

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
AUGUST 12, 2024**

The Board of Commissioners held a Work Session on Monday, August 12, 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 Edwin Taylor, Tony Paulk II, Steve Bailey, and Cindy McNeill were present.

REVIEW OF JULY 22, 2204, MEETING MINUTES

The first business item that Charlie Davis, City Manager, presented was to review the minutes from July 22, 2204, 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 PURCHASING ONE (1) XPLORIR HANDHELD GAS SPECTROMETER FROM SOLE SOURCE VENDOR 908DEVICES

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval from the Mayor and Board of Commissioners to purchase an XplorIR handheld Gas Spectrometer from the sole source vendor, 908 devices, to be utilized by the Fire Department.

Mrs. Thompson stated that this request is to provide the firefighters with real hands-on experience. This request will improve the time it takes to identify gases and vapors. This spectrometer will also help our current and incoming firefighters make better judgments in the field. This is a budgeted item, and the Purchasing Agent, Nikki Thompson, and Fire Chief, Casey Wright, agree to accept the quote from the sole source provider, 908devices, located in Boston, Massachusetts, for \$48,101.00. FUNDING: 100-3503-52.3701 \$3,000.00 from budget 100-3501-54.2101 \$45,101.00 from grant.

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

DISCUSSED PURCHASING A FRONT-END LOADER FROM SOURCEWELL CONTRACT #011723- SNY

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek approval from the Mayor and Board of Commissioners to purchase one (1) SANY front-end loader model SW305K from Sourcewell Contract. The Compost/Sludge Division of the Water and Sewer Department will utilize this equipment.

Mrs. Thompson stated that the Utilities Director, Mike Hudson, has requested one (1) New SANY Front-End Loader model SW305K for everyday use at the Treatment Plant and Compost Site. Once the new loader arrives, the old front-end loader will be turned in and sold on GovDeal. This equipment is a budgeted item.

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**DISCUSSED PURCHASING A FRONT-END LOADER FROM SOURCEWELL
CONTRACT #011723- SNY- CONTINUED**

Utilities Director Mike Hudson and Vehicle Maintenance Director Terry Fesperman have reviewed the Sourcewell Contract specifications and pricing and are both in agreement with the Purchasing Agent, Nikki Thompson, to buy this equipment from the Sourcewell Contract pricing from Perry Brothers Equipment of Americus, Georgia, for a total amount of \$142,034.22.

FUNDING: 505-4320-54.2102

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

**DISCUSSED WAIVING THE ALCOHOLIC SPECIAL EVENT FEE FOR GOPHER
TORTOISE FESTIVAL VENDORS/SPONSORS**

Georgia Henderson, Community Development Director, appeared before the Commission to seek the Mayor's and Board of Commissioners' approval to waive two Special Events. Alcohol Beverage Licenses for the Gopher Tortoise Festival.

Mrs. Henderson stated the 5th Annual Gopher Tortoise Festival will be held on Saturday, October 5, 2024, from 9:00 am - 4:00 pm. In recent years, The Chamber has requested that the city waive the \$500 Alcoholic Beverage Special Event Fee for one sponsor, Paulk's Vineyard. This year, the Chamber is requesting that we waive the fee for two alcoholic beverage vendors who will participate as stage sponsors. They are Paulk's Vineyard and Fall Line Brewery. City Ordinance 4-45 (8) states: If the special event is city-sponsored, the Mayor and Commission may waive the fees associated with the special event permit. The City contracts with the Douglas-Coffee Chamber of Commerce to coordinate and host the festivals and events. Therefore, the Chamber has requested that the Alcoholic Beverage Special Event Fees be waived, amounting to \$1,000.

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

**DISCUSSED AND HELD A PUBLIC HEARING OF THE CONDITIONAL USE
PETITION FOR 416 BRYAN STREET**

Georgia Henderson, Community Development Director, appeared before the Commission to discuss and hold a public hearing of the conditional use petition for 416 Bryan Street.

Mrs. Henderson stated the property is a .21-acre tract with frontage on Bryan St. The property is zoned Town Center (TC-C) and has been vacant for some time now. The applicant/owner is seeking a zoning variance/conditional use of the current zoning to use the house as a single-family residence. Before the vacancy of this house, the property was commercially used.

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DISCUSSED THE TERMS AND CONDITIONS OF THE DEPARTMENT OF COMMUNITY AFFAIRS HISTORIC PRESERVATION DIVISION CONTRACT FOR DOWNTOWN HISTORIC DISTRICT RESOURCE SURVEY

Georgia Henderson, Community Development Director, appeared before the Commission to seek permission to accept the terms and conditions of the Department of Community Affairs HPD Historic Preservation Fund (HPF) grant to conduct a Downtown Historic Resource Survey.

Mrs. Henderson said that the City of Douglas was awarded a FFY 2024 Historic Preservation Fund (HPF) grant from the Historic Preservation Division (HPD) of the Georgia Department of Community Affairs to conduct a historic resource survey for the Downtown Historic District. The City will conduct phase two of a comprehensive historic resources survey of an estimated 78 (or as many as funds will allow up to 500) individual resources, including buildings, structures, sites, and objects constructed before 1984 and located within the City of Douglas. The survey area will include the downtown historic district and the National Register of Historic Places in the Downtown Douglas Historic District. The contract between The City of Douglas and the Department of Community Affairs is attached with further details. **FUNDING: MINIMUM TOTAL PROJECT COST \$20,015.00 FEDERAL SHARE \$12,009.00 MINIMUM REQUIRED MATCHING SHARE \$8,006.00 (100-7402-52.1201)**

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

Mayor Paulk and Commissioner Paulk II removed themselves from the meeting due to a conflict of interest. At that time, Mayor Pro Tem Gowen took charge of the meeting.

DISCUSSED NAMING THE HEADSTART & EARLY HEADSTART BUILDING EXPANSION AFTER SANDRA "GAIL" JOHNSON

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to name the HeadStart & Early HeadStart building expansion after Sandra "Gail" Johnson.

Mrs. Henderson stated that the City of Douglas was awarded a 2022 Community Development Block Grant. The funds were used to expand the HeadStart & Early HeadStart Building to have four classrooms and a lunchroom. The expansion was built on the grounds of the city pool, which bears significant historical importance to Douglas-Coffee County. The African American public swimming pool closed and never reopened after the tragic drowning of Miss Sandra "Gail" Johnson, a local 13-year-old teenager. This expansion project will catalyze positive community change with educational benefits, symbolizing hope for many in Douglas-Coffee County. Action Pact and the Coffee County Board of Education have already approved the name.

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

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**DISCUSSED AND HELD A PUBLIC HEARING OF THE CONDITIONAL USE
PETITION FOR 416 BRYAN STREET-CONTINUED**

Although TC-C allows for commercial and residential use, the only types of residences permitted in the district are Multi-Family, Town Homes, and lofts. The current owner would like to revert to the original use of this property as a single-family residence adjacent to other single-family homes.

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

**DISCUSSED RESOLUTION FOR TERMS AND CONDITIONS OF LWCF FOR
EASTSIDE PARK REHABILITATION**

Georgia Henderson, Community Development Director, appeared before the Commission to seek permission to accept the terms and conditions of the Land Water Conservation Grant Program for the East Park Rehabilitation Project.

Mrs. Henderson explained that the City of Douglas was awarded a Land Water Conservation Grant Program to rehabilitate Eastside Park, which includes installation of ADA-complaint basketball courts and playground equipment, installation of pathways and signage, rehab of existing buildings, basketball fields, playground equipment, and ADA parking and entrances. We must execute the resolution and grant agreement with the Georgia Department of Natural Resources to accept the funding award. Statewide Engineering will provide engineering and project management for this project. The attached project agreement contains the terms and conditions of the Land Water Conservation Grant Program.

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

**DISCUSSED ADVERTISING EXPIRING TERM ON DOUGLAS-COFFEE COUNTY
LAND BANK AUTHORITY**

Georgia Henderson, Community Development Director, appeared before the Commission to seek permission to publicize this vacancy for two weeks and to appear before the City Commission on August 26, 2024, for action to either reappoint Mr. Adam Lott or approve a new volunteer to fill this position.

Mrs. Henderson stated that the Douglas-Coffee County Land Bank Authority (LBA) seeks to fill one expiring term on its board. The expiring term is that of Mr. Adam Lott, which expires on August 22, 2024. Staff will check with the Board of Education to see if they have a recommendation to fill this vacancy should Lott decide not to continue serving

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

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DISCUSSED AND RATIFICATION OF THE LARGE CLARIFIER REPAIRS AT THE WASTEWATER TREATMENT PLANT

Mike Hudson, Utilities Director, appeared before the Commission to seek approval to make necessary repairs to the large clarifier at the wastewater treatment plant.

Mr. Hudson presented and stated the following email that was sent to the Commission, explaining the issues of the repairs of the Clarifier. (Please see the email I sent all of you on 7/25/2024)

Good morning, Mayor and Commission

The large clarifier at the Wastewater Treatment Plant has malfunctioned, and after assessment by Evoqua, it is their opinion that the pinion gear needs to be replaced. We had this as a project for the new budget, but the City Manager has approved the work under an emergency PO because the Large Clarifier is now inoperable. This will allow us to be put on Evoqua's August 5, 2024, schedule. The Large Clarifier is vital to our operations at the Wastewater Treatment Plant. We will adjust at the plant until the repairs have been made. I have attached a copy of the quote for the work from Evoqua, our sole source vendor. I will bring this in an agenda item to the August 12, 2024, Mayor and Commission meeting for transparency and ratification of the City Manager's approval. If there are any questions, please feel free to contact me. FUNDING: FY25 Water/Wastewater Budget Line Item 505/4340-54/1404


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

GENERAL COMMENTS -No comments

CITY MANAGER'S UPDATES-No comments

ADJOURNMENT

Without further discussion, the work session meeting adjourned at 6:13 p.m.



Mayor Tony L. Paulk



Wynetta J. Bolder, CMC



