

COMMISSION OF THE CITY OF BRUNSWICK GEORGIA
REGULAR MEETING
7:00 P.M., APRIL 17, 2002

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

INVOCATION: Commissioner Harold E. Jennings gave the invocation.

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

MINUTES: Regular meeting of April 3, 2002.

Commissioner Davis made a motion and Commissioner Jennings seconded the motion approving the minutes of the meeting of the regular meeting of April 3, 2002 and the Called meeting of April 10, 2002. The motion passed.

RECOGNITION{S}

Proclamation presentation to the Golden Isles Rose Society for its participation in the "Year of the Rose".

Mayor Brown presented a proclamation to members of the Golden Isles Rose Society in recognition of their participation in the "Year of the Rose".

Kay Harold presented a resolution to Mayor Brown honoring Brunswick as a "Year of the Rose City".

Proclamation recognizing the month of April as "Sexual Assault Awareness Month" presented to Charles Wilson, Rape Crisis Center.

Mayor Brown presented a proclamation to Charles Wilson recognizing the month of April as "Sexual Assault Awareness Month".

Charles Wilson thanked the Commission on behalf of the Rape Crisis Center for their support.

Proclamation presentation to Ticki Lloyd recognizing Thursday, May 2, 2002, as "National Day of Prayer".

Mayor Brown presented a proclamation to Ticki Lloyd recognizing Thursday May 2, 2002 as "National Day of Prayer".

Ticki Lloyd thanked the Commission for their support and extended an invitation to everyone to join her on Thursday to honor the policemen, firemen and victims of 911.

DELEGATION{S}:

1) Bonnie Dvorak, HR Director and Charles Fournier AAA Motor Club, to address an Auto Club to City employees.

The Human Resource Director appeared before the Commission to discuss AAA membership at no cost to the City for employees to become members.

Charles Fournier stated that AAA offers a discount of nearly 20% off the \$56.00

yearly price for Emergency road service help 24 hours a day for \$45.00 per year.

He pointed out that the City must have a least 10 employees to join in order to

receive the 20% off. He mentioned other discounts on Disney and other theme

parks. Sea World, hotels, food, eyeglasses and auto parts. He also mentioned that

current members may receive a two month extension.

Commissioner Jennings made a motion and Commissioner Davis seconded the motion approving AAA membership with a 20% discount for City employees.

The

motion passed.

2) Robert Oplinger, CPA, Moore Stephens Tiller, to present City's Annual 2001 Audit.

Robert Oplinger, CPA, Moore Stephens Tiller appeared before the Commission to

discuss the City's Audit Report for the year end June 30, 2001. Mr. Oplinger

stated the firm of Moore Stephens Tiller audited the financial statements as of June

30, 2001 and issued a report of all findings and qualified opinions. He pointed out

that the very first few pages of the audit are management comments and page 1

starts with the auditor's opinion. He mentioned that the opinion is qualified

because the City of Brunswick does not maintain a detailed listings of fixed asset

which is called the general law fixed assets account and the City has not listed

these assets in several years. As a part of the audit the internal controls of the

accounting system of the City of Brunswick is considered for the purpose of

determining the audit procedures. The internal controls are presented on page 113

in the audit report and the reportable conditions are listed on page 118-121 and five

conditions are considered material.

A separate letter was sent to management with recommendations for improving

efficiency and effectiveness of the accounting systems and controls. The audit was formed in accordance with OMB Circular A-133 and the guidelines are listed there in and the reports on the guidelines are reported on page 114.

Mr. Oplinger stated that only one transaction listed on page 13 was considered significant and unusual which was recorded during the year and was due to the utility franchise settlement that was agreed upon in January 2002 which affected the prior years as a result of action taken. The prior years added 1.3 million liability to the general long term debt account as bonds will be paid from future franchise fees.

He mentioned that all adjustments proposed were accepted. He stated that he was pleased to report that there were no disagreements that arose during the course of the audit and there were no constellations with any independent accountants to his knowledge.

Mr. Oplinger pointed out on page 2 of the audit report the combined balance sheet total assets for the City of Brunswick year ending June 30, 2001 with

\$75,300,000.00 and some changes total liabilities was \$32,698,000.00 and some change. On page 4 \$42,624,000.00 page 5 combined statements of revenues and expenditures and change in fund balances total revenues for all government funds \$17,475,000.00 total expenditures \$17,021,552.00 for a combined excess of \$454,000.00 for the year. Total letter financing sources which comes from capital leases and other items \$392,000.00 for the year. Total Excess or deficiency of revenues for the year \$846,000.00 that number is made up of a \$1,482,000.00 deficit or reduction in fund balance in the General Fund special revenue funds had an increase of \$112,000.00 capital projects showed an increase of fund balance \$2,359,000.00 on page 6. Total combined fund balances for general special revenue and special capital project fund is \$13,128,000.00. On Page 7 the numbers given are GAP basis numbers general accepted accounting principles. The City of Brunswick uses a non-gap basis to compare budget and actual numbers as presented on page 7 and 8. The budget actual comparison shows 12.5 million dollars in revenues were budgeted and 13.3 million were actually received as revenues expenditures. On the cash basis are non-gap basis \$12,400,000.00 were budgeted and \$13,600,000.00 was actually spent for an unfavorable variance and total expenditures of \$1,100,000.00. Total revenues were up \$612,000.00. Total revenues were up \$612,000.00 higher than the budgeted amounts. The excess or deficiencies of revenues over expenditures were \$110,000.00 which was budgeted but \$471,000.00 was the deficiency actually recognized in the General Fund. On page 8 there was a deficiency in the general fund of \$486,000.00 and a small deficiency in special revenues of \$591,000.00.

He next mention the Enterprise funds which was the water and sewer Department and Internal Service Funds the Health Fund and Workers Compensation total operating revenues from the enterprise fund and internal services funds are 9.7 million for water and sewer and internal service funds 1.49 million expenses 8.8 million in water and sewer fund and 2 million in internal service funds. The net income loss from these funds is \$585,000.00 water and sewer and internal service

funds \$394,000.00 and that amount does not include non-operating funds.

Mayor Brown questioned why the Commission was not presented with the audit report before tonight and it was given to staff last week.

The Director of Finance stated that he receive the final copy of the audit on Friday and begin making copies so that the Commission would have copies for the meeting.

Mayor Brown pointed out that it was a lot of numbers to crunch tonight. The audit should have been a priority knowing that the Commission meeting was scheduled for tonight. He stated that the Commission should have had the audit in their hands so that they could have a chance to at least look over some of the findings.

Mr. Oplinger stated on page 25 the general long term debt and increase in the utility construction contract payable at 1.3 million was recorded at a discount value. The actual amount of the settlement was \$1,496,000.00 and the net amount recorded was 1.3 million dollars.

He next discussed bonds payables and the excessive expenditures over appropriations for individual departments. He also discussed liabilities from the hazardous waste fund and non departmental contingency accounts which was over budgeted by \$186,000.00.

Mr. Oplinger ended by discussing the material reportable conditions.

Commissioner Lawrence asked why the City Manager was not made aware of the audit findings.

Mayor Brown stated that he did go to Management with his concerns and they were aware of the audit findings.

Commissioner Lawrence questioned whether Mayor Brown received a copy of the audit before the other members of the Commission.

Commissioner Williams questioned why was portions of the audit not shown to every member of the Commission and why the Mayor received a copy of the final audit.

Mayor Brown stated that he asked to see a copy of the audit.

Mr. Oplinger stated that state law requires that by December 31st of every year the annual audit is due and they asked for an extension and received an extension due to their heavy volume of work during January.

Mayor Brown pointed out that the City is in a deficit situation according to the audit. He stated that the Director of Finance should have stayed on Friday to run copies of the audit so that the Commission could have a copy before the meeting.

Commissioner Williams asked what caused certain things to be of a questionable nature during the audit.

Mayor Brown stated that a letter dated April 2, 2002 was written concerning the City's deficits. He told the Director of Finance that cost items were being left out intentionally and being reduced to make the budget balance. Mayor Brown told the Finance Director that he had been hiding things from the Commission. Mayor Brown mentioned that it is a deficit in the general fund right now of \$486,140.00 and a decrease in the fund balance of 1.4 million dollars.

Mayor Brown questioned why the 2000 annual audit was not presented.

Commissioner Lawrence asked the City Manager if he was aware of the deficit.

The City Manager stated that he knew at the end of the year it would have been a deficit for health insurance.

Mayor Brown asked the City Manager if he knew about the deficits and the nibbling away of the reserve fund balance each year.

The City Manager stated that he has been meeting and talking about the budget and working on the short falls.

Mayor Brown asked the Director of Finance if he knew that the City was over budgeted.

The Director of Finance stated that he submits financial statements to the Commission every month and have been doing it for 20 years.

Mayor Brown stated that budgeted items must be approved before they are used to keep departments from going over budget.

Commissioner Lawrence told the Director of Finance that all of this is not his fault and the blame should be placed on the Department Heads. They should suffer the consequences.

Following a discussion Commissioner Williams made a motion and Commissioner Lawrence seconded the motion to accept the audit for year 2001 and set up work sessions to discuss problems and correct them. The motion passed.

3) Jerry Kennedy, south end resident, to address conditions of the south end.

Jerry Kennedy appeared before the Commission to discuss noise coming from King and Prince Seafood. He presented a letter to the Commission written to King and Prince Seafood concerning Noise abatement along with 24 signatures of home owners in that neighborhood. He reported the following problems that need to be resolved:

- 1) New condensing unit runs 24 hours a day seven days a week after 11:00 p.m. which is very disruptive and a nuisance.
- 2) Loading and unloading trucks day and night after 11:00 p.m. creates an excessive amount of noise. Trucks are blocking the railroad tracks causing the train to blow the whistle to clear the railroad tracks.
- 3) Loud noise during shift changes squealing tires, loud talking and radio playing.
- 4) Employee cars parked near residents and in neighborhood lots.
- 5) Debris thrown and not picked up.
- 6) Odor from cooking at the plant that is less than aromatic to the neighborhood.
- 7) Trucks are blocking driveways.

He pointed out that Mexicans and illegal aliens are employed at King and Prince.

Mr. Kennedy presented the Commission with a letter that was written to him from King and Prince Seafood. The letter stated that they would do everything within their control to be a good neighbor and address the seven concerns he presented to them in writing.

Following a discussion Commissioner Jennings made a motion and Commissioner Lawrence seconded the motion instructing the City Attorney to mediate with Mr. Brubaker and report back to the Commission with some type of recommendation. The motion passed.

4) David Rouse, south end resident, to address the City's Apartment Zoning Ordinance.

Mr. Rouse did not attend the meeting.

5) Tony Evors, north end resident, to address new signs placed in Orange Park and Palmetto Park.

Tony Evors appeared before the Commission to speak about signs placed in City parks. He stated that the ugliest signs were placed in Palmetto Park with the name of Palmetto Square inscribed on it.

The Recreation Director stated that the signs that were placed in Palmetto and Orange Parks were inscribed with the Historical names of the Parks. The Recreation Director stated that a small sign with Community Park in parenthesis could be placed under the sign.

Commissioner Williams recommended that the City Attorney perform the legal work and submit procedures to change names of Parks.

Mr. Evors stated that the park signs were installed under cover and no one on the City Commission knew anything about the signs.

Commissioner Lawrence questioned how long was the names of the parks used. Information was received that Palmetto Square was called Palmetto Park for 42 years and Orange Square was called Orange Park for 60 years.

Commissioner Lawrence made a motion and Commissioner Davis seconded the motion to include the name of Park on the signs that have already been placed in Palmetto and Orange Parks.

Following a discussion Commissioner Lawrence made a motion and Commissioner Davis seconded the motion to amend the motion to add erecting new signs for Palmetto and Orange Park with the name of Park in the place of Square.

Commissioner Davis questioned the price of the signs in Orange Park and Palmetto Park.

The Recreation Director stated that the signs cost \$1,600.00 for both parks.

Commissioner Davis suggested that citizens pay the cost to change the names on the Park signs.

On call for vote a show of hands was taken resulting in two ayes and three nays. The motion failed.

Commissioner Lawrence recommended that City staff come before the Commission before any signs are made to identify anything in the City.

REZONING APPLICATION(S) :

1)

Application to rezone 525 Wolfe Street from LC (Local Commercial, to R6 (Residential). Property owned by the City of Brunswick. Property to be use for a park.

Donna Moody submitted the application to rezone 525 Wolfe Street from LC (Local Commercial) to R-6 (Single Family resident) to use as residential property or a park. The present owner is the City of Brunswick.

Commissioner Lawrence made a motion and Commissioner Williams seconded the motion approving the rezoning to R-6 (Single Family resident). The motion passed.

Application to rezone corner property at George Street and MLK Blvd. (old ice house) from LI (Limited Industrial to GC (General Commercial). Property owned by Keith Missildine. Property to be used for business offices and apartments.

Donna Moody submitted the application to rezone property located at Southeast corner of George Street and Martin Luther King Jr., Blvd., from LI (Limited Industrial) to GC (General Commercial) to use as business and loft apartments. The present owner is Keith Missildine.

Commissioner Lawrence made a motion and Commissioner Davis seconded the motion approving the rezoning to GC (General Commercial). The motion passed.

3)

Application to rezone 3119 Cherokee Road from R9 (Residential to LM (Limited Medical). Property owned by Florence Younger. Property to be used for a Doctor's Office.

Donna Moody reported that the rezoning application for 3119 Cherokee Road has been pulled.

APPROVAL(S) :

Re-subdivide an area of Glynn Plaza next to Coastal Bank, located on Altama Avenue, to erect an Ice Cream shop. Developer is Ray Richard.

Ray Richard appeared before the Commission to request that property be subdivided in Glynn Plaza across from the old Wal-Mart Store adjacent to Coastal Bank to construct an ice cream shop.

Commissioner Davis made a motion and Commissioner Lawrence seconded the motion approving the final plat sub-dividing property in Glynn Plaza. The motion passed.

2. National Pollutant Discharge Elimination System II (NPDES).

A representative from Stantec appeared before the Commission to discuss Municipal Storm Water Phase II. The Clean Water Act was discussed along with

wastewater discharge and wetlands protection. The City of Brunswick must have a written plan by March 2003 and fully implemented by 2008. There must be Public Education and outreach by distributing brochures in utility bills, web sites and stencil storm drains. Public participation is encouraged by the use of a citizen's advisory group; adopt a stream program and community clean up. Illicit Discharge Detection and Elimination should be monitored by mapping all storm sewers and drainage ways. Pollution and trash removal/reduction and implementation of Best Management practices to improve storm water discharge quality. The next step would be construction site storm run-off control, construction erosion and sedimentation inspection and enforcement ordinance and personnel. Post construction storm water management in new development will help control peak

flows in streams and vegetative buffers.
develop a plan \$20,000.00-200,000.00
\$40,000.00 to 50,000.00 a year.

Funding for 2003-2008 would cost to
and to implement a plan would cost

The City Manager stated that the cost would be \$37,000.00 for Stantec to
begin the
project.

Commissioner Jennings made a motion and Commissioner Williams seconded
the
motion accepting the proposal Stantec in the amount of \$37,000.00 to
begin a plan
for the City of Brunswick. The motion passed.

Cemetery Deeds

Petition received from Burrell Howard for deed to Section B-4, Lot 8
and Lot 15 in Palmetto Cemetery in lieu of original deed, which has
been lost, misplaced or destroyed, but City records verify ownership.

Petition received from Pauline Y. Amason to return for resale a lot in
Section 22, Lot No. 2 in East Palmetto Cemetery. Original deed
surrendered.

Commissioner Lawrence made the motion and Commissioner Jennings seconded
the motion granting the above cemetery deed petitions. The motion
carried.

Board Appointments

Park and Tree Board - 1 appointment

Commissioner Lawrence made a motion and Commissioner Jennings seconded
the
motion appointing Jeff Homans to serve on the Park and Tree Board to fill
the
unexpired term of Frank Vande Linde until January 1, 2004.

MAYOR BROWN'S ITEM(S)

Discuss Ice Cream trucks.

Mayor Brown discussed the operation hours of ice cream trucks in
neighborhoods.
He stated that the ice cream trucks have been serving ice cream after
dark. He
mentioned that the ice cream truck could be hard eight blocks from his
house.
Mayor Brown recommended placing a restriction on ice cream trucks so that
they
cannot operate in residential neighborhoods after dark.

The City Attorney stated that an ordinance could be drawn up that restricts ice cream trucks from operating after dark and loud music from cars. The Police Department would enforce the decibel levels.

EXECUTIVE SESSION:

Commissioner Davis made a motion and Commissioner Lawrence seconded the motion to hold an Executive Session to discussion to discuss personnel issues. The motion passed.

Following the Executive Session Mayor Brown announced that the Commission discussed personnel issues.

MEETING ADJOURNED.

/s/

Mayor

Attest: /s/

City Clerk