

MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
MARCH 23, 2020

A Regular Meeting of the Board of Commissioners held on Monday, March 23, 2020, at 7:00 P.M. at the C.E. Weir Center with Mayor Tony L. Paulk presiding and Mayor Pro-Tem Cindy McNeill, Commissioners Kentaiwon Durham, Mike Gowen, Edwin Taylor were present. Commissioner Bob Moore and Olivia Pearson were absent.

CALLED TO ORDER

The Regular Meeting of the Board of Commission was called to order by Mayor Tony L. Paulk.

INVOCATION (Commissioner Edwin Taylor)

Pastor Timothy Warren gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Tony L. Paulk led the Pledge of Allegiance.

APPROVAL OF THE ORDER OF THE AGENDA

The Commission approved the order of the Agenda Commissioner Kentaiwon Durham made a **MOTION** approving the order of the Agenda and seconded by Commissioner Edwin Taylor. Mayor Pro Tem McNeill and Commissioner Gowen voted in favor of the motion. The motion **carried (4-0)**.

UPDATE ON COVID-19 IN COFFEE COUNTY

Upon recommendation from Mayor Tony L. Paulk, Dr. Jeff Dockery (**Coffee Regional Medical Center**) provided the community an update on COVID-19 in Coffee County. Dr. Dockery also talked about what measures to take to slow the spread of this virus.

CONSENT AGENDA ITEMS

1. APPROVAL OF MARCH 9, 2020 AND SPECIAL CALLED MEETING MARCH 19, 2020 MINUTES
2. APPROVAL OF THE PURCHASE OF WATER/WASTEWATER SUPPLY BID 3-9-20
3. APPROVAL OF THE PURCHASE OF ANNUAL UTILITY ELECTRICAL SUPPLY BID 3-9-20
4. APPROVAL TO AMEND APPROVAL OF ARCHITECTURAL DESIGN SERVICES FOR DOWNTOWN POCKET PARK
5. APPROVAL OF AUTHORIZATION OF GRANT AGREEMENT AND PRESERVATION AGREEMENT – GA DNR GEORGIA HERITAGE GRANT
6. APPROVAL OF THE MGAG VOTING DELEGATES FOR 2020 ANNUAL MEETING
7. APPROVAL TO TRANSFER LAND TO EDA

**MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
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MARCH 23, 2020**

CONSENT AGENDA ITEMS-CONSENT

MOTION to approve all **Consent Agenda Items** listed above, as discussed in the Work Session, was made by Commissioner Kentaiwon Durham and seconded by Commissioner Edwin Taylor. The motion **carried (4-0)**.

WORK SESSION ITEMS

**ANNOUNCEMENT OF THE DOWNTOWN DEVELOPMENT AUTHORITY
VACANCY**

Georgia Henderson appeared before the Commission to publicize the vacant seat on the Downtown Development Authority for two weeks or until a recommendation is ready to be presented back to Mayor and Commission. The newly appointed member will serve the remainder of the term through December 31, 2021.

FIRST READING – AMENDING THE UNIFIED LAND DEVELOPMENT CODE

City Attorney, Jerome Adams read the first reading. “Amend the Table of Contents, CHAPTER FOUR, SPECIAL DISTRICTS, by adding Item (3) Manufactured Home Overlay District (MH-O) Page 4-17 also amend the U.L.D.C. by adding Item (3) Manufactured Home Overlay District (MH-O) to Chapter 4 - Special Districts.

No action was taken at this time

GENERAL COMMENTS

Alphalene Walker, Commander of American Legion Post 515, appeared before the Mayor and Commission to discuss the “Wreaths Across America Program.”

THE CITY OF DOUGLAS DECLARATION OF LOCAL EMERGENCY

Mayor Tony Paulk issued a Declaration of Local Emergency to help stop the spread of the Coronavirus. Beginning March 24, 2020, 8:00 A.M., the Declaration has put in place the following:

- A local emergency plan has been placed in effect, and Sections of City of Douglas Code has implemented: Chapter 30, Article II, and Sec. 30-26 through Sec. 30-31.
- A citywide curfew has enacted for everyone between the hours of 9 P.M. until 6 A.M.; unless you are working or governed by the Department of Homeland Security’s Cyber-Security & Security Agency or any other Federal Agency.
- All non-work and other specified exceptions are hereby limited to 10 people. However, churches are exempt at this time.
- Churches are encouraged to cancel in-house services, to employ social media broadcasting, and parking lot services.

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THE CITY OF DOUGLAS DECLARATION OF LOCAL EMERGENCY

- All citizens are mandated to implement social distancing rule of 6-foot.

These actions are to continue until further notice. City officials have asked that all citizens of Douglas abide by this Declaration, for the health and safety of everyone.

ADJOURNMENT

Mayor Paulk entertained a motion to adjourn. A **MOTION** was made by Commissioner Kentaiwon Durham and seconded by Commissioner Edwin Taylor at 7:53 P.M.

Motion carried 4-0



Tony L. Paulk, Mayor



Wynetta J. Bolder, CMC

MINUTES
SPECIAL CALLED MEETING OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
JUNE 15, 2020

A Called Meeting of the Board of Commissioners held on Monday, at 7:00 p.m. in the C. E. Weir Center with Mayor Tony L. Paulk presiding and Commissioners Bob Moore, Kentaiwon Durham, Mayor Pro Tem Cindy McNeill, and Mike Gowen were present. Commissioner Olivia Pearson was absent.

CALLED TO ORDER

Mayor Tony L. Paulk called the Regular Meeting of the Board of Commission to order.

INVOCATION

Wynetta J. Bolder, City Clerk, provided the invocation.

PLEDGE OF ALLEGIANCE

Mayor Tony Paulk led the Pledge of Allegiance.

APPROVAL OF THE ORDER OF THE AGENDA

The Commission approved the order of the Agenda as printed. Mayor Pro Tem Cindy McNeill made a **MOTION** to accept the order of the Agenda and seconded by Commissioner Edwin Taylor. The motion **carried (5-0)**.

FY'21 BUDGET PUBLIC HEARING

Charlie Davis, City Manager, appeared before the Commission to hold a public hearing for the proposed FY'21 budget of \$112,350,432. Jerome Adams, City Attorney, conducted the Public Hearing. There were no objections, and the adoption will of the FY'21 budget held at the next City Commission meeting on June 22, 2020.

CONSENT AGENDA ITEMS

- **APPROVAL TO CLOSE SOUTH GASKIN AVENUE FROM ROSS STREET TO E. COLLEGE PARK DR. ON JUNE 19, 2020, FROM 6 P.M. TILL 10 P.M.**

MOTION to approve all **Consent Agenda Items** listed above, as discussed in the Work Session, was made by Commissioner Kentaiwon Durham and seconded by Commissioner Edwin Taylor. The motion **carried (5-0)**

APPROVAL OF EMPLOYEE SAFETY AS IT RELATES TO ROSCOE ALLEN

Mayor Paulk entertained a motion to bar Roscoe Allen from the following

1. All city facilities
2. All city parking lots
3. All city sporting events


**MINUTES
SPECIAL CALLED MEETING OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
JUNE 15, 2020**

**APPROVAL OF EMPLOYEE SAFETY AS IT RELATES TO ROSCOE ALLEN-
CONTINUED**

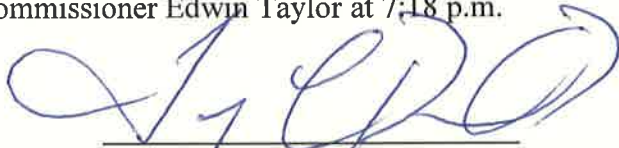

4. All city parks
5. Mr. Allen barred from communicating with all city employees except the City Manager via email. Employees instructed if Mr. Allen calls the city hall, all city employees have the authority to disconnect from the call politely.
6. The order is in effect until June 15, 2021.

Commissioner Bob Moore moved for the **MOTION**, Commissioner Mike Gowen seconded. **MOTION opposed** by Commissioner Durham, and Commissioners Taylor, and McNeill. **Motion carried (4-1)**

With no further business to discuss in the Regular Meeting, a motion made to adjourn by Commissioner Bob Moore and seconded by Commissioner Edwin Taylor at 7:18 p.m.



Wynetta J. Bolder, City Clerk



Tony L. Paulk, Mayor

MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
JUNE 8, 2020

A Regular Meeting of the Board of Commissioners held on Monday, June 8, 2020, at 7:00 P.M. at the C.E. Weir Center with Mayor Tony L. Paulk presiding and Mayor Pro-Tem Cindy McNeill, Commissioners Kentaiwon Durham, Mike Gowen, Edwin Taylor Bob Moore, and Olivia Pearson were present.

CALLED TO ORDER

The Regular Meeting of the Board of Commission called to order by Mayor Tony L. Paulk.

INVOCATION (Commissioner Kentaiwon Durham)

Pastor Twanna Bennett of FaithOne 17 gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Tony L. Paulk led the Pledge of Allegiance.

APPROVAL OF THE ORDER OF THE AGENDA

The Commission approved the order of the Agenda Commissioner Kentaiwon Durham made a **MOTION** approving the order of the Agenda and seconded by Commissioner Edwin Taylor. Mayor Pro Tem McNeill and Commissioner Gowen voted in favor of the motion. The motion **carried (4-0)**.

DISCUSSION OF COVID-19 CONCERNS AND ESTABLISH PROTOCOLS FOR MEETING

Commissioner Pearson expressed concerns regarding the meeting held during the pandemic. Commissioner Pearson recommended that the Commission look into doing the meetings virtually. The Commission advised staff to research the possibility of conducting virtual meetings and report the pros and cons to the Commission.

No action was taken

DISCUSSED MARCH 9, 2020 ADOPTION OF REFINED COUNCIL RULES AND PROTOCOL FOR MEETINGS

Commissioner Pearson discussed the information presented at the March 9, 2020 meeting regarding adopting the council rules and protocol for a Commission Meeting. Commissioner Pearson questioned which edition of Roberts Rules of Order do we use. City Manager Charlie Davis stated that the latest version, which he believes is the 11th edition.

No action was taken

**MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
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JUNE 8, 2020**

**DISCUSSED PERSONNEL POLICIES AND PROCEDURES REGARDING
EMPLOYEE**

Commissioner Pearson stated that she will meet with the City Manager Charlie Davis and will come up regarding her concerns, and if she sees where the Commission needs to inform of any of her concerns, she will bring them forth.

No action was taken

CONSENT AGENDA ITEMS

1. APPROVAL OF MARCH 23, 2020
2. APPROVAL OF RATIFYING PURCHASE OF FY'20 NEW FIRE TURN OUT GEAR (BID 3-23-20)
3. APPROVAL OF RATIFYING EMAIL FOR THE FY' 20 PURCHASE OF FY'20 NEW STRUCTURAL FIRE HOSE (3-23-20)
4. APPROVAL OF RATIFYING EMAIL APPROVAL FOR THE FY'20 ROOFING OF FIRE STATION #1 (BID 3-23-20)
5. APPROVAL OF RATIFYING THE SUBMISSION APPLICATION FOR THE KEEP GEORGIA BEAUTIFUL PROGRAM
6. APPROVAL OF RATIFYING APPLICATION SUBMISSION FOR THE GDOT REBC. GRANT PROGRAM
7. APPROVAL OF RATIFYING SUBMITTAL OF CDBG 20 GRANT
8. APPROVAL OF RATIFYING THE SATILLA PARK LANDSCAPE IMPROVEMENTS
9. APPROVAL OF RATIFYING ESG ENGINEERING SERVICES TASK ORDER FOR ELEVATED TANK AT WELL #4
10. APPROVAL OF RATIFYING THE PUMP REPAIRS FOR TNT LIFT STATION
11. APPROVAL OF RATIFYING ESG ENGINEERING TASK ORDER FOR TAP GRANT SIDEWALKS
12. APPROVAL OF RATIFYING THE SUBMITTAL RESOLUTION-CARES ACT FUNDING FOR DOUGLAS MUNICIPAL AIRPORT
13. APPROVAL OF RATIFYING EMAIL SERVER PURCHASES
14. APPROVAL OF RATIFYING THE CALLING OF A SPECIAL CALLED BUDGET WORK SESSION AND REGULAR MEETING ON JUNE 15, 2020
15. APPROVAL OF RATIFYING EMAIL OF GENERATOR AT POLICE DEPARTMENT
16. APPROVAL OF THE FY'20 NEW DIESEL PUMP FOR TNT LIFT STATION GSA CONTRACT #GS-074F-0140V
17. APPROVAL OF DECLARING EQUIPMENT FOR SURPLUS

**MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
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JUNE 8, 2020**

CONSENT AGENDA ITEMS-CONTINUED

18. APPROVAL OF THE ENGINEERING CONTRACT FOR WATER RELOCATION ON SR 32 WEST TIA PROJECT
19. APPROVAL OF THE ELECTION OF GMA'S DISTRICT 11 OFFICERS FOR 2020-2021

MOTION to approve all **Consent Agenda Items** listed above, as discussed in the Work Session, was made by Commissioner Olivia Pearson and seconded by Commissioner Kentaiwon Durham. The motion **carried (6-0)**.

WORK SESSION ITEMS

DISCUSSION AND APPROVAL OF REZONING OF 2.07 ACRES ON WOOD VALLEY DRIVE

Randall Parker appeared before the Commission to recommend the denial of an application to the Planning Commission. Mr. Parker stated that Dennis Josey and Allen Peacock requested to rezone 2.07 acres on Wood Valley Drive from R-12, Residential-Single Family to R-M, Residential Mixed to allow for the use of Manufactured Homes. Mayor Pro Tem McNeill abstained due to conflict of interest. Motion made by Commissioner Ed Taylor and seconded by Commissioner Bob Moore. Mayor Paulk and Commissioner Gowen voted in favor of the motion. Commissioner Pearson and Commissioner Durham voted against the proposal. **The motion carried 4-2**

FIRST READING – AMENDING THE PAWNBROKER ORDINANCE

City Attorney Jerome Adams appeared before the Commission to conduct the first reading of the request to amend the Pawnbroker Ordinance. **“AN ORDINANCE FOR THE CITY OF DOUGLAS, GEORGIA, CODE OF ORDINANCE, TO AMEND THE CITY OF DOUGLAS CODE OF ORDINANCES, CHAPTER 22, BUSINESS, ARTICLE VII, PAWNBROKER, SECTION 22-176 THRU 22-200; TO PROVIDE FOR AN EFFECTIVE DATE AND FOUR OTHER PURPOSES.”** The second reading will be held on June 22, 2020, at the regular meeting of the Mayor and Commission.

No action was taken at this time

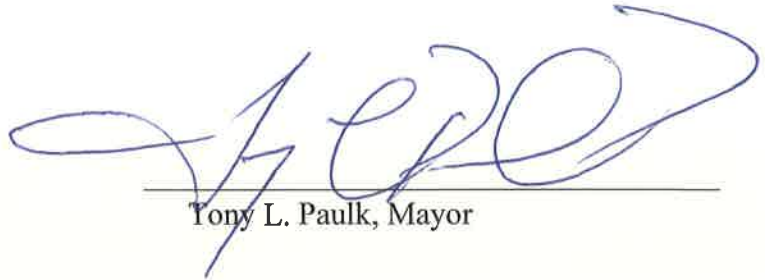
GENERAL COMMENTS

No comments

**MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
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ADJOURNMENT

Mayor Paulk entertained a motion to adjourn. A **MOTION** was made by Commissioner Kentaiwon Durham and seconded by Commissioner Edwin Taylor at 7:45 P.M.
Motion carried 6-0



Tony L. Paulk, Mayor



Wynetta J. Bolder, CMC



The seal of the City of Douglas, Georgia, is circular and features a central emblem with the letters 'D O U G L A S' and '1888'. The outer ring of the seal contains the text 'CITY OF DOUGLAS, GEORGIA'.

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
MARCH 23, 2020**

A Work Session of the Board of Commissioners held on Monday, March 23, 2020, at 6:00 P.M. at the C.E. Weir Center with Mayor Tony L. Paulk and Mayor Pro-Tem Cindy McNeill, Commissioners Mike Gowen, Edwin Taylor, and Kentaiwon Durham were present. Commissioner Olivia Pearson and Bob Moore were absent.

REVIEW OF MARCH 9, 2020 WORK SESSION & MINUTES

The first item of business presented by Mayor Tony L. Paulk was to review the Minutes from March 9, 2020 (WS/Reg Minutes) of the Board of Commissioners. Mayor Tony L. Paulk requested that the Commissioners offer any changes so that the Minutes could be recorded correctly for historical data.

This agenda item was placed on the **Consent Agenda**.

DISCUSSED APPROVAL OF THE PURCHASE OF WATER/WASTEWATER SUPPLY BID 3-9-20

Stanley Merritt, Purchasing Agent, appeared before the Commission to seek the approval of the Commission to allow the purchase from the 2020 Water/Waste Utility Bid as needed for Warehouse stock to be used by the Water/Wastewater Department.

Mr. Merritt explained that this bid was advertised on February 6th and 13th, 2020, in the Douglas Enterprise and was publicly opened on March 23, 2020, at 2:30 P.M. at City Hall. The bids were sent to ten (10) vendors, with six (6) responding. These supplies are to be purchased and stocked in the City Warehouse for the Water/Wastewater Departments for repairs and new customers. The Total Award: \$39,567.26.

This agenda item was placed on the **Consent Agenda**.

DISCUSSED APPROVAL OF THE PURCHASE OF ANNUAL UTILITY ELECTRICAL SUPPLY BID 3-9-20

Stanley Merritt, Purchasing Agent, appeared before the Commission to seek the approval of the Commission to allow the purchase of from the 2020 Electrical Utility for Warehouse Stock to use by the Electrical Department.

Mr. Merritt stated that this bid was advertised on February 6th & 13th, 2020, in the Douglas Enterprise and was publicly opened Hall on March 9, 2020, @ 2:30 P.M. Bids were sent to eight (8) vendors with four (4) responding. These items were bid for the annual electrical supplies to be stocked in the warehouse and ordered on an as-needed basis for the Electrical Department's use.

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
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MARCH 23RD, 2020**

DISCUSSED APPROVAL OF THE PURCHASE OF ANNUAL UTILITY ELECTRICAL SUPPLY BID 3-9-20-CONTINUED

A total of all awarded bids \$96,745.62. Agent, Stanley E. Merritt, to buy this loader from State Contract pricing from Yancey Brothers Company (Caterpillar) of Albany, Georgia, for a total amount of \$92,149.00.

This agenda item was placed on the **Consent Agenda**

DISCUSSED APPOINTMENT TO DOWNTOWN DEVELOPMENT AUTHORITY

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval of the Commission for a vacancy on the Downtown Development Authority.

Mrs. Henderson stated that the Downtown Development Authority (DDA) is seeking to fill a vacant seat of John Deems, due to lack of attendance to meetings. The newly appointed member will serve the remainder of the term through December 31, 2021.

Mrs. Henderson announced that if anyone desires to serve on the DDA, they must meet the stipulations listed below: Taxpayers residing in the Municipal Corporation for which the authority created; Owners or operators of businesses located within the downtown development area and who shall be taxpayers living in the county in which is located in the municipal corporation for which the authority created; or persons are having a combination of the qualification specified in paragraphs (1) and (2) of this subsection.

This agenda item was placed on the **Regular Agenda**

DISCUSSED TO AMEND APPROVAL OF ARCHITECTURAL DESIGN SERVICES FOR DOWNTOWN POCKET PARK

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to contract with W&A Engineering to develop an architectural design for the downtown Pocket Park.

Mrs. Henderson stated that since appearing before Mayor and Commission on February 10, 2020, for the approval of the Architectural Design for the downtown pocket park, we now have the exact contract, which is more than anticipated and need a vote of the Commission for the cost. The staff is asking for approval of the updated estimate of \$22,000.

Mrs. Henderson also stated that once the architectural is complete, and after securing full funding for the development, the project will go through a formal bidding process.

This agenda item was placed on the **Consent Agenda**

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
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MARCH 23RD, 2020**

DISCUSSED THE MGAG VOTING DELEGATES FOR 2020 ANNUAL MEETING

Mike Hudson, Utilities Director, appeared to approve necessary paperwork to allow the City of Douglas to have a Primary and Co-Alternate Voting Delegate.

Mr. Hudson stated that this is the necessary paperwork needed to approve for the City of Douglas to name him (Mike Hudson) as the primary voting delegate and Commissioner Bob Moore and Commissioner Edwin Taylor as co-alternate voting delegates at the 2020 MGAG Annual Meeting.

This agenda item was placed on the **Consent Agenda**

DISCUSSED AND APPROVAL OF THE TRANSFER OF LAND TO THE ECONOMIC DEVELOPMENT AUTHORITY (EDA)

Charles Davis, City Manager, appeared before the Commission to seek approval to transfer land to the EDA.

Mr. Davis stated that the City of Douglas and the EDA, from time to time, transfer land between each entity. Shortly, we will be excising this process with three parcels of land (the area next to William's Food, tax allocation district land, and some land next to well #4). In this situation, part of the Williams' Food is on a parcel of EDA land and part in on a City's future road right of way. In this land transfer request, we will be shifting the right of way for the next road, and helping the EDA with economic development. Any monies that the EDA receives for land value in the economic development of this land given to the City.

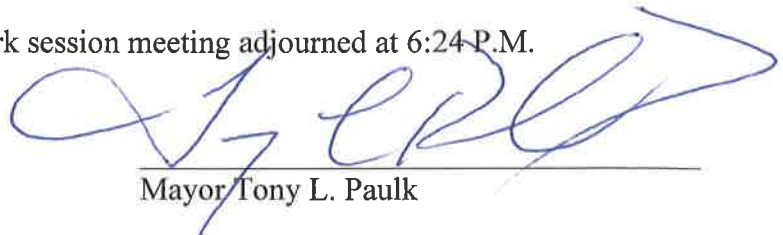
This agenda item was placed on the **Consent Agenda**

GENERAL COMMENTS

Alphalene Walker and Jerome Loving, American Legion Post 515, appeared before the Commission to discuss countywide "Wreaths across America" Program.

ADJOURNMENT

There being no further discussion, the work session meeting adjourned at 6:24 P.M.



Mayor Tony L. Paulk

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
MARCH 23RD, 2020**

**DISCUSSED APPROVAL OF THE FIRST READING AMENDING THE UNIFIED
LAND DEVELOPMENT CODE**

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to amend the Unified Land Development Code.

Mrs. Henderson stated that the staff has discovered that the Unified Land Development Code does not have a specific location or districts for Manufactured Home since the Unified Land Development Code (ULDC) was adopted.

The staff has used the rule that if Manufactured Homes were allowed before the adoption of the ULDC. They would permit in areas that already have Manufactured Homes. The staff has worked closely with the Southern Regional Commission and recommends the proposed ordinance change within the ULDC.

Mrs. Henderson explained that the staff wishes to amend the ULDC as followed;
Amend the Table of Contents, CHAPTER FOUR, SPECIAL DISTRICTS, by adding Item (3) Manufactured Home Overlay District (MH-O) Page 4-17, also amend the ULDC by adding Item (3) Manufactured Home Overlay District (MH-O) to Chapter 4 - Special Districts.

This agenda item was placed on the **Regular Agenda**

**DISCUSSED APPROVAL OF THE AUTHORIZATION OF GRANT AGREEMENT
AND PRESERVATION AGREEMENT - GA DNR GEORGIA HERITAGE GRANT**

Georgia Henderson, Community Development Director, appeared before the Commission to present an agreement in regards to the Georgia Department of Natural Resources (DNR) Heritage Grant and seek approval for Mayor Tony Paulk to execute all documents related to the grant.

Mrs. Henderson stated that the City of Douglas submitted and was awarded a Georgia Heritage Grant of \$10,000 from the Georgia Department of Natural Resources. The funds used for renovations are on Barracks #5 (old Pardons and Parole building), which locates on the historic 63rd Army Air Forces Contract Pilot School, aka, WWII Flight Training Air Base. The funds will be beneficial to help with interior and exterior repairs.

Mrs. Henderson also stated that as a grant recipient, the City of Douglas required to enter a Grant Agreement and a Preservation Agreement with Georgia DNR. This grant acknowledges state assistance, entails preservation restrictions, public access, financial responsibilities, and documents, and other related details of the agreement.

This agenda item was placed on the **Consent Agenda**

**MINUTES
FY'20 BUDGET
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
JUNE 15, 2020**

The FY'21 Budget Work Session of the Board of Commissioners held on Monday, June 15, 2020, at 6:00 p.m. in the C. E. Weir Center. Mayor Tony L. Paulk began the Work Session discussion. Commissioners Bob Moore, Kentaiwon Durham Cindy McNeill, Edwin Taylor, Mayor Pro Tem Cindy McNeill, and Mike Gowen, were present. Commissioner Olivia Pearson was absent.

DISCUSSED FY'21 BUDGET REVIEW & PUBLIC HEARING

Charlie Davis, City Manager, presented the following:

- General Funds
- Utility Funds
- Special Revenues Funds including SPLOST
- Tax Funds
- Salaries and wages
- Personnel Benefits
- Capital-General Funds
- Capital-Capital Funds
- Capital-SPLOST Funds
- Capital-Enterprise Funds
- Gas Funds
- Wastewater Funds
- Sanitation/Stormwater Funds
- Electric Funds

After being properly advertised, the proposed FY'21 Budget of \$104,136,551 is ready for discussion and a Public Hearing. If no objections, the FY'21 Budget will be presented for adoption at the next City Commission meeting scheduled for June 22, 2020.

This agenda item was moved forward for the first reading.

DISCUSSED REQUEST TO CLOSE SOUTH GASKIN AVENUE FROM ROSS STREET TO E. COLLEGE PARK DRIVE

Commissioner Kentaiwon Durham appeared before the Commission to request to close South Gaskin Avenue from Ross Street to E. College Park Dr., held on June 19, 2020, from 6 p.m. to 10 p.m.

This agenda item moved forward for approval.

**MINUTES
FY'21 BUDGET
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
JUNE 15, 2020**

DISCUSSED EMPLOYEE SAFETY AS IT RELATES TO ROSCOE ALLEN

Mayor Tony Paulk has requested a discussion and actions concerning Roscoe Allen's incident on Monday, June 8, 2020. Mr. Allen came into City Hall where he verbally accosted employees and with one threatened bodily harm. Mayor Paulk presented the police report, support statements, previous agenda items, and employee's emails concerning this individual.


Mayor Paulk also stated that the request is for the following "Please put an agenda item to discuss and take the necessary actions to address Mr. Allen's unacceptable aggressive behavior towards city employees. Mayor Paulk stated that he recommends the following action taken against Roscoe Allen:


1. Barred from all city facilities
2. All city parking lots
3. All city sporting events
4. All city parks
5. Mr. Allen barred from communicating with all city employees except the City Manager via email. Employees instructed if Mr. Allen calls the city hall, all city employees have the authority to disconnect from the call politely.
6. The order is in effect until June 15, 2021.

After much discussion, it was recommended to keep this order in effect for one year, June 15, 2021.

This agenda item moved forward for approval.

There being no further discussion, the meeting adjourned at 6:46 p.m.


Wynetta J. Bolder, CMC


Mayor Tony L. Paulk

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
JUNE 8, 2020**

A Work Session of the Board of Commissioners held on Monday, June 8, 2020, at 6:00 p.m. at the C.E. Weir Center with Mayor Tony L. Paulk and Mayor Pro-Tem Cindy McNeill, Commissioners Mike Gowen, Edwin Taylor, and Kentaiwon Durham, Olivia Pearson, and Bob Moore were present.

REVIEW OF MARCH 23, 2020 WORK SESSION & MINUTES

The first item of business presented by Mayor Tony L. Paulk was to review the Minutes from March 23, 2020 (W.S./Reg Minutes) of the Board of Commissioners. Mayor Tony L. Paulk requested that the Commissioners offer any changes so that the Minutes could be recorded correctly for historical data.

This agenda item was placed on the **Consent Agenda**.

DISCUSSED APPROVAL OF RATIFYING EMAIL TO PURCHASE OF FY'20 NEW FIRE TURN-OUT GEAR (BID 3-23-20)

Charles Davis, City Manager, appeared before the Commission to seek the approval of the Commission to ratify the email to Purchase New Fire Turn-Out Gear to be utilized by the Fire Department.

Mr. Davis stated that this item was emailed and ratify for approval for the bid advertised on February 20th and 27th, 2020, in the Douglas Enterprise and publicly opened on March 23, 2020, at 2:30 p.m. at City Hall. Bids sent to thirteen (13) vendors, with four (4) responding. This Fire Turn-Out Gear will be purchased and utilized by the Fire Department to replace old and worn out Turn-Out Gear to comply with NFPA regulation and standards. Interim Fire Chief, Casey Wright, and Purchasing Agent, Stanley Merritt, have reviewed this bid and agree to accept the low request submitted by Municipal Equipment Co., located in Tifton, GA for a total bid of \$10,935.00.

This agenda item was placed on the **Consent Agenda**.

DISCUSSED APPROVAL OF RATIFYING EMAIL APPROVAL FOR THE PURCHASE OF FY20 NEW STRUCTURAL FIRE HOSE (BID 3-23-20)

Charles Davis, City Manager, appeared before the Commission to seek to ratify the email to purchase new structural Fire Hose to be utilized by the Fire Department.

Mr. Davis stated that this item was emailed and ratify for approval for the bid that advertised on February 20th and 27th, 2020, in the Douglas Enterprise and publicly opened on March 23, 2020, at 2:30 p.m. at City Hall. Bids sent to thirteen (13) vendors, with seven (7) responding. This Structural Fire Hose will be purchased and utilized by the Fire Department to replace old and worn out the fire hose. Interim Fire Chief, Casey Wright, and Purchasing Agent,

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
JUNE 8, 2020**

DISCUSSED APPROVAL OF RATIFYING EMAIL APPROVAL FOR THE PURCHASE OF FY20 NEW STRUCTURAL FIRE HOSE (BID 3-23-20)

Stanley Merritt has reviewed this bid and agrees to accept the low request submitted by Municipal Equipment Company, LLC and located in Tifton, GA, for a total bid of \$12,780.00.

This agenda item was placed on the **Consent Agenda**.

DISCUSSED APPROVAL OF RATIFYING EMAIL FOR THE FY'20 RE-ROOFING FIRE STATION #1 (BID 3-23-20)

Charles Davis, City Manager, appeared before the Commission to seek to ratify the email for approval for the FY20 Re-Roofing of fire Station #1 (Bid 3-23-30)

Mr. Davis stated that to ratify email approval for the bid that advertised February 13th and 20th, 2020, in the Douglas Enterprise and publicly opened on March 23, 2020, at 2:30 p.m. at City Hall. Bids were sent to eleven (11) vendors with seven (7) responding. Charles Davis, City Manager, and Casey Wright, Interim Chief, agree to accept the low bid submitted from Brantley Roofing Company Inc. of Hoboken, Georgia, for a total bid of \$35,878.00.

This agenda item was placed on the **Consent Agenda**

DISCUSSED RATIFYING SUBMISSION OF APPLICATION FOR THE KEEP GEORGIA BEAUTIFUL PROGRAM

Charlie Davis, City Manager, appeared before the Commission to seek approval to ratify submission of application for the Keep Georgia Beautiful Program.

Mr. Davis stated that the City of Douglas had prepared an application to become an affiliate of the Keep America Beautiful Program (KAB), under the name of Keep Douglas Beautiful. The program seeks to end litter, improve recycling, and beautify Douglas communities through practical methods for education and hands-on stewardship.

Mr. Davis explained that the recent studies show that KAB affiliates reduce litter in their communities by an average of 48% after an initial three-year period. They also realize an average of \$11.45 in benefits for every public dollar invested in their programs.

Mr. Davis also stated that the local affiliation would allow the City of Douglas to apply for and receive grant funds, specific to this program, from various sources. The program will be administered by the Grants Administration, Christian Mikell, under the Community Development Department.

This agenda item was placed on the **Regular Agenda**

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**DISCUSSED APPROVAL OF RATIFYING PUMP REPAIRS FOR TNT LIFT
STATION-CONTINUED**

Pump 1= last repairs were May 2017.
Pump 2= the last repairs was February 2015.
Spare Pump=no repairs since purchase in 2013.

The funding was as followed:
FY 20 Water/ Sewer Budget Waste Collection & Disposal Division Line item Repair/Maint Lift
Stations > \$5K 505-4330-53.1116

This agenda item was placed on the **Consent Agenda**

**DISCUSSED APPROVAL OF RATIFYING ESG ENGINEERING TASK ORDER FOR
TAP GRANT SIDEWALKS**

Charles Davis, City Manager, appeared to before the Commission to seek approval ratifying w
ESG Engineering Inc. to supply engineering services for the procurement of T.A.P. Grant funds.
(Engineering portion).

Mr. Davis requested for ESG Engineering Inc. to perform Engineering Task Order 1 that covers
Engineering Services for procurement of grant funds (T.A.P. Grant) dealing with sidewalks
(Lupo, South Gaskin, and Hwy 158). I have attached a copy of that Task Order Agreement that
breaks down the task order by definition and cost.

The funding was as followed:
T.A.P. Grant Funds & FY. 20, and FY. 21 Highway and Streets Budget Line Item Sidewalk
Construction 100-4200-54.1406

This agenda item was placed on the **Consent Agenda**

**DISCUSSED APPROVAL OF RATIFYING SUBMITTAL RESOLUTION – CARES ACT
FUNDING FOR DOUGLAS MUNICIPAL AIRPORT**

Charles Davis, City Manager, appeared to before the Commission to seek approval ratifying a
submittal resolution for funds related to the FAA's State Block Grant Program for the Douglas
Municipal Airport.

Mr. Davis stated that on March 27, 2020, President Trump signed the Coronavirus Aid, Relief,
and Economic Security (CARES) Act into law. The CARES Act provides \$10 billion in funds to
be awarded as economic relief to eligible US airports affected by the prevention of, preparation
for, and response to the COVID-19 pandemic, including support for continuing airport
operations. As a result of the criteria of the award, Georgia will receive \$410,817,650.

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DISCUSSED APPROVAL OF RATIFYING SUBMITTAL RESOLUTION – CARES ACT FUNDING FOR DOUGLAS MUNICIPAL AIRPORT-CONTINUED

Mr. Davis also stated that under the FAA's State Block Grant Program, the Georgia Department of Transportation (GDOT) would administer the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding totaling \$3,448,000. Georgia's 88 general aviation airports that are in the National Plan of Integrated Airport Systems (NPIAS). These amounts set by the Act and cannot become amended. CARES Act funding will provide at a 100% federal share, with no local match required. As a general aviation airport, Douglas Municipal Airport qualifies to receive \$30,000. The funds used for expenses must directly relate to the airport.

This agenda item was placed on the **Consent Agenda**

DISCUSSED APPROVAL TO RATIFY EMAIL APPROVAL OF SERVER PURCHASES

Charles Davis, City Manager, appeared to before the Commission to seek approval to ratify email of the purchase of three Dell servers through establishing NCC of \$50,549.38 from SPLOST V funds.

Mr. Davis stated that several factors were in a situation that warrants the purchase of 3 Dell servers. The City is currently running on Windows Server 2012 and Exchange Server 2013. The City is in the process of moving from a local domain (Douglas. Local) to a public domain (cityofdouglas.gov) due to the two-step authentication requirement. The new servers will allow us to migrate from Windows Server 2012 to Windows Server 2019 and Exchange Server 2013 to Exchange Server 2019. As you recall, the city-county has been in the process of installing a new 911 & law enforcement software that is complete (still has fixes and enhancements to finish). The current MDS court software is unsupported. We could not switch court software until the 911/law enforcement software installed. The MDS court software was purchased this back in the '90s, and now the company is no longer exists. Software is no longer supported, I had our current software Tyler Technologies to begin the conversion of MDS court into Tyler court. Also, GCIC stated that in the future that they may not let .com access their system. Also, Tyler informed us that due to cyber threats, they were moving to a 2 step authentication process. Concerning the PD server, one of their three existing servers is running on a bad processor and a bad hard drive. Due to increased video footage recorded at the PD, we are currently running out of the room very fast. We are now running on three different servers with a combined size of around 60 TB. The server that we have proposed is approx. 128 TB in size.

Mr. Davis also stated that to complete the Tyler court software install, meet the .gov domain conversion, fix the video storage issue, correct the wrong hard drive and process, and to implement the 2 step authentication, the City must 3 Dell servers. This \$52,549.38 funded through the SPLOST V technology

This agenda item was placed on the **Consent Agenda**

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DISCUSSED APPROVAL TO RATIFY SATILLA PARK LANDSCAPE IMPROVEMENTS

Charles Davis, City Manager, appeared before the Commission to allow the landscape at the Satilla Park Industrial Park.

Mr. Davis stated that on 7/23/2018-Approved for Statewide Engineering to bid out of the infrastructure improvements to the Satilla Industrial Park. 9/24/2018-Awarded Thrift Brothers Construction LLC, the Infrastructure Improvements Bid of \$2,093,186.45 1/13/2020-Mayor and Commission approved Change order three and the final pay request for the Infrastructure Improvements contract. 1/15/2020-Final pay request paid to Thrift Brothers LLC and Infrastructure improvements are complete. 4/7/2020-Opened Bids for the Satilla Park Landscape Improvements Project. I have attached the recommendation letter, letter of acceptance/rejection, Notice of award, Bid Minutes, and Certified Bid Tabulations for your review

This agenda item was placed on the **Consent Agenda**

DISCUSSED RATIFYING ESG ENGINEERING SERVICES TASK ORDER FOR ELEVATED TANK AT WELL #4

Charles Davis, City Manager, appeared before the Commission to seek approval to ratify ESG Engineering Services Task Order for Elevated Tank at Well #4

Mr. Davis stated that this would be to allow ESG Engineering Inc. to supply engineering services for the Elevated Tank at Well # 4. The staff is requesting that the Mayor and Commission approve for ESG Engineering Inc. to perform Engineering Task Orders 1, 2, and 3 for the Elevated Tank at Well # 4 on McNeil Drive. Mr. Davis presented a copy of that Task Order Agreement that breaks down each task order by definition and cost.

This agenda item was placed on the **Consent Agenda**

DISCUSSED APPROVAL OF RATIFYING PUMP REPAIRS FOR TNT LIFT STATION

Charles Davis, City Manager, appeared to before the Commission to seek approval to ratifying pump repairs for TNT Lift Station.

Mr. Davis stated that the City has e two 85 HP pumps at TNT Lift Station and a spare 88 HP Pump 1 (85 HP) is in the station running at this time, but Pump 2 (85) and the additional pump (88 HP) are at the shop at WACO. Electrical Sales and Service Inc. tore down waiting for repair approvals. We have borrowed a pump from the City of Hinesville for back up until we have ours repaired. I have attached a quote for repairs on Pump 2 (85 HP) and the spare pump (88 HP) for your review. These pumps cost new \$90,000.00.

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**DISCUSSED TO RATIFY APPLICATION SUBMISSION FOR THE GDOT REBC.
GRANT PROGRAM**

Charlie Davis, City Manager, appeared before the Commission to seek ratification of approval for the Community Development Department to submit a grant application to the Georgia Department of Transportation Roadside Enhancement Beautification Council (REBC).

Mr. Davis stated that the Community Development Department seeks permission to submit a grant application to the Georgia Department of Transportation Roadside Enhancement Beautiful Council (REBC) of \$50,000. No matching funds are required—the REBC. Grant Program provides funding for roadside enhancement and beautification projects along Georgia’s roadside. The financing for funds may be used only for landscape plant material and its installation. For this application, a project identified between the Mile 5 markers, along Hwy 441 S (SR31), consisting of the entrances/exits to Douglas Municipal Airport, Satilla Industrial Park, and the city limits sign.

This agenda item was placed on the **Consent Agenda**

DISCUSSED APPROVAL TO RATIFY SUBMITTAL OF CDBG 20 GRANT

Charles Davis, City Manager, appeared before the Commission to seek approval to ratify the resubmittal of the joint city-county expanded mental health 2020. The Community Development Block Grant (CDBG) application by the Southern Georgia Regional Commission to the Georgia Department of Community Affairs (DCA), and to approve the modified contingent contract for South Georgia Regional Commission and Suttles & Associates for the 2020 CDBG project.

Mr. Davis stated that the City of Douglas (City) and Coffee County Commission (County) have both identified a lack of sufficient funds to address the need for a new facility. The house outpatient and day services for adults with mental health illnesses and substance use disorders.

Mr. Davis explained that this is to ratify the approval of the resubmittal of a mental health CDBG application with modifications to the scope of work, the South Georgia Regional Commission contingent contract, the Suttles & Associates architectural contingent contract.

Mr. Davis also stated that the Southern Georgia Regional Commission did resubmit an application to the Georgia Department of Community Affairs seeking funds from the Community Development Block Grant (CDBG) Program for a new facility for Unison Behavioral Health.

This agenda item was placed on the **Regular Agenda**

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DISCUSSED APPROVAL TO RATIFY EMAIL OF THE CALLING OF A SPECIAL CALLED BUDGET WORK SESSION AND REGULAR MEETING ON JUNE 15, 2020

Charles Davis, City Manager, appeared to before the Commission to seek approval ratifying the email to vote to hold a special called budget work session and regular meeting public hearing of the proposed FY'21 budget on June 15, here at the Weir Center.

Mr. Davis stated that each year, by law, we must hold a public hearing at least one week before the adoption of the budget. Due to the corvid 19 pandemic this year, our regular schedules and routines have been interrupted. To meet the deadlines, etc., we are asking to conduct a brief work session and a proposed budget public hearing on June 15, here at the Weir Ctr.

This agenda item was placed on the **Consent Agenda**

DISCUSSED APPROVAL OF RATIFYING EMAIL OF THE GENERATOR AT THE POLICE DEPARTMENT

Charles Davis, City Manager, appeared before the Commission to seek approval ratifying the email of the generator at the Police Department.

Mr. Davis stated that the Police Dept. is without a generator backup. In the interest of security, we need to install the replacement generator that we purchased for the Police Dept. On 5/31/20, I emailed you the Mayor and council to get approval to have Georgia Southern Electrical Contractors, LLC., to install this generator and S&S Concrete & Asphalt to pour the concrete pad.

The funding for the following is approximately \$20,000 FY'20 or FY.' 21 budget.

This agenda item was placed on the **Consent Agenda**

DISCUSSED APPROVAL OF REZONING OF 2.07 ACRES ON WOOD VALLEY ROAD

Randall Parker, Building Inspector, appeared to before the Commission to seek approval to deny a rezoning application that was presented to the Planning Commission

Mr. Parker explained that Dennis Josey and Allen Peacock had made application to rezone 2.07 acres consisting of 8 lots, located on Wood Valley drive from R-12, Residential Family to RM, Residential Mixed Family, to allow for the use of Manufactured Housing. The rezoning would create an isolated district since there is no R-M zoning in the surrounding area.

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DISCUSSED APPROVAL OF REZONING OF 2.07 ACRES ON WOOD VALLEY ROAD-CONTINUED

The rezoning would possibly have an adverse effect on the value and improvement of adjacent and nearby property. The area is zoned R-12, Residential-Single Family, and doesn't allow Manufactured Homes. The Southern Regional Commission Staff and The Planning Commission recommended denial of this request.

This agenda item was placed on the **Regular Agenda**

DISCUSS AMENDING THE PAWNBROKER ORDINANCE

Rodger Goddard, City Marshall, appeared before the Commission to seek approval to conduct the first reading to amending the Pawnbroker

Mr. Goddard stated on February 24, 2020, and the Pawnbroker ordinance amended. To conduct background checks and comply with the ordinance. The Federal Bureau of Investigations and the National Crime Information Center require specific wording in regards to the fingerprint-based background check. Mr. Goddard presented a copy of the amended ordinance with the necessary specific text.

This agenda item was placed on the **Regular Agenda**

**DISCUSSED APPROVAL OF FY'20 NEW DIESEL PUMP FOR TNT LIFT STATION
GSA CONTRACT #GS-07F-0140V**

Charles Davis, City Manager, appeared before the Commission to purchase a new diesel pump for the TNT lift station used by the Waste Collections and Disposal Department.

Mr. Davis stated that this bid was from the G.S.A. Contract# GS-07F-0140V. This item is a budgeted item for a new diesel-powered pump located at the TNT lift station and recommended by EPD to be utilized by the Waste Collection and Disposal Department. Purchasing Agent, Stanley Merritt, and Utilities Director, Mike Hudson, agree to accept the amount submitted from GSA Contract from Thompson Pump located in Port Orange, Florida, for a total of \$61,639.00.

This agenda item was placed on the **Consent Agenda**

DISCUSSED APPROVAL OF DECLARING EQUIPMENT FOR SURPLUS

Charles Davis, City Manager, appeared before the Commission to seek approval to declare the presented list of items as surplus property and allow their disposal through the GovDeals Auction site.

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**DISCUSSED APPROVAL OF DECLARING EQUIPMENT FOR SURPLUS-
CONTINUED**

Mr. Davis stated that this is a request to declare the presented list of equipment as surplus and to allow the Purchasing Agent and City Manager to dispose of these items through the GovDeals online auction site.

This agenda item was placed on the **Consent Agenda**

**DISCUSSED APPROVAL OF THE ENGINEERING CONTRACT FOR WATER
RELOCATION ON SR 32 WEST TIA PROJECT**

Charles Davis, City Manager, appeared before the Commission to seek approval to allow Statewide Engineering to do basic plans and also handle the bid out and construction management on this project.

Mr. Davis stated that the GA DOT had let the SR 32 West TIA widening project, and on this project, we have some water lines that have to relocate to accommodate the roadway widened. We are recommending that Statewide Engineering awarded the contract for this job. Mr. Davis presented a copy of the proposal from Statewide Engineering for your review.

This agenda item was placed on the **Consent Agenda**

**DISCUSSED APPROVAL OF THE ELECTION OF GMA'S DISTRICT OFFICERS FOR
2020-2021**

Charles Davis, City Manager, appeared before the Commission to authorize the Mayor to sign the ballot casting a vote for the GMA's District 11 2020-2021 Officers.

Mr. Davis stated that each year the City must authorize the Mayor to sign the City's ballot for GMA's District 11 Officers. Attached is the City's official ballot for the election of GMA's District 11 Officers for the 2020-2021 year. Listed on the ballot the names of the city officials who have been nominated by the current district officers. (The present officers charged with serving as a district nominating committee.) No additional nominations received by the deadline of May 18, which means that the submissions are closed. The ballot should return to the attention of Emily Davenport by Wednesday, June 17. Please note that only one vote may submit per City. Final approval of GMA district officers, as well as the Association's officers and Board of Directors, will occur at the virtual membership business session to be held on Tuesday, July 2.

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**DISCUSSED APPROVAL OF THE ELECTION OF GMA'S DISTRICT OFFICERS FOR
2020-2021-CONTINUED**

This agenda item was placed on the **Consent Agenda**

GENERAL COMMENTS

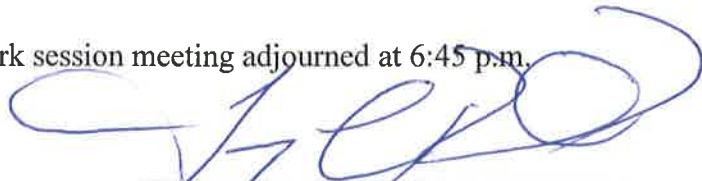
No comments

CITY MANAGER'S UPDATES

No comments

ADJOURNMENT

There being no further discussion, the work session meeting adjourned at 6:45 p.m.



Mayor Tony L. Paulk



Wynetta J. Bolder, CMC