

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
JANUARY 13, 2025**

The Board of Commissioners held a work session on Monday, January 13, 2025, at 6:00 PM in the City Hall Council Chambers. Mayor Tony L. Paulk presided over the meeting with Commissioners Edwin Taylor, Steve Bailey, Tony Paulk II, and Cindy McNeill, who were in attendance. Mayor Pro Tem Mike Gowen and Commissioner Brenda Moore were absent from the meeting.

REVIEWED DECEMBER 23, 2024, MEETING MINUTES

The first business item that Charlie Davis, City Manager, presented was to review the minutes from the December 23, 2024, Meeting Minutes, 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 agreed to move this item forward on the **Consent Agenda**.

DISCUSSED THE ANIMAL SHELTER AGREEMENT BETWEEN THE CITY OF DOUGLAS, COFFEE COUNTY BOARD OF COMMISSIONERS, AND ALAPAHA ANIMAL CONTROL FOR OPERATING THE ANIMAL SHELTER EFFECTIVE JANUARY 1, 2025.

The City Manager, Charles W. Davis, appeared before the Commission to seek approval of the renewal agreement between the City of Douglas, Coffee County Board of Commissioners, and Alapaha Animal Control for operating the Animal Shelter effective January 1, 2025.

Mr. Davis informed the Commission that the Humane Society of Coffee County ceased the operation of the joint City-County animal shelter in 2016. Alapaha Animal Control was granted the shelter operations in January 2017. The joint county-city contract with Alapaha Animal Control was renewed for the 2nd-5 years from 2020-2024; the county has renewed its portion of the joint county-city contract and is waiting for us to restore it. Attached is the 5-year agreement, beginning January 1, 2025, through December 31, 2029.

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

DISCUSSED RESOLUTION AUTHORIZING THE CITY TO BECOME A MEMBER OF GMA'S GEORGIA INTERLOCAL RISK MANAGEMENT AGENCY (GIRMA)

Tammy Wilkerson, Human Resource Director, appeared before the Commission to seek approval of the Resolution authorizing the City to Become a Member of GMA's Georgia Interlocal Risk Management Agency (GIRMA).

Mrs. Wilkerson stated that if cities have employees or volunteer first responders, HB 451, The Ashley Wilson Act ("the Act"), effective January 1, 2025, requires PTSD (Post-traumatic stress disorder), long-term disability, and critical illness coverage.

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**DISCUSSED RESOLUTION AUTHORIZING THE CITY TO BECOME A MEMBER OF GMA'S GEORGIA INTERLOCAL RISK MANAGEMENT AGENCY (GIRMA)-
CONTINUE**

The city chose GMA's - GIRMA coverage. To have this coverage, we must be a GMA – Georgia Interlocal Risk Management Agency (GIRMA) group member. To be a member, the city must complete and return the application and participation agreement form, which includes the attached resolution. Staff are asking the Commission to authorize the City Manager to execute all required paperwork. **FUNDING:** \$9,877 annually

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

DISCUSSED PURCHASE AND INSTALL OF ONE (1) DOUBLE FACE ELECTRONIC MESSAGE CENTER

Stevie Young, Parks & Recreation, appeared before the Commission to seek approval to purchase one (1) double-face electronic message system at JC Adams Municipal Park located at 600 Van Davis Road.

Mr. Young stated that the budget approved an electronic sign for the entryway of JC Adams Municipal Park. We currently use a particular style, software, and platform previously provided by ANS Signs. To maintain uniformity, we would like to continue with the expansion from the same vendor. **FUNDING:** 100 6126 – 54.1303

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

DISCUSSED REPLACEMENT OF 6" GAS METER AT COUNTY LINE

Andrew Jackson, the Gas Department Representative, appeared before the Commission seeking approval to replace a 6" gas meter at the County line with a 6" Ultrasonic meter.

Mr. Jackson explained that the current gas meter on the county line is over 25 years old. Due to the age of the meter, there are no parts available for replacements, and the amount of gas coming through the meter cannot be measured. Harp & Associates has submitted a quote for \$23,869.00 to replace the 6" gas meter at the County line. This total cost is for a 6" Ultrasonic meter at the cost of \$18,569.00 and the welding of new flanges, new wiring, programming of meter, a new pole, and a transmitter for Mini MAX and YZ system at the cost of \$5,300.00.

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

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DISCUSSED LA MANSION MEXICAN RESTAURANT & BAR LLC ALCOHOLIC BEVERAGE LICENSE

Georgia Henderson, Community Development Director, appeared before the Commission to conduct a public hearing and approve issuing an alcoholic beverage license for La Mansion Mexican Restaurant & Bar, LLC.

Mrs. Henderson stated that La Mansion Mexican Restaurant & Bar LLC has applied for an alcoholic beverage license for on-site liquor, beer, and wine consumption. La Mansion Mexican Restaurant & Bar LLC will be located at 1645 Peterson Ave S., Douglas, Georgia. (Flyin' Cowboy was the previous business at this location). Nancy & Raul Duran are the licensees and owners. Nancy Duran is the corporate officer, and Raul Duran is the Manager. La Mansion Mexican Restaurant & Bar LLC, as well as Nancy and Raul Duran, meet all the requirements set forth by state law and city ordinance to receive an alcoholic beverage license. Chief Pruette has reviewed and is in approval of this application.

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

DISCUSSED OM SHIV 9 LLC, D.B.A. T & M FOOD MART ALCOHOLIC BEVERAGE LICENSE

Georgia Henderson, the Community Development Director, requested the Commission's approval to conduct a public hearing and issue an alcoholic beverage license for OM Shiv 9, LLC.

Mrs. Henderson explained that OM Shiv 9 LLC, D.B.A. T & M Food Mart, has applied for the alcoholic beverage license for retail sales and off-premises consumption of beer and wine. OM Shiv 9 LLC will be located at 1626 Peterson Ave S., Douglas, Georgia. Jagdish Patel is the licensee and owner. OM Shiv 9 LLC and Jagdish Patel meet all the requirements set forth by state law and city ordinance to receive an alcoholic beverage license. Chief Pruette has reviewed and approved the application.

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

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DISCUSSED APPOINTMENTS TO DOUGLAS-COFFEE COUNTY PLANNING COMMISSION

Georgia Henderson, Community Development Director, appeared before the Commission to seek permission from the Mayor and Commission to appoint two (2) new members to the Douglas-Coffee County Planning Commission.

Mrs. Henderson stated that the Douglas-Coffee County Planning Commission seeks to fill two expiring terms, Mr. Johnny Deems and Mr. Kevin Koeppler, on board. Mr. Deems's term would have expired on December 31, 2024. However, he decided to continue serving until we found a replacement for him. The term of Mr. Koeppler expired on December 31, 2024. The staff has properly advertised these vacancies and received two (2) applications from Dr. Morris Leis and Mr. Aveary Daniels.

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

DISCUSSED AWARD TO DOYLE HANCOCK & SONS CONSTRUCTION COMPANY FOR 2022 GEFA WATER SYSTEM IMPROVEMENTS

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to award Doyle Hancock & Sons Construction the 2022 GEFA Water System Improvements contract.

Mrs. Henderson reported that the Bids were received and opened for the City of Douglas 2022 GEFA Water System Improvements on December 19, 2024. The following four (4) bids were received: Hancock & Sons Construction with a total bid of \$1,520,668.50, POPCO Inc. with a total bid of \$1,597,812.78, RPI Underground with a total bid of \$2,251,371.35, and Thrift Brothers LLC with a total bid of \$1,672,088.00. Based on the review of the bid and the successful completion of all required qualifications, it is recommended that we award the total bid to the lowest bid, Doyle Hancock & Sons Construction, for \$1,520,668.50. **FUNDING:** Multi City Funds - \$1,520,668.50

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

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DISCUSSED SUBMITTAL RESOLUTION FOR CHIP 2025

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval of a submittal resolution to apply for FY 2025 Community HOME Investment Program (CHIP) grant funds.

Mrs. Henderson reported that the Community HOME Investment Program (CHIP) provides safe, decent, and affordable housing in Georgia by granting funds to city and county governments, public housing authorities, and nonprofits to rehabilitate owner-occupied homes and build and renovate affordable single-family homes for sale to eligible homebuyers.

Mrs. Henderson also stated that the City of Douglas is seeking CHIP grant funds through the Georgia Department of Community Development for neighborhood revitalization in the Jamestown area, specifically in McDonald Road, Glendale Avenue, Holiday Circle, and Jamestown Drive. These efforts will focus on rehabilitating owner-occupied homes that meet the low- to moderate-income (LMI) requirements, addressing substandard and dilapidated housing in the identified target area.

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

DISCUSSED AND HELD SECOND (2ND) READING AND PUBLIC HEARING OF REZONE PETITION FOR 2002 OCILLA RD (PARCELS 0097B013 AND 0097B008)

Georgia Henderson, Community Development Director, appeared before the Commission to hold the second (2nd) reading and public hearing of the rezone petition for 2002 Ocilla Rd, Parcels 0097B013 and 0097B008.

Mrs. Henderson reported that Mrs. Ela Carbajal has applied to rezone two (2) property-owned parcels located off Ocilla Rd. Presently, the two (2) parcels, 0097B013 & 0097B008, are zoned General Commercial (G-C), and Mrs. Carbajal would like the parcels rezoned to Light Industrial (M-1). This would allow the properties to legally conform in allowing manufacturing work to operate in the district and continue constructing buildings related to the manufacturing work on the property. Though the parcels lie between Residential Mixed (R-M) with Mobile Home Overlay parcels, it abuts a Light Industrial (M-1) parcel, and to the north, parcels of General Commercial (G-C) and Gateway (G-W), and the south, County parcels of Warehouse/Light Industrial (W-LI).

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


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GENERAL COMMENTS (3 MINUTES)

CITY MANAGER'S UPDATE

ADJOURNMENT

Without further discussion, the work session meeting adjourned at 6:18 p.m.



Mayor Tony L. Paulk



Wynetta J. Bolder, CMC

