

**CAMDEN COUNTY, GEORGIA
BOARD OF COUNTY COMMISSIONERS
SPECIAL CALLED MEETING
DECEMBER 8, 2015, 6:00 PM**

Present: Chairman James H. Starline; Vice-Chairman Chuck Clark; Commissioner Willis R. Keene, Jr.; Commissioner Gary Blount; Commissioner Tony Sheppard; County Attorney John S. Myers; County Administrator Steve Howard and County Clerk Kathryn A. Bishop.

Chairman Starline called the meeting to order at 6:00 p.m.

Finance & Budget Director Mike Fender delivered the invocation.

Chairman Starline led the Pledge of Allegiance.

Agenda Amendments:

Removal of Item 4 under Regular Agenda:

Chief Appraiser Terry Ross

4. Reappointment of Freddie Noble to the Camden County Board of Assessors. *(District 2 – Vice-Chairman Clark)*

Addition of Item 4 under Regular Agenda:

County Attorney John Myers

4. Resolution in support of the Satilla River Water Trail

Additionally, item 12 will be moved to item 3 and the agenda will be renumbered accordingly.

Commissioner Blount made a motion, seconded by Commissioner Keene to approve the agenda amendments and presented.

The motion carried unanimously.

Motion to Adopt the Agenda:

Commissioner Keene made a motion, seconded by Vice-Chairman Clark to adopt the agenda as amended.

The motion carried unanimously.

Approval of the Minutes

- November 17, 2015 Public Hearing & Regular Meeting Minutes

Commissioner Keene made a motion, seconded by Vice-Chairman Clark to approve the November 17, 2015 Public Hearing & Regular Meeting Minutes.

The motion carried unanimously.

Public Comments

Allen Burns, 117 Shore Rush Drive, St. Simons, Executive Director, Coastal Regional Commission (CRC)

Mr. Burns announced that the number one project in the region was picked to be featured on the cover of the Coastal Regional Commission annual report and that is Spaceport Camden. He explained that the project is featured on the front and the back of the CRC's Annual Report. He stated that they are very proud of the efforts the Board of Commissioners have made, as well as everyone who came out last night. He stated that Camden showed itself to be the community that we all know you are, and that he appreciated the CRC being included in the process.

Councilman Dave Reilly, St. Marys

Councilman Reilly stated that he would like to ask for the Board's support for the resolution consenting to the inclusion of certain Camden County Ad Valorem taxes in the computation of the Tax Allocation increment for the City of St. Marys Tax Allocation District #1: Historical & Industrial District; and for other purposes.

Councilman Jim Gant, City of St. Marys

Councilman Gant also asked for the Board's support for the resolution consenting to the inclusion of certain Camden County Ad Valorem taxes in the computation of the Tax Allocation increment for the City of St. Marys Tax Allocation District #1: Historical & Industrial District; and for other purposes.

Vice-Chairman Clark made a motion, seconded by Commissioner Blount to adjourn the regular meeting at 6:07 PM.

The motion carried unanimously.

Chairman Starline convened the Public Hearing at 6:07 PM.

Public Hearing

Planning and Development Director Eric Landon presented the Board with the information regarding the following planning & development public hearing items:

- Request by Delores P. McCullough, owner for a Zoning Map Amendment **(RZ2015-6)** to zone 31.38 acres from A-F & R-2 to A-R to allow the creation of a 2 acre lot. Tax Map 079 001, 1230 Old Jefferson Hwy., Woodbine GA. **(District 1 – Commissioner Keene)**

No comments were offered regarding this item either in favor or in opposition.

Commissioner Keene made a motion, seconded by Vice-Chairman Clark to adjourn the public hearing at 6:09PM.

The motion carried unanimously.

Chairman Starline reconvened the regular meeting at 6:09 PM.

Regular Agenda

1. Consideration of request by request by Delores P McCullough, owner, for a Zoning Map Amendment (**RZ2015-6**) to zone 31.38 acres from A-F & R-2 to A-R to allow the creation of a 2 acre lot. Tax Map 079 001, 1230 Old Jefferson Hwy., Woodbine GA. (*District 1 - Commissioner Keene*)

Commissioner Keene made a motion, seconded by Commissioner Sheppard to approve the request by Delores P McCullough, owner, for a Zoning Map amendment (**RZ2015-6**) to zone 31.38 acres from A-F & R-2 to A-R to allow the creation of a 2 acre lot. Tax Map 079 001, 1230 Old Jefferson Hwy., Woodbine GA.

The motion carried unanimously.

2. Consider a request for an extension to temporary use permit to allow vehicles from the GA Port Authority to be parked on the 105 acre parcel on the north side of Highway 110, west of Woodbine owned by Matt Jordan. (*District 1- Commissioner Keene*)

Commissioner Keene made a motion, seconded by Commissioner Sheppard to approve the request for an extension to temporary use permit to allow vehicles from the GA Port Authority to be parked on the 105 acre parcel on the north side of Highway 110, west of Woodbine owned by Matt Jordan.

The motion carried unanimously.

3. Resolution consenting to the inclusion of certain Camden County Ad Valorem taxes in the computation of the Tax Allocation increment for the City of St. Marys Tax Allocation District #1: Historical & Industrial District; and for other purposes.

Commissioner Blount made a motion, seconded by Commissioner Keene to approve the Resolution consenting to the inclusion of certain Camden County Ad Valorem taxes in the computation of the Tax Allocation increment for the City of St. Marys Tax Allocation District #1: Historical & Industrial District; and for other purposes.

The motion carried unanimously.

WHEREAS, the Council of the City of St. Marys (the "City"), by Resolution RO11 adopted on (October 5, 2015), (the "City Resolution"), adopted the City of St. Marys Tax Allocation District #1: Historic & Industrial District Redevelopment Plan (the "Redevelopment Plan") and established Tax Allocation District #1 (the "TAD") within the incorporated portion of St. Marys, Camden County, Georgia (the "County") in the area of the City (the "Redevelopment Area") as shown in the City Resolution, a copy of which is attached hereto as Exhibit "A"; and

WHEREAS, the City Resolution provides that the St. Marys TAD was created pursuant to the City's redevelopment powers as authorized by the Redevelopment Powers Law, O.C.G.A. §36-44-1, et seq., and became effective on December 31, 2015; and

WHEREAS, copies of the City Ordinance and the Redevelopment Plan for the TAD have been furnished to the Camden County Board of Commissioners (the "Board of Commissioners"); and

WHEREAS, the City made certain findings with respect to the Redevelopment Plan, including the following:

- (a) the Redevelopment Area has not been subject to growth and development through private enterprise and would not reasonably be anticipated to be developed without the approval of the Redevelopment Plan;*
- (b) the improvement of the Redevelopment Area is likely to enhance the value of a substantial portion of the real property in the district; and*

WHEREAS, the City Resolution provides that the City intends to authorize the issuance of tax allocation bonds and other obligations as may be necessary to implement provisions of the Redevelopment Plan; and

WHEREAS, the Redevelopment Powers Law provides that ad valorem property taxes levied by a county derived from a municipal tax allocation district may be included in the computation of tax allocation increment of the tax allocation district if the governing body of the county consents to such inclusion by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CAMDEN COUNTY BOARD OF COMMISIONERS as follows:

Section 1. *In accordance with the Redevelopment Powers Law, O.C.G.A. §36-44-9(b), the Board of County Commissioners does hereby consent to inclusion of county ad valorem real property taxes within the City of St. Marys Tax Allocation District #1: Historic & Industrial District in the computation of the tax allocation increment for the TAD, effective as of January 1, 2016.*

Section 2. *For the term of the tax allocation district, an annual Payment in Lieu of Taxes (PILOT) will be paid by the City to Camden County from the incremental ad valorem property taxes collected and transferred to the City by the Camden County Tax Collector annually which would equal 10% of the County's proportional share of ad valorem taxes paid on the incremental value generated in TAD #1, up to an annual maximum of \$100,000. The annual payment will be made by the City to the County within 30 days of receipt of the incremental tax receipts from the County Tax Collector.*

Section 3. All acts and doings of officers, members, officials, agents and employees of the Board of County Commissioners in conformance with the purpose and intent of this Resolution are hereby approved and confirmed

Section 4. This Resolution shall be effective immediately upon adoption.

Section 5. All resolutions and parts of resolutions in conflict with this resolution are hereby rescinded to the extent of such conflict.

4. Approval of Employee Performance Award.

Commissioner Sheppard made a motion, seconded by Vice-Chairman Clark to approve the Employee Performance Award in a one-time lump sum totaling \$1,000.00. An employee who has completed twelve (12) months of service would be eligible for a one-time lump sum \$1,000 Performance Award, and if the employee has not been with the County twelve (12) months the award will be prorated based on hire date. Employees will be subject to receiving a twenty-five percent (25%) reduction for each disciplinary action that has taken place during the past twelve (12) months. It is estimated that eligible Employees will receive the performance award on December 17th.

The motion carried unanimously.

5. Resolution in support of the Satilla River Water Trail

Commissioner Keene made a motion, seconded by Commissioner Sheppard to approve the Resolution in support of the Satilla River Water Trail.

The motion carried unanimously.

WHEREAS, the citizens of Camden County value its natural resources and outdoor recreation opportunities afforded by the Satilla River; and

WHEREAS, the citizens of Camden County value the Satilla River for water quality and habitat protection; and

WHEREAS, the citizens of Camden County will greatly benefit from the recreational and natural experiences provided by the water trail; and

WHEREAS, providing access to the river is a desired goal of the County; and

WHEREAS, the citizens of Camden County and visitors from throughout the State of Georgia and the United States have for more than twenty (20) years regularly and openly enjoyed and exercised a right of passage by boat on the Satilla River as it travels through the City of Woodbine, thereby establishing a public easement of passage on the river; and

WHEREAS, Camden County has previously supported activities that promote recreation on the river; and

WHEREAS, the citizens of the Camden County have indicated their support for the water trail at Satilla River Water Trail and/or Satilla Riverkeeper meetings and events; and

WHEREAS, Camden County Board of Commissioners affirms and supports the water trail, beginning in Ware County and ending at Camden, to be of value and benefit to the citizens of the City of Woodbine and its neighboring counties.

NOW, THEREFORE, BE IT RESOLVED by the Camden County Board of Commissioners:

Section 1: That the public easement of passage established by more than twenty (20) years of regular and open travel by boat on the Satilla River in Camden County is hereby recognized and accepted by the Board of County Commissioners on behalf of the citizens of the Camden County, and visitors from throughout the State of Georgia and the United States;

Section 2: That this Resolution shall take effect immediately upon its adoption; and

Section 3: That we hereby direct each department in the Camden County to support and implement the water trail.

NOW THEREFORE BE IT FURTHER RESOLVED that we, the undersigned elected officials of the do hereby support the Satilla River Water Trail.

ADOPTED IN LAWFUL ASSEMBLY by the Camden County Board of Commissioners on this 8th day of December, 2015.

6. Consideration of two (2) new appointments to the Bryan Lang Historical Archives Board of Directors.

Commissioner Blount made a motion, seconded by Commissioner Keene to approve the appointment of Deborah Baird and Ann Proctor to the Bryan Lang Historical Archives Board of Directors.

The motion carried unanimously.

7. Consideration of Fiscal Year 2016 Budget Amendments.

Commissioner Keene made a motion, seconded by Commissioner Blount to approve the Fiscal Year 2016 Budget Amendments as presented.

The motion carried unanimously.

8. Approval of Elected Officials Purchase Card Use Agreement.

Commissioner Blount made a motion, seconded by Commissioner Keene to approve the Elected Officials Purchase Card Use Agreement.

The motion carried unanimously.

**Camden County Board of Commissioners
Purchasing Card and Credit Card Policy for Elected Officials**

- I. ***Designated Elected Officials***

The Camden County Board of Commissioners ("County"), in its discretion, may authorize specific county elected officials to use a county purchasing card or credit card by adoption of a resolution in a public meeting.

No authorized elected official may use a county purchasing card or credit card until and unless he or she has executed the County's purchasing card and credit card user agreement.

The County will not make payments to any business organization, financial institution, or any duly authorized agent of such organization or institution, for amounts charged by an elected official to any purchasing cards or credit cards that are not issued pursuant to this ordinance or for any purchases that are not authorized by this ordinance.

II. Use of Cards

- A. **Authorized Purchases.** *County purchase cards and credit cards may be used to purchase goods and services directly related to the public duties of the authorized elected official only. All purchases are subject to the terms of this ordinance, the County purchasing card and credit card user agreement, county procurement policies and procedures, and the adopted budget.*

Only authorized elected officials may use a County purchase card or credit card for purchases or payments. The cards, and use of the cards, are not transferrable to employees. The authorized elected official shall use care to ensure that others do not have access to the card account number, expiration date and security code.

- B. **Unauthorized Purchases.** *County purchasing cards and credit cards shall not be used for goods and services not directly related to the official responsibilities of the authorized elected official. Additionally, cards shall not be used to avoid compliance with the County's purchasing ordinances and procedures, to purchase goods and services that are not approved in the County's budget or to make purchases not in compliance with the County purchasing policy, purchasing card ordinance, or credit card user agreement.*

- C. **Receipts and Documentation.** *Receipts, invoices and other supporting documentation of all purchases made with a county purchasing card or credit card shall be obtained and maintained by the authorized county elected official for five years or as otherwise provided by the County's record retention policy. If an original or duplicate cannot be produced, a sworn affidavit of the authorized elected official may be substituted. The documentation must include the supplier or merchant information (i.e., name and location), quantity, description, unit price, total price, price paid without sales tax and an explanation of the purchase sufficient to show that the expense was in the performance of official County duties.*

- D. **Public Records.** *All receipt and other documentation of purchases are public records and subject to the requirements of O.C.G.A. § 50-18-70 et seq.*

III. Review of Purchases and Audit. *Proper documentation of purchases, internal controls and other measures prevent and allow detection to misuse or abuse of County issued purchase cards and credit cards. Authorized elected officials and*

staff that process payments under this program shall cooperate and comply with the procedures established by the County.

*A. **Review of Purchases.** All purchases shall be reviewed in accordance with the County's purchasing and credit card policies and procedures.*

*B. **Audits.** The Card Administrator shall perform an annual review of the card program to ensure adequacy of internal policies and procedures, cardholder spending limits, monthly reconciliation procedures and documentation for transactions. Elected officials and staff shall cooperate with such review.*

IV. Violations.

a. An elected official shall reimburse the County for any purchases made with a County issued purchase card or credit card in violation of this ordinance or the user agreement.

b. In the discretion of the county governing authority, failure to comply with the procedures outlined in this ordinance may result in:

i. A warning;

ii. Suspension of the elected official's authority to use a County purchase card or credit card; or

iii. Revocation of the elected official's authority to use a County purchase card or credit card.

c. Nothing in this ordinance shall preclude the county governing authority from referring misuse of a purchase card or credit card for prosecution to the appropriate authorities.

d. Collection of an amount equal to the total of any improper purchases, including but not limited to declaring such purchases as an advance on salary to the extent allowed by law.

e. Official understands and acknowledges that misuse of the card may be considered a crime. Suspected misuse of the card may be reported to the proper authorities for prosecution.

V. Term

This agreement shall be effective for a period of five calendar year(s) effective the 1st day of January, 2016. Provided the Elected Official remains eligible for a county issued card, this agreement may be renewed for successive terms. Either party may terminate the agreement with 30 day notice. The card shall be promptly returned to the Card Administrator in the event of such termination. The Elected Official's obligations of this agreement shall survive the termination of this agreement.

9. Approval of purchase of used 525 Aljon Compactor.

Commissioner Sheppard made a motion, seconded by Vice-Chairman Clark to approve the purchase of used 525 Aljon Compactor.

The motion carried unanimously.

10. Consideration of tap fee for Jail Expansion Project.

Commissioner Keene made a motion, seconded by Vice-Chairman Clark to deny the payment of a tap fee to the City of Woodbine for the Jail Expansion Project.

Commissioner Keene rescinded the previous motion, Vice-Chairman Clark rescinded the second to said motion.

Commissioner Keene made a motion, seconded by Vice-Chairman Clark to table this item until as late as the first meeting in February, to be held on February 9, 2016.

The motion carried unanimously.

11. Consideration of Approval of Contract for Engineering Radio Communication for equipment.

Commissioner Blount made a motion, seconded by Commissioner Keene to approve the Approval of Contract for Engineering Radio Communication for equipment for the purchase of tablets.

Commissioner Blount made a motion to amend the previous motion, seconded by Commissioner Keene to amend the previous motion to include that the amount for purchase of said tablets be processed through the County Finance Department's Purchasing Officer tomorrow for final action.

The motion carried unanimously.

12. Approval of Resolution of Support for the Department of Natural Resources Recreational Trail Grant.

Commissioner Blount made a motion, seconded by Commissioner Keene to approve the Resolution of Support for the Department of Natural Resources Recreational Trail Grant.

The motion carried unanimously.

WHEREAS, *The Camden County PSA will apply for the DNR Recreational trail grant to establish a trail head for the St. Marys Tabby Trail; and*

WHEREAS, *The Camden County Board of Commissioners and the Camden County PSA understand that in the event the grant is awarded, the grant is for up to \$100,000.00, and that this is a reimbursement program for 80% of the project; and*

WHEREAS, *The Camden County PSA and the Camden County Board of Commissioners agree to coordinate and work together to complete the project; and*

WHEREAS, *The Camden County PSA will act as conduit of the grant reimbursement monies;*

NOW, THEREFORE, BE IT RESOLVED, That both entities, The Camden County PSA and the Camden County Board of Commissioners do hereby agree to support the Tabby Trail project should the 2015 DNR Recreational Trail Grant be awarded according to the terms set forth above.

13. Resolution establishing the Qualifying Fees for the 2016 Elections for Camden County, Georgia.

Commissioner Keene made a motion, seconded by Vice-Chairman Clark to approve the Resolution establishing the Qualifying Fees for the 2016 Elections for Camden County, Georgia.

The motion carried unanimously.

WHEREAS the below indicated elected officials of Camden County, Georgia a political subdivision of the State of Georgia are up for election for the calendar year of 2016.

WHEREAS the following offices are to be filled by election in 2016; Board of Commissioners District 1, Board of Commissioners District 3, Board of Commissioners District 5, Board of Education District 1, Board of Education District 3, Board of Education District 5, Clerk of the Superior Court, Office of the Sheriff, Probate Judge, Tax Commissioner, Chief Magistrate, County Coroner and County Surveyor.

WHEREAS O.C.G.A. section 21-2-131 (1) (A) and (B) as amended establishes that the qualifying fees for the above indicated elected offices shall be fixed and published by the governing authority of any county or municipality not later than February 1 (February 1, 2016) of any year in which a general primary, nonpartisan election, or general elections are to be held. Said qualifying fees shall be fixed at three percent (3%) of the annual salary for the elected position as envisioned by O.C.G.A. section 21-2-131 (1) (A) and (B) as amended.

NOW THEREFORE BE IT RESOLVED that the qualifying fees for the following elected offices of Camden County, Georgia are set and shall be published as provided by law:

<u>ELECTED OFFICE:</u>	<u>YEARLY BASE SALARY/PAY:</u>	<u>3% OF SALARY/PAY QUALIFYING FEE:</u>
<i>Board of Commissioners District 1</i>	<i>\$12,321.00</i>	<i>\$369.63</i>
<i>Board of Commissioners District 3</i>	<i>\$12,321.00</i>	<i>\$369.63</i>
<i>Board of Commissioners District 5</i>	<i>\$12,321.00</i>	<i>\$369.63</i>
<i>Board of Education District 1</i>	<i>\$3,600.00</i>	<i>\$108.00</i>
<i>Board of Education District 3</i>	<i>\$3,600.00</i>	<i>\$108.00</i>
<i>Board of Education District 5</i>	<i>\$3,600.00</i>	<i>\$108.00</i>
<i>Clerk of the Superior Court* O.C.G.A section 15-6-88 (a) amended</i>	<i>\$71,765.47</i>	<i>\$2,152.96</i>

Office of the Sheriff*	\$85,156.05	\$2,554.68
<i>O.C.G.A section 15-16-20 (a) amended</i>		
Probate Judge*	\$76,959.86	\$2,308.80
<i>O.C.G.A section 15-9-63 (a) (1) amended</i>		
Tax Commissioner*	\$72,101.86	\$2,163.06
<i>O.C.G.A section 48-5-183 (b) (1) amended</i>		
Chief Magistrate*	\$67,609.16	\$2,028.27
<i>O.C.G.A section 15-10-23 (a) (2) amended</i>		
County Coroner	\$9,275.00	\$278.25
County Surveyor**	FEE SYSTEM	\$5.00

* These elected officials' qualifying fees are determined by the STATE BASED in respective Code Sections as amended for computation. Base salaries for fee purposes are based on the 2010 census; Camden County had an official census population of 50,513.

**County Surveyor is based on a FEE SYSTEM for services rendered.

RESOLUTION QUALIFYING FEES 2016 (continued page 3).

NOW THEREFORE BE IT FURTHER RESOLVED that the Camden County Superintendent of Elections shall have the aforesaid qualifying fees published in the Legal Organ of Camden County, Georgia as required by law.

ADOPTED IN A LAWFUL ASSEMBLY BY MAJORITY VOTE OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS AND SPREAD UPON THE OFFICIAL MINUTES.

14. Approval of the 2016 Regular Meeting Calendar and Holiday Schedule.

Vice-Chairman Clark made a motion, seconded by Commissioner Keene to approve the 2016 Regular Meeting Calendar and Holiday Schedule.

The motion carried unanimously.

Board of County Commissioners 2016 Calendar
January 1 , County Business Offices are closed .
January 5 , Commissioners' Meeting, 6 PM
January 18 , County Business Offices are closed .
January 19 , Commissioners' Meeting, 6 PM
February 9 , Commissioners' Meeting, 6 PM
February 15 , County Business Offices are closed .
February 23 , Commissioners' Meeting, 6 PM
March 8 , Commissioners' Meeting, 6 PM

Board of County Commissioners 2016 Calendar continued
March 22, Commissioners' Meeting, 6 PM
March 25, County Business Offices are closed.
April 5, Commissioners' Meeting, 6 PM
April 19, Commissioners' Meeting, 6 PM
May 3, Commissioners' Meeting, 6 PM
May 17, Commissioners' Meeting, 6 PM
May 30, County Business Offices are closed.
June 7, Commissioners' Meeting, 6 PM
June 21, Commissioners' Meeting, 6 PM
July 4, County Business Offices are closed.
July 12, Commissioners' Meeting, 6 PM
August 2, Commissioners' Meeting, 6 PM
August 16, Commissioners' Meeting, 6 PM
September 6, County Business Offices are closed.
September 7, Commissioners' Meeting, 6 PM
September 20, Commissioners' Meeting, 6 PM
October 4, Commissioners' Meeting, 6 PM
October 10, County Business Offices are closed.
October 18, Commissioners' Meeting, 6 PM
November 1, Commissioners' Meeting, 6 PM
November 11, County Business Offices are closed.
November 15, Commissioners' Meeting, 6 PM
November 24 & 25, County Business Offices are closed.
December 6, Commissioners' Meeting, 6 PM
December 23, 26 & 27, County Business Offices are closed.

Boards of County Commissioner's meetings are held in Woodbine at the Government Services Building. This calendar does not include any work sessions, public hearings, or special called meetings that are currently scheduled or that may be scheduled in the future.

Reports

- Calendar – December 2015 / January 2016

County Clerk Kathryn Bishop announced there are no amendments to the calendar at this time.

- County Administrator Comments

County Administrator Steve Howard presented a video to the Board of a historic launch from the proposed spaceport site. He also presented the Board with the cover of the County's annual report to be released tentatively January 16, 2016.

Additional Public Comments

No comments from the public were offered during this time.

Adjournment:

Vice-Chairman Clark made a motion, seconded by Commissioner Keene to adjourn the December 8, 2015 regular meeting. The vote was unanimous to adjourn the meeting at 7:20 PM.