

MINUTES
WORKSESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
JULY 28, 2025

The Board of Commissioners held a work session on Monday, July 28, 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, Brenda Moore, and Tony Paulk II in attendance. Commissioner Mike Gowen was absent.

City Manager Charles Davis was absent. Assistant Manager Georgia Henderson led the meeting.

REVIEWED JULY 17, 2025, MEETING MINUTES

Georgia Henderson, Assistant Manager, presented the first item, reviewing the Board of Commissioners meeting minutes on July 17, 2025. Mayor Tony L. Paulk 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 A NOT TO EXCEED PRICE TO PURCHASE EIGHT (8) VEHICLES FOR ALL DEPARTMENTS

Anthony Folsom, Purchasing Agent, appeared before the Commission to seek approval from the Mayor and Board of Commissioners to purchase vehicles at a price not to exceed the department's budget.

The purchasing agent, Anthony Folsom, and the vehicle shop supervisor, Dennis Trowell, agree to recommend that these prices not exceed the stated amounts per vehicle.

****Funding Summary: ****

- \$65,000.00 for one (1) 1/2-ton 4WD 4-door crew cab work truck.
- \$75,000.00 for one (1) 1/2-ton diesel 4WD 4-door crew cab work truck.
- \$120,000.00 for one (1) F450 4WD 4-door crew cab work truck.
- \$100,000.00 for two (2) patrol vehicles (assuming each is \$50,000.00).
- \$55,000.00 for one (1) patrol vehicle.
- \$55,000.00 for another patrol vehicle.
- \$55,000.00 for yet another patrol vehicle.
- \$52,000.00 for one (1) police vehicle for Criminal Investigation.
- \$45,000.00 for one (1) police vehicle for the Drug Unit.

The total budgeted price is \$512,000.00, which must not be exceeded.

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

DISCUSSED AND CONDUCTED FIRST (1ST) READING OF TEXT AMENDMENTS TO ULDC TO ADOPT UPDATED GEORGIA MINIMUM STANDARD CODES FOR CONSTRUCTION AND INTERNATIONAL PROPERTY MAINTENANCE CODES

Georgia Henderson, the Assistant City Manager, presented to the Commission about the first reading of a proposed ordinance to amend the City of Douglas Code of Ordinances.

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DISCUSSED AND CONDUCTED FIRST (1ST) READING OF TEXT AMENDMENTS TO ULDC TO ADOPT UPDATED GEORGIA MINIMUM STANDARD CODES FOR CONSTRUCTION AND INTERNATIONAL PROPERTY MAINTENANCE CODES- CONTINUE

This amendment focuses on Subpart B – Unified Land Development Code (ULDC), Chapter 103 – Buildings and Building Regulations, Article II – Technical Codes, Division I – Generally, Section 103-21 – Adopted. The objective is to align with the current standards of the Georgia Department of Community Affairs, eliminate outdated code references, and establish a consistent framework for construction regulations and property maintenance codes within the City of Douglas.

Georgia Henderson, the Assistant City Manager, presented to the Commission about the first reading of a proposed ordinance to amend the City of Douglas Code of Ordinances. This amendment focuses on Subpart B – Unified Land Development Code (ULDC), Chapter 103 – Buildings and Building Regulations, Article II – Technical Codes, Division I – Generally, Section 103-21 – Adopted. The objective is to align with the current standards of the Georgia Department of Community Affairs, eliminate outdated code references, and establish a consistent framework for construction regulations and property maintenance codes within the City of Douglas.

Ms. Henderson explained that this ordinance seeks to amend Section 103-21 of the City of Douglas Building and Building Regulations to officially adopt the latest edition of the Georgia State Minimum Standard Codes for construction. This adoption includes the International Property Maintenance Codes updated by the Georgia Department of Community Affairs (DCA). The proposed amendment includes:

The proposed amendment includes:

- Revising Section 103-21 to read: "The city intends to enforce the latest edition of the Georgia State Minimum Standard Codes for construction, as adopted and amended by the DCA."
- Completely deleting the following outdated subsections: (a) 1 through 9, (b), (c), and (d).

The second reading of this ordinance will take place on August 11, 2025. These changes aim to remove obsolete language and ensure the City's code aligns with current state construction standards.

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

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DISCUSS BID AWARD TIA 0016250 SIDEWALK AND DRAINAGE IMPROVEMENTS ON WEST WALKER STREET

Georgia Henderson, the Assistant City Manager, sought approval for the bid award related to the TIA Project (PI# 0016250) on West Walker Street.

Mrs. Henderson reported that bids for the City of Douglas, Georgia's TIA Project, specifically for sidewalk improvements on West Walker Street, were received and opened. The base bids, listed from lowest to highest, were as follows: Ricketson Construction Company, LLC at \$742,023.76, Douglas Electrical & Plumbing Company, Inc. at \$745,324.50, and Helix Grading & Utility LLC at \$1,141,243.32. It was recommended that the two lowest bidders be allowed to present revised proposals to identify potential cost savings for the city. The value-engineered bids received were from Douglas Electrical & Plumbing Company, Inc., at \$725,195.12 and Ricketson Construction Company, LLC, at \$730,892.05.

DISCUSS BID AWARD TIA 0016250 SIDEWALK AND DRAINAGE IMPROVEMENTS ON WEST WALKER STREET-CONTINUE

Mrs. Henderson explained that Statewide Engineering Inc. evaluated the submitted bids after thoroughly reviewing the revised proposals, project budget, verified references, and contractor experience. Based on their review, Statewide Engineering recommends awarding the total base bid to the lowest bid, Douglas Electrical & Plumbing Company, at \$725,195.12.

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

DISCUSSED AND SEEK APPROVAL FOR ESG ENGINEERING TO PERFORM TASK ORDER CONCERNING DESIGN, CONSTRUCTION ADMINISTRATION, AND GEFA LOAN CONTRACT ADMINISTRATION FOR BELT PRESS PROJECT

Georgia Henderson, Assistant City Manager, appeared before the Commission to seek approval for the ESG Engineering Task Order—2025 for Belt Press Design, Construction Administration, and GEFA Loan Administration.

Mrs. Henderson stated that Provide Engineering Design, Construction Administration, and GEFA Grant Administration assistance for constructing a new belt press facility at the city's compost site. The project will include a new structure to house two new belt presses sized appropriately for the sludge quantities expected at the plant. The project will involve pumping thickened sludge and reusing/diluting water (with appropriately sized force mains) from the plant to the compost site for processing. Evaluation of methods for returning belt press supernatant to the WWTP for treatment will also be completed, and all associated gravity or force main piping will be included in the design.

The work includes, but is not limited to, the following tasks:

Task 1—Design Engineering:

- Creating plans and specifications for bid, including surveying, permitting, structural design, environmental clearances, and bid administration for the new belt press facility.

Task 2 – Construction Administration

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DISCUSSED AND SEEK APPROVAL FOR ESG ENGINEERING TO PERFORM TASK ORDER CONCERNING DESIGN, CONSTRUCTION ADMINISTRATION, AND GEFA LOAN CONTRACT ADMINISTRATION FOR BELT PRESS PROJECT-CONTINUE

- Pre-construction meeting, review/approval of contractor submittals, periodic trips to the site to observe progress, review of contractor pay requests, punch list, and the engineer's work completion certificate. This task will also include electrical and structural engineering subconsultant support during the construction period

Task 3 – GEFA Loan Contract Administration

- File for Environmental pre-clearance from EPD as a Categorical Exclusion for work on a previously existing WWTP/Compost site.
- Complete GEFA pre-application for 2025 Clean Water SRF funds
- Assist the city with a complete GEFA application as needed
- Review Contractor compliance with MBE/WBE, Davis Bacon Wage Rates, AIS, and BABA requirements, including submitting exhibit C items to GEFA
- Provide loan drawing services for the whole construction period

Compensation: The parties acknowledge and agree that the City will compensate Inframark as set forth below for the tasks described and for the Scope of Services performed by Inframark under the terms provided below and the terms and conditions of the Agreement.

All work will be performed on a Time and Material Basis with a maximum, not-to-exceed (NTE) amount provided. Not to Exceed budget will not be exceeded without written authorization from the city.

Task 1- Design Engineering (Plans and Specifications), including structural and electrical subconsultants - \$250,000

Task 2- Construction Administration (Lump Sum) \$75,000

Task 3- GEFA Loan Administration as needed (Hourly) \$18,000 NTE

FUNDING: \$343,000 - SPLOST, Capital Funds, and GEFA

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

DISCUSSED APPROVAL OF CHANGE ORDER#2 CONTRACT TO AERATION AND FILTER REHAB PROJECT AT THE WASTEWATER TREATMENT PLANT (WWTP)

Georgia Henderson, Assistant City Manager, sought approval of Change Order#2 to the Aeration and Filter Rehab Project at the Wastewater Treatment Plant (WWTP) for \$113,789 and an extension of the contract for an additional 30 days.

Mrs. Henderson explained that on 8/14/2023, the Mayor and Council approved a contract for WWTP improvements for \$8,582,500.00 to Lakeshore Engineering's low bidder. The City has decided to reuse some electrical disconnects, realizing that they will not work with the new equipment due to their age and the availability of parts. We must increase the contract value to pay for 12 new electrical disconnects for aerator equipment. Also, there is a request to increase the contract period by 90 days.

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DISCUSSED APPROVAL OF CHANGE ORDER#2 CONTRACT TO AERATION AND FILTER REHAB PROJECT AT THE WASTEWATER TREATMENT PLANT (WWTP)-CONTINUE

The requested contract time extension is due to weather delays, including Hurricane Helene, and manufacturer-related delays associated with the aeration equipment.

Mrs. Henderson stated that on 4/28/2025, the Mayor and Council approved of this change, which increased the contract by \$36,887.05 to \$8,619,387.05 and extended the requested extension contract period by 90 days, and must add five items (4 due to regular work and one due to Hurricane Helene) and 30 days. The items are:

1. Air Conditioning for MCC Room - \$40,561
 2. Ethernet Cables for Filter SCADA connection - \$8,265
 3. Handrail Connections from existing to new handrail - \$19,208
 4. Pipe Supports for Filter Piping - \$18,039
 5. High School Lift Station Clean-up and Electrical Rehab - \$27,716 (Hurricane Helene damage)
- NET CHANGE IN CONTRACT PRICE \$113,789 FUNDING: 351-1000-54.1404

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

DISCUSSED AND HELD A PUBLIC HEARING FOR THE HEIGHT VARIANCE OF 611 WALKER ST. W. - PINECREST VILLAGE

Georgia Henderson, Assistant City Manager, appeared before the Commission to hold a public hearing on Pinecrest Village's height variance request.

Mrs. Henderson explained that the applicant, Pinecrest Village, LP, is requesting a height variance to exceed the maximum building height permitted of 35' to 50'. According to Chapter 5, Section 4 (Table 5-1) of the City of Douglas Unified Land Development Code, the RM (Residential Multi-family) district stipulates a maximum building height of 35 feet for a multi-family (apartment) development within the zoning district applicable to the property. The proposed development, named Pinecrest Village, would consist of approximately 48 dwelling units on two currently vacant parcels. Currently, the vacant lots lie next to the Farm Bureau on Walker Street. The proposed development represents an expansion of affordable and diverse housing options in the City of Douglas. The applicant seeks relief from the current height limitations to accommodate a multi-story apartment complex design that aligns with modern development standards and efficient land use practices.

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

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DISCUSSED THE ADVERTISEMENT FOR THE VACANCY ON THE DOUGLAS AIRPORT COMMISSION

Georgia Henderson, Assistant City Manager, appeared before the Commission to seek approval to advertise for two weeks to fill the unexpired Airport Commission term. This item will be returned on August 11, 2025.

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

Commissioner Edwin Taylor entered the meeting.

DISCUSSED THE ENFORCEMENT OF HURRICANE HELENE RECOVERY EFFORTS

Georgia Henderson, Assistant City Manager, appeared before the Commission to gain direction on how the City should proceed with enforcement of recovery-related property maintenance and blight abatement following Hurricane Helene, and to determine a consistent, compassionate, and effective strategy that encourages cleanup while accounting for individual circumstances.

Mrs. Henderson explained that as the City approaches the one-year anniversary of Hurricane Helene on September 27, the City of Douglas must begin taking more proactive steps in recovery. Several properties within the city limits remain untouched or have been abandoned mid-restoration, contributing to ongoing blight and safety concerns. We seek direction from the Mayor and Commission on how Code Enforcement should address these issues - including the use of nuisance abatement procedures, the issuance of warnings, and the potential for citations where appropriate.

Mrs. Henderson stated that staff are proposing to send formal letters to the property owners of the affected sites, acknowledging that insurance delays or other external factors may have contributed to the lack of progress while also emphasizing the importance of visible recovery efforts. The goal is to encourage cleanup and repairs fairly and firmly, protecting neighborhood integrity and minimizing negative impacts on current and future economic development opportunities. Sixty days will be given to the citizens.

Informational purposes.

GENERAL COMMENTS (3 MINUTES)

No Comments

CITY MANAGER'S UPDATE

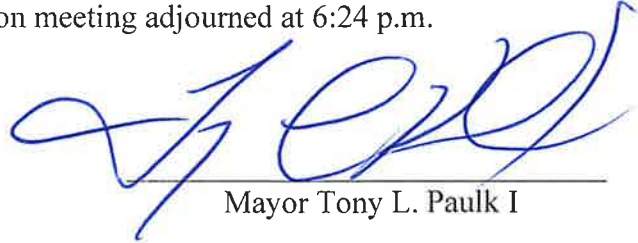
No Comments

COMMISSIONERS COMMENTS

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ADJOURNMENT

Without further discussion, the work session meeting adjourned at 6:24 p.m.



Mayor Tony L. Paulk I



Wynetta J. Bolder, CMC



