

**OFFICIAL MINUTES
COMMISSION OF THE CITY OF BRUNSWICK, GEORGIA
REGULAR MEETING
6:30 P.M., SEPTEMBER 17, 2003**

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

INVOCATION: Commissioner Jonathan Williams gave the invocation.

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

ADDENDUM

The Mayor requested an addition be made to the present Agenda to allow The Redstone Group, Land Developers, to present a Preliminary Plat for water and sewer approval on acreage being developed off US Hwy 17. Commission Williams made a motion to allow the group and Commissioner Davis seconded the motion. Motion carried by a vote of 4-0.

MINUTES

Meeting of September 3, 2003 were submitted. With no changes being made, Commissioner Davis made a motion to accept minutes as written and Commissioner Williams seconded. Motion carried by a vote of 4-0.

DELEGATIONS

1. Janis Slade in reference to Commissioners' Absenteeism.

Mrs. Slade was not present.

2. Marsha Smith, Executive Director, Keep Brunswick Golden Isles Beautiful, to address a beautification project for Overlook Park.

Ms. Smith was joined by Jeff Homans, Sea Island Landscape Company, and Bryan Thompson, President, Blueprint Brunswick, to present a plan for the beautification of Overlook Park. The cost of the project is to be funded by Debbie Asgood as a donation to the City, along with 10 years of maintenance fees by a private company. All litter control will continue to be done by City Recreation Department.

Commissioner Davis made the motion to accept the plan and Commissioner Jennings seconded. Motion carried by a vote of 4-0.

3. Meredith Hanak, Executive Director, Downtown Development Authority, to address fall session of the Georgia Historic Preservation Commission Training.

Meredith Hanak requested the City to participate as a co-sponsor of the Georgia Historic Preservation Commission Training that is being held in Brunswick this year. Other co-sponsors are The Historic Preservation Board and Downtown Development Authority. Ms. Hanak stated the City's portion should not exceed \$1500.

Commissioner Jennings made the motion for the City to help in co-sponsoring the Georgia Historic Preservation Commission Training as long as it did not exceed \$1500. Commission Williams seconded. Lynn Frey, City Attorney, requested the motion be contingent upon looking at how the money was to be spent. All Commissioners agreed and motion carried by a vote of 4-0.

APPROVALS

1. Water and Wastewater FY 2003/2004 Budget.

Keith Morgan, Director of Water and Sewer, requested the Fiscal Year 2003/2004 Budget be approved along with new a schedule of rates for water and sewer services and a new pay plan. Mr. Morgan stated that a \$1.70 increase would be noted on most water bills, but was contingent upon how much water a household used. This increase was proposed in the rate analysis study presented in January 2003.

Mr. Morgan also requested that his department’s pay plan be pulled out of General Fund and made separate to allow him the flexibility to keep pace with the hiring market and be consistent with revenues and expense control. The new pay plan would implement a 13% increase to entry-level rates and allow for continued developments of the overall department. Commissioner Jennings made a motion to adopt the attached Resolution on Water and Wastewater Rates and Charges along with the Fiscal Year 2003/2004 Budget. Discussion followed. Commissioner Davis seconded the motion and motion carried by a vote of 4-0 to adopt the following Resolution.

**WATER AND WASTEWATER
RATES AND CHARGES**

WHEREAS, the City of Brunswick has established a water and wastewater utility to provide for supply of potable water and to provide for sewage treatment and disposal in the community; and

WHEREAS, an updated Water and Wastewater Rate Analysis issued November 25, 2002 and revised January 6, 2003 was performed for the City of Brunswick by consulting engineers with the firm of Stantec Consulting of Macon Georgia; and was accepted by action of the City Commission on February 5, 2003, and

WHEREAS, the Commission of the City of Brunswick has adopted a water and sewer ordinance, Chapter 22 of the Municipal Code, which provides for establishment and revision of charges for water and sewer services to be accomplished by resolution of the City Commission;

NOW THEREFORE BE IT RESOLVED that the scheduled rates for water and sewer service as called for by Chapter 22 of the Municipal Code shall be as follows:

Monthly Billing Rates and Charges

Water Charges

Administrative Fee	2.15 per bill	
Debt Recovery		
Residential	3.84 per REU	
Outside Commercial	6.14 per REU	
	Ratio:	1.6
Operation and Maintenance (O&M)	Residential	Outside Commercial
	\$/kgal	\$/kgal
Quantity		
1 to 5 kgal	1.84	2.94
6 to 10 kgal	1.89	3.02
11 to 15 kgal	1.94	3.10
16 to 20 kgal	1.99	3.18
21 kgal & up	2.04	3.26
	Ratio:	1.6

Wastewater Charges

Administrative Fee	2.41 per bill	
Debt Recovery		
Residential	4.92 per REU	
Outside Commercial	7.87 per REU	
	Ratio:	1.6
Operation and Maintenance (O&M)	All	
	\$/kgal	\$/kgal
Quantity		
1 to 5 kgal	3.30	
6 to 10 kgal	3.35	
11 to 15 kgal	3.40	
16 to 20 kgal	3.45	
21 kgal & up	3.50	
	Ratio:	1.0

Operation and Maintenance charges for both water service and wastewater service shall be billed based on the rate shown for the total billing quantity for each monthly billing period.

Industrial Users:

The wastewater operation and maintenance charge shall be calculated as 49% for wastewater collection system operation and maintenance cost and 51% as wastewater treatment operation and maintenance cost for purposes of billing users discharging directly to the wastewater treatment facility without use of the wastewater collection system.

The concentration of Biochemical Oxygen Demand (BOD₅) and Total Suspended Solids (TSS) at which over strength wastewater shall be subject to additional charges beyond those based on flow shall be 200 milligrams per liter (mg/L).

Wastewater Charges for any customer contributing to the system Biochemical Oxygen Demand (BOD₅) and Total Suspended Solids (TSS) in excess of the concentration stated above shall include over strength charges as follows:

Biochemical Oxygen Demand (BOD ₅), per pound	\$0.39
Total Suspended Solids (TSS), per pound	\$0.26

Industrial users contracting for reserved allocation of wastewater plant capacities shall pay for the reservation of capacities such amounts as shall be provided by contract. In the absence of an agreement by the industrial user to make specified capital expenditures for pretreatment, annual payments for reserved capacities shall be calculated according to the following annual unit charges:

Flow, per 1,000 gallons per day	\$10.25
BOD, per pound, per day	10.75
SS, per pound, per day	4.35

Industrial users shall be assessed additional surcharges if an average of not less than five valid samples on different days in any month exceeds the reserved capacities for BOD or SS or if the user exceeds the reserved capacity for flow. For any month in which such excess usage of BOD or SS occurs, the applicable surcharge shall be assessed for each day of the month in which the user discharged industrial process wastewater. Such surcharges shall be assessed in the following amounts:

Flow, per 1,000 gallons	\$0.0309
BOD, per pound	0.0325
SS, per pound	0.0131

Septic Tank Hauling Discharges:

All septic tank contents discharged to the City system shall be subject to payment of a fee of twenty dollars (\$20.00) per five hundred (500) gallons or portion thereof. This fee shall be based on the size of the tank used to transport the waste to the treatment facility. Payment of such fees shall not exempt haulers from complying with any provisions of the City Code or any rules and regulations promulgated under authority of the City Code.

Other Rates, Fees and Charges:

The charge for any overhead sprinkler systems installed in any facilities inside the city limits other than single-family residences shall be four dollars (\$4.00) per month for any area up to and including ten thousand (10,000) square feet and forty cents (\$0.40) per additional one thousand (1,000) square feet.

The charge for any overhead sprinkler systems installed in any facilities outside the city limits other than single-family residences shall be six dollars (\$6.00) per month for any area up to and including ten thousand (10,000) square feet and sixty cents (\$0.60) per additional one thousand (1,000) square feet.

The charge for any fire hydrant installed inside the city limits shall be six dollars (\$6.00) per month.

The charge for any fire hydrant installed outside the city limits shall be nine dollars (\$9.00) per month.

Tap-in Fees:

Water and wastewater tap-in fees shall be charged on the basis of residential units or residential equivalent units according to the tap-in fees listed hereinafter. Any fractional units resulting from the calculation of residential equivalent units shall be treated as a whole unit. In addition to the tap-in fees, installation fees shall be charged in accordance with schedules listed hereinafter.

Water tap-in fees shall be charged as follows:

- Inside the city: Two hundred fifty dollars (\$250.00) for each residential unit or residential equivalent unit.
- Outside the city: Three hundred seventy five dollars (\$375.00) for each residential unit or residential equivalent unit.

The water tap-in fee for connecting to water mains for fire protection purposes shall be as follows:

		<u>Inside</u> <u>City Limits</u>	<u>Outside</u> <u>City Limits</u>
2"	Tap	\$ 600.00	\$ 900.00
3"	Tap	\$ 800.00	\$ 1,200.00
4"	Tap	\$ 1,000.00	\$ 1,500.00
6"	Tap	\$ 1,200.00	\$ 1,800.00
8"	Tap	\$ 1,400.00	\$ 2,100.00
12"	Tap	\$ 1,600.00	\$ 2,400.00

Sewer tap-in fees shall be charged as follows:

- Inside the city: Two hundred fifty dollars (\$250.00) for each residential unit or residential equivalent unit.
- Outside the city: Three hundred seventy five dollars (\$375.00) for each residential unit or residential equivalent unit.

Installation Fees:

Installation fees shall cover only connection to existing mains that are adjacent to location to be served; the actual costs of any extensions necessary shall be charged in addition to tap-in and installation fees. All fees and charges shall be paid by the customer or customers at whose request the connection is made.

Water installation fees for making taps into the city water mains or water lines and installing water meters or providing water meters for plumbers to install shall be in accordance with the following schedule:

<u>Meter Size</u>	<u>Installation by</u>	
	<u>City</u>	<u>Plumber</u>
5/8"-3/4"	\$ 600	\$ 350
1"	\$ 700	\$ 425
1 1/2"	\$ 2,000	\$ 1,000
2"	\$ 2,500	\$ 1,200

Installation fees for meters larger than two-inch shall be charged on the basis of reimbursement to the city for all actual costs incurred in making the installation.

Sewer installation fees for making connections to the city sewerage system and installing service lines shall be in accordance with the following schedule:

<u>Tap Size</u>	<u>Installation by</u>	
	<u>City</u>	<u>Plumber</u>
4"	\$ 700	\$ 150
6"	\$ 900	\$ 150
8"	\$ 2,000	\$ 150

Deposits, Late Fees and Service Charges:

Deposits shall be two and one-half (2½) times the monthly bill for all services, as estimated by the director using whatever data may be available, with a minimum deposit of seventy five dollars (\$75.00) per unit.

In the event a utility bill has not been paid by the past due date printed on the bill, the account may be subject to an additional late fee of not more than five dollars (\$5.00). Late fees may be incurred whether or not the service is disconnected.

In the event that service has been cut off for nonpayment of any city utility bill or other action resulting from violation of The City Code, service shall not be restored until the unpaid bill and service fees provided by this section are satisfied. Before service is restored, the following service fees shall be paid by the user cumulatively for each action taken to prevent unauthorized use of city services:

a. Turn-on after a delinquent cut-off	\$ 25.00
b. Locking meter	\$ 35.00
c. Removal of meter	\$ 60.00
d. Removal of straight line	\$ 80.00
e. Removal of unauthorized relocated meter	\$ 125.00
f. Cutting off water at main	\$ 300.00

Payment of these fees shall not exempt any user from any civil or criminal action resulting from violations of the City Code.

BE IT FURTHER RESOLVED that the foregoing rate and fee schedules shall become effective immediately upon approval of this Resolution by the City Commission and shall be reflected in the billings to customers beginning with the bills sent out in October 2003 for September 2003 usage.

ADOPTION OF WATER AND WASTEWATER’S REVISED PAY PLAN

Mayor Brown stated that the new pay plan for the Water and Sewer Department would need to be adopted as a separate item for the records to reflect. Commissioner Davis made a motion to permit the Water and Wastewater Department to have a separate pay plan and to adopt the new plan allowing for organizational restructuring. Commission Jennings seconded the motion and motion carried by a vote of 4-0.

2. Monthly Reports

Monthly reports from General Fund, Community Development Fund, SPLOST III & IV and Sanitation Fund were submitted for approval. There being no changes, Commissioner Davis made a motion to accept the reports as written and Commissioner Jennings seconded. Motion carried by vote of 4-0.

3. Nelson Hart, owner of the Double Eagle Lounge and Package Store, to address his Alcoholic Beverage Licenses.

Nelson Hart, owner of Double Eagle Lounge and Package Store, accompanied by Tommie Herrington and Burnett Fulton, presented sign-off sheets from the Building Official and Fire Marshall stating all violations on his Lounge and Package Store have been repaired. He requested the Commission to allow him to re-open his establishments and be allowed to make monthly payments on his fine. Mayor Brown gave a brief account of why Mr. Hart’s licenses were suspended—selling alcohol to a minor—and stated that he has been making an effort to pay his fine and that his suspension date of six (6) months had been met.

Commissioner Jennings made the motion that Mr. Hart be allowed to reopen The Double Eagle Lounge and Package Store contingent upon the purchase of a 2003 Alcoholic Beverage License and that he be allowed to operate withstanding there were no further violations. City Attorney Lynn Frey stated that the motion should also include being contingent on Mr. Hart making his monthly payment of \$300 by the 20th of each month. Commissioner Davis seconded the motion and motion carried by a vote of 4-0.

4. Brett Schmid, owner of Level III Lounge, to present a change in probationary guidelines.

Mr. Schmid requested the Commission to allow him to hire off-duty Brunswick Police Officers to work outside as security. These officers would only be allowed to work outside, but in case of a life-threatening situation would be allowed to enter. Commissioner Jennings made a motion that City Police Officers be allowed to gainfully be employed by the Level III Lounge as outside security with the understanding that they would only be allowed inside during a life-threatening situation. Commissioner Davis seconded the motion and motion carried by a 4-0 vote.

5. Redstone Development Group to present Preliminary Water and Sewer Plat for a new 13-acre site off US Hwy 17.

Steven Patch, representative from the Redstone Group, presented a Preliminary Water and Sewer Plat for the Commission to approve. Discussion followed with Commissioner Jennings making a motion to adopt the plat. Commissioner Davis seconded the motion and motion carried by 4-0 vote.

CITY MANAGER’S ITEM(S)

1. SPLOST III & V

City Manager Roosevelt Harris updated on all projects pending and new ones started under SPLOST III & IV. Old City Hall is anticipated to be completed by November 2003. Recreation Department is on tract as scheduled. The Customs Building has gotten underway and is progressing as scheduled. Side Streets Project, a part of the US Hwy 17 Improvement Project, Warde Street is scheduled to be let in November 2003 in order to be completed by April 2004, before the G-8 Summit. Improvements to "K" Street will be done in two (2) phases, with Phase I to begin soon.

Mayor Brown asked that since SPLOST Projects were being discussed, if Ernie Craft, Discussion Item, could come up and talk about landscaping plans for Old City Hall. Commission agreed.

DISCUSSION

Ernie Craft, Old City Hall Restoration Committee and Jerry Spencer, Sea Island Landscape Company, submitted a planned drawing to landscape the grounds of Old City Hall. Discussion followed. Commissioner Davis made a motion to accept the landscape plan and Commissioner Williams seconded. Motion carried by a vote of 4-0.

2. GASB 34

City Manager Roosevelt Harris reported several meetings had been held with Jim Barger, Moore Tiller and Stewart, City's Auditing Firm, to lay the groundwork for all departments involved. Completion date to have in place GASB 34 is scheduled for end of fiscal year June 30, 2004.

3. The Ben Hill Lee Shrimp Boat.

Ms. Susan Shipman, Executive Director, Department of Coastal Resources, updated the Commission on a possible grant through the Coast Guard National Fund Pollution Group to help raise the Ben Hill Lee. Application is in process of being filed and will take 90 days for a response.

CITY CLERK'S ITEM(S)

1. Petition received from Lucille Jordan (Swain) to return for resale Lot 7, Plots 2, 3, and 4, Section C-11 in Palmetto Cemetery. Original Deed surrendered to City Clerk.

Commissioner Jennings made a motion to approve the petition and Commissioner Williams seconded. The motion carried by a 4-0 vote.

2. Approve meeting change from October 1, 2003 to October 2, 2003.

Discussion was held to change meeting of October 1, 2003 to October 2, 2003 in order to meet the requirements of adopting the FY 2003/2004 Millage Rate. Commissioner Davis made the motion to change the meeting date of October 1, 2003 to October 2, 2003 and Commissioner Williams seconded. The motion carried by a vote of 4-0.

EXECUTIVE SESSION

Commissioner Williams made a motion to go into Executive Session to discuss pending litigation and personnel matters. Commissioner Davis seconded. Motion carried by a vote of 4-0.

Following the Executive Session, Commission Davis made a motion to adjourn and Commission Williams seconded. Motion was carried by all standing.

MEETING ADJOURNED.

/s/ Bradford S. Brown
Bradford S. Brown, Mayor

Attest: /s/ Gail Mobley
Gail Mobley, Administrative Assistant

**OFFICIAL MINUTES
COMMISSION OF THE CITY OF BRUNSWICK, GEORGIA
CALLED MEETING
3:30 P.M., SEPTEMBER 24, 2003**

PRESENT: His Honor Mayor Bradford S. Brown, Commissioners 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 by everyone in attendance.

Mayor Brown announced that this meeting has been called to deal with Real Estate acquisition and litigation in an Executive Session.

Commissioner Davis made a motion and Commissioner Williams seconded the motion to hold an Executive Session to discuss Real Estate Acquisition and litigation. The motion passed by vote of 4-0.

Following the Executive Session, Commissioner Williams made a motion and Commissioner Davis seconded the motion to adjourn the meeting. All voted by standing.

MEETING ADJOURNED.

/s/ Bradford S. Brown
Bradford S. Brown, Mayor

Attest: /s/ Georgia E. Marion
Georgia E. Marion, City Clerk