

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
FEBRUARY 13, 2023**

The Board of Commissioners held a Work Session on Monday, February 13, 2023, at 6:00 p.m. at the C. E. Weir Center. Mayor Tony L. Paulk was presiding over the meeting. Mayor Pro Tem Edwin Taylor and Commissioners Cindy McNeill, Kentaiwon Durham, Steve Bailey, Olivia Pearson, and Mike Gowen were present.

REVIEW OF JANUARY 24, 2023, MEETINGS MINUTES

The first business item presented by Mayor Tony Paulk was to review the minutes from January 24, 2023 (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 FY23 REEL TRAILER BID

Nikki Thompson, Purchasing Agent, appeared before the Commission to seek permission to purchase a reel trailer that the Light Dept will use by the Light Dept.

Mrs. Thompson stated that this s bid was advertised on December 22 and 29, 2022, in The Douglas Enterprise and was publicly opened at the Utilities Complex Meeting Room on January 23, 2023, at 2:30 P.M. Bids were sent to three (3) vendors with four (4) vendors responding. This new trailer will allow the Light Dept. to transport more wire reels to work sites. Utilities Director Mike Hudson and Purchasing Agent Nikki Thompson agree to accept the low bid submitted by Lane Trailer Mfg. Co., located in Boone, IA, for a total bid of \$31,840.00. **FUNDING:**
510/4600-54.2403 Operating Equipment

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

DISCUSSED THE CONTRACT FOR PROBATION SUPERVISION SERVICES WITH CSRA PROBATION SERVICES, INC.

Tommy Harrell, Finance Director, appeared before the Commission to seek approval of the Contract for Probation Supervision Services with CSRA Probation Services, Inc. and the Mayor signing on behalf of the City.

Mr. Harrell stated that Since 2006, the city has entered into a contract with CSRA Probation Services, Inc. for use with the City of Douglas Municipal Court. A contract is a one-year contract with an automatic four-year renewal unless either party opts out with a 30-day notice. This contract will expire on April 30, 2027, having met the five-year maximum renewal. See the attached proposed agreement for the scope of services provided by CSRA Probation Services, Inc., along with the cost and fee schedule. I have reviewed the proposed CSRA Probation Services, Inc. contract against their past approved agreements with the city noting only minor cost adjustments.

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**DISCUSSED THE CONTRACT FOR PROBATION SUPERVISION SERVICES WITH
CSRA PROBATION SERVICES, INC.-CONTINUED**

CSRA Probation Services, Inc. has provided excellent service, the only probation service in Douglas, and the proposed contract only shows minimum cost increases.

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

**DISCUSSED APPOINTMENTS TO AIRBASE PRESERVATION & DEVELOPMENT
COMMITTEE**

Georgia Henderson, Community Development Director, appeared before the Commission to seek permission to reappoint two (2) members to the Airbase Preservation and Development Committee.

Mrs. Henderson stated that the Airbase Preservation & Development Committee seeks to fill two (2) seats that expired on December 31, 2022: Mrs. Stephanie Childers and Mr. Stanley Lott. The staff has followed the standard procedure of publicizing the seats for two weeks and has not received any applications. Mrs. Childers and Mr. Lott are interested in continuing to serve another term.

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

**DISCUSSED APPOINTMENTS TO DOUGLAS DOWNTOWN DEVELOPMENT
AUTHORITY**

Georgia Henderson, Community Development Director, appeared before the Commission to seek permission to reappoint two (2) members to the Downtown Development Authority.

Mrs. Henderson stated that the Downtown Development Authority seeks to fill two (2) seats that expired on December 31, 2022: Mr. Michael Newton and Mr. Scott Moore. The staff has followed the standard procedure of publicizing the seats for two weeks and has not received any applications. Mr. Newton and Mr. Moore are interested in continuing to serve another term.

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

**DISCUSSED THE TITLE VI NON-DISCRIMINATION AGREEMENT WITH
ASSURANCES AND POLICY STATEMENT**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval of the updated Title VI Non-Discrimination Agreement with Assurances and policy statement.

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DISCUSSED THE TITLE VI NON-DISCRIMINATION AGREEMENT WITH ASSURANCES AND POLICY STATEMENT-CONTINUED

Mrs. Henderson stated that the City of Douglas is working on a Transportation Alternative Grant for sidewalks through The Department of Transportation. Every three years, the city has to renew its LAP Certification to continue receiving funds for this project. To have the city recertified, we must submit a recertification packed with required up-date documents such as the Title VI Non-Discrimination Agreement with Assurances and Title VI Policy. Mrs. Henderson presented a copy of these documents to the agenda.

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

DISCUSSED RATIFICATION OF RESOLUTION TO SUBMIT HISTORIC PRESERVATION FUND, CLG GRANT

Georgia Henderson, Community Development Director, appeared before the Commission to seek ratification of a resolution to submit a Historic Preservation Fund Grant for New Historic Preservation Guidelines.

Mrs. Henderson stated that the Douglas Historic Preservation Design Guidelines are approximately 15 years old. The original guidelines were approved in June 2009. These grant funds will allow the procedures to be updated to be current with the aging housing in the community and historic districts. The Historic Preservation Design Guidelines allow the Douglas Historical Commission to provide guidance and recommendations on historic properties and hold the citizens to the guidelines.

Mrs. Henderson also stated that the City of Douglas Community Development Department polled the city commission on January 30th, 2023. The majority agreed to move forward with the application to submit a Historic Preservation Fund CLG Grant to revise the Historic Preservation Guidelines. **FUNDING:** Grants 60% Funds- \$15,000 City 40% Matching funds- \$10,000 (FY24 Budget Request)

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

DISCUSSED THE ESG ENGINEERING TASK ORDER AGREEMENT FOR THE 2022 GEFA CWSRF PROJECT DESIGN AND ADMINISTRATION

Mike Hudson, Utilities Director, appeared before the Commission to approve the task order so we can begin engineering work for aeration upgrades at the wastewater plant.

Mr. Hudson explained that the City of Douglas had been approved for a GEFA Loan for Wastewater Improvements of \$3,000,000.00 with debt forgiveness of 50% (\$1,500,000.00). The task order presented will cover this project's design, bid out, Electrical subcontract design, and construction administration. The project is for aeration upgrades at the Wastewater Plant.

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**DISCUSSED THE ESG ENGINEERING TASK ORDER AGREEMENT FOR THE 2022
GEFA CWSRF PROJECT DESIGN AND ADMINISTRATION-CONTINUED**

Mr. Hudson presented a copy of the task order for review. **FUNDING:** GEFA Funds FY23
Capital Fund Line-item wastewater infrastructure improvements 351/100-54.1404

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

DISCUSSED THE CSX PRELIMINARY ENGINEERING AGREEMENT

Mike Hudson, Utilities Director, appeared before the Commission to seek approval allowing the Chamber of Commerce to host a festival at the Douglas Municipal Gene Chambers Airport and the WWII Flight Training Base.

Mrs. Henderson stated that the Douglas-Coffee County Chamber of Commerce requests permission from the City Commission to host a festival at the Douglas Municipal Airport and WWII Flight Training Airbase. The festival will be called the Wings & Things Festival and will be held on Saturday, April 29, 2023, from 9:00 am - 6:00 pm. If approved, staff will work with the Chamber to seek approval from the FAA. **FUNDING:** TIA Funds

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

DISCUSSED SPLOST VII INTERGOVERNMENTAL AGREEMENT

Charles W. Davis, City Manager, appeared before the Commission to seek approval to enter into an Intergovernmental Agreement for the distribution of the proceeds of the 2024 SPLOST.

Mr. Davis explained that based on Georgia Law, an Intergovernmental Agreement (IGA) must be executed between the county and municipalities to achieve a 6-year particular purpose local option sales tax (SPLOST). All Coffee County cities have agreed to distribute the proceeds for this to occur. Therefore, we are bringing forward an IGA for your approval. Mr. Davis presents the IGA for review. **FUNDING:** 6 Years - revenue of \$9.5 million

The Item was moved forward on the **Regular Agenda**.

**DISCUSSED AND REVIEWED SUMMARY FOR MOBILE VENDORS, SPECIAL
EVENTS/FESTIVALS, POP-UPS, AND FARMER'S MARKET**

Mayor Tony L. Paulk appeared before the Commission to discuss how to regulate mobile vendors, special events and festivals, pop-ups, and farmers and flea markets with the city commission.

Mayor Paulk stated that on November 28, 2022, staff presented some suggested amendments and rules governing mobile vendors, particular events/festivals, and the farmer's market. The commission must discuss and reach a consensus to follow through and advise staff.

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DISCUSSED AND REVIEWED SUMMARY FOR MOBILE VENDORS, SPECIAL EVENTS/FESTIVALS, POP-UPS, AND FARMER'S MARKET-CONTINUED

After much discussion, the staff was instructed to craft the ordinance for the mobile unit.

No action was taken at this time.

DISCUSSED TERMINATION OF CHANNEL 13

Mayor Tony L. Paulk appeared before the Commission to seek the Council's guidance in terminating Channel 13 operations.

Mayor Paulk stated that he had requested the Council to consider terminating Channel 13 operations. At the last commission meeting, the focus was placed on the viability and value of Channel 13. Mayor Paulk stated, "After much consideration, the city should terminate channel 13. With social media, the country is cutting the cord with cable TV. Our community has about 4,300 households, with only 589 households that can watch channel 13. Only 10% of cable subscribers watch public access television. As it pertains to Douglas, only 58 households watch channel 13. Our council must continue to spend taxpayers' dollars wisely. Continuing to operate channel 13 is not a wise financial decision." **FUNDING:** Financial savings of approximately \$20,000

After much discussion, the Item was moved forward on the **Regular Agenda.**

GENERAL COMMENTS

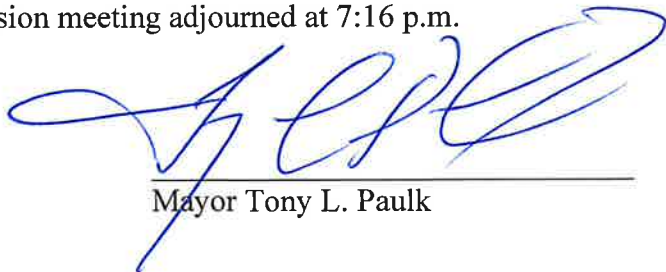
Jerome Loving, Representative of the American Legion, appeared before the Commission to invite the Mayor and Commission to meet the American Legion Nation Commander in Douglas, Georgia, at Post 515 on February 13, 2023.

CITY MANAGER'S UPDATES

No comments

ADJOURNMENT

Without further discussion, the work session meeting adjourned at 7:16 p.m.



Mayor Tony L. Paulk



Wynetta J. Bolder, CMC

