



CITY OF KINGSLAND, GEORGIA

CITY COUNCIL

AGENDA • APRIL 26, 2021

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

Charles Grayson Day Jr.
James W Galloway
Farran Fullilove
Kristy Chance
Alex Blount

Mayor
Councilman
Councilman
Councilwoman
Mayor Pro Tem

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

VII. NEW BUSINESS

- 1. Discussion - Drainage at Waters Edge/Brighton Lake -
Robbie Cheek
- 2. Councilwoman Chance Appointment to Kingsland Planning Commission -
Councilwoman Chance - one (1) appointment -
- 3. Confirmation of Council Appointment to the Kingsland Convention and Visitors
Bureau Authority Board - Councilwoman Chance -

According to the KCVB Authority legislation, *"New appointments shall be made when there is a new mayor or city council person elected or at the beginning of a new term of a mayor or council person. Appointment of the members of the authority shall be made within 30 days of the date the council person or mayor takes office or within 30 days of the first meeting of the mayor and city council in January."*

Councilwoman Chance appointed Incumbent, Mr. C.B. Yadav by letter on April 12, 2021.

4. Approval Of: Amendment - 2018 Camden County Service Delivery Strategy -

The City of St. Marys is preparing a Community Development Block Grant (CDBG) application for a housing revitalization project within their jurisdictional boundaries. The Georgia Department of Community Affairs (DCA) requires the relevant service be included in the Service Delivery Strategy agreement. *Staff recommends approval.*

5. Bid Award: Purchase of Mini Excavator -

Purchase of one (1) mini excavator for public works funded by SPLOST VIII. *Staff recommends low bid, Vermeer Southeast, \$42,129.56 (includes delivery).*

6. Approval Of: One-Time Supplemental Pay -

Approval of a one-time supplemental pay for current employees. Supplemental pay for first responders at \$1,000 and all other employees at \$500 each. Part-time employees and employees employed less than 6 months will be prorated. Total cost is \$129,535.88. *Council was polled on April 15, 2021 with majority approving the action.*

VIII. MAYOR AND COUNCIL ANNOUNCEMENT

IX. ADJOURNED



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

Meeting: 04/26/21 06:00 PM
Department: City Manager
Category: Miscellaneous
Prepared By: Lee Spell

Initiator: Lee Spell

Sponsors:

AGENDA ITEM (ID # 3510)

DOC ID: 3510

Discussion - Drainage at Waters Edge/Brighton Lake

Robbie Cheek



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

Meeting: 04/26/21 06:00 PM
Department: City Clerk
Category: Appointment
Prepared By: Jean Seigler
Initiator: Jean Seigler
Sponsors:

AGENDA ITEM (ID # 3506)

DOC ID: 3506

Councilwoman Chance Appointment to Kingsland Planning Commission

Councilwoman Chance - one (1) appointment -



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

AGENDA ITEM (ID # 3507)

Meeting: 04/26/21 06:00 PM
Department: City Clerk
Category: Appointment
Prepared By: Jean Seigler
Initiator: Jean Seigler
Sponsors:
DOC ID: 3507

7.3

Confirmation of Council Appointment to the Kingsland Convention and Visitors Bureau Authority Board - Councilwoman Chance

According to the KCVB Authority legislation, "New appointments shall be made when there is a new mayor or city council person elected or at the beginning of a new term of a mayor or council person. Appointment of the members of the authority shall be made within 30 days of the date the council person or mayor takes office or within 30 days of the first meeting of the mayor and city council in January."

Councilwoman Chance appointed Incumbent, Mr. C.B. Yadav by letter on April 12, 2021.



The City of Kingsland, GA
107 South Lee Street
P.O. Box 250
Kingsland, GA 31548
Ph: 912-729-5611
Fax: 912-729-7611

April 12, 2021

Mr. C.B. Yadav
1375 Hospitality Ave
Kingsland, GA 31548

Dear Mr. Yadav:

As the newly elected Kingsland councilmember for City Council Post #3, I hereby appoint you to the Kingsland Convention & Visitors Bureau Authority Board of Directors. As an authority board member, you will bring industry perspective and extensive experience to the Kingsland Convention & Visitors Bureau Authority Board. I am grateful that you are willing to share your time and your talents with the City.

The duties of the KCVB Authority include promoting tourism, trade, and conventions for the City of Kingsland; studying, investigating, and developing plans for improving tourism in the City of Kingsland and the area and doing such things as tend to bring visitors and conventions into the city; advising and recommending plans to the city council and departments of the city for the development of tourism in the city; and otherwise promote public interest in the general improvement of tourism in the city.

Your current appointment term will begin effective immediately and you shall serve for the remaining time of my council term. We truly appreciate the 9 years of service you have provided to the KCVB Authority Board. It is a pleasure to continue to have you on board as part of the Kingsland team.

I look forward to continue to working with you and the other board members to continue to encourage quality growth for the City of Kingsland by increasing tourism expenditures and attracting more visitors to our beautiful community.

Sincerely,

Kristy Chance, City Council
City of Kingsland

Attachment: Yadav_KCVB Authority Appointment letter from Chance v04.12.2021 (tdh) (3507 : Confirmation of Council Appointment to the



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

Meeting: 04/26/21 06:00 PM
Department: City Manager
Category: Amendment
Prepared By: Lee Spell
Initiator: Lee Spell
Sponsors:
DOC ID: 3500

AGENDA ITEM (ID # 3500)

Approval Of: Amendment - 2018 Camden County Service Delivery Strategy

The City of St. Marys is preparing a Community Development Block Grant (CDBG) application for a housing revitalization project within their jurisdictional boundaries. The Georgia Department of Community Affairs (DCA) requires the relevant service be included in the Service Delivery Strategy agreement. *Staff recommends approval.*



SERVICE DELIVERY STRATEGY

FORM 1

COUNTY: **CAMDEN**

I. GENERAL INSTRUCTIONS:

1. **FORM 1** is required for **ALL** SDS submittals. Only one set of these forms should be submitted per county. The complete forms shall clearly present the collective agreement reached by all cities and counties that were party to the service delivery strategy.
2. List each local government and/or authority that provides services included in the service delivery strategy in Section II below.
3. List all services provided or primarily funded by each general purpose local government and/or authority within the county that are continuing *without change* in Section III, below. (It is acceptable to break a service into separate components if this will facilitate description of the service delivery strategy.)

OPTION A <i>Revising or Adding to the SDS</i>	OPTION B <i>Extending the Existing SDS</i>
4. List all services provided or primarily funded by each general purpose local government and authority within the county which are revised or added to the SDS in Section IV, below. (It is acceptable to break a service into separate components if this will facilitate description of the service delivery strategy.) 5. For each service or service component listed in Section IV, complete a separate, updated <i>Summary of Service Delivery Arrangements</i> form (FORM 2). 6. Complete one copy of the <i>Certifications</i> form (FORM 4) and have it signed by the authorized representatives of participating local governments. [Please note that DCA cannot validate the strategy unless it is signed by the local governments required by law (see Instructions, FORM 4).]	4. In Section IV type, "NONE." 5. Complete one copy of the <i>Certifications for Extension of Existing SDS</i> form (FORM 5) and have it signed by the authorized representatives of the participating local governments. [Please note that DCA cannot validate the strategy unless it is signed by the local governments required by law (see Instructions, FORM 5).] 6. Proceed to step 7, below. For answers to most frequently asked questions on Georgia's Service Delivery Act, links and helpful publications, visit DCA's website at http://www.dca.ga.gov/development/PlanningQualityGrowth/programs/servicedelivery.asp, or call the Office of Planning and Quality Growth at (404) 679-5279.

7. If any of the conditions described in the existing *Summary of Land Use Agreements* form (FORM 3) have changed or if it has been ten (10) or more years since the most recent FORM 3 was filed, update and include FORM 3 with the submittal.
8. Provide the completed forms and any attachments to your regional commission. The regional commission will upload digital copies of the SDS documents to the Department's password-protected web-server.

NOTE: ANY FUTURE CHANGES TO THE SERVICE DELIVERY ARRANGEMENTS DESCRIBED ON THESE FORMS WILL REQUIRE AN UPDATE OF THE SERVICE DELIVERY STRATEGY AND SUBMITTAL OF REVISED FORMS AND ATTACHMENTS TO THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS UNDER THE "OPTION A" PROCESS DESCRIBED, ABOVE.

Attachment: Form1 (3500 : Approval Of: Amendment - 2018 Camden County Service Delivery Strategy)

II. LOCAL GOVERNMENTS INCLUDED IN THE SERVICE DELIVERY STRATEGY:

In this section, list all local governments (including cities located partially within the county) and authorities that provide services included in the service delivery strategy.

Camden County
 City of Kingsland
 City of St. Marys
 City of Woodbine

III. SERVICES INCLUDED IN THE EXISTING SERVICE DELIVERY STRATEGY THAT ARE BEING EXTENDED WITHOUT CHANGE:

In this section, list each service or service component already included in the existing SDS which will continue as previously agreed with no need for modification.

N/A

IV. SERVICES THAT ARE BEING REVISED OR ADDED IN THIS SUBMITTAL:

In this section, list each new service or new service component which is being added and each service or service component which is being revised in this submittal. For each item listed here, a separate Summary of Service Delivery Arrangements form (FORM 2) must be completed.

Housing (added)



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: CAMDEN

Service: *Housing Revitalization*

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) ☐ Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider (If this box is checked, identify the government, authority or organization providing the service.):
- b.) ☐ Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
- c.) ☒ One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service: **City of St. Marys, City of Kingsland**)
- d.) ☐ One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):
- e.) ☐ Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

☐ **Yes** (if "Yes," you must attach additional documentation as described, below)

☒ **No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
City of St. Marys	General Fund
City of St. Marys	Grant Funds
City of Kingsland	General Fund
City of Kingsland	Grant Funds

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

This strategy was not previously accounted for in the current service delivery strategy arrangement.

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

N/A

7. Person completing form: **Kenneth Hughes, St. Marys Community Development Director**

Phone number: **(912) 510-4032** Date completed: 04/01/2021

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? ☒ Yes ☐ No

If not, provide designated contact person(s) and phone number(s) below:



SERVICE DELIVERY STRATEGY

FORM 4: Certifications

Instructions:

This form must, at a minimum, be signed by an authorized representative of the following governments: 1) the county; 2) the city serving as the county seat; 3) all cities having a 2010 population of over 9,000 residing within the county; and 4) no less than 50% of all other cities with a 2010 population of between 500 and 9,000 residing within the county. Cities with a 2010 population below 500 and local authorities providing services under the strategy are not required to sign this form, but are encouraged to do so.

COUNTY: CAMDEN

We, the undersigned authorized representatives of the jurisdictions listed below, certify that:

1. We have executed agreements for implementation of our service delivery strategy and the attached forms provide an accurate depiction of our agreed upon strategy (O.C.G.A. 36-70-21);
2. Our service delivery strategy promotes the delivery of local government services in the most efficient, effective, and responsive manner (O.C.G.A. 36-70-24 (1));
3. Our service delivery strategy provides that water or sewer fees charged to customers located outside the geographic boundaries of a service provider are reasonable and are not arbitrarily higher than the fees charged to customers located within the geographic boundaries of the service provider (O.C.G.A. 36-70-24 (20); and
4. Our service delivery strategy ensures that the cost of any services the county government provides (including those jointly funded by the county and one or more municipalities) primarily for the benefit of the unincorporated area of the county are borne by the unincorporated area residents, individuals, and property owners who receive such service (O.C.G.A. 36-70-24 (3)).

JURISDICTION	TITLE	NAME	SIGNATURE	DATE
<u>CAMDEN COUNTY</u>	Chairman of the Board of Commisisoners	Gary Blount		
<u>CITY OF KINGSLAND</u>	Mayor	Grayson Day		
<u>CITY OF ST. MARYS</u>	Mayor	John Morrissey		
<u>CITY OF WOODBINE</u>	Mayor	Kizzi Knight		



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

AGENDA ITEM (ID # 3504)

Meeting: 04/26/21 06:00 PM
Department: Finance
Category: Bid Award
Prepared By: Filiz Morrow
Initiator: Filiz Morrow
Sponsors:
DOC ID: 3504

7.5

Bid Award: Purchase of Mini Excavator

Purchase of one (1) mini excavator for public works funded by SPLOST VIII. *Staff recommends low bid, Vermeer Southeast, \$42,129.56 (includes delivery).*

Bid Tabulation
 Purchase of Mini Excavator
 RFP #COK 21-014
 Tuesday, April 13, 2021 @ 2:00 PM

Vendor	Year	Make	Model	Cost of Per Vehicle	Cost of Delivery	Total Cost	ETA
Vermeer Southeast	2021	Yanmar	ViO35-6A	\$40,819.56	\$1,310.00	\$42,129.56	45 Days
Bobcat of Jacksonville	2021	Bobcat	E35 25HP R-Series	\$43,450.52	\$1,467.00	\$44,917.52	90-120 Days
Flint Equipment Co.	2021	John Deere	35G	\$45,421.29	N/A	\$45,421.29	160 Days
Yancey Brothers	2021	Caterpillar	303.5E2	\$48,089.00	\$682.00	\$48,771.00	Same Day Delivery

This Request for Proposal was advertised on the City and GMA websites.



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

AGENDA ITEM (ID # 3505)

Meeting: 04/26/21 06:00 PM
Department: Finance
Category: Budget
Prepared By: Filiz Morrow
Initiator: Filiz Morrow
Sponsors:
DOC ID: 3505

7.6

Approval Of: One-Time Supplemental Pay

Approval of a one-time supplemental pay for current employees. Supplemental pay for first responders at \$1,000 and all other employees at \$500 each. Part-time employees and employees employed less than 6 months will be prorated. Total cost is \$129,535.88. *Council was polled on April 15, 2021 with majority approving the action.*