douglas Enterprise. Bids were opened on April 8, 2024, at 2:30 p.m. in City Hall. Bids were sent to fifteen (15) vendors, with seven (7) responding. This equipment will be used by the City of Douglas Fire Dept. as needed. Purchasing Agent Nikki Thompson and Fire Chief Casey Wright have reviewed the bids and agree to accept the low bid submitted by A.E.S.T. Inc. in Laurinburg, NC. The total is \$22,529.00. **FUNDING: 100-3503-54.2101**

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

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DISCUSSED APPOINTMENT TO THE DOWNTOWN DEVELOPMENT AUTHORITY
Georgia Henderson, Community Development Director, appeared before the Commission to seek the appointment of one member to the Douglas Downtown Development Authority.

Mrs. Henderson stated that the Douglas Downtown Development Authority (DDA) seeks to fill Mrs. Jade Ogden's unexpired term, which expires on December 31, 2027. Staff properly advertised and, when submitting the agenda, received one application from Mrs. Liz Grantham.

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

DISCUSSED RESOLUTION APPROVING COFFEE COUNTY HAZARD MITIGATION PLAN 2024 - 2029

Georgia Henderson, Community Development Director, appeared before the Commission to authorize the mayor to execute a resolution approving the City of Douglas's Hazard Mitigation Plan.

Mrs. Henderson stated that The Southern Georgia Regional Commission has submitted a Resolution to be adopted by the city approving the update of the Hazard Mitigation Plan for the cities of Douglas, Nicholls Ambrose, Broxton, and Coffee County. The Pre-Disaster Plan Update being considered for adoption is the five-year update to the previous plan and is state-mandated. The plan helps identify ways to lessen the effect of disasters on the communities and decrease the loss of life. Several meetings took place, where stakeholders identified hazards and critical facilities and developed goals and objectives for mitigation. A public kick-off meeting was held to advise the public on the plan and how they could become stakeholders. FEMA declared it approved pending adoption. A public comment meeting is required and was held on Thursday, November 9, 2023, at 10:00 am, at City Hall. All local governments must pass adoption resolutions. The resolutions approved by the local governmental agencies and a final Hazard Mitigation Plan will be submitted to FEMA. In turn, they will issue a letter stating the updated plan is in effect for the next five years. The Hazard Mitigation Plan Update is necessary for cities and counties to receive reimbursements for damages from hazards that affect our community. Due to the size of the document, a copy is not placed in this agenda item. Still, it is available for viewing in the office of the Community Development Director at City Hall.

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

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DISCUSSED APPROVAL OF ADDITIONAL FUNDS FOR THE 2021 COMMUNITY DEVELOPMENT BLOCK GRANT FOR HOME REHABILITATION

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval of additional funds for the 2021 Community Development Block Grant for Home Rehabilitation.

Mrs. Henderson stated that the staff. We are rehabbing the last home on the list for the Community Development Block Grant (CDBG) 2021, which is the property of Mrs. Mary Bell Carter, located at 708 Kennedy Circle. After the construction crew removed floor covering and portions of the exterior walls, they discovered severe termite damage due to poor plumbing and drainage. The original work plan included removing and reconstructing the kitchen and restroom on the back portion of the home. Due to the extensive damage, a complete rebuild will not occur, and only the kitchen will be added. One of the interior bedrooms will be remodeled to add an ADA compliance restroom, replacing the one torn off the back of the home. Funds were redistributed to replace floor joists and other wall studs. The original amount needed was \$25,000 and has now been adjusted to \$12,000. Staff are seeking permission to cover the excess cost through the DCA Program Income Account. Our deadline for this grant project is April 21, 2024. A letter of extension is pending due to the Georgia Department of Community Affairs.

FUNDING: \$12,000 DCA Program Special Funds Account

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

DISCUSSED REQUEST FOR ROAD CLOSURE - FIRST BAPTIST CHURCH

Charles W. Davis, City Manager, appeared before the Commission on April 22, 2024, to seek approval for the road closure request for First Baptist Church.

Mr. Davis stated that on behalf of First Baptist Church, they request permission to close the road on the corner of North Coweta and East Sellers to Coweta & Cleveland on April 21st, 2024. The time would be approximately 12 pm-4 pm. This is for an upcoming picnic.

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

DISCUSSED THE PURCHASE OF 2 PIECES OF PLAYGROUND EQUIPMENT FROM KOMPAN IN PARTNERSHIP WITH COMMUNITY FOUNDATION OF COFFEE COUNTY

Charles Davis, City Manager, appeared before the Commission to discuss and Seek Approval to Purchase two Pieces of Playground Equipment from Kompan in Partnership with the Community Foundation of Coffee County for \$46,400.93.



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DISCUSSED THE PURCHASE OF 2 PIECES OF PLAYGROUND EQUIPMENT FROM KOMPAN IN PARTNERSHIP WITH THE COMMUNITY FOUNDATION OF COFFEE COUNTY CONTINUED

Mr. Davis stated that the Community Foundation of Coffee County (CFCC) has partnered with the City of Douglas to improve Wheeler Park. Like in other parks, we seek to leverage our money with external sources of cash. We have received federal/state grants for other parks such as Roundtree, Unity, Huckabee, and the Soccer Fields rehabilitation and buildouts. In the case of Wheeler, we were given a private grant from CFCC. to save on taxes and stretch the money. They are asking us to order & purchase from the Kompan, and they will reimburse us through a donation/grant the cost. They have vetted the company and equipment. They have met with the city on numerous occasions. I have attached the request, playground equipment listing, and price.

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

DISCUSSED THE CITY OF DOUGLAS MANUAL UPDATES - ELECTRIC MANUAL, UTILITY PROCEDURES, AND CASH MANAGEMENT

Charlie Davis, City Manager, introduced DustiLynn Vaughan, South Georgia State College Intern. Mrs. Vaughan appeared before the Commission to review and present the updated manuals.

Mrs. Vaughn stated that the City of Douglas periodically updates its manuals and policies. At this meeting, we present the updated Manual for Electric Services (Electric Manual), Utility Procedure Manual, and Cash Management Policy. We have attached new versions of the policies and the changes. The formatting and updated rules, laws, practices, etc., are different.

Mrs. Vaughn presented these items tonight for your review. The staff will return them to the next meeting for consideration and approval. Our South Georgia State College (SGSC) Intern,


No action was taken until April 22, 2024.

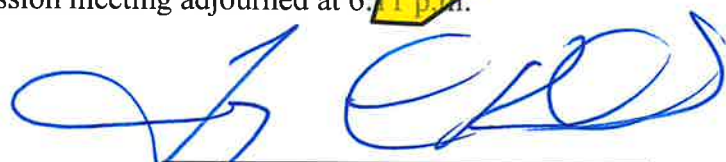
COMMENTS

CITY MANAGER'S UPDATES

ADJOURNMENT

Without further discussion, the work session meeting adjourned at 6:11 p.m.


Wynetta J. Bolde, CMC


Mayor Tony L. Paulk

