

**OFFICIAL MINUTES
COMMISSION OF THE CITY OF BRNSWICK, GEORGIA
REGULAR MEETING
8:30 A.M., APRIL 05, 2000**

PRESENT: His Honor Mayor Bradford S. Brown, Commissioners Roosevelt Lawrence, Harold E. Jennings, Jonathan Williams and Doris A. Davis.

INVOCATION: Commissioner Williams gave the invocation.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited by everyone in attendance.

APPROVAL OF MINUTES: Commissioner Davis made the motion and Commissioner Jennings seconded the motion approving the minutes of March 15, 2000 and the Special Called meeting of March 22, 2000. The motion carried.

REGOGNITIONS:

City of Brunswick Police Department Accreditation Team.

Police Chief T. C. Cowan appeared before the Commission to speak about the accreditation program that the City of Brunswick Police Department participated in to receive accreditation status by the Commission on Accreditation for Law Enforcement Agencies. He reported that the Police Department over the past three years began the process to achieve accreditation through CALEA. Members of the Brunswick Police Department traveled to Las Vegas, Nevada on March 25, 2000 to make a full presentation to the full CALEA Commission. At this meeting the City of Brunswick Police Department was granted accreditation.

Police Captain Edna Johnson discussed some of four areas and some of the 439 standards the Brunswick Police Department had to comply with in order to increase law enforcement agency capabilities to prevent and control crime; to increase agency effectiveness and efficiency in the delivery of law enforcement services; to increase cooperation and coordination with other law enforcement agencies and other agencies in the criminal justice system; to increase citizen and employee confidence in the goals, objectivity's, polices and practices of the agency.

Captain Johnson pointed out that the City of Brunswick was found to be in compliance with 363 standards.

Captain Johnson thanked Mayor Pro-Tem Doris A. Davis for traveling to Las Vegas, Nevada to attend the presentation by the City of Brunswick Police Department to the full CALEA Commission.

Captain Johnson thanked the City Commission for their support and presented the Mayor a plaque with the City of Brunswick's Police Department Accreditation Seal.

Mayor Brown thanked the City's Police Chief T. C. Cowan and Captain Edna Johnson for their time and effort they put into preparing for the accreditation.

Commissioner Williams stated that the City of Brunswick will be looked upon as being Number 1 and the City of Brunswick will stand above others who are not accredited.

Police Chief Cowan stated that the City of Brunswick is Number 1.

Commissioner Lawrence asked Captain Johnson to explain one standard that the Police Department had to comply with.

Captain Johnson explained that the use of force by the Police Department required training and a written standard.

Mayor Pro-Tem Davis stated that she was very proud to accompany Chief Cowan and Captain Johnson to Las Vegas, Nevada. She had an opportunity to witness the complete process along with the presentation that the Police Department made to the full CALEA Commission.

DELEGATIONS:

Marvin Davis resident of 600 Oglethrope Street was present to request a Quitclaim Deed to the NW corner of lot 100.

The City attorney explained that Glynn County have a tax deed to Mr. Davis property similar to what the City of Brunswick have on the said property.

The City Attorney suggested that the City request sealed bids or auction the property to the highest bidder. He stated that anyone who purchases the property from the City must deal with the County. The City Attorney recommended that Mr. Davis discuss acquiring a quitclaim deed with Glynn County.

Following a discussion Commissioner Jennings made the motion and Commissioner Lawrence seconded the motion authorizing the City Attorney to meet with the County Attorney and get some kind of resolution to auction the NW corner of lot 100. The motion carried.

Bobby Hobbs to request permission to erect a chain link fence around City property located behind 2501 Bartow Street.

Commissioner Lawrence stated that Mr. Hobbs was told at the last Commission meeting to meet with the City Manager concerning erecting a fence around City property.

The City Manager stated that he would contact Mr. Hobbs.

APPROVALS:

Guidelines for Historic Preservation Ordinance.

Mayor Brown reported that the Brunswick Historic Preservation Board held two Public Hearings and at both hearings there was no opposition.

Commissioner Lawrence made the motion and Commissioner Davis seconded the motion adopting the following Historic Preservation Design Guidelines:

**Brunswick Historic Review Board
Historic Preservation Design Guidelines**

Compiled by the
Brunswick Historic Review Board

November 1999

Table of Contents

Secretary of the Interiors Standards for the Treatment of Historic Properties
(1992 Revisions)

Standards for Preservation
Standards for Restoration
Standards for Rehabilitation
Standards for Reconstruction

Brunswick Historic Review Board – Local District Design Guidelines Existing
Structure Guidelines for Residential Structures

I. Site

- A. Furniture
- B. Walks and Driveways
- C. Exterior Lighting
- D. Fences
 - Cast Iron
 - Chain Link
- E. Landscaping

II. Exterior

- A. Exterior Siding and Trim
- B. Windows
- C. Awnings
- D. Doors
- E. Porches and Stoops
- F. Gutter and Downspouts
- G. Roofs

III. Outbuildings

IV. Mechanical and Electrical

V. Foundation

New Construction Guidelines

I. Site

A. Furniture

Antique or Reproduction benches of wood, cast iron or stone are acceptable.

Other wooden features such as trash cans and other contemporary intrusions such as satellite dishes and metal buildings should be out of normal site with no visible link to the historic property.

B. Walks and Driveways

Walks and driveways should be proportionate in relation to the structure.

Appropriate Construction Materials

Dry laid or mortar set brick in variety of patterns, edged with cedar brick dirt or gravel.

Concrete pavers in squares, rectangles, hexagonal, or octagonal shapes.

C. Exterior Lighting

Duplicate house style lighting with reproduction lighting if necessary.

When using reproduction fixtures, the style of the light should respect the architectural period of the structure.

Small unobtrusive foot lights and concealed uplighting of trees and shrubs are adequate for lighting gardens and walkways.

D. Fences

Wood, brick, or cast iron only on visible sides of the house. The wood picket is one of the most typical. (no PVC)

The design of the picket should relate to the style of the house. (Colonial style – simple)
(Victorian – fanciful and elaborate)

The posts should be pressure treated with minimum contact with the ground. (surround the base with concrete)

Rails can be braced with stainless steel angles.

Lumber yards with millwork shops can match fence elements no longer available as stock items.

Rotted and deteriorated pickets should be replaced and new pickets should be fabricated to match existing.

Fence should be minimum of 2 inches above the ground.

Cast Iron (typical of the late 19th century)

Typical maintenance problems include rust removal and waxing

Typical repairs include replacement of sections and straightening of bent sections.

Paint is best removed with a chemical paint remover using a brush and rags.

Repair of cast iron is best accomplished in a work shop, not at the site.

Finish: Use natural wax or paint. If painted, the first coat should be red oxide or any rust resisting paint. The finish coat should be a flat alkyd paint, not a high gloss enamel or latex. Flat black is the best.

Iron work should not be painted the same color as the structure it relates to since it blends into the building, thus lessening the ornamental value.

Chain Link and Wire

These type fences can be used if it is placed in an inconspicuous location and painted or covered with plant material, ie. ivy or other type of vine covering.

E. Landscaping

Maintain the alignment and spacing of street trees.

No tree over 10 inches in diameter is to be removed.

When old or damaged trees must be removed, similar new trees should be planted as nearly as possible in the original location for purposes of restoring the canopy.

Keep yards wherever possible. If keeping a yard is possible, screen the sidewalk from the site with planting beds or hedges.

Do not allow vehicles to be parked on the front lawn, in the frontyard, on the sidewalk, over the street lawn space (termed green space), or any median or square area.. Vehicles should be parked On the rear service street or side of the house. If space is not available, vehicles may be parked on the street at the curbside.

The green strip between the curb (termed green space) and the sidewalk is to be preserved and maintained.

II. Exterior

A.

Exterior siding and Trim

Original wood siding and trim shall not be removed unless irreparable damaged. Damaged wood shall be localized and only the minimum amount removed and replaced with new wood of the same profile and dimensions. No. 1, pressure treated, kiln-dried pine is the recommended material for new wood siding and trim, although pressure treated pine, cedar, cypress, and cementitious composite board (“Hardi Board”) are also acceptable. Because the siding and trim are to be painted, the most important issue is to match the profile and dimensions of the original siding or, if on new construction, to match that of other historic wood siding and trim in the historic district. Wood siding should not be exposed to the weather unprotected. All decay and insect damage must be addressed, repaired, and stabilized.

Vinyl or aluminum siding is not recommended in the historic district and especially not recommended over existing construction. If this siding is used:

1. In new construction, the profile and dimensions shall be of the same character as other historic wood siding in the local historic district.
2. Over existing construction, the profile and dimensions shall match that of the original wood siding. In addition, the vinyl or aluminum siding shall be furred out from the original siding with pressure treated 1x lumber to create a minimum $\frac{3}{4}$ ” airspace and the vinyl or aluminum siding shall have weep holes along the bottom side edges. The purpose is to

allow the original wood siding to breathe and to permit condensation and water vapor to escape. Furring strips shall be installed a maximum of 16" on center.

If vinyl or aluminum siding is installed over existing construction, all window, door, and miscellaneous trim shall be built up to accommodate the new furred siding. The new exposed trim may be wood, vinyl or aluminum. If vinyl or aluminum, a 3/4" airspace is required. Design and installation of the new trim shall not allow water penetration which may damage the original trim underneath.

B. Windows

Sills should be made of pressure treated hardwood.

Broken panes and cracked and missing putty can cause moisture penetration and rapid deterioration of the wooden sashes.

Steps for reglazing:

1. Cracks in window panes filled with putty.
2. Loose paint scraped and repainted.
3. Loose and cracked glazing putty removed, window sash should be back primed, and new glazing putty applied.
4. Glass panes replaced.

Storm windows can be installed to have a minimum visual distraction. Aluminum frames should be painted to match the window trim. Interior storm windows are preferred to exterior.

C. Awnings

Appropriate awning materials

1. Acrylic
2. Vinyl coated canvas
3. Canvas

Metal awnings introduced after World War II are inappropriate for anything other than post war bungalow structures.

D. Doors

Doors will be of wood stile and rail construction or composite door with wood veneer that gives a stile and rail appearance.

Screen or storm doors shall be wood construction and shall match the proportions and dimensions of the door behind it.

E. Porches and Stoops

Pressure treated wood is to be used to repair wooden porches.

Wood preservatives or waterproofing chemicals should be used on the floor boards.

Wood steps and stringers should not make direct contact with the ground. Use concrete footings.

Rails and spindles should be kept painted and sealed to prevent rot. Deteriorated railings and spindles should be replaced with material to match original condition and appearance.

When replacing and repairing columns, it is suggested to reset the column on a metal base to prevent rot.

Porches should be enclosed with transparent material such as glass or screen. New material should be compatible to original structure.

F. Gutters and Downspouts

Pole gutters are best for historic properties, so if at all possible retain and repair original gutter system if it exist.

If modern gutters are used, the half round are best however, if these are not obtainable standard gutters are permitted if they are painted the same color of the house.

G. Roofs

Appropriate roof materials

1. Slate
2. Clay tile
3. Cedar shakes
4. Asphalt composition
5. Metal

III. Outbuildings

Outbuildings can be utilitarian. ie; detached kitchens, smokehouses, springhouses, servants quarters, tool sheds, garages and workshops. Outbuildings can also be decorative. ie; gazebos and summer houses.

Any repairs should utilize as much of the original materials as possible or suitable substitutes. Replacement materials should duplicate the original in composition and design.

The design of a new or replacement of former outbuildings without the assistance of sound documentation should be contemporary and respect the surrounding historic character of the historic property.

New outbuildings incorporated into a historic site with care include gazebos, carports, garages, tool shops, guesthouses, etc.

****Note:** Outbuildings used as residences, ie; apartments, will follow the same guidelines as the main structure as it relates to the zoning regulations.

IV. Mechanical and Electrical

Air conditioning equipment should be screened from primary view.

Plant material, fencing, and lattice work are acceptable ways to screen these units. The best solution, should be one which is compatible with and draws from the details of the building or landscape.

Window air conditioning units can be used if placed (inboard) flush with the building face and the exposed sides painted to reduce the impact of its presence. These units should be placed on the side or rear of the building, not on the front elevation.

Television antennae and satellite dishes should be placed on the low rear side of the roof or the building so as not to be visible from the street.

Any obtrusive objects such as gas, electric, or water meters should be screened by plant material.

Overhead wiring should be kept to a minimum or possible placed underground.

V. Foundation

Appropriate fill material for in between footings.

1. Lattice
 - a. pressure treated wood, 2" off of the ground.
 - b. PVC rot resistant.
2. Pierced brick
Color, size, and pointing of brick should match the piers.
Brick work of infill should not be attached to the piers.

Ventilation

Vents in the foundation walls should be located near the building corners for optimum cross ventilation.

Preferred Provider Organization of Health Care Providers (PPO Plan).

The Human Resources Director explained the South Care Preferred Provider Organization of physicians and other health care providers. She stated that Human Resources did meet with all City employees to discuss the Health Care Provider.

Commissioner Williams asked who will pay the extra charges if the fees are higher. The Human Resources Director stated that the employee will have to pay the difference in the cost.

Commissioner Davis made the motion and Commissioner Jennings seconded the motion approving the use of the South Care Preferred Provider Organization of physicians and other health care providers effective April 15, 2000. The motion carried.

Department of Transportation Contract Agreement.

Elmo Richardson representing Tribble and Richardson was present to discuss the proposed water and sewer line improvements to better the water system. He pointed out that the Department of Transportation would not pay for the betterment, DOT is willing to pay 54.37% which leaves \$264,472.00 to be paid by the City of Brunswick.

The City Manager recalled a visit to the Commissioner of Transportation in which the City was granted \$125,000.00 and an extra \$225,000.00 for the project.

Commissioner Lawrence made the motion and Commissioner Davis seconded the motion authorizing the Mayor to execute the following contract Item Agreement:

CONTRACT ITEM AGREEMENT

GEORGIA PROJECT: STP-009-2 (60) GLYNN COUNTY
G.D.O.T.P.I. NO. : 520890

THIS AGREEMENT, made this 5TH day of April, 2000, BY AND BETWEEN THE Department of Transportation, an agency of the State of Georgia, hereinafter called the DEPARTMENT, first party and CITY OF BRUNSWICK, a political subdivision of the State of Georgia, hereinafter called the LOCAL AGENCY, second party;

WITNESS that:

WHEREAS, the DEPARTMENT proposes under the above numbered project to widen State Route 25 from south of Torras Causeway north to State Route 25 Spur in Glynn County, Georgia; and

WHEREAS, due to the construction of this project, it will become necessary to make certain adjustments or additional installation of utility facilities of the LOCAL AGENCY, the cost of which shall be determined in accordance with Articles 6, 7, & 8 below; and

WHEREAS, the LOCAL AGENCY has requested that the DEPARTMENT include the adjustment or installation of water and sewer facilities in its highway construction contract as shown on the attached detailed cost estimate; and

WHEREAS, the Agreement is set up on the basis of the detailed preliminary constructio cost estimate which includes betterment in the form of 5328 linear feet of twelve (12") inch water main, six (6) inch gate valves, one eight (8) inch gate valve, nine twelve (12") inch gate valves, two tapping sleeve and valve assemblies twelve (12) inch by eight (8) inch, nine fire hydrants, and 557 linear feet of twenty (20) inch steel casing. There is also a reduction in quantities of five items due to the betterment. See attached estimates.

WHEREAS, this Agreement being for the sole purpose of providing a contractor for the LOCAL AGENCY'S water and sewer work, the LOCAL AGENCY shall bear the cost of said work to be determined as hereinafter set forth;

NOW THEREFORE, in consideration of the premises and the mutual covenants of the parties hereinafter set forth, it is agreed:

1. It is specifically understood that the project number shown above is for the DEPARTMENT'S identification purposes only and may be subject to change by the DEPARTMENT. In the event it becomes necessary for the DEPARTMENT to assign a different project number, the DEPARTMENT shall notify the LOCAL AGENCY of the new project designation. Such change in project designation shall have no effect whatsoever on any of the other terms of this Agreement.
2. The DEPARTMENT shall include in its contract for this project all work necessary to accomplish the adjustment of the LOCAL AGENCY'S facilities as shown on the highway plans along with the necessary specifications to assure that the work conforms to sound construction practices.
3. In the event it becomes necessary to add pay items that are not provided for in the contract, the DEPARTMENT shall negotiate prices with the contractor and enter into a supplemental agreement with the contractor for completion of the additional items. Upon notification, the LOCAL AGENCY shall furnish a check for the additional cost in the same proportionate amount as determined in Articles 6, 7 and 8 below.
4. The DEPARTMENT shall furnish on the project the construction engineering inspection and testing by its own forces required to assure that the work is done in accordance with the plans, specifications and Special Provisions.
5. Upon completion of the work and upon certification by the DEPARTMENT'S engineers that the work has been completed in accordance with the aforesaid plans and specifications, the LOCAL AGENCY shall accept the adjusted and additional facilities and shall thereafter operate and maintain the adjusted and additional facilities without further cost to the DEPARTMENT'S rules, policies and procedures as contained in its Utility Accommodation Policy and Standards, current edition.
6. The DEPARTMENT shall include in its highway contract those items shown as "MATERIALS" for permanent installation on the aforesaid detailed cost estimate attached hereto. The price bid for the appropriate items shall include all labor, materials and incidentals necessary to complete the work. The cost of the requested work shall be determined from quantities as shown in the detailed cost estimate attached hereto. Due to the betterment items, the proportionate amount of the final construction cost to be borne by the LOCAL AGENCY is now estimated to be \$264,472.00 or 45.63 percent. The amount to be borne by the DEPARTMENT is now estimated to be \$315,150.00 or 54.37 percent, based on prices as shown in the detailed cost estimate attached hereto. The LOCAL AGENCY shall pay to the DEPARTMENT the amount of the estimated cost upon execution of this Agreement.
7. It is mutually agreed that as soon as practicable after the opening of bids and acceptance of a bid by the DEPARTMENT, the DEPARTMENT shall multiply the quantities shown in the detailed cost estimate by the actual bid prices. As the case may be, the DEPARTMENT shall refund

to the LOCAL AGENCY or shall request in writing to the LOCAL AGENCY that an additional payment in the amount of the difference between the said estimated amount of \$579,622.00 and the actual bid amount be paid to the DEPARTMENT based on the proportionate percentages. Any additional payment due the DEPARTMENT shall be made by the LOCAL AGENCY within thirty days.

8. It is further mutually agreed that the final cost of the work performed on behalf of the LOCAL AGENCY shall be determined by measurement of the actual quantities of installed materials multiplied by the actual bid prices. Accordingly, after the project has been completed, the DEPARTMENT shall determine the final cost to be borne by the LOCAL AGENCY and, as the case may be, shall refund to the LOCAL AGENCY or shall request of the LOCAL AGENCY an additional payment in the amount which the LOCAL AGENCY has previously paid to the DEPARTMENT. In the event additional payment is due to the DEPARTMENT, the LOCAL AGENCY agrees to pay same within thirty days after the statement is received from the DEPARTMENT.
9. The covenants herein contained shall, except as otherwise provided, accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.
10. It is mutually agreed between the parties hereto that this document shall be deemed to have been executed in the City of Atlanta, Georgia, and that all questions of interpretation and construction shall be governed by the laws of the State of Georgia.

RESOLUTION

STATE OF GEORGIA

CITY OF BRUNSWICK.

BE IT RESOLVED by the Mayor and Council of the City of Brunswick, and it is hereby resolved, that the foregoing attached Agreement, relative to Project STP-009-2 (60) Glynn County to widen State Route 25 from South of Torras Causeway North to State Route 25 Spur in Glynn County be entered into by the City of Brunswick and that Brad Brown, as Mayor and Georgia Marion, as Clerk, be and they are, thereby authorized and directed to execute the same for and in behalf of said Mayor and Council for the City of Brunswick.

Passed and adopted, this the 5th day of April, 2000.

ATTEST:

BY: /s/ Georgia E. Marion
CLERK

BY /s/ Bradford S. Brown
MAYOR

STATE OF GEORGIA,

CITY OF BRUNSWICK.

I, Georgia Marion, as Clerk of the City of Brunswick, do hereby certify that I am custodian of the books and records of the same, and that the above and foregoing copy of the original is now on file in my office, and was passed by the Mayor and Council for the City of Brunswick.

Witness my hand and official signature, this the 5th day of April, 2000.

BY: /s/ Georgia E. Marion
CLERK

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in two counterparts, each to be considered as original by their authorized representative the day and date hereinabove written.

WITNESS AS TO SECOND PARTY

CITYOF BRUNSWICK

BY: _____
NOTARY PUBLIC

/s/ Bradford S. Brown
MAYOR

(SEAL)

Signed on behalf of the City of Brunswick pursuant to resolution dated April 5, 2000.

.....
FEIN _____ BY: _____
CLERK

(OFFICIAL SEAL)

RECOMMENDED:

ACCEPTED:

By: _____
STATE UTILITIES ENGINEER

DEPARTMENT OF TRANSPORTATION

BY: _____
DEPUTY COMMISSIONER

PROJECT: STP-009-2 (60)
COUNTY: GLYNN
G.D.O.T.P.I. NO.: 520890
DATE: MARCH 13, 2000
cat

WITNESS AS TO THE DEPARTMENT:
Signed, sealed and delivered this ___ day of _____, 2000, in the Presence of :

BY: _____
WITNESS

BY: _____
NOTARY PUBLIC

(OFFICIAL SEAL OF THE
DEPARTMENT)

I attest that the seal imprinted herein is the Official Seal of the
DEPARTMENT.

BY: _____
TREASURER

OFFICIAL CUSTODIAN OF THE SEAL

PROJECT NO.: STP-009-1 (60) GLYNN COUNTY

P.I. NO.: 520890
Water and sewer Relocations Cost Estimate
(Replacement Only)
TOTAL \$315,150.00

PROJECT NO.: STP-009-2 (60) GLYNN COUNTY

P.I. NO.: 52089
Water and sewer Relocations Cost Estimate
(With Betterment)
TOTAL \$579,622.00

DISCUSSION

Glynn Payton Building located on First Avenue.

The City Manager reported that he is still doing research on the building.

Commissioner Lawrence made the motion and Commissioner Jennings seconded the motion to table the issue until the next meeting. The motion carried.

Former Building Inspection Building located on Newcastle Street in the old Red Cross Building.

The City Manager stated that he will get an appraisal on the building to begin further discussion at the next meeting on how to dispose of the building.

Commissioner Jennings requested an inventory of all properties owned by the City of Brunswick.

Commissioner Williams made the motion and Commissioner Lawrence seconded the motion authorizing the City Manager to get an appraisal on the old Red Cross Building also known as the former Building Inspector's Department, 720 Newcastle Street. The motion carried.

Commissioner Lawrence's Item:

Commissioner Lawrence recalled at the last Commission meeting he requested to hold an Executive Session to discuss a personnel issue. A reporter from the Brunswick News pointed out that an Executive Session meeting was not printed on the Agenda and most of the Commission members who was present was reluctant to go into an Executive Session since the City Attorney was not present at the meeting.

Commissioner Lawrence requested that the City Manager update the Commission on the process of hiring City Department Heads.

The City Manager reported that the position for a Park and Recreation Director is still being advertised and he received some résumé's. He stated that he is in the process of hiring a Community Development Director.

Commissioner Lawrence mentioned that the previous City Manager when he picked the final three candidates for the job, the Commission was introduced to the applicants. Commissioner Lawrence stated that was a good idea and it should be continued. He stated that people are being hired and the Commission never have an opportunity to speak with them. Commissioner Lawrence further stated that the Commission should be able to interview the final three candidates. He felt that this is a policy that the City should keep.

Commissioner Jennings stated that the Commission should not dilute the authority of the City Manager.

Mayor Brown pointed out that it is the City Manager's decision on who he wants to work with.

Commissioner Williams stated that he has no problem with the choices the City Manager makes. The Commission hired the City Manager to do that.

He stated it is not a bad idea to bring the final candidates before the Commission. He can bring them and introduce each candidate to the Commission to let the Commission know who he is considering for that position.

Commissioner Lawrence stated that this issue is a matter of principle.

Commissioner Williams stated that the Commission should be careful of how this is handled. The City Manager has the right to hire Department Heads.

Commissioner Lawrence stated that he did not see anything wrong with bringing the final three candidates before the Commission. The City Manager still has the authority to hire the one he chooses.

