CITY OF KINGSLAND, GEORGIA

CITY COUNCIL

AGENDA ● MARCH 9, 2015

Regular Meeting	**City Council Chamber**	**6:00 PM**

107 South Lee Street - City Hall, Kingsland, GA 31548

I. CALL TO ORDER AND WELCOME GUESTS

II. ROLL CALL

Kenneth E Smith Sr	Mayor
Alex Blount	Mayor Pro Tem
Jim McClain	City Councilman
Charles Grayson Day Jr	City Councilman

III. INVOCATION AND PLEDGE TO THE FLAG

IV. CONSENT DOCKET

A. Approve the Council Minutes of the last regular Council Meeting
B. Approve the Agenda as Presented
C. Approve the Payments of Accounts Payable as Due and Funds Available

V. GRANTING AUDIENCE TO THE PUBLIC

VI. OLD BUSINESS

1. Living Well Employee Health Clinic - Benefit Amendment - Mayor Pro Tem Alex Blount
2. Project Update: - City Councilman Jim McClain

a. Records Relocation

b.. Co-Location of Planning and Zoning (MOU)

c. Drainage Improvements - Hide-A-Way Lakes, Wolf Bay

d.. Highway 17 Corridor

e. Survey Results for Payment Center

f. Sewer repairs: South West Street & West William Avenue

VII. PLANNING AND ZONING

1. APPLICATION FOR REZONING – Rosa Pierce -

Rosa Pierce, is requesting rezoning of Tax Parcel K25 07 001C a vacant lot on Outlaw St from R-1 single family residential to R-4 residential to allow the placement of a mobile home.

Planning Commission Recommends Approval.

2. APPLICATION FOR REZONING – Rosa Pierce -

Rosa Pierce, is requesting rezoning of Tax Parcel K25 07 001D a vacant lot on Outlaw St from R-1 single family residential to R-4 residential to allow the placement of a mobile home. Planning Commission Recommends Approval.

3. APPLICATION FOR HOME OFFICE – Stuart C. Sullivan -

Stuart C. Sullivan, 118 Meridian Drive is requesting a Home Office Permit for "Forever Young AEDs" selling and training in the use of automatic external defibrillator's. Zoning is PD/R-2. Planning Commission Recommends Approval.

4. APPLICATION FOR HOME OFFICE – Joseph L. Tittle -

Joseph L. Tittle, 100 Lake Victoria Drive is requesting a Home Office Permit for "Performance Driven" maintaining a sales website. Zoning is PD/R-1. Mr. Tittle currently has 6 vehicles in his front yard. There have been several complaints from the subdivision about the appearance of the property and the possible operation of a business. Mr. Tittle reported that two of the vehicles were recently inherited and two were being stored for his brother who would be removing them in a month. He stated he would offer online sales of auto parts with drop shipping. Mr. Wheeler made a motion to approve seconded by Mr. Benton on a promise by Mr. Tittle that he would clear up the appearance of operating a garage. Motion carried 6-1. Planning Commission Recommends Approval.

5. APPLICATION FOR HOME OFFICE – Mark Ruggiero -

Mark Ruggiero, 102 Windtree Lane is requesting a Home Office Permit for "Innovative Vending Support" specializing in servicing, repair and maintenance of vending equipment. Zoning is R-1. Planning Commission Recommends Approval.

6. Acceptance Of: Multiple Easements Between City of Kingsland and Olin Wooten Trusts for North Forced Main Project -

7. Adoption Of: Ordinance #2015-02 - an Ordinance to DeAnnex Pocernik Tract by the City of Kingsland -

VIII. NEW BUSINESS

1. Discussion - Coastal Regional Commission of Georgia Membership Dues to Increase by 30% Starting in April, 2015. - Mayor Pro Tem Alex Blount
2. Discussion - Downtown Business Incentive, Troy Hoper - DDA Chairman -
3. Discussion - Findings of Georgia Power's Audit on City Facilities - Mayor Pro Tem Alex Blount
4. BID AWARD: Roof Replacement-Fire Station 3 -

IX. MAYOR AND COUNCIL ANNOUNCEMENT

X. ADJOURNED

CAMDEN CO. CLERK'S OFFICE

1744 00200

2015 FEB 11 AM 11:52

00072

FEB 11 AM 10:57

After Recording Please Return to:
City Clerk
City of Kingsland
PO Box 250
Kingsland, Georgia 31548

STATE OF GEORGIA
COUNTY OF CAMDEN

EASEMENT

THIS EASEMENT is by and between **OLIN WOOTEN TRUSTS**, duly authorized to do business within the State of Georgia, whose address is 340 McEachin Landing Road, Hazelhurst, Georgia 31539 ("GRANTOR"), and the **CITY OF KINGSLAND, GEORGIA**, a political subdivision of the State of Georgia, whose mailing address is P.O. Box 250, Kingsland, Georgia 31548 ("CITY").

WITNESSETH:

THAT GRANTOR, for and in consideration of Ten and No/100 Dollars ($10.00) and other good and valuable consideration, the adequacy and receipt of which are hereby acknowledged, and in lieu of the exercise of the power of eminent domain by the CITY, GRANTOR hereby grants, sells, and conveys to the CITY, its successors and assigns forever, the following:

1. **PERMANENT UTILITY EASEMENT**: a perpetual, non-exclusive easement TWENTY (20) FEET in width, as more particularly described as Tract 10 on EXHIBIT A, attached hereto and incorporated herein by reference, and herein referred to as the Easement Premises, within which Easement Premises the CITY shall have the right to erect, construct, install, lay, and thereafter use, operate, inspect, repair, maintain, replace and remove, as and when necessary or appropriate, one or more sub-surface pipeline(s) or piped systems, including the necessary and appurtenant surface level facilities in conjunction with such systems, all of which inure to the non-exclusive use and benefit of the adjoining lands of GRANTOR, its successors and assigns, burdened by this Easement, and as appurtenance to such lands.

2. **RESERVATION**: GRANTOR reserved to itself, its successors and assigns, and as an appurtenance to lands adjoining the Easement and not as a personal covenant, all surface use and other subsurface use or uses of the Easement Premises as are not, or might not be in conflict with this grant, warranting only that the Easement Premises shall not be granted to any other entity, public or

City Clerk
City of Kingsland
PO Box 250
Kingsland, Georgia 31548

CAMDEN CO. CLERK'S OFFICE

2015 FEB 11 AM 11:52

1744 00203

000729

FEB 11 AM10:57

STATE OF GEORGIA
COUNTY OF CAMDEN

EASEMENT

THIS EASEMENT is by and between **OLIN WOOTEN TRUSTS**, duly authorized to do business within the State of Georgia, whose address is 340 McEachin Landing Road, Hazelhurst, Georgia 31539 ("GRANTOR"), and the **CITY OF KINGSLAND, GEORGIA**, a political subdivision of the State of Georgia, whose mailing address is P.O. Box 250, Kingsland, Georgia 31548 ("CITY").

WITNESSETH:

THAT GRANTOR, for and in consideration of Ten and No/100 Dollars ($10.00) and other good and valuable consideration, the adequacy and receipt of which are hereby acknowledged, and in lieu of the exercise of the power of eminent domain by the CITY, GRANTOR hereby grants, sells, and conveys to the CITY, its successors and assigns forever, the following:

1. **CONSTRUCTION EASEMENT**: a non-exclusive easement TEN (10) FEET in width, as more particularly described as Tract 10A in EXHIBIT A, attached hereto and incorporated herein by reference, and herein referred to as the Easement Premises, within which Easement Premises the CITY shall have the right to access and utilize the subject property for the duration of construction of the project called Kingsland North List Station and Force Main Routing as prepared by Carter & Sloope Consulting Engineers. Property uses shall include any and all uses necessary to construct the project according to the plans and specifications.

2. **RESERVATION**: GRANTOR reserved to itself, its successors and assigns, and as an appurtenance to lands adjoining the Easement and not as a personal covenant, all surface use and other subsurface use or uses of the Easement Premises as are not, or might not be in conflict with this grant, warranting only that the Easement Premises shall not be granted to any other entity, public or private.

ORDINANCE NO. 2015-02

AN ORDINANCE TO DEANNEX POCERNIK TRACT BY THE CITY OF KINGSLAND

WHEREAS, the City of Kingsland seeks to encourage planned growth and development that offers urban type services; and

WHEREAS, Daren & Danielle Pocernik own a parcel of land on Brazell Road otherwise described as map and parcel 094 019M consisting of approximately 5.02 acres; and

WHEREAS, the City of Kingsland does not have public water or sewer available on Brazell Road; and

WHEREAS, the cost of extending water and sewer service is not cost justifiable, and

WHEREAS, the Camden County Board of Commissioners have agreed to accept the deannexation;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF KINGSLAND that the City of Kingsland deannex the property described in attachment 1 of Daren and Danielle Pocernik from the City of Kingsland;

Adopted and approved this 9th day of March, 2015.

____
Kenneth E. Smith, Sr., Mayor

ATTEST:

____
Linda M. O'Shaughnessy, City Clerk

RESOLUTION OF THE CAMDEN COUNTY BOARD OF COUNTY COMMISSIONERS APPROVING DE-ANNEXATION OF CERTAIN REAL PROPERTY

WHEREAS, a certain owners of real property in Camden County, Georgia desire to de-annex their property from the City of Kingsland; and

WHEREAS, O.C.G.A. § 36-36-22 requires that the governing authority of the county approves such proposed de-annexation of real property as a pre-condition to the voluntary de-annexation of real property by a municipal governing authority;

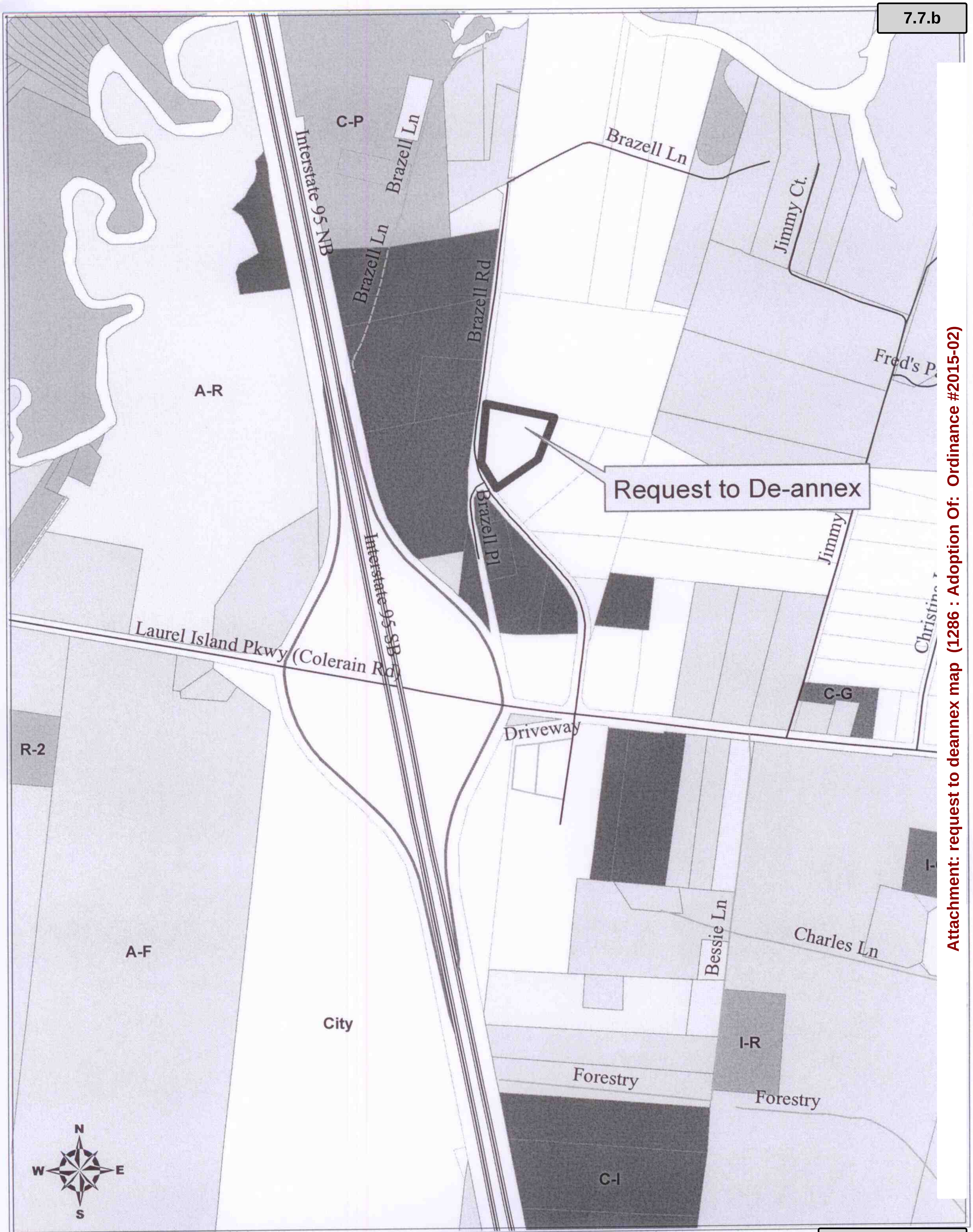
NOW, THEREFORE, BE IT RESOLVED by the Camden County Board of County Commissioners, that the de-annexation of the property described as 5.02 acres of property, owned by Daren & Danielle (Siekkinen) Pocernik, shown as Tax Map 094 Parcel 019M from the corporate boundaries of the City of Kingsland, Georgia is hereby approved.

See Attached Copies of the Deed and Plat recorded in the Clerk of Superior Court Records Deed Book 1654 Pages 643-645 for the Legal Description of the Property.

ADOPTED in a lawful assembly by the Camden County Board of Commissioners and spread upon the Official Minutes of Camden County this ***17th day of February, 2015***.

James H. Starline, Chairman

Kathryn A. Bishop, County Clerk



Attachment: request to deannex map (1286 : Adoption Of: Ordinance #2015-02)

Coastal Regional Commission
OF GEORGIA

February 27, 2015 *Serving the Cities and Counties of Coastal Georgia since 1964*

Mayor Kenneth Smith
City of Kingsland
P.O. Box 250
Kingsland, GA 31548-0250

Dear Mayor Smith:

As you know, OCGA § 50-8-30 et seq., mandates that all municipalities and county governments within Region 12 are members of Coastal Regional Commission (CRC). This law also mandates that regional commissions assess and collect annual dues in the aggregate averaging a minimum of $1.00 for each resident of each county within the regional commission in order to be eligible for any supplemental funding.

At our February Council meeting, our Council voted to approve a $0.30 increase in membership dues, effective April 1, 2015.

The 2010 census numbers are being used to assess the FY 2015 (July 1, 2014 - June 30, 2015) membership dues. Please review the following amounts:

	2010 Census Population = 15,946
FY 2015 Membership Dues	Annual Dues - $15,946.00 @ $1.00 per Capita
FY 2015 Additional Dues	April – June 2015 additional dues - $1,195.95 @ $0.30 per Capita
Total FY 2015 Membership Dues	$17,141.95

You have already been billed the annual dues @ $1.00 per capita. You were given the option to pay the entire annual amount or make quarterly payments. Included with this letter is an invoice for the additional membership dues, as well as a statement of your balance. All balances are due by April 1, 2015.

In order for you to adequately budget for our FY 2016 (July 2015 – June 2016) Membership Dues, please review the following:

2010 Census Population	**FY 2016 Membership Dues @ $1.30 per Capita**
15,946	Annually - $20,729.80
	Quarterly - $5,182.45

Should you have any questions, please contact me at (912) 437-0810 or aburns@crc.ga.gov.

Sincerely,

Allen Burns
Executive Director

AB/lg

c: Lee Spell, City Manager

1181 Coastal Drive SW, Darien, GA 31305 • Ph: 912-437-0800 • http://crc.ga.gov

Coastal Regional Commission
OF GEORGIA

Serving the Cities and Counties of Coastal Georgia since 1964

STATEMENT

City of Kingsland **Closing Date: 02/26/2015**

Attention: Accounts Payable
P O Box 250
Kingsland GA 31548

This is not an invoice. It is a listing of invoices that are outstanding according to our 2/26/2015 records. Please check your records before you process payment. If you have any questions or would like to request a copy of an invoice, please contact our office.

Invoice #	Date	Amt Invoiced	Amt Paid	Amt Due
3550	07/07/2014	15,946.00	11,959.50	3,986.50
3728	04/01/2015	1,195.95	0.00	1,195.95
		17,141.95	**11,959.50**	**5,182.45**

Thank you for your Membership Dues payment! The entire balance will be due by April 1, 2015. If you have questions, contact Lena Geiger, 912-437-0820.

1181 Coastal Drive SW, Darien, GA 31305 • Ph: 912-437-0800 • http://crc.ga.gov

Coastal Regional Commission
OF GEORGIA

Serving the Cities and Counties of Coastal Georgia since 1964

Invoice

City of Kingsland
Attention: Accounts Payable
P O Box 250
Kingsland GA 31548

04/01/2015
Invoice # : 3728 Order # :

Description: FY15 Additional Membership Dues - April 1, 2015 to June 30, 2015

Total Amount Due $1,195.95

1181 Coastal Drive SW, Darien, GA 31305 • Ph: 912-437-0800 • http://crc.ga.gov

McNAIR, McLEMORE, MIDDLEBROOKS & CO., LLC
CERTIFIED PUBLIC ACCOUNTANTS
389 Mulberry Street • Post Office Box One • Macon, GA 31202
Telephone (478) 746-6277 • Facsimile (478) 743-6858
www.mmmcpa.com

Writer's Direct Dial: (478) 330-5241
Email: cedwards@mmmcpa.com

October 31, 2014

To the Council of the
Coastal Regional Commission of Georgia

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Coastal Regional Commission of Georgia for the year ended June 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and OMB Circular A-133), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 6, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Coastal Regional Commission of Georgia (*hereafter, "Commission"*) are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the audit period. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Commission's financial statements was:

> With regard to its capital assets, management's estimate of both the appropriate class life of any individual or group of assets and the related depreciation expenses together with changes to accumulated depreciation. The nature of these estimates is more specifically explained in Note 1(D) – "Capital Assets" to the financial statements. We evaluated the key factors and assumptions used by management to develop the determination of class lives in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

> Disclosures discussed in Note 1(D) – "Fund Equity" regarding level of fund balances and classifications of same as either Nonspendable, Restricted, Committed, Assigned, and Unassigned are typically viewed by the financial statement users as being particularly salient. We have evaluated the Commissions fund balances and reviewed the classifications and find them to be reasonable to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 31, 2014.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis and to the Schedule of Funding Progress for the Defined Benefit Plan, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on supplemental schedules and the schedule of expenditures of federal awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section and the statistical information, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

FUND BALANCE RESERVES: In recent years, the RC has experienced annual losses in its General Fund which has seen the unrestricted fund balances in the General Fund drop from $1,399,590 at the end of 2012, to $918,086, of which only $230,032 was contained in cash. With the total non-capital spending in the governmental funds for the year ended June 30, 2014 approaching nearly $12,000,000, these cash reserves represent less than one week of the operating funds needed, without regard to the timing of federal award reimbursements. Even when considering that some of the federal aware programs contain "*pay when paid*" clauses with the subcontractors such that the RC does not have to fund those subcontractors until the RC itself is compensated, the cash reserves are deficient nonetheless.

As discussed below, the RC should target its unrestricted general fund balance to be equal to approximately two months of its annual spending, which equates to approximately $2,000,000 of unrestricted fund balance. The current unrestricted fund balance of $918,086, at June 30, 2014, represents less than half of that targeted fund balance. Furthermore, there are continuing losses occurring in some of the award programs that will further deplete the General Fund reserves for the current fiscal year ending June 30, 2015 and, absent remediation in some form, those losses will continue into future years as well.

The RC cannot sustain losses of this magnitude into the foreseeable future and it is incumbent upon the RC and it's Council to explore avenues to increase either, or both, the program revenues and general revenues to curb the losses currently being sustained and, more importantly, to begin restoring the needed unrestricted fund balances in the RC's General Fund.

Observations and Recommendations

In the course of our audit, we have the opportunity to observe the design and operation of internal controls in place at the Commission. The further provides an opportunity to share potential enhancements to your control structure in the form of recommendations herein.

Uncollectible Accounts: The RC has several accounts that are severely delinquent. We recommend the RC take whatever action it determines to be prudent to speed up the collection of these accounts.

Monitoring Files: We recommend the RC follow-up each monitoring with a conclusion letter documenting the result of the monitoring, any findings, corrective action required, and follow-up protocols. Additionally, random confirmation of details with the sub-recipients concerning individual cost break-downs would be helpful to the underlying purpose of the monitoring activity.

Surplus Property: When vehicles and other items are deemed "surplus" and disposed of accordingly, the RC should get an itemized receipt from the agency receiving the items to insure the documented, proper disposal of all federally funded assets.

Fund Balance Policy: To further comply with the provisions promulgated under GASB 54, we recommend the RC adopt fund balance policies that discuss internal restrictions that all contract revenues will be restricted to the purposes of the contract until the contract has been completed. This will enable special revenue fund treatment if that is the desire of the RC. Furthermore, we recommend the fund balance policy define a target unrestricted fund balance that is sufficient in amount so as to safely provide the necessary working capital to meet all obligations of the RC as they become due. Given the nature of the RC's programs, we recommend an unrestricted fund balance target amount equal to approximately two months of the RC fully diluted expenditures, which would include federal award programs.

GASB 68: Effective for the RC's fiscal year ended June 30, 2015, GASB 68 will require a financial statement disclosure of any unfunded liabilities of the RC sponsored pension plans. This will be shown as a liability on the face of the Government Wide Financial statements for 2015 and years thereafter. Presently, these amounts around shown as Required Supplementary Information (ie., RSI) in the audit and can be found as the first page following the Notes to the Financial Statements. For 2014, the amount of unfunded pension liability was $242,369.

Board Reporting: It is recommended that the RC provide to the full Council, or to an appropriate committee of the Council, summary financial statements monthly. These can be on the basis presented in the audited financial statements or on a cash basis.

Bank Reconciliations: We recommend the Executive Director evidence his review of the monthly bank reconciliations with his initials, signature, or otherwise plainly visible mark. This is an important review process to insure bank reconciliations are performed timely and to add oversight to the controls surrounding disbursements from the RC.

PayPal: The RC has begun utilizing *PayPal* to facilitation smaller, third party payments. We recommend that the Finance Department periodically produce and provide to the Executive Director overlapping transaction reports from *PayPal* showing all transactions and with explanations of any disbursements other than to the RC's general operating account.

Payroll Processing: We recommend the RC explore control enhancements such that final payroll processing information is remitted back to the individual department heads for their subsequent, "after-the-fact" approval of the actual classification of payroll. This would serve as an important step in insuring that the timesheets produced by RC staff, and approved by their department heads, remain unaltered in the payroll process and to insure all time or costs are charged to the correct department.

Journal Entries: The regular and period posting of journal entries to the RC general ledger is a necessary and routine function. However, much like the controls surrounding actual cash disbursements, controls need to be enhanced and followed in reference to the journal entry process to insure that there is no financial accounting and reporting errors that culminate in the financial statements of the RC.

This information is intended solely for the use of the Coastal Regional Commission of Georgia, its Council, and its management. It is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

McNair, McLemore, Middlebrooks & Co., LLC

MCNAIR, MCLEMORE, MIDDLEBROOKS & CO., LLC

CITY OF KINGSLAND

Bid Tabulation-Roof Replacement Fire Station #3
Thursday-February 26, 2015 @ 2:00 PM

Name of Bidder	Total Cost Submitted
McCurdy Walden, Inc.	$59,998.00
Metal Crafts, Inc.	$105,900.00