

MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
APRIL 22, 2024

The Board of Commissioners held a Work Session on Monday, April 22, 2024, 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, Tony Paulk II, and Cindy McNeill were present. Mayor Pro Tem Mike Gowen and Commissioner Kentaiwon Durham were absent.

REVIEW OF APRIL 8, 2024, MEETING MINUTES

The first business item that Charlie Davis, City Manager, presented was to review the minutes from the April 8, 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 THE REQUEST OF CROSSLIFE CHURCH TO RELOCATE THE LEASE FROM BUILDING 3 TO BUILDING EIGHT AT AIRPORT CIRCLE

This item was pulled from the agenda.

DISCUSSED THE TIA 2 AIRPORT ROAD IMPROVEMENTS BID

Mike Hudson, Utilities Director, appeared before the Commission to seek approval to award the contract for road improvements at the Airport.

Mr. Hudson stated that the City of Douglas was awarded TIA Funds in the total amount of \$150,000.00 for road improvements at the City of Douglas Airport. The proposed project budget summary is as follows: Street Name Construction Costs (Low Bidder) \$133,790.35, Engineering=\$28,953.00, Total Project Cost= \$162,743.35 Due to current supply-chain volatility, labor shortages, gas/fuel price increases, and the overall condition of the economy, all bids had higher associated costs than the project budgets which were allocated by the state back in 2018-2019. Due to this inflation, the project is over the approved budget by \$12,743.35. GDOT has advised the engineer's office to submit a request letter for consideration of additional funding. The state has allowed an inflation rate of 3.6% per year for the 3-year band period. This totals 10.8% or \$16,200.00 in extra funds that GDOT could consider for approval. The additive bid, which included parking improvements of \$27,775.70, is not covered by TIA Funds. The city requested these additional improvements for future use at Douglas Airport for events. Therefore, based on the review of the submitted bid proposal, project budget, and verified references and work experience, Statewide Engineering, Inc. recommends that the Total Base Bid + Additive Bid be awarded to the low bidder, East Coast Asphalt, LLC, for \$161,566.05. I have attached all documents related to this bid for your review. **FUNDING:** TIA 2 Funds

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

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DISCUSSED THE BID FOR THE AIRPORT CIRCLE DECORATIVE LIGHTING PROJECT

Mike Hudson, Utilities Director, appeared before the Commission to seek approval to add decorative lighting to the Airport Circle.

Mr. Hudson said this bid will add decorative lighting to the Airport Circle. Sixty-five decorative poles, arms, and light heads will be added to the Circle. The total bid for this project is \$275,000.00, and we only had one bidder. (Malphus Electric Contracting, Inc.) I have attached all bid documents relevant to this project. **FUNDING:** 351 Capital fund

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

DISCUSSED THE AIRPORT CIRCLE PAVING PROJECT AND THE 63RD ROADSIDE PARK PROJECT

Mike Hudson, Utilities Director, appeared before the Commission to approve laying stormwater pipe and repaving Airport Circle. To construct and rehab the 63rd roadside Park at the Airport.

Mr. Hudson said this bid is for Airport Circle's repaving and stormwater work. This bid also includes the construction of the pedestal and shelter that will house the airplane that will be on display. Two bidders were East Coast Asphalt, LLC, and Griffin Grading & Concrete, LLC. Griffin Grading & Concrete, LLC was the lowest bidder for \$546,216.02 (Base Bid for \$467,437.67 and the additive Bid for \$78,778.35). I have attached all relevant documents for this project. **FUNDING:** 351 Capital fund

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

DISCUSSED THE QUOTE TO ADD SCADA TO THE TWO WELLS IN THE OAK PARK WATER SYSTEM

Mike Hudson, Utilities Director, appeared before the Commission to seek approval to install SCADA on the two Oak Park Wells.

Mr. Hudson stated that Dexter Fortson Associates Inc. is the Sole Source Vendor for the SCADA that we currently use. Dexter Fortson Associates, Inc. (DFA) is pleased to offer pricing to add the County Fire Well & Tank and Hope Center Well site to the existing SCADA/Telemetry System. The SCADA System and units are designed and manufactured by DFA and include the necessary SCADA software for integration into the existing SCADA/Telemetry System. DFA shall manufacture and ship two (2) new DFA RTUs, model μ -RTU, for the City of Douglas Water Department to install at these two (2) sites. The City shall wall mount the enclosures inside the Well Houses and run all necessary conduit and wiring. The wiring shall be left unterminated. Once installed, DFA shall terminate all wiring and install the antennas, antenna conduit, and antenna cabling. DFA shall start each unit and integrate the two (2) units into the existing SCADA System.

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DISCUSSED THE QUOTE TO ADD SCADA TO THE TWO WELLS IN THE OAK PARK WATER SYSTEM-CONTINUED

The RTUs shall be programmed to match the City's other RTUs at similar sites with the addition of Phase Loss monitoring and Chlorine alarm monitoring utilizing the existing chlorine system. The total cost for the addition of the two wells is \$36,858.00. I have attached a copy of the Quote for your review. **FUNDING:** Water/Wastewater FY24 Budget Line-Item Repair/Mnt-Wells/Tank 505/4430-531116

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

DISCUSSED APPROVAL OF ELECTION OF GMA'S DISTRICT 11 OFFICERS FOR 2024-2025

Charles W. Davis, City Manager, appeared before the Commission to seek approval to authorize the Mayor to sign the ballot casting the vote for the GMMA's District 11 2024-2025 Officers.

Mr. Davis stated that Each year, the city must authorize Mayor Paulk to sign the city's ballot for GMA's District 11 officers. Attached is our city's official ballot for the election of GMA's District 11 Officers for 2024-2025. Listed on the ballot are the names of the city officials whom the current district officers have nominated. (The current officers are charged with surfing as a district nominating committee.) No additional nominations were received by the deadline of April 12, which means the nominations are closed. The ballot should be returned to the attention of Emily Davenport by Friday, May 17. Please note that only one ballot may be submitted per city. Final approval of GMA district officers, as well as the association's officers and Board of Directors, will occur at the business meeting to be held at the annual business meeting on June 23.

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

DISCUSSED AND APPROVED THE ADOPTION OF THE ELECTRIC MANUAL, UTILITY PROCEDURES, AND CASH MANAGEMENT POLICIES

Dusti Lynn Vaughan, South Georgia State College Intern. Mrs. Vaughan appeared before the Commission to adopt the electric manual, utility procedures, and cash management policies.

Mrs. Vaughn stated that this request enables these departments to be more efficient in delivering the highest quality of service to the citizens and industries within the City of Douglas, Georgia. These manuals will provide guidelines and thresholds for service in the electric and utilities departments—manuals at councils' stations.

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GENERAL COMMENTS

Bera Samuel, who resides at 404 E. Walker Street, Douglas, GA, appeared before the Commission to discuss the protocol for using the Gladys Coley Building for community use. Ms. Samuel said she never had a problem using the building because former Commissioner Olivia Pearson had access to it. Mayor Paulk explained that neither he nor the City Commission had access to any City facilities and that the correct protocol was to go through the Parks and Recreation Department.

CITY MANAGER'S UPDATES

ADJOURNMENT

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

Mayor Tony L. Paulk

Wynetta J. Bolder, CMC