

OFFICIAL MINUTES
COMMISSION OF THE CITY OF BRUNSWICK GEORGIA
REGULAR RESCHEDULED MEETING
8:30 A.M., MAY 15, 2002

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

INVOCATION: Mayor Bradford S. Brown gave the invocation.

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

MINUTES: Regular meeting of May 1, 2002.

Commissioner Lawrence made a motion and Commissioner Davis seconded the motion approving the minutes of the meeting of the regular meeting of May 1, 2002. The motion passed.

DELEGATION(S):

- 1) Chief T. C. Cowan, Brunswick Police Department, to address officers opening locked car doors.

Police Chief T. C. Cowan appeared before the Commission to request that City Police Officers be allowed to open car doors for an emergency such as a child or animal locked in a car or when a car has been left running.

The City Attorney stated that the Commission should go ahead and allow Police Officers to unlock cars in case of a child or animal is locked in the car. He pointed out that the City must take into account that something may happen that might result in the loss of someone.

Following a brief discussion Commissioner Jennings made a motion and Commissioner Lawrence seconded the motion to institute a policy authorizing Police Officers to open car doors when a child or animal is locked in the car.

Commissioner Williams stated that the car door should be unlocked under certain circumstances.

Commissioner
an emergency
Commissioner
motion passed.

Jennings amended his motion to include that car doors be opened in situation when instructed by the Shift Commander on duty. Lawrence seconded the motion. Upon being put to the vote. The

2) A. J. Jones, iii, Director of Community Development, to address the following items.

a) Appointment to Green space Committee.

The Director of Community Development reported that one member of the Greenspace Committee resigned verbally. The reason for the resignation was

difficulty in rescheduling her job to attend meetings. He explained that members of the Greenspace Committee must be a City resident for two-years. The Director of Community Development requested that members of the Greenspace Committee in the City and Glynn County appoint a citizen to fill the unexpired term of less than a year of Geraldine Kennedy who resigned from the Committee.

Commissioner Williams made a motion and Commissioner Lawrence seconded the motion to advertise for appointment to the Greenspace Committee to fill the unexpired term of Geraldine Kennedy.

The City Manager asked if it would be to fill the unexpired term.

On call for the vote the motion passed.

Commissioner Williams asked the City Attorney in a case like this when someone resigns and have a short period of time left on their appointment is it proper for the Commission to simply appoint someone to finish the unexpired term and when it expires advertise for the appointment.

The City Attorney stated that he did not know if there was an advertisement requirement or if there was an urgency expressed that an appointment have to be made today or maybe the Commission could dispense with the advertising. He stated that he did not know anything that would actually mandate the Commission to do it. He pointed out that the Commission could depart from their normal way of doing things and appoint someone with a motion from the floor.

Mayor Brown asked the Community Development Director if anyone has shown interest.

The Community Development Director stated that he was not aware of an interested person.

Commissioner Williams stated that he just wanted to point out that this was a short unexpired term left and by the time the position is advertised and someone is appointed the term would be over.

b) Establishing a swimming pool account.

The Community Development Director requested that a swimming pool account be established for the Howard Coffin Park Pool.

Commissioner Lawrence made a motion and Commissioner Jennings seconded the motion approving the establishment of a swimming pool account for Howard Coffin Park Pool. The motion passed.

c) Amending January 30, 2002 Commission Meeting Minutes in reference to Calsilite Corp.

The Community Development Director requested that the minutes of the January 30, 2002 meeting be amended to read Calsilite Insulation Products has offered to payoff their UDAG grant in the amount of \$400,000.00. Calsilite also offered a \$125,000.00 donation to the City of Brunswick to be used for the swimming pool fund.

Commissioner Lawrence made a motion and Commissioner Williams seconded the motion amending the meeting of January 30, 2002 to read as follows: The Director of Community Development reported that Calsilite Insulation Products offered to payoff their UDAG grant in the amount of \$400,000.00. Calsilite also offered a \$125,000.00 donation to the City of Brunswick to be used for the swimming pool fund. The motion passed.

APPROVAL(S) :

1. Fireworks' display contract for July 4, 2002.

The City Manager reported that a contract was submitted for the fourth of July Fireworks. The first quote is for \$5,500.00 which is the price of the previous shows the city received in the past. This price has increased \$500.00 as a result of materials, labor, insurance and other costs. The second quote is for \$7,000.00 which includes more fire works an extra finale and other features.

Following a brief discussion Commissioner Davis made a motion and Commission Jennings seconded the motion approving the \$5,500.00 fireworks display submitted by Pyrotecnico. The motion passed.

2. Bid recommendation on a 2002 Truck with a service body and crew cab for Water Distribution Department.

Vendor	Comments	Total
King's Colonial Ford 3565 Community Rd. Bwk., GA 31523		
Dan Vaden Chevrolet 121 Altama Conn. Brunswick, GA 31520		
Nalley 178 Altama Conn. Bwk., GA 31520		
September Delivery		
Delivery 3 4 days		
* \$28,999.00		

\$29,964.00

\$32,750.00

The Water and Wastewater Director recommended the bid of Dan Vaden pointing out that the delivery time is three to four days.

Commissioner Davis made the motion and Commissioner Jennings seconded the motion accepting the bid of Dan Vaden in the amount of \$29,964.00. The motion passed.

3. Consider changes regarding policy of Annual Budget.

Mayor Brown brought up for discussion items that need to be changed regarding the annual budget. He mentioned that a memo was given to everyone which was dated April 2, 2002 to consider implementing the process and changes needed on some policy issues for the personnel department and other areas.

The first item on the memo deals with payout to deceased employees. He suggested that the Commission make a decision to determine whether this item should be a policy of the City Commission. Mayor Brown pointed out that the Commission should also consider whether there should be some changes made in the way it was handled or if the Commission wants to make changes or look at

making some increases to the City's life insurance policy that is currently offered to City employees in the amount of \$10,000.00.

Mayor Brown recommended having set policies in place in case a question comes up on how the Commission handles it. He suggested that the Commission direct the City Manager to put together a package for the Commission to consider and determine which way would work best for the City.

The second policy deal with payout of unused vacation time. Mayor Brown stated that he knew in the past year sums were paid out to Department Heads who had certain levels of unused vacation time that they were going to lose. He recommended that the Commission have a set policy that addresses which employees would be eligible for this particular use; would it be for Department Heads only or employees? He suggested that the City Manager and Human Resources Director work on a policy and bring it back to the Commission.

Mayor Brown discussed donations to non-profit organizations and community groups. He recalled in the last calendar year approximately \$30,000.00 in donations was given out and this probably should have come before the Commission for approval before those donations was made or either a policy should have been made which allows the City to give donations or not give donations at all. He asked the Commission to discuss this issue and figure out what direction the Commission should take concerning this matter.

Commissioner Lawrence questioned whether the Commission is asking the City Manager to go over these items. Mayor Brown stated that the first two items should be looked at, but item number five must have some discussion as to what direction the Commission wants to take.

Commissioner Lawrence asked the City Attorney whether the action taken by the Commission giving the City Manager the authority to spend up to \$25,000.00 a part of this discussion.

Mayor Brown stated that the \$25,000.00 guideline was for emergency situations for City operations, but a donation to non-profit organizations does not have anything to do with City operations.

Commissioner Lawrence stated that he wanted to be made clear about the

\$25,000.00 emergency fund.

The City Attorney explained that the City Manager would have the authority in respect to the \$25,000.00 subject to implementation of daily operations of the City.

Mayor Brown stated that the donation issue is not a budgeted item and the Commission need to either have a policy or procedure on how groups come before the Commission for approval.

Commissioner Davis asked if a motion should be made on the policies and procedures. Mayor Brown stated that more discussion is needed on the issue.

Commissioner Williams stated that something is needed more than anything else that would probably take the pressure off of the City Manager in making decisions as to who get or do not get something. He suggested that the City Manager need

guidance from the Commission and some kind of perimeters he could work with.

He mentioned that the City Manager hands should not be tied as to what he sees fit

to do, but the City Manager needs some kind of guidance to refer to and know that

he is within the policies when he does certain things. Commissioner Williams felt

that there is a need to help some organizations, but the Commission needs to

determine that. When the City Manager has to make a decision as to who the City

will help and will not help there needs to be a policy or something that he could go

directly to. As it is now there is a lot of pressure on the City Manager and with the

daily operations of the City this issue does not need to be a part of his burden.

There should be some kind of perimeters under which the City Manager could

work under. He may from time to time bring issues to the Commission to make

decisions on what would be the best thing to do. He should have some kind of

policy which he can base his decision on knowing that he is within the working

guidelines of the City.

Commissioner Davis suggested that no organization or groups unless it is a

government affair or something like that be given donations. If the City Manager

is unsure about giving donations or if it is a serious situation, bring it back to the

Commission and this would not put him behind the eight ball trying to make a

decision when the Commission is not present. She felt that people come in daily

asking for money and the Commission is not present so they do not know.

Commissioner Williams stated that Commissioner Davis' statement would combine with what he said. In other words the City Manager would have something to base his decisions on rather than his feelings or emotions.

In the past

the City Manager felt that there was a need for something to be done. A written

policy would allow the City Manager to refer to and tell citizens or organizations

he could help them because of the written policy that is in place.

The City Attorney asked the Commission if they would like for him and the Director of Human Resources to develop something to use as a starter

point in this

discussion.

Commissioner Williams stated that they could get together with the City Manger and bring something back to the Commission to review.

Mayor Brown reiterated that the big key here is that this has not been a budgeted item and the Commission needs some direction and at the same time the Commission should be apprised of what is being done as far as donations purposes. He mentioned to Commissioner Lawrence that this has nothing to do with the \$25,000.00 and the City Manager's ability to spend up to that amount for daily operations. He mentioned that the City Manager needs some restrictions when he gets kind of outside of the daily operations such as donations it should come before the Commission so that they would have an idea of who is getting what.

Commissioner Lawrence recalled that Mr. Harris was hired as the City Manager to look after how the City is managed. He gave his personal opinion as not having anything against the way the City Manager has done any of the things he has done and fully support the way he has done it. He felt that the Commission should not tie the City Manager hands to things he personally felt that do not need to be tied. He felt the City Manager should have the latitude to be able to make decisions on how to spend City money.

Mayor Brown reminded Commissioner Lawrence that it is not the City Manger's money it is the community's money.

Commissioner Lawrence stated that what gets him is that he has served on the Commission Board for quite sometime and he does not recall anything of this nature coming up before this City Commission. In all of the hundreds and hundreds of years the City Manager has done what he or she thought was best for this City without even going through this. He stated Mr. Harris should have the same latitude to do the same identical thing.

Mayor Brown stated that he agreed with Commissioner Lawrence when it comes down to City operations. He stated that City operations are not in question, but donations to non profit organizations. He mentioned that Commissioner Williams pointed out that the City Manager should not be under pressure by citizens asking for funding. He stated that the Commission needs to set guidelines and policies on what can and cannot be done so that the question does not come up in the future.

Commissioner Lawrence stated that the Commission should not put the City Manager under pressure with having to come back to the Commission to get approval on every decision the he makes. He felt that the City Manager does not need to be put under that kind of pressure.

Mayor Brown stated that is what he is saying, the Commission would have some policies set to dictate on what can and can not be done.

Commissioner Jennings asked the City Manager if he felt under pressure on making decisions relative to the \$25,000.00.

Mayor Brown stated that the Commission keeps mentioning the \$25,000.00 and that is irrelevant to this discussion. This discussion is about non budgeted expenditures for non profit organizations. That is what is in question now and that is what the Commission needs the policies for. He mentioned that Commissioner Davis felt the Commission probably should not do it at all. Commissioner Williams spoke about the possibility of coming back to the Commission or at least set some policies. The Commission needs to just set policies on how non profit

donations are handled. On the \$25,000.00 expenditures the City Manager can spend it for daily operations, this is not in question. The unbudgeted items are in question.

The City Manager stated that there is no problem with the \$25,000.00 expenditure the Mayor previously mentioned. But when it comes down to donations, in the past the donations have not been straight out donations. The City received something such as an ad or tickets for an activity. The City paid for twenty tickets or for a half or full page ad and usually gets something for the donation. The City Manager stated that with all of the discussion that has taken place there is pressure right now.

Commissioner Jennings asked the City Manager if the Commission is kind of tying his hands if a policy is put in place. He felt like Commissioner Lawrence, the Commission did hire the City Manager one of the most intelligent people who has done a fantastic job. And now the Commission questions whether the City Manager can spend money this way or that way. Commissioner Jennings felt that it boils down to trust and do the Commission trust this man.

Mayor Brown stated that it is not an issue of trust. It is not that the Commission does not trust the City Manager or do trust the City Manager the issue is the expenditures of non budgeted donations and with the deficit situation the City is currently facing the Commission needs to take control of these issues. If the Commission does not take control of expenditure items the deficit would continue to grow. He stated that he is asking for a policy to deal with these non-budgeted expenditures or either stop giving donations. This has nothing to do with the mistrust, but the City does need some set guidelines. The City does not need to be in a situation where things are questionable.

Commissioner Lawrence stated that based on the discussion held by the City Manager the City received something for the contributions that were made to churches. It is not like the City Manager gave donations and did not get anything for it.

The City Manager reiterated that the City received something back in return for the donation.

Commissioner Williams stated that he wants this to be very clear, he is not questioning the City Manager about his integrity. He recalled that he voted to hire Mr. Harris and had all the confidence in him as being the person that could best serve the City and manage it. He has no question as to Mr. Harris being capable of doing the job. He does not question his decisions to do things. He felt that the Commission could release him from the news prints and having to face the radio when someone speaks about firing him for what was done. He pointed out that everyone listens to what is being said. He reiterated that the Commission would like to create some means when he does things he is following the rules and guidelines. He mentioned that he has complete confidence in Mr. Harris. He stated the Mr. Harris has done a lot for the City. He recalled at one time Mr. Harris was holding three positions and working as the City Manager. He worked as the

Public Works Director, The Community Development Director and the Recreation Director. He has demonstrated that he has the ability to actually manage the City.

Mayor Brown stated that is the direction he's been trying to move in developing a policy. He told Commissioner Lawrence without a policy things could always be questioned and with a policy in place the Commission could always refer back to that policy.

Commissioner Lawrence stated that the policy may still be questioned. He mentioned that Commissioner Williams has brought it to their attention that the Commission does not have any problems with the City Manager managing the City. He gave his personal opinion stating that Mr. Harris is the City Manager and all these things need to be laid in his lap and let him manage the City. He mentioned when the City Manager applied for this job he knew that the job would bring some stress. The Commission is not relieving him of anything he did not already know of when he took the job.

Commissioner Davis stated that she told the City Manager he is in charge of managing the City and should do what is best for the City.

Mayor Brown reiterated that policies need to be set. The City Attorney was instructed to work with others to come up with something and bring back to the

next meeting so that the Commission could implement the policies and move forward.

Commissioner Lawrence asked the City Attorney to add a third policy stating that the Commission would agree to allow the City Manager to continue to do things the way it has been done in the past.

The City Attorney stated that he would put together some alternatives for the Commission to consider.

Mayor Brown reiterated that the Commission needs to set some guidelines. He instructed the City Attorney to have guidelines ready by the next meeting in June.

CITY CLERK'S ITEM(S):

Cemetery Deeds

Petition received to transfer Section B-2, S ½ of Lot 1, in Palmetto Cemetery, from Fay Leverette to Dennis M. Leverette, Sr. Original Deed has been surrendered.

Commissioner Davis made the motion and Commissioner Lawrence seconded the motion granting the above cemetery deed petition.

CITY ATTORNEY'S ITEM(S)

- 1.
- 2.

The motion carried.

Amendments to the Alcoholic Beverage Ordinance.
Amendments to the Soil and Sediment Erosion Ordinance.

The City Attorney stated that the above agenda items would be discussed at the next meeting.

MAYOR PRO TEM DAVIS ITEM(S):

Proclamations and Keys to the City.

Commissioner Davis asked the City Attorney if there was anything legal in issuing a proclamation.

Commissioner Jennings mentioned that the Mayor and Mayor Pro-Tern should decide on issuance of proclamations and keys to the City.

Commissioner Davis stated that proclamations are time consuming and keys to the City are costly. She suggested drawing up guidelines for the issuance of proclamations and keys to the City.

Commissioner Lawrence suggested using guidelines and giving one key per event.

Mayor Brown pointed out that keys should be given to very honored dignitaries. He stated that the City Clerk's Office should receive a request for a proclamation within two weeks prior to the event unless it is a resolution for a deceased person.

Commissioner Williams pointed out that the City does not have a policy for the issuance of proclamations or resolutions and must be careful. The City needs a policy outlining the procedure.

The City Clerk mentioned that a request for a resolution for a deceased person should be submitted within three days of the funeral.

Following a brief discussion the City Clerk was instructed to come up with a form and some guidelines for the issuance of proclamations, resolution and keys to the City.

MAYOR BROWN'S ITEM(S):

Governor's Institute for Georgia Environmental Leadership Program.

Mayor Brown reported that he was selected by the Governor to attend the Institute for Georgia Environmental Leadership program. He mentioned that a cost is involved to attend this year long program.

Commissioner Williams stated that Mayor Brown attendance at the institute would benefit the City of Brunswick and there should be no discussion concerning his being in the Leadership program.

Commissioner Lawrence made a motion and Commissioner Jennings seconded the motion to adjourn the meeting.

MEETING ADJOURNED.

/s/

Mayor

Attest: /s/

City Clerk