

MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
MARCH 24, 2025

The Board of Commissioners held a work session on Monday, March 24, 2025, at 6:00 PM in the City Hall Council Chambers. Mayor Tony L. Paulk presided over the meeting with Mayor Pro Tem Cindy McNeill, Commissioners Edwin Taylor, Steve Bailey, Mike Gowen, and Brenda Moore were in attendance. Commissioner Tony Paulk II was absent.

REVIEWED MARCH 10, 2025, MEETING MINUTES

Charles Davis, City Manager, presented the first item, reviewing the meeting minutes of the Board Commissioners on March 10, 2025. Mayor Tony L. Paulk, I asked the Commissioners to propose any changes to ensure accurate historical record-keeping.

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

DISCUSSED THE ALCOHOL BEVERAGE LICENSE FOR NOURIA ENERGY RETAIL INC, D.B.A. ENMARKET 29 WILLACOOHEE HIGHWAY

Georgia Henderson, the Assistant City Manager, appeared before the Commission to conduct a public hearing and approve issuing an alcoholic beverage license for Nouria Energy Retail Inc.

Mrs. Henderson reported that Nouria Energy Retail Inc, D.B.A. Enmarket 29 Willacoohee Highway, has applied for an alcoholic beverage license for retail sales, off-premises consumption, of beer and wine. Nouria Energy Retail Inc. will be located at 29 Willacoohee Highway, Douglas, Georgia. Tony El-Nemr, of Shrewsbury, Massachusetts, is the licensee and owner. Patrick Rodriguez, of Richmond Hill, Georgia, is the manager. Nouria Energy Retail Inc., Tony ElNemr, and Patrick Rodriguez 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. This is a change of ownership, with the current owners being Enmark Stations Inc., D.B.A. Enmarket #757.

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

DISCUSSED THE ALCOHOL BEVERAGE LICENSE FOR NOURIA ENERGY RETAIL INC, D.B.A. ENMARKET 1601 OCILLA ROAD

Georgia Henderson, the Assistant City Manager, appeared before the Commission to conduct a public hearing and approve issuing an alcoholic beverage license for Nouria Energy Retail Inc.

Mrs. Henderson stated that Nouria Energy Retail Inc, D.B.A. Enmarket 1601 Ocilla Road, has applied for an alcoholic beverage license for retail sales and off-premises consumption of beer and wine. Nouria Energy Retail Inc. will be at 1601 Ocilla Road, Douglas, Georgia. Tony ElNemr, of Shrewsbury, Massachusetts, is the licensee and owner. Patrick Rodriguez, of Richmond Hill, Georgia, is the manager.

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DISCUSSED THE ALCOHOL BEVERAGE LICENSE FOR NOURIA ENERGY RETAIL INC, D.B.A. ENMARKET 1601 OCILLA (CONTINUE)

Nouria Energy Retail Inc., Tony El-Nemr, and Patrick Rodriguez 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. This is a change of ownership, with the current owners being Enmark Stations Inc., D.B.A. Enmarket #741.

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

DISCUSSED THE ALCOHOL BEVERAGE LICENSE FOR RIGO'S TAQUERIA LLC, DBA RIGO'S TAQUERIA 604 GASKIN AVENUE

Georgia Henderson, Assistant City Manager, appeared before the Commission to conduct a public hearing and approve issuing an alcoholic beverage license for Rigo's Taqueria LLC.

Mrs. Henderson stated that Rigo's Taqueria LLC has made an application for an alcoholic beverage license for the onsite consumption of liquor and beer. Rigo's Taqueria LLC, D.B.A. Rigo's Taqueria will be located at 604 Gaskin Ave S., Douglas, Georgia. Noelia Aguilera and Cesar Sanchez are the licensees and owners/ managers. Rigo's Taqueria LLC and Noelia Aguilera and Cesar Sanchez meet all the requirements set forth by state law and city ordinance to receive an alcoholic beverage license. This establishment has been surveyed, and as it is a first-time applicant for alcohol at this location, it meets all the distance requirements set forth by state and local ordinances. This restaurant has been in business for years. Chief Pruette has reviewed and is in approval of this application.

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

DISCUSSED THE APPROVAL OF THE RIGHT-OF-WAY ACQUISITION AGREEMENT FOR THE TRANSPORTATION ALTERNATIVES PROGRAM (TAP) PROJECT

Georgia Henderson, Assistant City Manager, sought approval from the City Commission for the Right-of-Way Acquisition Agreement with GDOT. This agreement enables the city to acquire the right-of-way for sidewalk improvements while ensuring compliance with state and federal funding requirements.

Mrs. Henderson stated that the Georgia Department of Transportation (GDOT) and the City of Douglas propose a right-of-way (ROW) acquisition agreement under the Transportation Alternatives Program (TAP) for sidewalk improvements at four locations in Douglas. The estimated ROW cost for the project is \$680,000, with GDOT reimbursing up to \$544,000 and the city covering the remaining \$136,000. This agreement outlines the roles and responsibilities for acquiring the necessary ROW to facilitate construction, including funding allocations, legal procedures, and compliance requirements.

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

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DISCUSSED THE APPROVAL OF REPAIRS FOR WELL 6

Kevin Davis, Project Manager with ESG Operations, Inc., appeared before the Commission to seek approval for the necessary repairs and rehabilitation of Well 6 to restore its operational capacity and prevent further deterioration, ensuring continued water supply for the City of Douglas.

Mr. Davis stated that The City of Douglas received a revised quote from Woodrow Sapp Well Drilling, Inc. for the rehabilitation of Well 6, which is included in the Georgia Environmental Finance Authority (GEFA) project list. The scope of work involves installing a new Goulds 12CHC 5-stage pump designed to pump 1250 GPM at 354 TDH and new stainless-steel components, epoxy-coated column, tailpipe, and necessary motor repairs. The total quoted cost for the project is \$115,000, with an additional \$3,500 per day (for no more than two days) for potential airline removal. The estimated lead time for completion is 4-6 weeks. FUNDING: GEFA 2022009 - 351-1000-54.1403

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

DISCUSSED THE APPROVAL OF THE CHANGE ORDER FOR ROUNDTREE PARK PROJECT IMPROVEMENTS

Georgia Henderson, Assistant City Manager, appeared before the Commission to approve a change order for drainage repairs at Roundtree Park, addressing pipe deterioration and preventing future infrastructure failures.

Mrs. Henderson stated that the City of Douglas is considering a change order for drainage improvements at Roundtree Park, modifying the contract with Vortex Services LLC. The change order will consist of Cured-In-Place Pipe (CIPP) lining repairs, which will increase the contract by \$176,410 to upgrade the CIPP liner from 36" round to 56.5" x 36.5" elliptical, fully repairing all 18" and 56.5" x 36.5" pipes in the park. The included CIPP Map illustrates the proposed sections for repairs. FUNDING: 351-1000-54.1415

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

DISCUSSED THE APPROVAL OF A CHANGE ORDER FOR ADDITIONAL PARK IMPROVEMENTS AT THE ROADSIDE PARK

Georgia Henderson, Assistant City Manager, presented to the Commission a request to authorize additional park improvements at Roadside Park. These improvements would ensure better infrastructure for future amenities and enhanced visitor experience.

Mrs. Henderson reported that the City of Douglas is considering a change order to the existing contract with Griffin Grading & Concrete LLC for additional improvements at Roadside Park.

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DISCUSSED THE APPROVAL OF A CHANGE ORDER FOR ADDITIONAL PARK IMPROVEMENTS AT THE ROADSIDE PARK (CONTINUE)

The change order increases the contract by \$18,601.30 to add four concrete pads for future tables, installations, walking/bike trail directional signage, and permanent grassing around the concrete pads. The city will purchase four tables and four trash receptacles separately later. This change order will extend the project timeline by 45 calendar days, with a new substantial completion date of April 25, 2025. FUNDING: 351-1000-54.1415

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

DISCUSS ADOPTION OF POLICIES AND PROCEDURES FOR CDBG 2024 HOUSING REHAB

Georgia Henderson, Assistant City Manager, appeared before the Commission to formally adopt the policies and procedures necessary for administering the CDBG 2024 Housing Rehab Project, ensuring compliance with state and federal regulations while providing financial housing assistance to low- and moderate-income families.

Mrs. Henderson stated that the Neighborhood Revitalization Program Housing Rehabilitation/Reconstruction Policies and Procedures outline guidelines for providing financial housing assistance to low- and moderate-income families living in substandard housing. These policies are associated with the 2024 Community Development Block Grant (CDBG), identified as CDBG Number 24h-x-034- 2-6398. They are designed to align with the Georgia Department of Community Affairs (DCA) Rehabilitation Standards, the CDBG Administrative Manual, the U.S. Department of Housing and Urban Development (HUD) requirements, and other applicable federal and state regulations.

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

DISCUSS THE APPROVAL OF LAND LEASE AGREEMENTS AND CONSTRUCTION OF CORPORATE HANGARS AT DOUGLAS MUNICIPAL AIRPORT

Georgia Henderson, Assistant City Manager, appeared before the Commission to seek approval to allow individuals to construct corporate hangars at Douglas Municipal Gene Chambers Airport.

Mrs. Henderson stated that City staff, city attorney, consultants, Georgia Airport Association, GDOT Aviation Division, and Airport Commission have been in discussion with several individuals who would like to construct corporate hangars at the Douglas Municipal Gene Chambers Airport on the East Apron. Those are Mr. Chris Rounds, Mr. Vigler Mazariegos, Mr. Colton Rogers, Mr. Jonathan Wright & Mr. Brice Grantham, and Mr. Drew Walker. Upon the approval of the City Commission, staff will have individuals sign a land lease agreement.

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DISCUSS THE APPROVAL OF LAND LEASE AGREEMENTS AND CONSTRUCTION OF CORPORATE HANGARS AT DOUGLAS MUNICIPAL AIRPORT (CONTINUE)

Lease payments will not begin until the construction of the hangars. Once contracts are signed, staff will work with airport consultants to file the 7460 forms with the FAA. The lessee shall be responsible for ordering and paying for a land survey and phase 1 soil environmental test. City utilities departments have confirmed service to the area. Each person is to furnish a complete set of building plans with the Building Inspector for review and to be appropriately permitted before construction begins. Because of all the ramifications surrounding the verification of space and the process, if any individuals interested in constructing a hangar refuse to sign the lease agreement, they will no longer be considered under this approval. They will have to wait until the following process. The same holds for any individual who signs the contract but is delayed more than six months when going through with any of the methods, such as the 7460 survey, phase 1 environmental, construction plans, and the start of the project. Those delaying or stalling in any way risk their contract becoming void, and the City is not obligated to hold their spot. It will be the discretion of the City will have the option to negotiate with someone else who may become interested.

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

DISCUSSED THE HOLDING OF THE FIRST (1ST) READING FOR REZONE PETITION FOR VACANT LOT PARCEL D005 018 OFF OF GORDON ST.

Georgia Henderson, Assistant City Manager, appeared before the Commission to discuss the application for rezoning vacant lot parcel D005 018 off Gordon Street.

Mrs. Henderson stated that this property has been vacant throughout its history. This is due to part of the land mostly being wetland. Though the parcel is 26.46 acres, the applicant only wants to rezone approximately 8 acres. The rezone would take place on the west side of the lot (see attached map for specific location). The land would be used to create a multifamily apartment complex using the Low-Income Housing Tax Credit (LIHTC). For this reason, the applicant would like to rezone the property from Residential Single-Family (15,000) (R-15) to Residential Mixed (R-M). A property survey will be submitted before the second reading.

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

DISCUSSED THE SURPLUSING OF TWO WORK TRUCKS AND SELLING TO THE CITY OF HAZLEHURST, GA

Charles Davis, City Manager, approached the Commission to discuss selling two surplus work trucks to the City of Hazelhurst, Ga.

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DISCUSSED THE SURPLUS OF TWO WORK TRUCKS AND SELLING TO THE CITY OF HAZLEHURST, GA (CONTINUE)

Mr. Davis stated that staff is asking for a surplus of two F450 crew cab work trucks, vin_1FD0W4GY6DEA57129_vehicle #440005 and vin_1FD0W46Y9CEB55005_vehicle #433307 and for authorization to sell them to the City of Hazlehurst, Ga, for \$4,500 each, for a total of \$9,000.00. The City of Hazlehurst's Mayor, John Ramay, has submitted a letter (see attached) to us to consider selling them.

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

DISCUSSED THE CHANGE ORDER FOR IRRIGATION AND DIRT REPLACEMENT TO SOUTHERN COMMERCIAL SOLUTIONS, LLC FOR THE IMPROVING NEIGHBORHOOD OUTCOMES IN DISPROPORTIONATELY IMPACTED COMMUNITIES GRANT FOR HUCKABY PROJECT BID A

Charles Davis, City Manager, appeared before the Commission seeking approval to award Southern Commercial Solutions, LLC the change order to Southern Commercial Solutions, LLC's contract for adding the irrigation system and infield dirt replacement for \$137,368.40.

Mr. Davis stated that on October 28, 2024, the Mayor and Commission awarded Southern Commercial Solutions, LLC, the construction contract for the Improving Neighborhood Outcomes in Disproportionately Impacted Communities for Huckaby Project #GA-0013734 Bid A for the ball field fence, dugout, and concrete improvements in the amount of \$918,542.33. When construction began, we discovered that we did not include an irrigation system and a 4-inch infield clay replacement. Staff asked Southern Commercial Solutions, LLC, to give us a price for adding irrigation and infield dirt replacement. They have submitted a quote for the \$137,368.40.

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

GENERAL COMMENTS (3 MINUTES)

No Comments

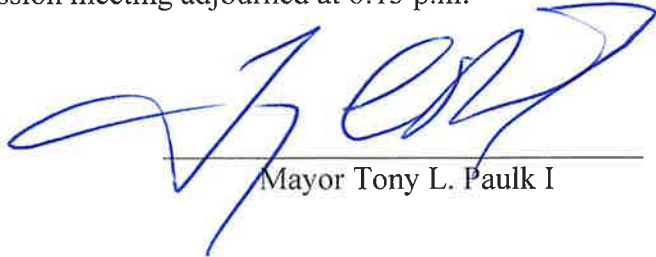
CITY MANAGER'S UPDATE

Charles Davis, City Manager, updated the Mayor and Commission regarding undisclosed industries interested in bringing business to Douglas.

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ADJOURNMENT

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



Mayor Tony L. Paulk I



Wynetta J. Bolder, CMC



