

**OFFICIAL MINUTES
COMMISSION OF THE CITY OF BRUNSWICK, GEORGIA
REGULAR MEETING
6:30 P.M., APRIL 16, 2003**

PRESENT: His Honor Mayor Bradford S. Brown, Commissioners Harold E. Jennings, and Jonathan Williams.

ABSENT: Commissioners Roosevelt Lawrence 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 2, 2003.

Commissioner Jennings made a motion and Commissioner Williams seconded the motion to approve the minutes of the Regular Meeting of April 2, 2003. The motion passed by vote of 3 to 0.

PUBLIC RECOGNITION

Proclamation presentation to Marsha Smith, Executive Director of Keep Brunswick/Golden Isles Clean and Beautiful, for the Great American Clean Up and Jazz-up Brunswick/Golden Isles week.

Mayor Brown presented a proclamation to Marsha Smith, Executive Director of Keep Brunswick/Golden Isles Clean and Beautiful proclaiming the month of April 2003 as Keep America Beautiful's Great American Clean up and the 25th Anniversary of Keep Georgia Beautiful. Mayor Brown also proclaimed April 19-26 as Jazz-Up Brunswick and the Golden Isles Week.

Marsha Smith invited everyone to attend the ceremony at Mary Ross Waterfront Park on Saturday April 19, 2003.

ALCOHOLIC BEVERAGE LICENSE (S)

Two-Can Café and Catering, located at 1514 Newcastle Street, to retail for consumption on premises, Beer and Wine. Owner and Manager is Ms. Kimberly McCord.

Captain Chris Stewart stated that Two Can Café and Catering was in compliance with the alcoholic beverage ordinance and he had no objections to granting the alcoholic beverage license.

Commissioner Williams made a motion and Commissioner Jennings seconded the motion granting an alcoholic beverage license to Kimberly McCord to retail for consumption on premises at Two Can Café and Catering, 1514 Newcastle Street. The motion passed by vote of 3 to 0.

DELEGATIONS:

1. Reverend Julius S. Baker, Sr., President of Jubak Sons and Daughters of Allen, Inc., to introduce his business to the community.

Rev. Julius Baker appeared before the Commission to speak about the status of Jubak Construction Company. He stated that Jubak was approved as a 501 organization on November 8, 2002. The mission of Jubak is to create affordable housing and homes for the homeless and also job opportunities. Rev. Baker presented a portfolio of homes constructed by Jubak Construction Company.

David Linder special project manager for Jubak Construction Company stated that they enhance the quality of life with affordable housing for handicap and senior citizens and also address substandard housing which violates the City Code.

Rev. Baker pointed out that Jubak builds taylor made houses with 2-3 bedrooms in the \$60,000.00 to \$70,000.00 range and 4 bedrooms in the \$80,000.00 to 90,000.00 range and citizens may qualify for help with down payments through Jubak with Fredrick Housing in Atlanta, Georgia.

2. Reverend Tommie Herrington, Chairperson for the Black Business Empowerment Association, with mission of the Association.

Rev. Tommie Herrington reported that the person designated to speak on the mission of the Black Business Empowerment Association was not present. Rev. Herrington stated that he would like to complain about areas in the City that needs to be cleaned up. He mentioned that Amherst Street and the 1600 lock and 1700 block of Wolfe Street and the lane needs cleaning. He stated that trash is being brought into the City and dumped. He asked what could be done.

The City Manager mentioned that another Code Enforcer was hired to write citations to summons people to court that violate the City ordinances by dumping trash on City streets.

Rev. Herrington asked if the Structural Fitness Board was still in operation pointing out there is a number of dilapidated houses in the City.

The City Attorney mentioned that he would establish meeting schedules for recommendations to the Community Development Director and staff.

Mayor Brown mentioned that any debris except for grass clippings or yard waste will not be picked up by the City. Outside persons bringing trash in the City would be fined.

REZONING APPLICATION (S)

Consider application to rezone 3322 Reynolds Street, from R-6 – Residential to OC – Office Commercial. Property owner is LaWanna Collins and Fredrick Taylor.

Mayor Brown asked if there were persons who would like to speak for or against the proposed rezoning.

Juan Lopez resident of 3328 Reynolds Street stated that Reynolds Street was not a commercial street and a business would bring too much traffic. He further stated that there are no parking spaces on Reynolds Street.

Herman Hopkins resident of the City stated that he was against a commercial zoning on Reynolds Street.

Marcus Anderson stated that he lived at 3302 Reynolds up until four years ago and he did all types of auto repair in his yard and no one complained about the loud noise coming from the car engine. He further stated that a license was issued from the City allowing him to perform automotive work on cars in his yard.

LaWanna Collins stated that a petition was submitted with twenty names in favor of the proposed rezoning. She mentioned that it was two people who complained about the beauty salon in the neighborhood. Mrs. Collins stated that she was willing to place a fence around the residence. She mentioned that her neighbor has loud music coming from his residence and also parks his company truck in her yard, but she never complained.

Mrs. Collins pointed out that an Income Tax business is down the street and everyday there are five cars parked at that residence and traffic is there all day long. She stated that she tried to accommodate her neighbors and speak to the neighbors who were willing to listen. She mentioned that her grandmother and two children live with her and the house she currently lives in has four bedrooms and the house she would use as a salon has only two bedrooms.

Mike Cochran resident of the 3200 block of Reynolds Street stated that he was not ready for his neighborhood to be commercialized. He pointed out that it would lead to neighborhood deterioration. He mentioned that there are a lot of business opportunities on Norwich Street and he had nothing against Ms. Collins.

The City Attorney stated that commercial use of this property would be an intrusion. Other residents may request for their property to be spot zoned. In a home occupation twenty five percent of the home must be used for the home business.

Mayor Brown pointed out there was a need for development on Norwich Street.

Commissioner Williams stated that the owner could move in the home and do business under home occupation.

The City Attorney stated that the owner may use twenty percent of floor space to operate a beauty salon. The owner may use home occupation without the Commission's approval; however there must be adequate parking and one person outside of the family may work in the business.

Commissioner Jennings made a motion to table the proposed rezoning until the next meeting. There was no second to the motion. The motion died for lack of a second.

Commissioner Jennings made a motion and Commissioner Williams seconded the motion denying the rezoning. The motion passed by vote of 3 to 0.

APPROVAL(S)

1. Bonnie Dvorak, Human Resources Director, to address changes to the following HR Standards of Practice:

- **Travel Policy**

The Human Resources Director reported that the current rate for gas mileage is 34.5 cents and the IRS rate is 36 cents per mile.

Commissioner Williams made a motion and Commissioner Jennings seconded the motion to adopt the mileage reimbursement rate that the IRS uses for the City of Brunswick. The motion passed by vote of 3 to 0.

- **Drug Policy**

The Human Resources Director stated the Drug Policy would randomly test police officers certified and sworn. She requested that the testing be expanded to include safety sensitive positions.

Following a discussion Commissioner Jennings made a motion and Commissioner Williams seconded the motion to adopt the Drug and Alcohol Policy 4.13. The motion passed by vote of 3 to 0.

- **Hiring and Laying off Policy**

The Human Resources Director requested that the City adopt a policy that would not allow persons who retire from the City and take a lump sum pension payment to return to work as an employee with City until after twelve months.

Following a discussion Commissioner Jennings made a motion and Commissioner Williams seconded the motion to adopt the revisions to the Human Resources Policy and change the months in which an employee can return to work from twelve months to twenty four months.

Employees who receive monthly pension payments will not have to wait twenty four months to be re-hired by the City. The motion passed by vote of 3 to 0.

Commissioner Williams made a motion and Commissioner Jennings seconded the motion to adopt the following Lay off Policy 8.1. The motion passed by vote of 3 to 0.

Layoff. An employee may be involuntarily separated from employment by reason of lack of funds or changes in the organization. Consideration will be given to the need for service, the quality of each employee's past performance, and length of service in determining those employees to be retained. The duties performed by an employee laid off may be reassigned to other employees already working who hold positions in the appropriated job classifications. [As part of any reduction in force or reorganization, the City may make direct job offers to any current City employee without posting new or vacant existing positions and without interviewing potential candidates.] Layoffs will have no adverse effect on the employee's reinstatement or reemployment opportunities.

2. Jimmy Bradley, Finance Director, to address the following items:

- **Amendments to FY 2002/2003 Budget.**

The City Manager reported that the Finance Director is currently working on last month's figures. Expenditures are down and Revenues are not coming in as expected.

Mayor Brown stated that the City needs to reduce services and some of the current positions. He mentioned that he was willing to take a twenty percent pay cut and asked to the Commissioners to join him to show that they are willing to take a leadership role. He asked that Department Heads take at least a ten percent cut. Mayor Brown requested that a freeze be placed on jobs and hold off on hiring until the new budget is in place.

The City Manager recalled that the Accounting Manager position was approved for the reason that someone would be needed to fulfill the responsibilities of the Finance Director if he gets sick or leave.

Commissioner Williams pointed out that his salary was not the same as the Mayor and requested to discuss the matter in an Executive Session.

- **Contracting of 2003 Ad Valorem Taxes with Glynn County**

The City Attorney stated that he is currently looking into contracting the City Ad Valorem Taxes with the County. He requested that the Commission take action directing him to go ahead with the agreement in which the County has to give their approval.

Following a discussion Commissioner Williams made a motion and Commissioner Jennings seconded the motion authorizing the City Attorney to move forward and draw up a contract or an agreement for the billing and collection of the 2003 City taxes and to adhere to the tax schedules. The motion passed by vote of 3 to 0.

3. Keith Morgan, Director of Water/Wastewater, to present for approval his FY 2002/2203 Budget for the Waster and Wastewater Department.

The City Manager reported that the Water and Wastewater Budget would be discussed at a work session.

4. MONTHLY REPORTS

- **General Fund**
- **Water & Wastewater Fund**
- **Community Development Fund**
- **Recreation Department Fund**
- **Municipal Court Fund**

Commissioner Jennings made a motion and Commissioner Williams seconded the motion approving the above monthly reports. The motion passed by vote of 3 to 0.

CITY ATTORNEY'S ITEM(S)

- **Final Plat approval of the Keith A. Graversen subdivision.**

The City Attorney reported that the final plat was ready for approval.

Commissioner Williams made a motion and Commissioner Jennings seconded the motion approving the final plat of the Keith A Graversen subdivision. The motion passed by vote of 3 to 0.

- **Billboard Moratorium extension.**

The City Attorney requested that the City schedule a hearing for the Zoning Ordinance amendments, the sign ordinance and to extend a moratorium on bill boards until the Commission meeting on May 21, 2003.

Commissioner Jennings made a motion and Commissioner Williams seconded the motion extending the moratorium on bill boards until May 21, 2003. The motion passed by vote of 3 to 0.

DISCUSSION

Rental plan for the Old City Hall Courtroom space.

Mayor Brown brought up for discussion creating a rental plan for the community space at Old City Hall. He stated that the space could be used for sit down dinners and would work in

conjunction with City operations. There would be a tremendous need for the space since the Cloister Hotel is closing down.

The Downtown Development Authority Director stated that it is a wonderful facility with 3000 square feet of newly renovated space for wedding receptions, lunches, dinners and balls.

Mayor Brown stated that the office space would be used for administration.

Mayor Brown asked the Commission to address the following:

1. Identify and designate management body for the courthouse space.
2. Create a rate schedule somewhat like the Ritz Theater.
3. Allow alcoholic consumption in the building.

Following a brief discussion Commissioner Jennings made a motion and Commissioner Williams seconded the motion authorizing the DDA Director to put together a management plan and rate schedule for the space at Old City Hall and adoption of the alcoholic beverage plan for events held at Old City Hall for one year. The motion passed by vote of 3 to 0.

MAYOR BROWN'S ITEM(S)

Joint City/County RDC (Regional Development Center) appointment.

Commissioner Jennings made a motion and Commissioner Williams seconded the motion appointing Commissioner Jonathan Williams and Charles Wilson to serve on the RDC Board. The motion passed by vote of 3 to 0.

EXECUTIVE SESSION

Commissioner Williams made a motion and Commissioner Jennings seconded the motion to hold an Executive Session to discuss a personnel issue. The motion passed by 3 to 0.

Following the Executive Session, Mayor Brown announced that based on the City's budget situation the Commission instituted a twelve and one half cent pay cut for the Mayor and Commission and implementation a plan to cut back on salaries of remaining City Staff. Employees' salaries is to be reduced by 1/8 and Department Heads by 12% with the elimination of some City positions.

Commissioner Williams made a motion and Commissioner Jennings seconded the motion reducing the pay for the Mayor and Commission by twelve and one half per cent. The motion passed by vote of 3 to 0.

The City Manager, City Attorney and Finance Director was instructed to look at the police and fire department for salary cuts with some kind of rotation.

Commissioner Williams made a motion and Commissioner Jennings seconded the motion to adjourn the meeting. All voted by standing.

MEETING ADJOURNED.

Mayor

Attest: _____
City Clerk