

**OFFICIAL MINUTES
COMMISSION OF THE CITY OF BRUNSWICK, GEORGIA
REGULAR SCHEDULED MEETING
WEDNESDAY, AUGUST 5, 2009 AT 6:30 P.M.
OLD CITY HALL
1229 NEWCASTLE STREET, 2ND FLOOR**

PRESENT: Honorable Mayor Bryan Thompson, Mayor Pro-Tem Mark Spaulding
Commissioner James H. Brooks, Sr., Commissioner Cornell Harvey
Commissioner Jonathan Williams - arrived at 7:30 p.m.

CALL TO ORDER: Honorable Mayor Bryan Thompson

INVOCATION: Commissioner Cornell Harvey

PLEDGE OF ALLEGIANCE: Recited by all in attendance

AGENDA AMENDMENT

Commissioner Harvey made a motion and Mayor Pro-Tem Spaulding seconded the motion to remove item numbered 18 from agenda; and defer until a later date. The motion passed unanimously by a vote of 4 to 0.

PUBLIC HEARING(S) – LAND USE

1. Conditional Use Petition No. 09-03 from Kevin Kilner, agent for the Glynn County Board of Education, request permit to install a sign for the new Glynn Middle School, 635 Lanier Boulevard. (A. Glaeser)

Arne Glaeser, City Planner, gave an overview of the above-referenced conditional use petition request. He stated that staff recommends granting the petition.

Mayor Thompson opened the floor for comments from anyone wanting to speak in favor or opposition of the proposed petition.

No one came forth to speak in favor or opposition of the above-referenced petition.

Commissioner Brooks made a motion and Commissioner Harvey seconded the motion approving the above-referenced petition. The motion passed unanimously by a vote of 4 to 0.

2. Conditional Use Petition No. 09-04 from Angela Odom, petitioning for a modification to existing conditional use permit for a pre-school nursery in the R9 zone district, located at 2267 Pinewood Street. (A. Glaeser)

Arne Glaeser, City Planner, gave an overview of the above-referenced conditional use petition modification. He stated that staff recommends granting the petition request for modification of capacity increase.

Mayor Thompson opened the floor for comments from anyone wanting to speak in favor or opposition of the proposed petition.

No one came forth to speak in favor or opposition of the above-referenced petition.

Mayor Pro-Tem Spaulding made a motion and Commissioner Harvey seconded the motion approving the above-referenced petition. The motion passed unanimously by a vote of 4 to 0.

3. Rezone Petition 09-03 from Troy Bivens and Anna Cabeca, owner of 2308 Parkwood Drive, requesting to rezone parcel from Office Commercial to Medical. (A. Glaeser)

Arne Glaeser, City Planner, gave an overview of the above-referenced rezoning petition. He stated that staff recommends granting the rezoning petition to medical zone district; with the following stipulations:

1. Minimum front yard setback: 25 ft.
2. Minimum front yard setback: 5 ft. on each side and total of 20% of lot width.
3. Minimum rear yard setback: 15 ft.
4. Maximum building height: 35 ft.
5. Prior to the issuance of a certificate of occupancy for the subject parcel a 6 foot high opaque fence must be installed and maintained along the south property line to screen the abutting residential parcel.
6. Signage for the subject parcel shall comply with the LM zone district limitations.

Mayor Thompson opened the floor for comments from anyone wanting to speak in favor or opposition of the proposed petition.

The following people came forth:

1. Dr. Anna Cabeca, Owner, addressed the Commission about her plans for the parcel.

Mayor Pro-Tem Spaulding made a motion and Commissioner Brooks seconded the motion approving the above-referenced petition with the above-mentioned stipulations. The motion passed unanimously by a vote of 4 to 0.

DISCUSSION(S)

4. Revisions to the Family Medical Leave Standards of Practice. (B. Roberts)

Bonnie Roberts, Human Resources Director, updated the Commission on the above-referenced revisions to the FML standard of practice.

Mayor Pro-Tem Spaulding made a motion and Commissioner Harvey seconded the motion approving the above-referenced revisions. The motion passed unanimously by a vote of 4 to 0.

ITEM(S) TO CONSIDER FOR APPROVAL

5. Minutes of the July 15, 2009 Regular Scheduled Meeting and July 28, 2009 Special Called Meeting. (N. Atkinson)

Due to the absence of Commissioner Williams the approval of July 15, 2009 regular scheduled meeting was deferred until the next regular scheduled commission meeting.

Mayor Pro-Tem Spaulding made a motion and Commissioner Harvey seconded the motion approving the July 28, 2009 special called meeting minutes. The motion passed unanimously by a vote of 4 to 0.

6. COMMISSION AND BOARD APPOINTMENT(S): Historic Preservation Advisory Council- One Appointment. (N. Atkinson)

Commissioner Brooks made a motion and Mayor Pro-Tem Spaulding seconded the motion appointing Sean R. Kasper to the above-referenced council filling the expired term of Mia Knight-Nichols until August 5, 2012. The motion passed unanimously by a vote of 4 to 0.

7. Financial Reports as of June 30, 2009. (M. Hendley)

Martha Hendley, Finance Director, gave a presentation on the above-referenced reports and requested that the Commission approve three (3) budget adjustments included in the report.

The first budget adjustment request: Increase the General Fund revenue and expenditure budget to account for an action taken by the Commission in a previous meeting that included the transfer of recaptured funds in Community Development known as Casilite and Urbana recaptured funds. The Commission approved the transfer to the General Fund for various projects on May 20, 2009. The required budget adjustment to the General Fund was to increase revenue and expenditures in the amount of \$195,019.

Mayor Pro-Tem Spaulding made a motion and Commissioner Harvey seconded the motion approving the budget adjustment to increase the General Fund budget from \$19,638,618 to 19,833,637. The motion passed unanimously by a vote of 4 to 0.

The second budget adjustment request: Approve moving \$3,739 from the SPLOST IV project known as the Public Works Complex to the SPLOST IV project known as the “N” Street project.

Commissioner Brooks made a motion and Commissioner Harvey seconded the motion approving the budget adjustments to move \$3,739 from Public Work Complex to “N” Street to cover overage. The motion passed unanimously by a vote of 4 to 0.

The third budget adjustment request: Increase the Community Development revenue and expenditure budget to account for an action taken by the Commission in a previous meeting referenced in the first budget adjustment above. The required budget adjustment to the Community Development Fund increased the expenditures from \$416,262 to \$611,281 and reduced the fund balance by \$195,019 which is the balance of the Casilite and Urbana recaptured funds.

Mayor Pro-Tem Spaulding made a motion and Commissioner Harvey seconded the motion approving the budget adjustment to increase the Community Development budget from \$416,262 to 611,281. The motion passed unanimously by a vote of 4 to 0.

Mayor Pro-Tem Harvey made a motion and Commissioner Brooks seconded the motion to approve the June 30, 2009 financial reports. The motion passed unanimously by a vote of 4 to 0.

8. City of Brunswick Flood Insurance Renewal. (M. Hendley)

Martha Hendley, Finance Director, reported that the City’s flood insurance coverage expires at various times beginning August 2009 and requested approval to renew the coverage. The premium for renewal is \$41,506.

Commissioner Brooks made a motion and Mayor Pro-Tem Spaulding seconded the motion approving the renewal of the City’s flood insurance. The motion passed unanimously by a vote of 4 to 0.

9. Financing 503 Mansfield Street. (M. Hendley)

Martha Hendley, Finance Director, requested approval for financing 503 Mansfield Street. Commissioner Brooks made a motion and Mayor Pro-Tem Spaulding seconded the motion approving the financing proposal from Atlantic National Bank for the financing of 503 Mansfield Street. The motion passed unanimously by a vote of 4 to 0.

M. Lynn Frey III, City Attorney, announced that the above-referenced item is an approval of a proposal from Atlantic National Bank; and the Commission would have to vote on setting a date for another public hearing concerning the financing of 503 Mansfield Street.

Commissioner Brooks made a motion and Commissioner Harvey seconded the motion to reset the regular meeting of Regular Scheduled August 19, 2009 Commission meeting to August 12, 2009. The motion passed unanimously by a vote of 4 to 0.

Commissioner Harvey made a motion and Commissioner Brooks seconded the motion to schedule a tentative Special Called meeting for August 19, 2009. The motion passed unanimously by a vote of 4 to 0.

10. Neighborhood Stabilization Program Action. (E. VanOtteren)

Eric Van Otteren, Economic Development Coordinator, requested approval to authorize the City Manager to execute the necessary documents related to the above-referenced program to acquire houses for transfer to the Southeast Georgia Community Land Trust.

Mayor Pro-Tem Spaulding made a motion and Commissioner Harvey seconded the motion approving the execution of the above-referenced NSP action. The motion passed unanimously by a vote of 4 to 0.

11. Revised 2008 CHIP Affordable Home Ownership Policies Manual. (E. VanOtteren)

Eric Van Otteren, Economic Development Coordinator, requested approval of the amended 2008 CHIP affordable home ownership program policies manual.

Commissioner Brooks made a motion and Mayor Pro-Tem Spaulding seconded the motion approving the above-referenced revised manual. The motion passed unanimously by a vote of 4 to 0.

12. Assistance to Firefighters Fire Station Construction Grant. (E. VanOtteren)

Eric Van Otteren, Economic Development Coordinator, requested approval to ratify the submission and of the signing of the assurances and certification submitted with the above-referenced grant.

Commissioner Harvey made a motion and Mayor Pro-Tem Spaulding seconded the motion approving the ratification of the above-referenced grant. The motion passed unanimously by a vote of 4 to 0.

13. Ray's Ice Treats, owner Rayfield Barneman, request authorization to sell ice cream in City parks. (L. Frey)

M. Lynn Frey III, City Attorney, reported that Mr. Barneman, Ray's Ice Treats, is requesting permission from the Commission to sell ice cream in City Parks.

Mr. Barneman addressed the Commission stating that he would like to sell pre-packaged ice cream in City Parks.

Mayor Pro-Tem Spaulding made a motion and Commissioner Brooks seconded the motion authorizing temporary permission (from August 5, 2009 until the first meeting in September) for Mr. Barneman to drive through Howard Coffin, Mary Ross, and the perimeters of other parks in the City as long as he is in compliance with ordinances already in place regarding noise and time of operation. The motion passed unanimously by a vote of 5 to 0.

The Commission instructed the City Attorney to research and report back to the Commission at the first meeting in September; clarifications and recommendations for Mr. Barneman's request.

14. Adoption of a Resolution of Support for the regional Coastal Georgia Greenway TIGER Grant submittal. (W. Weeks)

Bill Weeks, Assistant City Manager, requested approval of a resolution of support for the regional Coastal Georgia Greenway TIGER grant submittal.

Commissioner Harvey made a motion and Commissioner Brooks seconded the motion approving the resolution of support for the above-referenced grant. The motion passed unanimously by a vote of 5 to 0.

15. Proposed revisions to HR Standards of Practice 4.18- Use of Electronic Communications Equipment. (B. Roberts)

Bonnie Roberts, Human Resources Director, requested approval for the revisions to the above-referenced HR standard of practice.

Mayor Pro-Tem Spaulding made a motion and Commissioner Harvey seconded the motion approving the above-referenced revisions. The motion passed unanimously by a vote of 5 to 0.

16. Request approval of stimulus funds provided through Coastal Regional Commission of Georgia to Multipurpose Center. (R. Jackson)

Reggie Jackson, Parks and Recreation Director, requested approval to execute contract to accept stimulus funds provided through Coastal Regional Commission for provision of congregate and home delivered meals.

Commissioner Brooks made a motion and Commissioner Harvey seconded the motion approving the above-referenced contract. The motion passed unanimously by a vote of 5 to 0.

MAYOR THOMPSON'S ITEM(S)

17. Donations of remaining Assets from Blueprint Brunswick.

Mayor Thompson reported that on behalf of Blueprint Brunswick he is donating a check in the amount of \$390.54, (balance from checking account of Blueprint Brunswick) to the City's Economic Development Department and office furnishing to the Lissner House once renovation is completed.

Commissioner Brooks made a motion and Commissioner Williams seconded the motion accepting the donations from Blueprint Brunswick. The motion passed unanimously by a vote of 5 to 0.

COMMISSIONER BROOKS' ITEM(S)

18. *Discuss Police Officers obtaining secondary employment at night clubs.*

This item was removed from agenda and deferred until a later date.

EXECUTIVE SESSION

An Executive Session was not held at this meeting.

Commissioner Brooks made a motion and Commissioner Harvey seconded the motion to adjourn. The motion passed unanimously by a vote of 5 to 0.

MEETING ADJOURNED

/s/ Bryan Thompson
Bryan Thompson, Mayor

Attest: /s/ Naomi Atkinson
Naomi Atkinson, City Clerk