



CITY OF KINGSLAND, GEORGIA

CITY COUNCIL

AGENDA • FEBRUARY 12, 2024

Regular Meeting

City Council Chamber

6:00 PM

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

I. PUBLIC HEARING - STARTS AT 6:00PM

II. CALL TO ORDER AND WELCOME GUESTS

III. ROLL CALL

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

Mayor
Councilman
Councilman
Councilwoman
Mayor Pro Tem

IV. INVOCATION AND PLEDGE TO THE FLAG

V. 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

VI. RECOGNITION

- 1. Recognition of: Corporal James Flowers III -

VII. GRANTING AUDIENCE TO THE PUBLIC

VIII. OLD BUSINESS

- 1. Appointment to: Camden County Board of Health -

A six-year appointment of a Consumer or Licensed Nurse interested in promoting Public Health; appointed by the governing authority of the largest municipality in the county.

IX. PLANNING AND ZONING

1. Home Occupation - 133 Laurel Marsh Way - Map & Parcel 120F 030 -

John M. Sisk, II has applied for a home occupation permit for an on-line gun sale and repair business known as "Overlook Arms". The applicant has been notified and agrees to the requirements of a Home Occupation as noted in KLADO. Zoning is PD/R-1. Staff recommends approval with the following condition:

- 1) The applicant is not allowed to manufacture any type of ammunition in the home.

Planning Commission recommends approval.

X. NEW BUSINESS

1. Approval of: Resolution 2024-04 - Call for Referendum to Approve Level 1 Freeport Tax Exemption for Stock in Trade of a Fulfillment Center -

A Resolution of the City of Kingsland Mayor and Council calling for a referendum election to be held on May 21, 2024, to permit the voters of the City of Kingsland to decide whether the City of Kingsland is authorized to provide a Level 1 Freeport Tax Exemption for Stock in Trade of a Fulfillment Center as authorized by O.C.G.A 45-5-48.2. This exemption does not add any tax burden to the citizens of Kingsland or Camden County and makes Kingsland more competitive for companies bringing jobs to our community.

Staff recommends approval.

2. Purchase Of: 75' Aerial Ladder Truck -

The fire department is in need of a replacement truck due to the Quint ladder truck recently becoming not feasible to repair. Fireline, Inc currently has a stock truck in production, an E-One HP75' Aerial Ladder Truck on a 2024 Typhoon cab and chassis with Cummins L9 450hp diesel engine and Hale QMAX 1500 gpm pump for \$1,158,000. The stock unit listed will be available in late April 2024. To fund the non-budgeted item, the following budgeted items will move to FY2024-2025: Training station burn building \$315,000; Fire Engine 5 \$775,000; new position training officer \$26,000; and Inflatable fire house \$10,800.

Council was polled on January 23, 2024.

3. Approval Of: Watershed Protection Plan Annual Monitoring and Reporting Proposal -

GWES's Professional Services Proposal and Agreement to assist the City of Kingsland (City) with the Kingsland Watershed Protection Plan (WPP) as approved by the Georgia Environmental Protection Division (EPD). GWES has provided the City with annual services for this project since 2021, and their local project scientist team is uniquely familiar with the City's watershed.

Staff recommends approval.

XI. MAYOR AND COUNCIL ANNOUNCEMENT

XII. ADJOURNED



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

Meeting: 02/12/24 06:00 PM
Department: City Clerk
Category: Recognition
Prepared By: Jean Seigler
Initiator: Jean Seigler
Sponsors:
DOC ID: 4356

AGENDA ITEM (ID # 4356)

Recognition of: Corporal James Flowers III



City Council
107 South Lee Street
Kingsland, GA 31548

TABLED

AGENDA ITEM (ID # 4358)

Meeting: 02/12/24 06:00 PM
Department: City Clerk
Category: Appointment
Prepared By: Jean Seigler
Initiator: Jean Seigler
Sponsors:
DOC ID: 4358

8.1

Appointment to: Camden County Board of Health

A six-year appointment of a Consumer or Licensed Nurse interested in promoting Public Health; appointed by the governing authority of the largest municipality in the county.

HISTORY:

01/16/24	City Council	TABLED	Next: 01/22/24
01/22/24	City Council	POSTPONED	Next: 02/12/24

Postponed at Consent Docket

**BY-LAWS
OF
CAMDEN COUNTY BOARD OF HEALTH**

ARTICLE I

NAME: This Board of Health is a creation of Title 31-3, *Official Code of Georgia Annotated* (O.C.G.A.), which establishes a county Board of Health in each and every county of the state. Consequently, this Board of Health is named the Camden County Board of Health.

ARTICLE II

FUNCTIONS AND POWERS: The functions and powers of the Camden County Board of Health are those given it by Titles 31-3-4 and 31-3-5 of the *Official Code of Georgia Annotated*.

A: FUNCTIONS

The Camden County Board of Health functions are:

- 1) To determine the health needs and resources of its jurisdiction by research, and by collection, analysis, and evaluation of all data pertaining to the health of the community;
- 2) To develop, in cooperation with the health department, programs, activities, and facilities responsive to the needs of its area;
- 3) To secure compliance with the rules and regulations of the health department and have local application; and
- 4) To enforce, or cause enforcement of, all laws pertaining to health unless the responsibility for the enforcement of such laws is that of another agency.

B: POWERS

The Camden County Board of Health is empowered to:

- 1) Establish and adopt By-Laws for its own governance. Meetings shall be held at least four (4) times per year.
- 2) Exercise responsibility and authority in all matters within the county pertaining to health unless the responsibility for enforcement of such is By-Laws of another agency;

- 3) Take such steps, as may be necessary, to prevent and suppress disease and conditions deleterious to health and to determine compliance with health laws and rules, regulations, and standards adopted;
- 4) Adopt and enforce rules and regulations appropriate to its functions and powers.
- 5) Review and approve annual budget, review and accept the annual audit report and review quarterly financial update on results of operations;
- 6) Propose to the Camden County Commission fees for the provision of environmental health services provided by the County Board of Health;
- 7) Make contracts and establish fees for the provision of public health services provided by the County Board of Health;
- 8) Contracts with Georgia Department of Public Health, or other agencies, for assistance in the performance of its functions and the exercise of its powers and for supplying services which are within its purview to perform, provided that such contracts and amendments thereto shall have first been approved by the Georgia Department of Public Health;
- 9) Establish rules and regulations which apply to all citizens and premises of the county or to specified areas and citizens therein without regard to the remainder of the county (OCGA 31-3-6).

ARTICLE III

MEMBERSHIP: The Camden County Board of Health shall be composed of seven members as provided in Title 31-3-2 of the Official Code of Georgia Annotated. Composition of the Board of Health, appointments, terms of members, notification of vacancies, appointment, and qualification of members, to fill vacancies, shall all be according to said Title 31-3-2, and these By-Laws. The composition of the Camden County Board of Health is listed in the following table:

**GEORGIA HEALTH CODE
CHAPTER 3 COUNTY BOARDS OF HEALTH**

31-3-2

Composition; terms of members (Created by House Bill 1068, 1984 Georgia Legislature)

BOARD OF HEALTH MEMBERS	TERM BEGINS/EXPIRES
1. Chief executive officer of the governing authority of County (Chairperson of County Commission or another member of the County Commission)	Serves While Holding Office
2. County Superintendent of Schools (or an Assistant Superintendent of Schools appointed by the Superintendent)	Serves While Holding Office
3. Physician actively practicing in County (Appointed by governing authority of County [County Commissioners])	<u>Six</u> Year Term
4. Consumer representing consumers of Mental Health, Mental Retardation, and Substance Abuse Services. (Appointed by governing authority of County [County Commissioners])	<u>Six</u> Year Term
5. Consumer or licensed nurse interested in promoting Public Health (Appointed by governing authority of the largest municipality in the county)	<u>Six</u> Year Term
6. Consumer representing the County's needy, underprivileged, or elderly community (Appointed by governing authority of County [County Commissioners])	<u>Six</u> Year Term
7. Chief executive officer of the governing authority of the largest municipality of the County (or a member of the City Commission)	Serves While Holding Office

No member appointed to the Camden County Board of Health shall be an employee of the Camden County Government or of the Camden County Health Department. Appointing authority must provide documentation to Camden County Board of Health of selection. *When a Board member's term expires, that Board member will continue to hold office and may continue to participate and vote on Board matters until a successor is sworn in.*

Attachment: Camden Co. BOH By-Laws (4358 : Appointment to: Camden County Board of Health)

ARTICLE IV

TITLES OF OFFICERS: The officers of Camden County Board of Health shall be the Chairperson, Vice-Chairperson, and Secretary.

ELECTION OF OFFICERS: Officers shall be elected bi-annually and at the first regular meeting of the Board of Health of the calendar year. To qualify for nomination, it is preferred that a person must have been a member of the Board of Health for a minimum of one year. There shall be no limit to the number of terms to which the officers may be elected to serve.

A. DUTIES OF THE BOARD OF HEALTH CHAIRPERSON

1. The Chairperson shall:
 - a) ensure that all meetings are held as required by these By-Laws;
 - b) preside at all meetings of the Board of Health;
 - c) ensure that provisions in these By-Laws are adhered to;
 - d) ensure that all policies, resolutions, and directives of the Board of Health are carried out;
 - e) serve as an ex-officio member of all committees; and
 - f) perform other appropriate duties as the Board of Health may direct.
2. If the Chairperson does not fulfill his or her duties, resigns, or is no longer eligible to serve, the election of a new Chairperson will be conducted by the Board of Health.

B. DUTIES OF THE BOARD OF HEALTH VICE CHAIRPERSON:

1. In the absence of the Chairperson, the Vice Chairperson shall conduct the Board of Health meeting and perform other duties as requested.
2. In the absence of the Chairperson and the Vice Chairperson, the District Health Director may Chair the Board of Health meetings.

C. DUTIES OF THE BOARD OF HEALTH SECRETARY:

1. Ensure minutes are taken to accurately reflect proceedings of each meeting. A Camden County Health Department employee may be designated to take the minutes of each meeting.

D. NOMINATING COMMITTEE

1. The Chairperson shall appoint a nominating committee consisting of three Board of Health members. This committee will be appointed two months prior to the meeting where elections are held. Additional nominations may be made from the floor at the time of elections.

E. DUTIES OF THE BOARD OF HEALTH MEMBERS

1. The members shall:
 - a) attend all meetings of the Board of Health if possible, but to remain on the Board of Health members must attend a minimum of 2 meetings per year.
 - b) Removal of any member will require a majority Board of Health vote;
 - c) ensure that provisions in these By-Laws are adhered to;

- d) ensure that all policies, resolutions, and directives of the Board of Health are carried out;
- e) serve as an ex-officio member of all committees; and
- f) perform other appropriate duties as the Board of Health may direct.

ARTICLE V

CHIEF EXECUTIVE OFFICER: The District Health Director of Public Health District 9-1 shall serve as the Chief Executive Officer of this Board of Health as provided in Sections 31-3-12 and 31-3-15 of the Official Code of Georgia.

FUNCTIONS AND POWERS: The District Health Director, as Chief Executive Officer of this Board of Health, shall in the name of the Board of Health perform the functions and exercise the powers set forth in Chapter 31-3 of the Official Code of Georgia, except to adopt By-Laws and adopt rules.

COUNTY HEALTH DEPARTMENT LEADERSHIP STAFF (I.E COUNTY NURSE MANAGER, ENVIRONMENTAL HEALTH MANAGER): The County Nurse Manager and the Environmental Health County Manager, of the Camden County Health Department, will sit on the Board of Health, as ex-officio members.

ARTICLE VI

REGULAR MEETINGS: Regular meetings shall be held no less frequently than quarterly.

SPECIAL MEETINGS: Special meetings may be called by the Chairperson at the request of any member of the Board of Health or as deemed necessary by the Chairperson. No business shall be transacted at a special meeting except that stated in the notice calling the meeting.

Notice of any special meeting shall be given at least five days before the time set for the meeting; provided, however, that a meeting called to respond to a public health emergency may be held as soon as a quorum of members is assembled.

QUORUM: Four members of the Board of Health shall constitute a quorum for the conduct of business.

AMENDMENTS: The By-Laws may be amended, after notice, at any regular meeting of the Board. Such notice shall be referred to a special committee which shall report at the next regular meeting and shall require a majority vote of those present for adoption. Amendments, so made, shall be effective when approved by the Board of Health.

PARLIAMENTARY AUTHORITY: The rules contained in the current edition of *Robert's Rules of Order* shall guide governance in all cases to which they are applicable.

ADOPTION: These By-Laws shall be adopted at any regular meeting of the Board of Health, in which there is a quorum, and shall replace any previous By-Laws. Members of the Board of Health will need to be notified, 30 days in advance, if new By-Laws will be presented.

ADOPTED BY THE CAMDEN COUNTY BOARD OF HEALTH, THIS 3rd DAY OF
September, 2014.



Chairperson, Camden County Board of Health



District Health Director, Coastal Health District 9-1



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

Meeting: 02/12/24 06:00 PM
Department: Planning and Zoning
Category: Home Office Occupancy
Prepared By: Natalie Moreland
Initiator: Natalie Moreland
Sponsors:

AGENDA ITEM (ID # 4393)

DOC ID: 4393

Home Occupation - 133 Laurel Marsh Way - Map & Parcel 120F 030

John M. Sisk, II has applied for a home occupation permit for an on-line gun sale and repair business known as "Overlook Arms". The applicant has been notified and agrees to the requirements of a Home Occupation as noted in KLADO. Zoning is PD/R-1. Staff recommends approval with the following condition:

- 1) The applicant is not allowed to manufacture any type of ammunition in the home.

Planning Commission recommends approval.



The City of Kingsland, GA
107 South Lee Street
P.O. Box 250
Kingsland, GA 31548
Ph: 912-729-5613
Fax: 912-729-7618

Planning and Community Development Staff Report

Planning Commission Meeting Date: February 5, 2024

City Council Meeting Date: February 12, 2024

Agenda Item: Home Occupation for 133 Laurel Marsh Way
Summary:

John M. Sisk II has applied for a home occupation permit for an on-line gun sale and repair business known as "Overlook Arms". The applicant has been notified and agrees to the requirements of a Home Occupation as noted in KLADO.

Zoning: PD/R-1

Is Proposal Consistent with the Comprehensive Plan? Yes

Staff Recommendation: Staff recommends approval with the following conditions:

- 1) The applicant is not allowed to manufacture any type of ammunition in the home.
- 2) A business license will not be issued until a State Firearms Dealer license is submitted to the Planning Dept.

Scott L. Kimball
Planning & Zoning Director

Kingsland Zoning Map

Zoning 2024

<all other values>

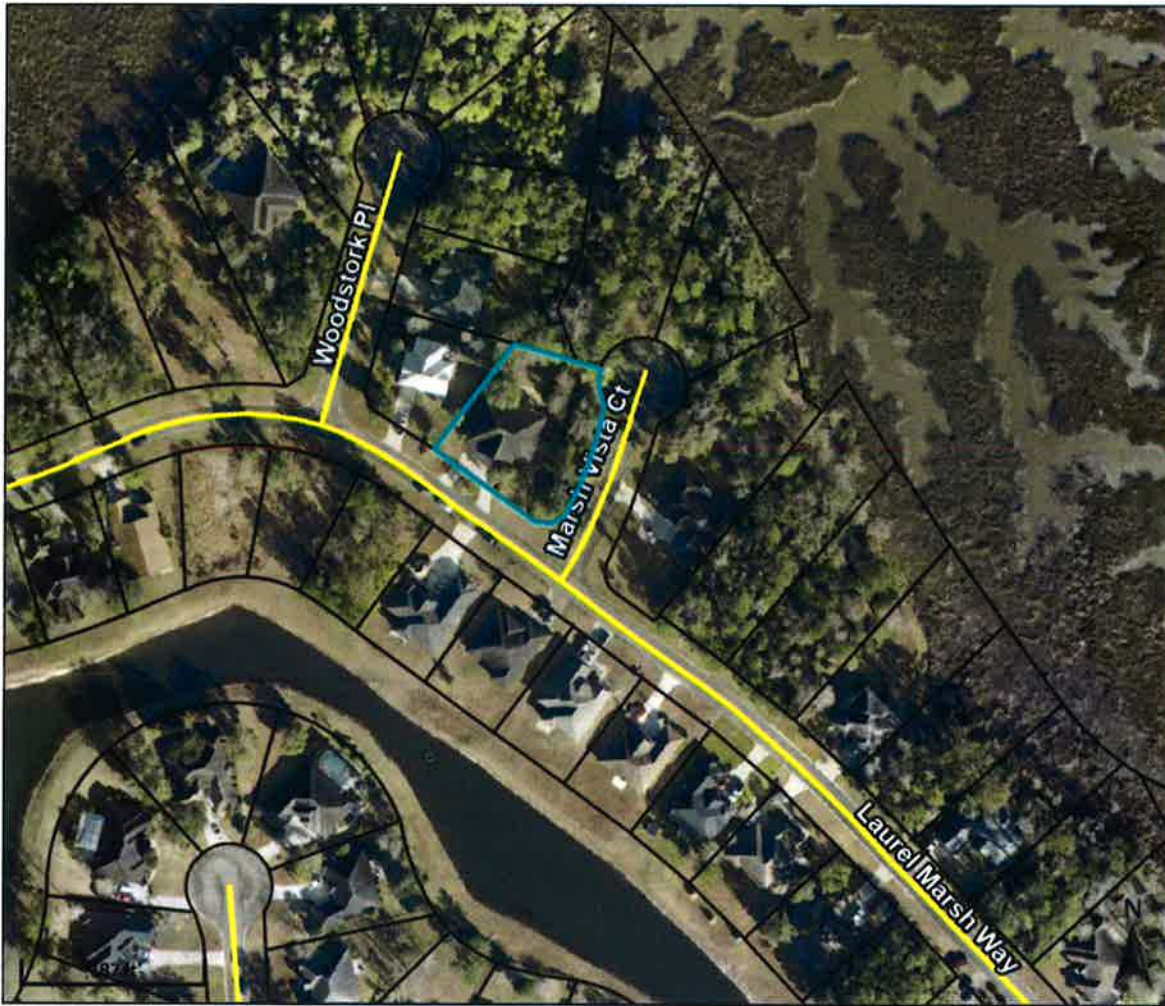
ZONING

- C-1
- C-1 Overlay
- C-1A Overlay
- C-2
- C-4
- C-ED
- C-PLMU
- FT- Forest
- I-G
- I-L
- LI Overlay
- MU
- PD
- PD/C-2
- PD/C-4
- PD/MU
- PD/R-1
- PD/R-2
- PD/R-3
- R-1
- R-2
- R-3
- R-4
- R-5
- R-6
- R-7





Camden County, GA



Overview



Legend

- Parcels
- Roads
- USA Major Highways**
- Limited Access
- Highway
- Major Road
- Local Road
- Minor Road
- Other Road
- Ramp
- Ferry
- Pedestrian Way
- City Labels

Parcel ID	120F 030	Owner	SISK JOHN M II	Last 2 Sales			
Class Code	Residential		133 LAUREL MARSH WAY	Date	Net Price	Reason	Qual
Taxing District	KINGSLAND		KINGSLAND, GA 31548	10/23/2023	\$520000	FM	Q
	KINGSLAND	Physical Address	133 LAUREL MARSH WAY	2/4/2021	\$420000	FM	Q
Acres	0.47	Assessed Value	Value \$486122				

(Note: Not to be used on legal documents)

Date created: 1/19/2024

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Developed by  **Schneider**
GEOSPATIAL



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

AGENDA ITEM (ID # 4392)

Meeting: 02/12/24 06:00 PM
Department: City Clerk
Category: Resolution
Prepared By: Jean Seigler
Initiator: Jean Seigler
Sponsors:
DOC ID: 4392

10.1

Approval of: Resolution 2024-04 - Call for Referendum to Approve Level 1 Freeport Tax Exemption for Stock in Trade of a Fulfillment Center

A Resolution of the City of Kingsland Mayor and Council calling for a referendum election to be held on May 21, 2024, to permit the voters of the City of Kingsland to decide whether the City of Kingsland is authorized to provide a Level 1 Freeport Tax Exemption for Stock in Trade of a Fulfillment Center as authorized by O.C.G.A 45-5-48.2. This exemption does not add any tax burden to the citizens of Kingsland or Camden County and makes Kingsland more competitive for companies bringing jobs to our community.

Staff recommends approval.

RESOLUTION #2024-04 OF THE CITY OF KINGSLAND MAYOR AND COUNCIL CALLING FOR A REFERENDUM ELECTION TO BE HELD ON MAY 21, 2024, TO PERMIT THE VOTERS OF THE CITY OF KINGSLAND TO DECIDE WHETHER THE CITY OF KINGSLAND IS AUTHORIZED TO PROVIDE A LEVEL 1 FREEPORT TAX EXEMPTION

WHEREAS, the Official Code of Georgia, section §48-5-48.2 allows for Level 1 Freeport Exemption; and

WHEREAS, O.C.G.A. 48-5-48.2(b)(7) defines “Stock in Trade of a Fulfillment Center,” which means, for purposes of a level 1 Freeport Exemption, goods, wares, and merchandise held by one in the business of making sales of such goods when such goods are held or stored at a fulfillment center.; and

WHEREAS, O.C.G.A. 48-5-48.2(c)(4) Allows for Level 1 Freeport Tax Exemption for “Stock in Trade” of a fulfillment center which, on January 1, is stored in a fulfillment center and which is made available to remote purchasers who may make such purchases by electronic, internet, telephonic, or other remote means, and where such stock in trade of a fulfillment center will be shipped from the fulfillment center and delivered to the purchaser at a location other than the location of the fulfillment center. The exemption provided for in this paragraph shall be for a period not exceeding 12 months from the date such property is stored in this state. Such period shall be determined based on application of a first-in, first-out method of accounting for the inventory. The official books and records of the fulfillment center where such property is being stored shall contain a full, true, and accurate inventory of all such property, including the date of the receipt of the property and the date of the withdrawal of the property. The official books and records of any such fulfillment center pertaining to any such property for which a Freeport Exemption has been claimed shall be at all times open to the inspection of all taxing authorities of this state and of any political subdivision of this state.

WHEREAS, the provision of this Freeport exemption will aid in the development of industrial sites such as the I-95 Gateway Logistics Center located in the City of Kingsland; and

WHEREAS, this exemption does not add any tax burden to the citizens of Kingsland or Camden County and makes Kingsland more competitive for these companies bringing jobs to our community; and

WHEREAS, the City of Kingsland Mayor and Council desires to place such a referendum on the May __, 2024, ballot in order to permit the qualified voters of the City of Kingsland to decide whether the City is authorized to provide for this Level 1(4) Stock in Trade Freeport Tax Exemption;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council, acting in its capacity as the governing authority of the City of Kingsland, as follows:

(1) The Mayor and Council, subject to the assent of a majority of the qualified voters of the City of Kingsland voting in a referendum election held for such purpose, shall permit a Level 1(4) Tax Exemption from Ad Valorem Tax as described above;

(2) The City Clerk is hereby authorized and directed to deliver a copy of this Resolution to the Camden County Board of Elections and the Camden County Election Superintendent. Upo

receipt of this Resolution, but not more than ninety (90) days before the date of the special election, the Election Superintendent shall issue the call for a special election to be held on May __, 2024 for the purpose of submitting to the qualified voters of the City of Kingsland the question set forth in Paragraph Three (3) below.

(3) The ballot shall have written or printed thereon the words:

(Yes) “For the purpose of attracting new jobs and investment, shall The City of Kingsland
(No) add to its existing Freeport exemptions the grants of an “e-commerce” Freeport exemption to the ad valorem taxation of the following: Stock in Trade of a fulfillment center which, on January 1, are stored in a fulfillment center and which are made available to remote purchasers who may make such purchases by electronic, internet, telephonic, or other remote means, and where such stock in trade of a fulfillment center will be shipped from the fulfillment center and delivered to the purchaser at a location other than the location of the fulfillment center, as permitted by O.C.G.A. §48-5-48.2.(c)4. All persons desiring to vote for approval of such Tax Exemption shall vote “Yes” and those persons desiring to vote for rejection of such Tax Exemption shall vote “No”. If more than one-half of the votes cast on the question are for approval of such Tax Exemption, the City of Kingsland may by appropriate resolution or ordinance permit and regulate such Tax Exemption. Otherwise, such Tax Exemption shall not be permitted.”

(4) If the referendum is approved by more than one-half of the votes cast on the question, staff is directed to draft and present the necessary amendment(s) to the Kingsland Code of Ordinances to the City Mayor and Council for review and approval. The expense of the election shall be borne by the City. It shall be the duty of the Camden County Election Superintendent to hold and conduct the election and to certify the result thereof to the Secretary of State.

(5) The Election Superintendent shall cause the date and purpose of the election to be published in the official organ of the county once a week for two weeks immediately preceding the date thereof.

(6) This Resolution shall take effect immediately upon its adoption.

ADOPTED, this _____ day of _____, 2024 by vote of the Mayor and Council,

City of Kingsland, Georgia

(SEAL)

By: _____
Dr. C. Grayson Day, Jr., Mayor

Attest:

By: _____
Jean O’ Seigler-Horne, City Clerk



City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

AGENDA ITEM (ID # 4394)

Meeting: 02/12/24 06:00 PM
Department: Finance
Category: Bid Award
Prepared By: Filiz Morrow
Initiator: Filiz Morrow
Sponsors:
DOC ID: 4394

10.2

Purchase Of: 75' Aerial Ladder Truck

The fire department is in need of a replacement truck due to the Quint ladder truck recently becoming not feasible to repair. Fireline, Inc currently has a stock truck in production, an E-One HP75' Aerial Ladder Truck on a 2024 Typhoon cab and chassis with Cummins L9 450hp diesel engine and Hale QMAX 1500 gpm pump for \$1,158,000. The stock unit listed will be available in late April 2024. To fund the non-budgeted item, the following budgeted items will move to FY2024-2025: Training station burn building \$315,000; Fire Engine 5 \$775,000; new position training officer \$26,000; and Inflatable fire house \$10,800.

Council was polled on January 23, 2024.



FireLine
INC.

725 Patrick Industrial Lane • Winder, GA 30680
www.firelineinc.com • salesinfo@firelineinc.com
Ph. (770) 868-4448 • Fax (770) 868-4455
Toll Free (800) 965-6227

22 January 2024

Kingsland Fire Rescue
595 East King Ave.
Kingsland, Georgia 31548

Chief Smith:

FireLine, Inc. and E-ONE are pleased to quote the following apparatus:

One (1) E-ONE HP75 Aerial Ladder on a 2024 Typhoon Cab and Chassis with Cummins L9
450hp Diesel Engine and Hale QMAX 1500gpm Pump

.....\$1,158,000.00.....

This stock unit is scheduled to complete in late April of 2024. This unit is subject to prior sale
and cannot be replicated at the same price.

Thank you very much for this opportunity. We again look forward to working with you and your
department on the purchase of another E-ONE fire apparatus.

Sincerely,

Ryan McDonel

Ryan McDonel

Attachment: Kingsland HP75 Aerial Ladder Proposal 23 Jan 2024 (4394 : Purchase Of: 75' Aerial Ladder Truck)





City Council
107 South Lee Street
Kingsland, GA 31548

SCHEDULED

AGENDA ITEM (ID # 4391)

Meeting: 02/12/24 06:00 PM
Department: City Manager
Category: Agreement
Prepared By: Lee Spell
Initiator: Lee Spell
Sponsors:
DOC ID: 4391

10.3

Approval Of: Watershed Protection Plan Annual Monitoring and Reporting Proposal

GWES's Professional Services Proposal and Agreement to assist the City of Kingsland (City) with the Kingsland Watershed Protection Plan (WPP) as approved by the Georgia Environmental Protection Division (EPD). GWES has provided the City with annual services for this project since 2021, and their local project scientist team is uniquely familiar with the City's watershed. *Staff recommends approval.*



January 24, 2024

Mr. Lee Spell
City Manager
107 S. Lee Street
Kingsland, GA 31548

**Re: City of Kingsland Watershed Protection Plan Annual Monitoring and Reporting
Professional Services Proposal**

Dear Mr. Spell,

Please accept GWES's Professional Services Proposal to assist the City of Kingsland (City) with implementation of the Kingsland Watershed Protection Plan (WPP) as approved by the Georgia Environmental Protection Division (EPD). GWES has provided the City with annual services for this project since 2021, and our local project scientist team is uniquely familiar with the City's watershed. Our extensive experience and commitment to customer service allow us to provide the City with the highest quality professional service. We thank you for the opportunity to provide a proposal for this important project.

BACKGROUND

The City's Watershed Protection Plan (WPP) was approved in 2014. In accordance with the City's WPP, monitoring occurs at six (6) sampling sites. Sampling includes three (3) dry weather events, one (1) wet weather event, and two (2) bacteriological geometric means (geomeans). The City's monitoring sites are summarized in Table 1.

Table 1: City of Kingsland Water Quality Monitoring Sites		
Station ID	Monitoring Parameters	Coordinates (DD)
HC01	Water Quality	30.795038, -81.794442
UT01	Water Quality	30.821480, -81.712889
CB01	Biological and Water Quality	30.823588, -81.688355
GB01	Biological and Water Quality	30.812440, -81.627004
LCC01	Water Quality	30.780554, -81.685373
MC01	Water Quality	30.772543, -81.666078

In August of 2022, the Environmental Protection Agency (EPA) approved EPD's revised water quality standards (WQS), which included a change of the bacteria indicator from fecal coliform to *E. coli*. Therefore, NPDES permittees should now report on *E. coli* only. The City is no longer required to report on fecal coliform. Geomeans for *E. coli* (non-tidal) and *Enterococcus* (tidal) will be calculated, based on four (4) samples collected within a 30-day period between May and October at intervals not less than 24 hours.

During all sampling events, the following in-situ measurements are taken at each monitoring site: temperature (air and water), pH, dissolved oxygen, specific conductance, and turbidity. Dry and wet weather events include sampling for BOD5, COD, total suspended solids, total and ortho-phosphorous, ammonia, nitrite/nitrate, total Kjeldahl nitrogen, hardness, and cadmium, copper, lead, and zinc.

EPD requires biological monitoring in the assessment area during two (2) out of every five (5) years. Biological monitoring includes benthic macroinvertebrate sampling, which occurs at two (2) sites between October and February. Biological monitoring is not required during the 2024 season since it was conducted during the 2023 reporting cycle.

SCOPE

It is GWES' understanding that the Client wishes to receive a proposal for annual monitoring services in addition to the reporting services currently provided. GWES' proposed scope of services for the 2024 monitoring period is as follows:

Option 1:

Task 1 - Water Quality Monitoring

- Conduct water quality sampling at six (6) monitoring sites
- Conduct three (3) dry weather and one (1) wet weather sampling events
- Conduct eight (8) bacteria sampling events to generate two (2) geomeans
- Transfer all water quality and bacteria samples to a certified lab for analysis

Task 2 - Annual Reporting

- Prepare the City's annual watershed monitoring report in accordance with EPD requirements
- Submit the report to the City for review
- Upon City review and feedback, revise and submit the annual report as electronic and hard copies to EPD no later than June 30th, 2025
- Coordinate question responses with EPD

Option 2:**Task 1 - Annual Reporting**

- Provide project oversight, data analysis, and data management to ensure monitoring and reporting requirements are met.
- Prepare the City's annual watershed monitoring report in accordance with EPD requirements
- Submit the report to the City for review
- Upon City review and feedback, revise and submit the annual report as electronic and hard copies to EPD no later than June 30th, 2025
- Coordinate question responses with EPD

PROPOSAL FEE

We propose to provide the below engineering services on a time and materials basis, including expenses, with a not to exceed limit as follows:

Task	Fee (lab expense included)	Fee (lab expense paid by City)
Option 1:		
Task 1 - Water Quality Monitoring	\$29,350	\$12,450
Task 2 - Annual Reporting	\$7,000	\$7,000
Total	\$36,350	\$19,450
Option 2:		
Task 1 - Annual Reporting	\$7,730	
Total	\$7,730	

GWES shall submit an invoice each month for services rendered during the previous month. Payment is expected upon receipt of invoice.

PROJECT SCHEDULE

GWES will begin work immediately upon receipt of a notice to proceed. GWES recommends that sampling occur in accordance with their WPP and consistent with that of previous years. Therefore, the first sampling would occur as a dry weather event in February of 2024, should weather permit.

ASSUMPTIONS

- A kickoff meeting with City staff will be held, as needed, to determine expectations, answer questions, and discuss schedule.
- The City may select Option 1 or Option 2.

- Lab fees in GWES' proposal are based on the use of Tindall Enterprises, Inc. in Blackshear, GA. The City may choose to have manage lab invoices directly, or they may choose to have GWES include these costs in their contract.
- Access to each sampling site will be maintained by the City.
- All standard operating procedures will be followed during sample collection.
- The City will provide GWES with all necessary data and information to complete the annual reports, due by June 30th of each following year.
- Any necessary information for meeting EPD requirements, regarding historical implementation of the City's WPP, will be available to GWES.

We greatly appreciate the opportunity to provide this proposal. If you have any questions, please contact me.

With Highest Regards,

GWES, LLC




Cohen Carpenter, MSBio
Project Manager
478.320.6104
cohen.carpenter@gwesllc.com




Ben Pierce, PE, PTOE
Director of Transportation
912.640.8252
ben.pierce@gwesllc.com

GWES, LLC

PROFESSIONAL SERVICES AGREEMENT

This agreement made as of January 22, 2024 between the City of Kingsland (**Client**) and GWES, LLC (**GWES**) to perform professional services for the assignment described as follows:

Project: City of Kingsland Watershed Protection Plan
Location: Kingsland, GA

- I. PROFESSIONAL SERVICES:** **GWES** agrees to perform the following Basic Services under this contract:

Refer to the attached proposal "Attachment A" submitted by GWES dated January 24, 2024 for a description of services to be provided under this agreement.

The City has selected Option _____. The Client wishes for third party lab invoices to be managed by _____ (the Client or GWES; N/A if Option 2 is selected).

- II. COMPENSATION:** The compensation to be paid to **GWES** for providing the requested services shall be:

☐	Estimated Fee \$ Enter	or Maximum Fee \$ Enter
☐	Lump Sum \$	
☒	Other (specify) Time and Material not to exceed \$_____	

GWES shall submit invoices to the **Client** monthly for services rendered. Invoices shall be accompanied by a description of services rendered and progress schedule for completion of the work. Payment is expected upon receipt of invoice. GWES reserves the right to suspend or terminate work and to charge 1.5% per month for any invoice amount not paid within 30 days.

- III. TERMINATION:** This Agreement may be terminated by seven (7) days' written notice from either party in the event of substantial failure by the other party and through no fault of the terminating party to perform in accordance with the terms herein. If this Agreement is so terminated, the **Client** shall pay **GWES** for work satisfactorily completed up to the date of termination.
- IV. INDEMNIFICATIONS:** **GWES** and the **Client** mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damage, liability or cost (including reasonable attorneys' fees and costs of defense) arising from their own negligent acts, errors or omissions in the performance of their services under this agreement, to the extent that each party is responsible for such damages and losses on a comparative basis of fault.

- V. INSURANCE:** GWES shall, prior to commencement of work, submit to the **Client** a certificate of insurance for coverage currently in effect (errors and omissions, worker's compensation, automobile, and general liability coverage). It is **GWES's** responsibility to notify the **Client** immediately of any significant policy change or termination of coverage and to supply new certificates of insurance when policies are renewed.
- VI. DISPUTES RESOLUTION:** It is agreed by both parties that all unsettled claims, counterclaims, disputes, or other matters in question arising out of or related to this Agreement shall first be attempted to be resolved by mediation. This provision can be waived by the mutual consent of the parties or by either party if its right would be irrevocably prejudiced by a delay in initiating arbitration or the right to file a lawsuit.
- VII. NONDISCRIMINATION:** GWES shall comply with all applicable laws, rules, orders, and regulations of governmental authority covering the production, sale and delivery of materials or services specified herein. Such laws, rules, orders, and regulations shall include, but are not limited to, Executive Order 11246, 41CFR60-741.4, which covers Section 503 of the Rehabilitation Act of 1973, and 41CFR60-250.1, which covers the Vietnam Era Veterans' Readjustment Assistance Act of 1974, both of which are hereby incorporated by reference.
- VIII. GOVERNING LAW:** Unless otherwise specified within this Agreement, this Agreement shall be governed by the Law of the State of Georgia.

City of Kingsland		GWES	
By:		By:	
Printed Name:		Printed Name:	Burke B Murph III
Title:		Title:	Managing Principal
Address:		Address:	1510 Gloucester Street Brunswick, GA 31520
Date Signed:		Date Signed:	

ATTACHMENT A



January 24, 2024

Mr. Lee Spell
City Manager
107 S. Lee Street
Kingsland, GA 31548

**Re: City of Kingsland Watershed Protection Plan Annual Monitoring and Reporting
Professional Services Proposal**

Dear Mr. Spell,

Please accept GWES's Professional Services Proposal to assist the City of Kingsland (City) with implementation of the Kingsland Watershed Protection Plan (WPP) as approved by the Georgia Environmental Protection Division (EPD). GWES has provided the City with annual services for this project since 2021, and our local project scientist team is uniquely familiar with the City's watershed. Our extensive experience and commitment to customer service allow us to provide the City with the highest quality professional service. We thank you for the opportunity to provide a proposal for this important project.

BACKGROUND

The City's Watershed Protection Plan (WPP) was approved in 2014. In accordance with the City's WPP, monitoring occurs at six (6) sampling sites. Sampling includes three (3) dry weather events, one (1) wet weather event, and two (2) bacteriological geometric means (geomeans). The City's monitoring sites are summarized in Table 1.

Table 1: City of Kingsland Water Quality Monitoring Sites		
Station ID	Monitoring Parameters	Coordinates (DD)
HC01	Water Quality	30.795038, -81.794442
UT01	Water Quality	30.821480, -81.712889
CB01	Biological and Water Quality	30.823588, -81.688355
GB01	Biological and Water Quality	30.812440, -81.627004
LCC01	Water Quality	30.780554, -81.685373
MC01	Water Quality	30.772543, -81.666078

In August of 2022, the Environmental Protection Agency (EPA) approved EPD's revised water quality standards (WQS), which included a change of the bacteria indicator from fecal coliform to *E. coli*. Therefore, NPDES permittees should now report on *E. coli* only. The City is no longer required to report on fecal coliform. Geomeans for *E. coli* (non-tidal) and *Enterococcus* (tidal) will be calculated, based on four (4) samples collected within a 30-day period between May and October at intervals not less than 24 hours.

During all sampling events, the following in-situ measurements are taken at each monitoring site: temperature (air and water), pH, dissolved oxygen, specific conductance, and turbidity. Dry and wet weather events include sampling for BOD5, COD, total suspended solids, total and ortho-phosphorous, ammonia, nitrite/nitrate, total Kjeldahl nitrogen, hardness, and cadmium, copper, lead, and zinc.

EPD requires biological monitoring in the assessment area during two (2) out of every five (5) years. Biological monitoring includes benthic macroinvertebrate sampling, which occurs at two (2) sites between October and February. Biological monitoring is not required during the 2024 season since it was conducted during the 2023 reporting cycle.

SCOPE

It is GWES' understanding that the Client wishes to receive a proposal for annual monitoring services in addition to the reporting services currently provided. GWES' proposed scope of services for the 2024 monitoring period is as follows:

Option 1:

Task 1 - Water Quality Monitoring

- Conduct water quality sampling at six (6) monitoring sites
- Conduct three (3) dry weather and one (1) wet weather sampling events
- Conduct eight (8) bacteria sampling events to generate two (2) geomeans
- Transfer all water quality and bacteria samples to a certified lab for analysis

Task 2 - Annual Reporting

- Prepare the City's annual watershed monitoring report in accordance with EPD requirements
- Submit the report to the City for review
- Upon City review and feedback, revise and submit the annual report as electronic and hard copies to EPD no later than June 30th, 2025
- Coordinate question responses with EPD

Option 2:**Task 1 - Annual Reporting**

- Provide project oversight, data analysis, and data management to ensure monitoring and reporting requirements are met.
- Prepare the City's annual watershed monitoring report in accordance with EPD requirements
- Submit the report to the City for review
- Upon City review and feedback, revise and submit the annual report as electronic and hard copies to EPD no later than June 30th, 2025
- Coordinate question responses with EPD

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