

# CITY OF BRUNSWICK

601 Gloucester Street \* Post Office Box 550 \* Brunswick \* Georgia \* 31520-0550 \* (912) 267-5500

Cosby H. Johnson, Mayor  
Felicia M. Harris, Mayor Pro Tem  
John A. Cason III, Commissioner  
Julie T. Martin, Commissioner  
Kendra L. Rolle, Commissioner

City Attorney  
Brian D. Corry

City Manager  
Regina M. McDuffie

## AGENDA

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### BRUNSWICK CITY COMMISSION MEETING WEDNESDAY, FEBRUARY 2, 2022 AT 6:00 P.M. HYBRID MEETING

1229 NEWCASTLE STREET, 2<sup>nd</sup> FLOOR

&

VIRTUAL TELECONFERENCE VIA ZOOM  
STREAMED LIVE AT THE BELOW WEB ADDRESSES:

<https://www.facebook.com/citybwkga>

or

<https://cityofbrunswick-ga-gov.zoom.us/j/93514528149>

## CALL TO ORDER \*\*INVOCATION \*\*PLEDGE OF ALLEGIANCE

### PUBLIC HEARING(S) - ALCOHOL BEVERAGE LICENSE – (New) – (R. Monday)

#### 1. Consider Approval Alcohol Beverage License:

Name of Business	Business Owner/Manager	Business Address	Permit Type
Lady K's Kitchen	Owner: Kristie Cameron Manager: Shatoria Wickham	4441 Altama Ave. Brunswick, GA	On premise consumption of beer, wine, and distilled spirits with Sunday sales.
JP's Wine & Spirits	Owner/Manager: Winton McNair III	3304 Glynn Ave. Brunswick, GA	Retail sale of beer, wine, and distilled spirits.
Fine Food Mart	Owner/ Manager: Shilpesh Patel	2006 Parkwood Dr. Brunswick, GA	Retail sale of beer & wine

### PUBLIC HEARING(S) – LAND USE

#### 2. Consider Approval of Rezoning Petition No. 22-0; from Nehemiah Jayne, Commonwealth Construction of Georgia LLC, Petitioning to Rezone 805 Egmont Street from General Residential (GR) to Local Commercial (LC). (J. Hunter) **Encl. 1**

**APPOINTMENT(S)**

3. Boards, Commission and Authority
  - I. Convention Visitor Bureau – One Appointment ~ (Mayor’s Appointment)
  - II. Glynn County Board of Health – One Appointment ~ (Mayor’s Appointment)
  - III. Downtown Development Authority – One Appointment
  - IV. Planning and Appeals Commission – One Appointment ~ (Alternate Member)

**ITEM(S) TO CONSIDER FOR APPROVAL**

4. Consider Approval of January 19, 2022, Regular Scheduled Meeting Minutes. *(subject to any necessary changes.) (N. Atkinson) Encl. 2*
5. Consider Approval of the Reallocation of the Substantial Amendment for Coronavirus Aid, Relief, and Economic Security Act Funds (Community Development Block Grant – CARES – Round 3). *(D. Bravo) Encl. 3*
6. Consider Approval of Financial Reports as of December 31, 2021. *(K. Mills) Encl. 4*
7. Consider Approval of Resolution No. 2022-01 ~ Authorizing Staff to Apply for the Coastal Incentive Grant on behalf of Kids Port Museum. *(J. Hunter) Encl. 5*
8. Consider Approval to Purchase a Mini Excavator with Mower Attachment. *(G. Alberson) Encl. 6*
9. Consider Approval to Purchase a Compact Tractor and Backhoe. *(G. Alberson) Encl. 7*
10. Consider Approval to Purchase an Aerial Lift Bucket Truck. *(G. Alberson) Encl. 8*

**CITY ATTORNEY’S ITEM(S)**

11. Discussion of Proposed Ordinance No. 1074 ~ Short Term Rental Ordinance. **Encl. 9**

**EXECUTIVE SESSION**



**SUBJECT: RZ 22-01 | 805 Egmont Street | Rezone from GR to LC**

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**COMMISSION ACTION REQUESTED ON: 2/2/22**

**PURPOSE:** See attached Staff Report

**HISTORY:**

**FACTS AND ISSUES:**

**BUDGET INFORMATION: N/A**

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**OPTIONS:**

- Approve RZ 22-01 as submitted.
  - Approve RZ 22-01 with conditions.
  - Do not approve RZ 22-01.
- 

**DEPARTMENT RECOMMENDATION ACTION:**

- Approve RZ 22-01 as recommended by the PAC
- 

**DEPARTMENT: PDC**

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Prepared by: John Hunter, Director

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**ADMINISTRATIVE COMMENTS:**

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**ADMINISTRATIVE RECOMMENDATION:**

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*Regina M. McDuffie*

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City Manager

1/25/22

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Date

# **Rezoning Petition No. 22-01**

**(805 Egmont Street)**

**Staff Report**  
**John Hunter**  
*Director*  
*Planning, Development, & Codes*

**City of Brunswick**  
**Planning and Appeals Commission**  
**Public Hearing**  
**January 12, 2022**

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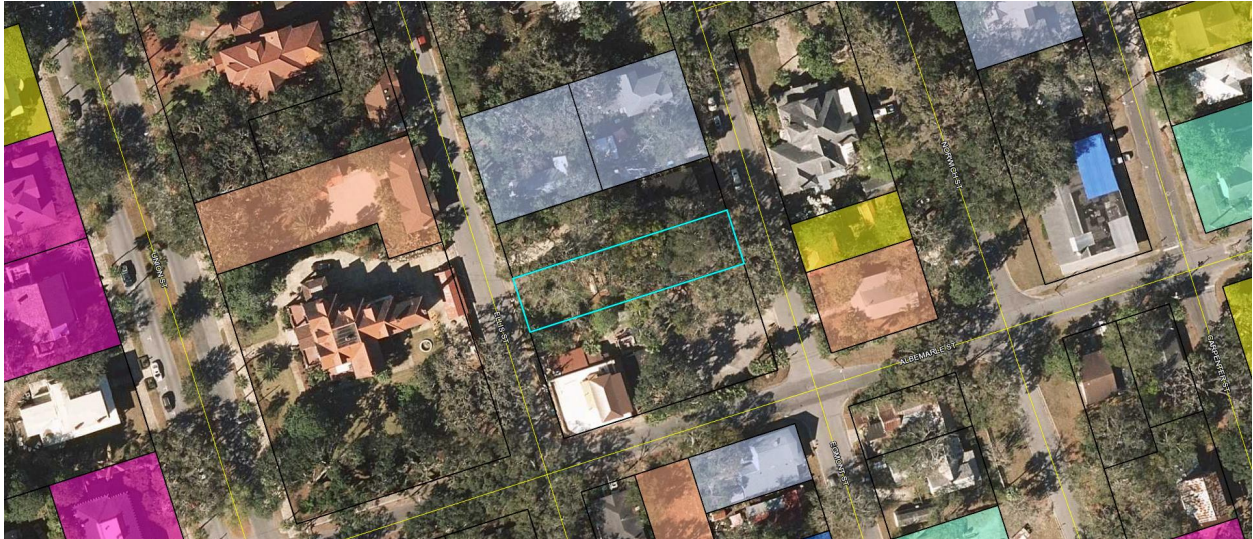
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## Requested Rezoning

Nehemiah Jayne, Commonwealth Construction of Georgia LLC, is petitioning to rezone the subject parcel to Local Commercial (LC) from General Residential (GR).

## Existing Conditions

The subject parcels comprise .19+/- acres. The parcel at 805 Egmont Street contains a home constructed in 1927.



Location map

## Existing Zoning

The subject parcel is zoned GR. The adjacent parcel immediately to the south is zone Local Commercial (LC), and contains the Yellow Deli which is owned and operated by the applicant. All the remaining surrounding parcels are zoned GR.



## Requested Zoning

The applicant has requested rezoning the parcels to Local Commercial (LC). This would facilitate the use of the property at 805 Egmont Street as a small retail store. The applicant states the store would be food oriented offering seasonal produce and specialty food products. Business would be operated Sunday-Friday during normal business hours. They have provided conceptual drawings of alterations to the building that would orient it toward the parking that exists at the Yellow Deli at 801 Egmont Street, and parking would be shared with that property.

## Staff Analysis

The applicant has asked for a rezoning to Local Commercial. The intent of Local Commercial zoning district is that it be developed and reserved for local or neighborhood oriented business purposes. The regulations which apply within this district are designed to encourage the formation and continuance of a stable, healthy and compatible environment for uses that are located so as to provide nearby residential areas with convenient shopping and service facilities, reduce traffic and parking congestion, avoid the development of "strip" business districts and to discourage industrial and other encroachment capable of adversely affecting the localized commercial character of the district.

### Character Area: Old Town

The subject parcel is within the Old Town character area as outlined in the City of Brunswick Comprehensive Plan. Old Town is the oldest part of the City of Brunswick, planned from before the Revolutionary War. Old Town displays a regular block structure with small blocks. Some of its historic squares are still preserved as open space, while others have been disturbed by private development, institutional development, or intervening streets. The Old Town Character Area exhibits the widest mix of land uses of any part of the City, with civic and governmental structures, retail and business establishments, and a variety of historic and modern single-family homes. The downtown area has seen recent revitalization, with restored historic structures, new streetscapes, and a variety of new businesses opening on Newcastle Street. Most of Old Town is covered by the Old Town Historic District, within which new development and renovations are overseen by the City's Historic Preservation Board. Parts of the character area, particularly the Newcastle, Gloucester, Norwich, and MLK corridors, are covered by the Downtown Development Authority and are eligible for its programs.

### Recommended Development Patterns

- Mixed-use or hospitality developments of human scale with retail on the ground floor to activate the waterfront
- Commercial structures (shopping, warehouses, offices, etc) of human scale located near the street front with parking in the rear of buildings – making the community more attractive and pedestrian friendly
- Greyfield redevelopment that converts vacant or underutilized commercial areas to mixed-use assets
- Major institutions, such as government buildings, churches, and schools, particularly along major corridors

- Houses located near the street with front porches that encourage interaction with neighbors
- Accessory housing units that provide rental opportunities for small households and income generation for homeowners to increase affordability
- New residential development that matches the mix of housing types and styles in the community
- Redevelopment of existing multi-family developments into configurations that better support Brunswick's traditional urban form and block patterns
- Prohibition of land uses that have outdoor storage
- Prohibition of industrial uses in high value areas

## **Staff Recommendation**

Local Commercial is intended to blend and complement residential zoning and provide neighborhood scale services and historically have been located throughout the Old Town area. As this is adjacent to an existing Local Commercial zoned parcel, it does not represent the introduction of a new zoning category within the area. Staff recommends approval of the application for rezoning.

## **Planning & Appeals Commission Recommendation**

The PAC reviewed this application at their January 12, 2022 meeting. Discussion included the proposed use, parking, lighting and how the proposed store would differ from the existing deli and on the adjacent property. A Public Hearing was held, and one resident spoke in favor of the application. The PAC recommends approval of the Rezoning with the condition that two allowed uses be stricken - 1) Package Store, and 2) Marina.



# Appendix A – zoning standards and policies

## ZONING STANDARDS AND POLICIES AND PROCEDURES FOR ZONING HEARINGS

Approved by the Commission City of Brunswick, Georgia  
April 5, 1989

### Part I. Standards

The current Georgia statutory law, O.C.G.A. ;s; 36-66-5(b) expressly mandates that each local government exercising zoning power establish and consider such factors in the form of substantive standards for zoning decisions. That subsection provides:

[E]ach local government shall adopt standards governing the exercise of the zoning power, and such standards may include any factors which the local government finds relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to the unrestricted use of property. Such standards shall be printed and copies thereof shall be available for distribution to the general public.

In keeping with the foregoing statutory requirement, the City of Brunswick has adopted the following substantive standards to govern its zoning decisions:

**A. A PROPOSED ZONING CLASSIFICATION OR CONDITIONAL USE REQUEST SHOULD BE COMPATIBLE WITH EXISTING USES AND ZONING OF ADJACENT AND NEARBY PROPERTY, AND ``SPOT ZONING'' SHOULD ALMOST ALWAYS BE REJECTED.**

(1) Would the proposed rezoning create an isolated district unrelated to adjacent and nearby districts?

(2) Is the proposed rezoning a logical extension of a zoning boundary which would improve the pattern of uses in the general area?

**B. A PROPOSED ZONING CLASSIFICATION SHOULD NOT DESTABILIZE THE SURROUNDING NEIGHBORHOOD.**

(1) Is the proposed zoning classification one which would promote integrity of the neighborhood and preserve its general character?

(2) Would the proposed rezoning precipitate similar rezoning requests which would generate or accelerate adverse land use changes in the neighborhood?

**C. A PROPOSED ZONING CLASSIFICATION SHOULD MAXIMIZE THE ECONOMIC VALUE OF THE SUBJECT PROPERTY WITHOUT DEPRECIATING THE VALUE OF ADJACENT AND NEARBY PROPERTY.**

(1) To what extent does the existing zoning classification depress the value of the subject property?

(2) To what extent would the proposed zoning classification result in appreciation of the value of the property?

(3) What effect does the existing zoning classification have on the values of adjacent and nearby property?

(4) What effect would the proposed zoning classification have on the values of adjacent and nearby property?

**D. A PROPOSED ZONING CLASSIFICATION SHOULD NOT HAVE AN ADVERSE EFFECT ON TRAFFIC FLOW, TRAFFIC SAFETY OR POPULATION DENSITY.**

(1) Is there adequate public or private parking for the proposed use and other uses permitted within the classification?

(2) Would such uses create any problem of traffic congestion in the area?

(3) Would such uses create any traffic safety problem with regard to ingress and egress, visibility or otherwise?

(4) Would such uses necessitate changes in streets or sidewalks or traffic signage or signalization?

(5) Would such uses contribute to an undesirable level of population density?

(6) Would such uses substantially conflict with existing density patterns in the neighborhood?

**E. A PROPOSED ZONING CLASSIFICATION SHOULD NOT HAVE ADVERSE ENVIRONMENTAL IMPACT.**

(1) Would the proposed use or other uses permitted within the classification create noise, dust, smoke or odors?

(2) Would such uses affect air quality or water quality and quantity?

(3) Would such uses create problems with drainage or soil erosion and sedimentation?

(4) Would such uses aggravate problems with flood damage control?

(5) Would such uses aggravate waste disposal problems?

**F. A PROPOSED ZONING CLASSIFICATION SHOULD NOT HAVE ADVERSE AESTHETIC EFFECTS.**

(1) Would the proposed rezoning lead to removal of existing vegetation?

(2) Would the proposed use incorporate new planting?

(3) Would the proposed use necessitate unattractive structures or result in removal or alteration of historic structures?

(4) Would the proposed use be visually compatible with the surrounding neighborhood?

(5) Would the proposed use include machinery or work visible from the street or neighboring property?

(6) Would the proposed use be adequately separated from conflicting uses by an appropriate buffer?

**G. A REZONING SHOULD NOT RESULT IN COSTS TO THE PUBLIC DISPROPORTIONATE TO TAX REVENUES GENERATED BY THE PROPOSED USE.**

(1) Would the rezoning increase the cost of government in providing public utilities, schools, streets, police and fire protection, etc.?

(2) What additional public facilities would be required?

(3) To what extent would such increased costs be offset by increased tax revenues?

**H. THE SUBJECT PROPERTY SHOULD BE SUITABLE FOR THE ZONED PURPOSES.**

(1) Is the property suitable for uses within the existing zoning classification?

(2) Has the property been vacant as zoned, and if so, for what period or periods of time?

(3) Are there substantial reasons why the property cannot be economically used in accordance with existing zoning?

(4) Would the proposed rezoning benefit the general public in any way?

(5) Would the proposed rezoning conform to or diverge from the comprehensive land use plan?

\* \* \*

It is obvious that the foregoing standards are very general, not at all specific, and that the public and private interests cannot be balanced with mathematical certainty in a zoning decision. Moreover, particular zoning issues which may arise, considered in context, may suggest concerns in addition to the foregoing standards and further questions which will need to be addressed by the Commission. It can only be said that any zoning decision, to be lawful, must be based on a relative gain to the public, as compared to the hardship imposed upon private parties. Such decisions must never be based simply upon the numbers of supporters or opponents or other political factors without consideration of the standards.

*(excerpt from addendum that was added to the zoning ordinance by the City Commission on April 5, 1989)*

## Appendix B – Local Commercial Code

### Sec. 23-8-1. - Intent of district.

It is the intent of this section that the LC zoning district be developed and reserved for local or neighborhood oriented business purposes. The regulations which apply within this district are designed to encourage the formation and continuance of a stable, healthy and compatible environment for uses that are located so as to provide nearby residential areas with convenient shopping and service facilities, reduce traffic and parking congestion, avoid the development of "strip" business districts and to discourage industrial and other encroachment capable of adversely affecting the localized commercial character of the district.

(Ord. No. 1006, § 1, 11-19-2008)

### Sec. 23-8-2. - Permitted uses.

The following uses shall be permitted in any LC zoning district:

- (a) Retail business involving the sale of merchandise on the premises, in stores having a size of under 6,000 feet, specifically including:
  - (1) Antique store.
  - (2) Appliance, radio, television store.
  - (3) Art supply store.
  - (4) Book, magazine, newspaper shop.
  - (5) Candy store.
  - (6) Clothing store.
  - (7) Drug store or pharmacy.
  - (8) Florist shop.
  - (9) Fruit, nut and/or vegetable store.
  - (10) Gift or curio shop.
  - (11) Grocery store.
  - (12) Hardware store.
  - (13) Hobby and/or toy shop.
  - (14) Household furnishings store.
  - (15) Millinery or hat store.
  - (16) Music store and/or record shop.
  - (17) Notion, general or variety store.
  - (18) Office supply and equipment store.
  - (19) Package liquor store.
  - (20) Paint store.
  - (21) Photographic and camera supply and service store and studio.
  - (22) Shoe store.
  - (23) Sporting goods store.
  - (24) Marina.

- (b) Business involving the rendering of a personal service or the repair and servicing of small equipment, specifically including:
  - (1) Appliance, radio.
  - (2) Bank, savings and loan association, personal loan agency, and branches.
  - (3) Barber shop, beauty shop, or combination thereof.
  - (4) Bicycle repair and sales shop.
  - (5) Dressmaker, seamstress, tailor.
  - (6) Dry cleaning self-service and/or laundry self-service facility.
  - (7) Furniture repair, upholstery.
  - (8) Insurance agency.
  - (9) Jewelry and watch repair shop.
  - (10) Medical, dental or chiropractic office, clinic and/or laboratory.
  - (11) Office for governmental, business, professional or general purposes.
  - (12) Photographic studio.
  - (13) Public utility business office.
  - (14) Real estate agency.
  - (15) School offering instruction in art, music, dancing, drama or similar cultural activity.
  - (16) Secretarial and/or telephone answering service.
  - (17) Shoe repair shop.
  - (18) Telephone office.
  - (19) Telephone exchange.
- (c) Radio and/or television station.
- (d) Private or semi-private club, lodge, union hall or social center.
- (e) Church.
- (f) Residential use lawfully existing within the district at the time of adoption of this chapter.
- (g) Off-street commercial parking lot.
- (h) Publicly owned and operated building, facility or land.
- (i) Accessory use in compliance with the provisions of section 23-3-17.
- (j) Any use permitted in any GR (General Residential) district, in compliance with the provisions of section 23-6-2 unless otherwise set forth herein.
- (k) Two-family dwelling, including patio dwelling in compliance with section 23-6-4.
- (l) Multi-family dwelling in compliance with section 23-6-4.
- (m) Townhouse dwelling in compliance with section 23-6-4.
- (n) Group dwelling in compliance with section 23-6-4.
- (o) Boarding house in compliance with section 23-6-4.
- (p) One-family dwelling, attached in compliance with section 23-6-4.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1012, § 1, 9-2-2009)

Sec. 23-8-3. - Conditional uses.

The following uses shall be permitted on a conditional basis in any LC zoning district, subject to the conditions set forth in section 23-25-4.

- (a) Auto accessory store, provided there is no storage of wrecked automobiles or scrapped or salvaged auto parts on the premises.
- (b) Automobile service station, provided that operations involving major repairs, body and fender work, painting or the sale or rental of new or used cars or trucks, trailers of any type, or boats, are not conducted on the premises, all pumps are set back at least 25 feet from the right-of-way line of all abutting streets and parking and/or service areas are separated from adjoining residential properties by a suitable planting screen, fence, or wall at least six feet in height above finished grade.
- (c) Bakery, provided that goods baked on the premises are sold only at retail on the premises.
- (d) Contractor's office, provided there is no storage of vehicles, equipment or materials on the premises.
- (e) Delicatessen, restaurant, soda fountain or other eating and/or drinking establishments (other than drive-in establishments), provided that no outside loud speaker systems are utilized, all lights or lighting arrangements used for purposes of advertising or night operations are directed away from adjoining or nearby residential properties, and parking and/or service areas are separated from adjoining residential properties by a suitable planting screen, fence or wall at least six feet in height above finished grade.
- (f) Dry cleaning or laundry pick up agency, provided that any laundering, cleaning or pressing done on the premises involves only articles delivered to the premises by individual customers.
- (g) Meat, fish, and/or poultry shop, provided that no slaughtering be permitted except the killing of fish or poultry and except that the cleaning of fish or poultry may be permitted provided that all permitted killing and cleaning activities are conducted within the principal building enclosure on the premises.
- (h) Pet shop, provided all animals are housed within the principal building so that no sound is perceptible beyond the premises.
- (i) Public utility substation or sub-installation, including water or fire towers, provided that such use is enclosed by a painted or chain-link fence or wall at least six feet in height above finished grade, there is neither office nor commercial operation nor storage of vehicles or equipment on the premises and a landscaped strip not less than five feet in width is planted and suitably maintained.
- (j) Temporary use in compliance with the provisions of section 23-23-5.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1012, § 1, 9-2-2009)

Sec. 23-8-4. - Other requirements.

Unless otherwise specified elsewhere in this chapter, uses permitted in LC local commercial zoning districts shall be required to conform to the following standards:

- (a) Minimum lot area: 3,000 square feet.
- (b) Minimum lot width: 30 feet.
- (c) Minimum front yard: Ten feet.
- (d) Minimum side yard: None.
- (e) Minimum rear yard: 15 feet.
- (f) Maximum building height: 35 feet.

## **Appendix C – Application**

(Original application included on next page)



# CITY OF BRUNSWICK, GEORGIA

## APPLICATION FOR REZONING

# RZ

**APPLICANT:** After completely reading this form, the applicant will answer each item as completely as possible. Please print or type. The Planning Staff will assist you if necessary.

This is a request for a **REZONING** to the Official Zoning Ordinances of the City of Brunswick. Please read Article XXIII of Zoning Ordinance which applies to your proposal.

- Applicant (Your Name): Nehemiah Jayne Daytime Phone: (433) 322-3335 Email: NJD@CWBuilder.com  
Mailing Address 403 E Hall St, Savannah, GA Zip: 31401
- Location of Property forming the basis for this text amendment: 805 EGMONT  
Street B 007-07061-002 Tax Map and Parcel Number: 01-00547
- Is this rezoning due to annexation?  YES  NO
- Total Parcel area (indicate square feet or acres): 0.19 Square Feet Acres
- Present Zoning: GR Abutting zones (list all zones that touch the parcel): LC
- Proposed Zoning: LC
- Are any special use(s), variance(s), covenant(s), or prior rezoning(s) present on the parcel?  
 YES  NO If 'YES', list ALL and date: \_\_\_\_\_
- The following data shall be attached as applicable:  
 **Petition signed by Property Owner or agent requesting the Rezoning.**  
 Full text of the proposed amendment in the format of the ordinance it is intended to amend.
- Reasons for the rezoning request: We want to open and operate a small  
wholesome foods store on the property.
- Do you have legal possession of the parcel(s) proposed for this zoning text amendment?  YES  NO  
(If 'NO' then this application cannot be processed until an application is received for all parcels intended to be affected by the text amendment and legal authorization provided.)
- Owner's Name (If different from Applicant\*): \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ (\*if applicant is different from Owner, a legal authorization to represent the Owner must be attached to this application.)

I understand that the City of Brunswick will not process this application until I have submitted **ALL** required materials on or before the date of the approved schedule, which shall be **not less than 20 days prior to the regularly scheduled and advertised monthly meeting of the Planning and Appeals Commission**. The PAC meets on the Second Wednesday of each month at 5:15 PM in Commission Chambers, Old City Hall. The recommendation of the Planning Commission is forwarded to City Commission for their review at the next regularly scheduled meeting following the PAC meeting.

Signed: Nehemiah Jayne Date: 12-22-21

(Printed Name: Nehemiah Jayne)



Proposal to rezone  
805 Egmont Street

We would like to open a small retail store—something like an old country store—where we could sell wholesome foods and products to our neighbors and the townspeople of Brunswick.

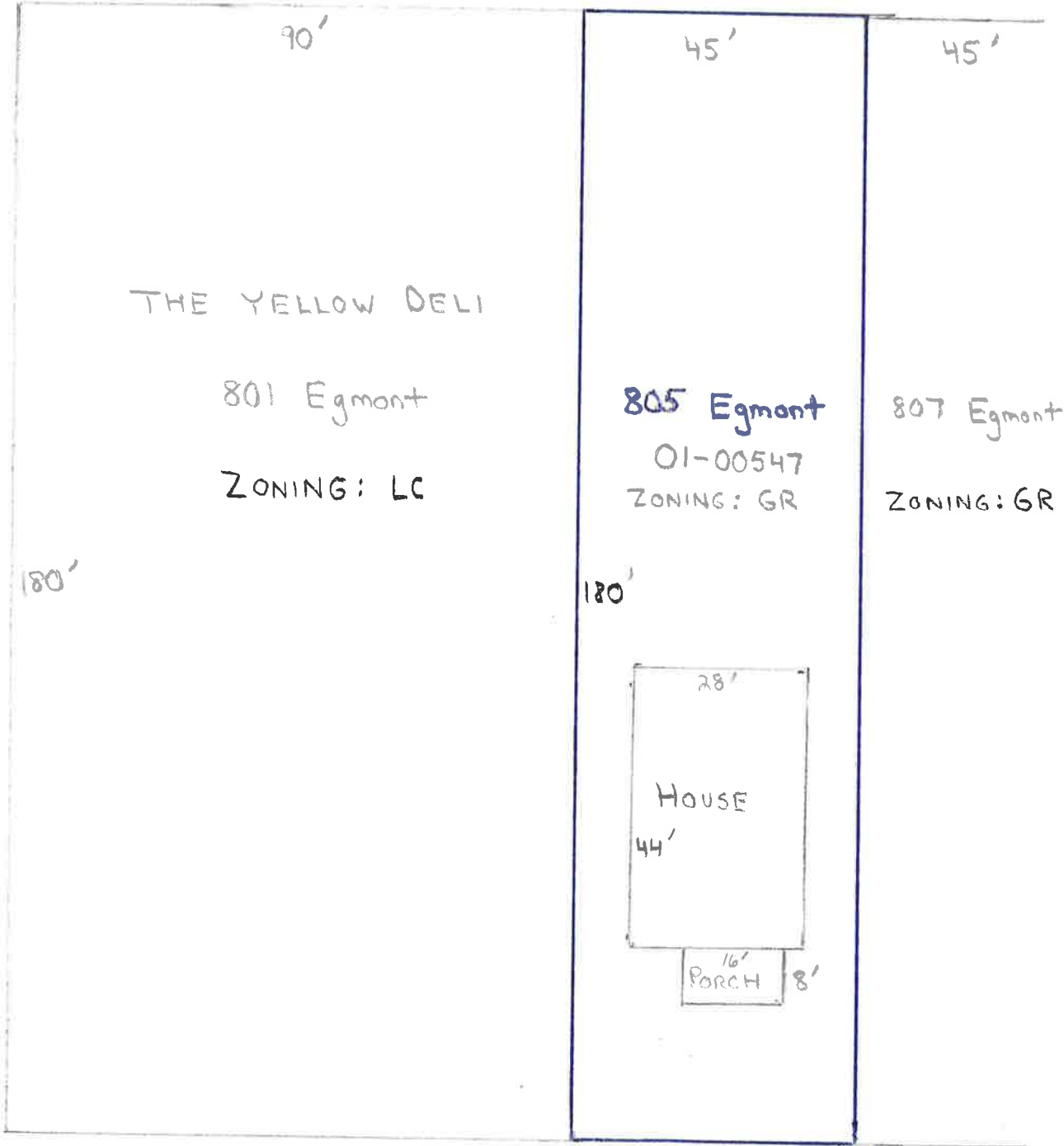
Some of the items we would offer are fresh seasonal produce, Vermont maple syrup, salmon from Alaska, olive oil from Spain, mate' from Brazil, bulk nuts, dried fruit, cereal, flour from heirloom grains, homemade breads and desserts, local honey, herbal teas, remedies, and tinctures, soap and body care products, and pottery.

We intend to be open during normal business hours Sunday through Friday in order to not disturb the peacefulness of the neighborhood. Like our Deli next door, we would be closed on Saturday, our Sabbath.

LOT LOCATION

ELLIS ST

ALBEMARLE ST



EGMONT ST

ELLIS STREET

45'

ELECTRIC LINES  
(above ground)

Setbacks

Wheelchair ramp

OUTDOOR COURTYARD

180'

805  
EGMONT

MARKET  
(1344 FT<sup>2</sup>)

NEW PORCH

PORCH

WATER LINE

EGMONT STREET

SITE DEVELOPMENT  
PLAN

805 Egmont St  
01-00547  
0.19 Acres

SCALE:  $\frac{1 \text{ CM}}{10 \text{ FT}}$

DIRECTION  $\rightarrow$  N

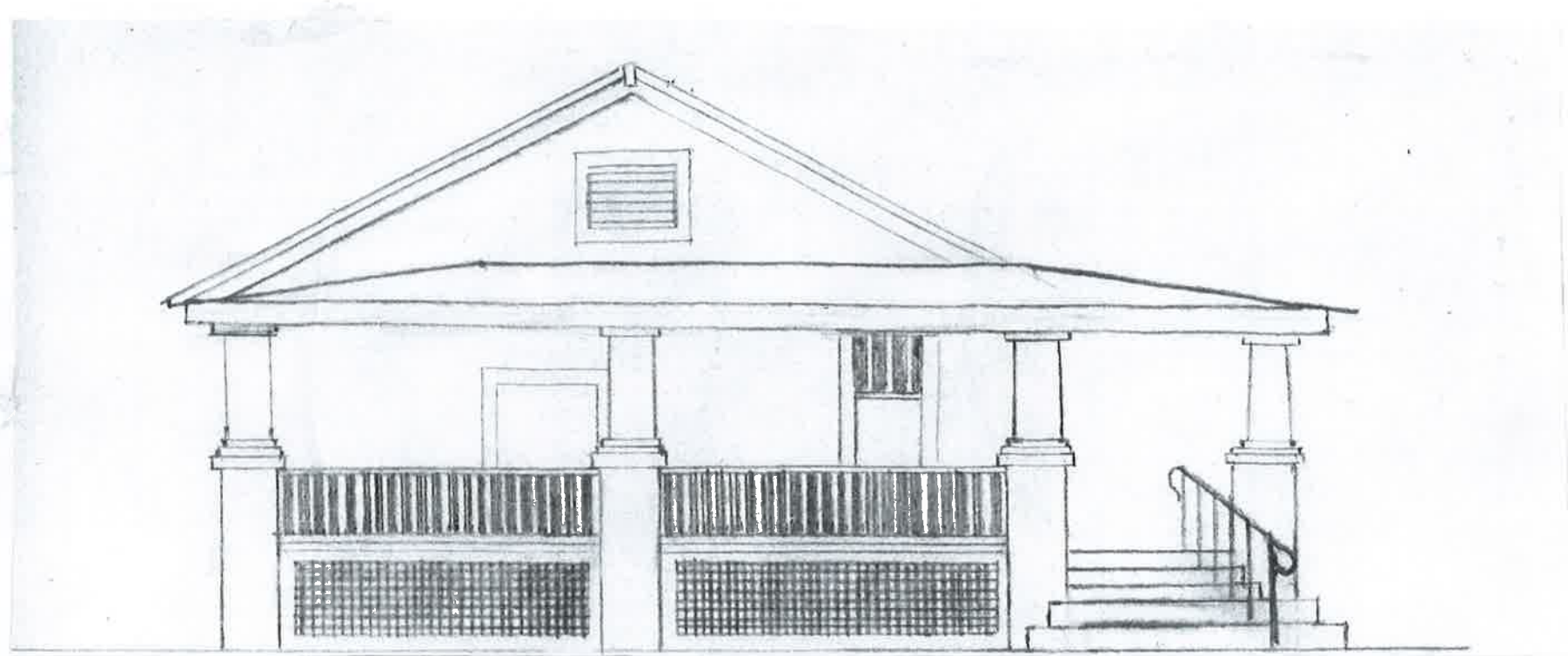
ZONING: GR

28'

44'

16'

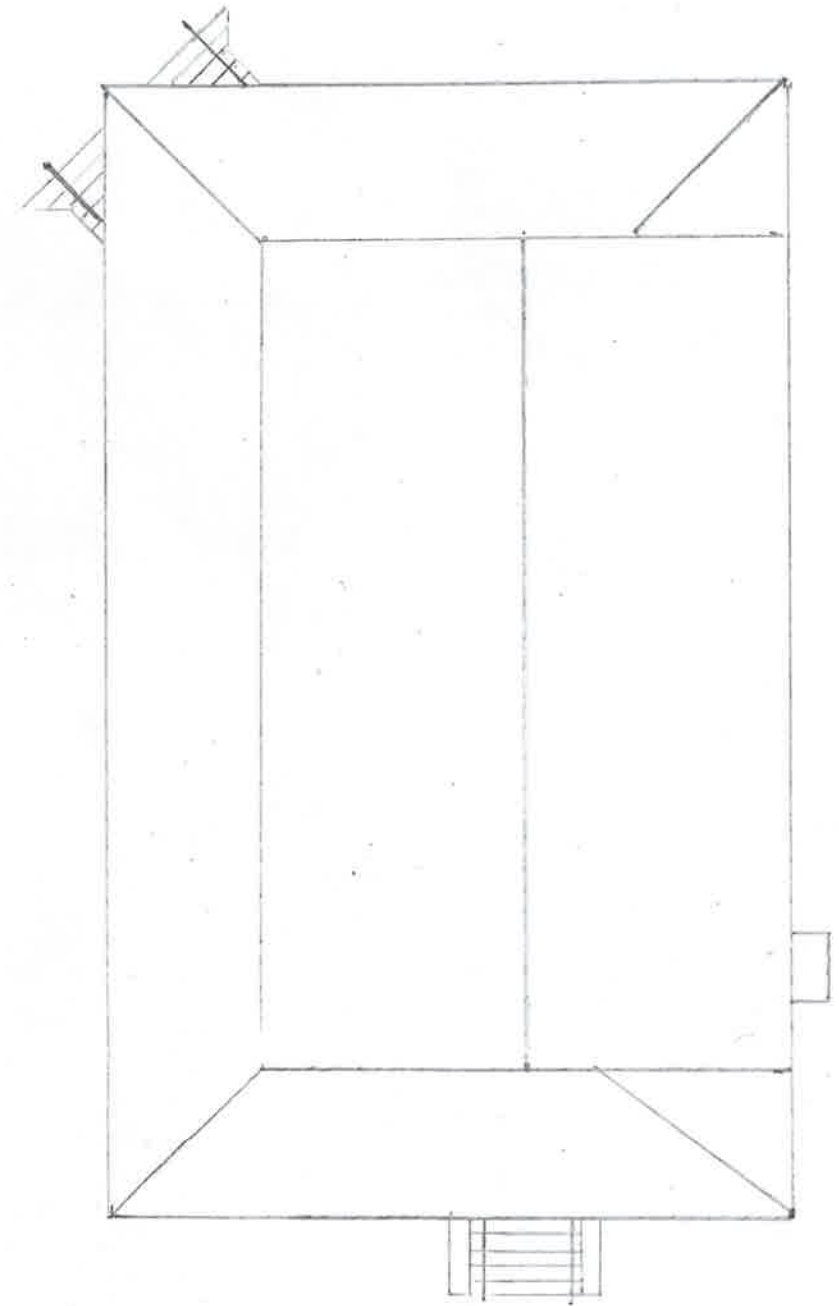
8'



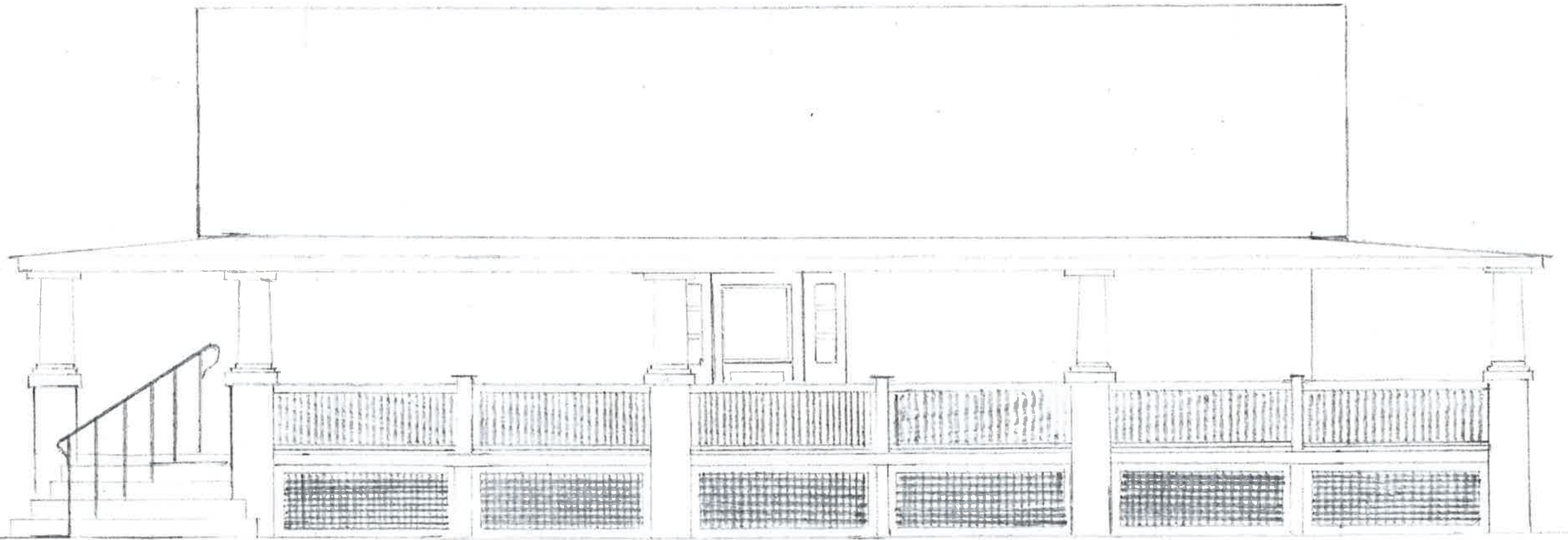
BACK SIDE (facing Ellis St)



FRONT SIDE (facing Egmont St.)



OVERHEAD VIEW



SIDE VIEW (facing Albemarle St.)

## **Appendix D – Correspondence from the public**

**OFFICIAL MINUTES**  
**BRUNSWICK CITY COMMISSION MEETING**  
**WEDNESDAY, JANUARY 19, 2022**  
**AT 6:00 P.M.**  
**HYBRID MEETING**  
**1229 NEWCASTLE STREET, 2<sup>nd</sup> FLOOR**  
**&**  
**VIRTUAL TELECONFERENCE VIA ZOOM**  
**STREAMED LIVE AT THE BELOW WEB ADDRESSES:**

<https://www.facebook.com/citybwkga>

or

<https://cityofbrunswick-ga-gov.zoom.us/j/95622402701>

**PRESENT:** Honorable Mayor Cosby Johnson ~*via zoom*, Mayor Pro-Tem Felicia Harris ~*via zoom*, Commissioner John Cason III ~*via zoom*, Commissioner Julie Martin and Commissioner Kendra Rolle

**CALL TO ORDER:** Mayor Harvey - *meeting began at 6:00 p.m.*

**INVOCATION:** Mayor Johnson

**PLEDGE OF ALLEGIANCE** – Lead by Commissioner Martin

**PUBLIC HEARING - ALCOHOL BEVERAGE LICENSE – (New) – (R. Monday)**

1. Consider Approval Alcohol Beverage License:

<u>Name of Business</u>	<u>Owner/Mgr.</u>	<u>Location of Business</u>	<u>Comments</u>
Del Sur Café #13073	Owner: Alberto Llano Manager: Hernan Stutzer	2700 Parkwood Drive	on-premises consumption of beer and wine with Sunday sales.

Mayor Johnson opened the floor for anyone wanting to speak in favor or opposition of the above-referenced license.

No one came forth to address the commission.

Commissioner Cason made a motion to approve the above-referenced license; seconded by Commissioner Martin. Motion passed unanimously by a vote of 5 to 0.

**APPOINTMENT(S)**

2. Boards and Authority

- I. Convention Visitor Bureau – One Appointment ~ (Mayor’s Appointment)
- II. Glynn County Board of Health – One Appointment ~ (Mayor’s Appointment)
- III. Downtown Development Authority – One Appointment
- IV. Planning and Appeals Commission – One Appointment ~ (Alternate Member)

Commissioner Cason made a motion to defer appointment consideration for the above-referenced bureau, board authority and commission until the February 2, 2022 commission meeting; seconded by Mayor Pro Tem Harris. Motion passed unanimously by a vote of 5 to 0.

**ITEM(S) TO CONSIDER FOR APPROVAL**

3. Consider Approval of January 5, 2022 Regular Scheduled Meeting Minutes. *(subject to any necessary changes.) (N. Atkinson)*  
Mayor Pro Tem Harris made a motion to approve the above-referenced minutes; seconded by Commissioner Cason. Motion passed unanimously by a vote of 5 to 0.
4. Consider Approval of Financial Reports as of November 30, 2021. *(K. Mills)*  
Commissioner Martin made a motion to approve the above referenced reports as submitted; seconded by Commissioner Cason. Motion passed unanimously by a vote of 5 to 0.
5. Consider Approval of the Reallocation of the Substantial Amendment for Coronavirus Aid, Relief, and Economic Security Act Funds (Community Development Block Grant – CARES – Round 3). *(D. Bravo)*  
Commissioner Cason made a motion to defer the above-referenced amendment until the February 2, 2022 commission meeting; seconded by Mayor Pro Tem Harris. Motion passed unanimously by a vote of 5 to 0.
6. Consider Approval to Purchase a Fire Aerial Truck. *(R. Mobley)*  
Mayor Pro Tem Harris made a motion to approve the above-referenced purchase; seconded by Commissioner Martin. Motion passed unanimously by a vote of 5 to 0.

**CITY ATTORNEY’S ITEM(S)**

7. Consider Adoption of Ordinance No. 1074 ~ Short Term Rental Ordinance.  
Commissioner Martin made a motion to defer adoption consideration for the above-referenced ordinance until the February 16, 2022 commission meeting; seconded by Commissioner Cason.  
Motion passed unanimously by a vote of 5 to 0.

**EXECUTIVE SESSION**

There was not an executive session held during this meeting.  
Commissioner Martin made a motion to adjourn; seconded by Commissioner Cason. Motion passed unanimously by a vote of 5 to 0.

**MEETING ADJOURNED** – *meeting adjourned at 7:12 p.m.*

/s/Cosby H. Johnson  
Cosby H. Johnson, Mayor

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





**SUBJECT: SUBSTANTIAL AMENDMENT TO FY 2019 PLAN FOR CARES ACT FUNDS, CDBG**

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**COMMISSION ACTION REQUESTED ON:** January 5, 2022

**PURPOSE:**

The purpose of this submission is to revise the Substantial Amendment for CARES Act Funds and to reallocate (CDBG-CV 3), as follows:

1. Golden Isles Veteran Village - \$56,000
2. Roosevelt Harris Jr. Senior Citizen Center - \$24,000

**HISTORY:**

The Coronavirus Aid, Relief, and Economic Security Act, CARES Act which was signed into law on March 27, 2020, provides funds through the CDBG, ESG and HOPWA programs. The CARES Act provides for allocations of funds to prevent, prepare for, and respond to coronavirus.

**FACTS AND ISSUES:**

The City received a second allocation of \$148,141.00 by CDBG-CV 3. The Substantial Amendment is to reallocate the distributive use of \$80,000.

The Department of Neighborhood and Community Services has targeted two organizations in the community who serve the needs of Brunswick's LMI (Low-Moderate Income) population during the COVID pandemic, focusing on economic development and food distribution.

**BUDGET INFORMATION:**

The Department of Community Services is requesting reallocation of **\$80,000** for the following projects:

- Creation of transitional housing for veterans experiencing homelessness
- Rehabilitate additional outdoor recreation and social space at the City's senior center

To fund these improvements, the City is reducing the amount available under economic development assistance as small businesses are being assisted through alternative funding sources.

**OPTIONS:**

N/A

**DEPARTMENT RECOMMENDATION ACTION:**

Our plan is to allocate these funds efficiently to each organization so they can continue to operate and serve Brunswick's LMI population during these unprecedented times.

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**DEPARTMENT: Neighborhood and Community Services**

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Prepared by: David Bravo – Grants Program Manager

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**ADMINISTRATIVE COMMENTS:**

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**ADMINISTRATIVE RECOMMENDATION:**

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City Commission to approve the Substantial Amendment to the FY 2019 CARES Act Plan to include CDBG-CV 3 and authorize the Mayor to execute all documents related to CDBG-CV 3 funding.



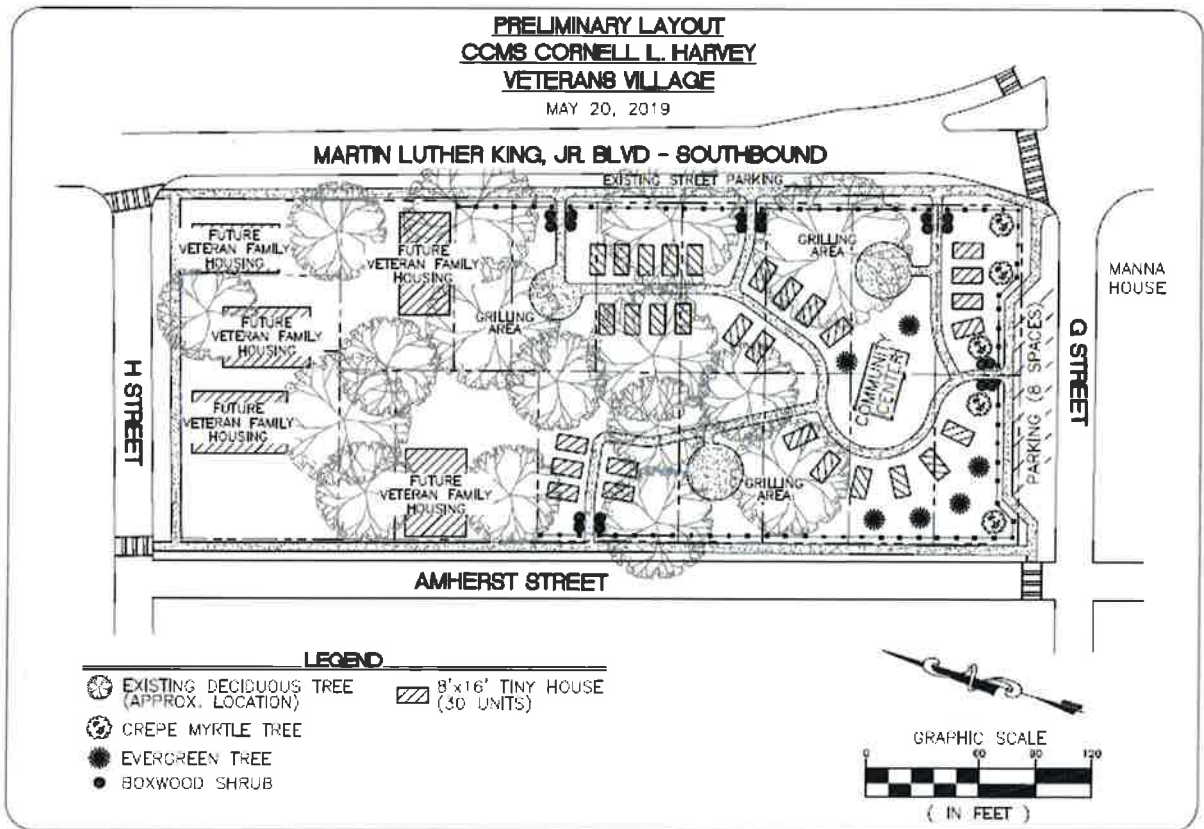
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City Manager

10/21/21

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Date





# CITY OF BRUNSWICK

601 Gloucester Street \* Post Office Box 550 \* Brunswick \* Georgia \* 31520-0550 \* (912) 267-5500

Cosby H. Johnson, Mayor  
Felicia M. Harris, Mayor Pro Tem  
John A. Cason III, Commissioner  
Julie T. Martin, Commissioner  
Kendra L. Rolle, Commissioner

City Attorney  
Brian D. Corry

City Manager  
Regina M. McDuffie

## **The Golden Isles Veterans Village Project**

The Golden Isles Veterans Village is located at the corner of G Street and MLK; it consists of the construction of 29 housing units and a community center. This is an infrastructure project to assist only with the water and sewer requirements for the project. It meets the low to moderate income criteria which benefits the displaced and/or homeless veteran population in the City of Brunswick. The project will also reflect the city's efforts to assist venerable populations that are disproportionately impacted by COVID-19. To fund this project, the city is reducing the amount available under economic development assistance under CDBG-CV3, as small businesses are being assisted through alternative funding sources (i.e. Glynn County). The amendment is requesting \$56,000 to assist with a portion of the cost.

The entire project was already presented to the Commission for a **rezoning request** on July 1, 2020.

This is the website:

<https://www.goldenislesveteransvillage.org/>

**OFFICIAL MINUTES**  
**COMMISSION OF THE CITY OF BRUNSWICK, GEORGIA**  
**REGULAR SCHEDULED MEETING**  
**WEDNESDAY, JULY 1, 2020**  
**VIRTUAL TELECONFERENCE VIA ZOOM**  
**STREAMED LIVE AT THE BELOW WEB ADDRESS:**  
<https://www.facebook.com/COBMeetings>

**PRESENT:** Honorable Mayor Cornell Harvey, Mayor Pro-Tem Julie Martin, Commissioner John Cason III, Commissioner Felicia Harris – (left meeting at 7:32 p.m.) – and Commissioner Vincent Williams - (entered meeting at 6:17 p.m.)

**CALL TO ORDER:** Mayor Harvey - *meeting began at 6:00 p.m.*

**INVOCATION:** Mayor Pro Tem Martin

**PLEDGE OF ALLEGIANCE** – *Recited by Mayor Harvey*

**ADDENDUM TO AGENDA**

\*\*

*Mayor Pro Tem Martin made a motion to move item number five under appointments to beginning of the agenda; seconded by Commissioner Cason. Motion passed unanimously by a vote of 4 to 0.*

\*\*

*At the beginning and end of the meeting ~ Mayor Harvey expressed words of gratitude to all the dedicated essential workers that are keeping the City of Brunswick safe and functioning during the coronavirus pandemic.*

\*\*

**PUBLIC HEARING - ALCOHOL BEVERAGE LICENSE (New)** – *(L. Schmauch)*

1. Consider Approval of One (1) New Alcohol Beverage License.

<u>Name of Business</u>	<u>Owner/Mgr.</u>	<u>Location of Business</u>	<u>Comments</u>
Country Boy Cooking 912, LLC - DBA Country Boy Cooking	Travis Riddle (Owner/Operations Manager)	3300 Norwich Street	Request to sell beer and wine. Consumption on premises.

Mayor Harvey directed City Clerk Atkinson to read an email submitted by a city resident regarding the above referenced license.

Mayor Harvey open the meeting to anyone wanting to speak in favor or opposition of the above-referenced new license via chat.

The following people addressed the commission via zoom chat:

- |       |                      |          |
|-------|----------------------|----------|
| i.    | Carrol McDaniel      | Oppose   |
| ii.   | Samsung-SM-N910A     | Oppose   |
| iii.  | Timothy Bessent, Sr. | In Favor |
| iv.   | Linda Bobbitt        | Oppose   |
| v.    | Patricia Blash       | Oppose   |
| vi.   | Dr. George Lewis     | Oppose   |
| vii.  | Allen Lamar Blash    | Oppose   |
| viii. | Chayla Cunningham    | Oppose   |
| ix.   | Felicia Smith        | Oppose   |

x.	Greater Hall Temple Church	Oppose
xi.	Chelsea Baker	Oppose
xii.	Chad Smith	Oppose
xiii.	Bertha Dyal	In Favor
xiv.	Mae Helen Wilkerson	Oppose
xv.	Angela Moore	Oppose
xvi.	Carol McDaniel	Oppose
xvii.	Samantha Gilder	In Favor
xviii.	Slim Riddle	In Favor
xix.	Ivan McDaniel	Oppose
xx.	Andrea Porter	Oppose
xxi.	Ricky Porter	Oppose
xxii.	Veronica King	Oppose
xxiii.	Ann King	Oppose
xxiv.	Glenn King	Oppose
xxv.	Peggy Carrol	Oppose
xxvi.	Linda Mincey	Oppose

Commissioner Williams made a motion to defer consideration of the above-referenced new alcohol license until the July 15, 2020 commission meeting; seconded by Commissioner Harris.

Mayor Harvey called for a vote from City Clerk Atkinson:

Commissioner Cason	Yes
Commissioner Harris	Yes
Commissioner Williams	Yes
Mayor Pro Tem Martin	Yes
Mayor Harvey	Yes

Motion passed unanimously by a vote of 5 to 0.

**PUBLIC HEARING(S)- LAND USE**

2. Rezoning Petition No. 20-02; from Golden Isles Veterans Village Initiative, Inc., Agent, Petitioning to Rezone Parcels bounded by Amherst Street, “G” Street, and Martin Luther King Jr. Boulevard from General Residential (GR) to Planned Development – Traditional Neighborhood (PD-TN). (*J. Hunter*)

Director of Planning, Development and Codes Hunter gave a presentation on the above-referenced petition. He reported staff and the Planning and Appeals Commission recommend granting the rezoning.

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

No one addressed the commission during this public hearing.

Mayor Pro Tem Martin made a motion to approve the above-referenced petition; seconded by Commissioner Cason.

Mayor Harvey called for a vote from City Clerk Atkinson:

Commissioner Cason	Yes
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Commissioner Williams	Yes
Mayor Pro Tem Martin	Yes
Mayor Harvey	Abstained

Motion passed by a vote of 3 to 0; with Mayor Harvey abstaining.

**ITEM(S) TO CONSIDER FOR APPROVAL**

3. Consider Approval of June 15, 2020 Work Session Minutes, June 17, 2020 Regular Scheduled Meeting Minutes and June 24, 2020 Special Called Meeting Minutes. *(subject to any necessary changes.) (N. Atkinson)*

Mayor Pro Tem Martin made a motion to approve June 15, 2020 Work Session Minutes and June 17, 2020 Regular Scheduled Meeting Minutes; seconded by Commissioner Cason. Motion passed unanimously by a vote of 4 to 0.

Commissioner Cason made a motion to approve June 24, 2020 Special Called Meeting; seconded by Mayor Pro Tem Martin. Motion passed unanimously by a vote of 3 to 0; with Commissioner Williams abstaining as he was not in attendance.

4. Consider Approval of Financial Reports as of May 31, 2020. *(K. Mills)*

Mayor Pro Tem Martin made a motion to approve the above-referenced reports as presented; seconded by Commissioner Cason. Motion passed unanimously by a vote of 4 to 0.

**APPOINTMENT(S) – (considered at the beginning of agenda)**

5. Board and Commission *(N. Atkinson)*

- 1) **Coastal Regional Commission Council – Mayor’s Appointment**

Mayor Harvey re-appointed to the above-referenced council.

Mayor Pro Tem Martin motion to approve Mayor Harvey’s appointment of Shaw McVeigh to the above-referenced council; seconded by Commissioner Cason. Motion passed unanimously by a vote of 4 to 0.

- 2) **Tree Board – One Appointment**

Mayor Pro Tem Martin made a motion to appoint Lisa Jordon to the above-referenced board beginning July 19, 2020, filing the expiring term of Caroline Wright; seconded by Commissioner Cason. Motion passed unanimously by a vote of 4 to 0.

- 3) **Brunswick-Glynn Economic Development Authority – Three Appointments – *(Joint Brunswick /Glynn County Appointments)***

Mayor Pro Tem Martin made a motion to re-appoint C. Jones Hooks, William Austin, Jr., and Jack Kilgore to the above-referenced authority; seconded by Commissioner Cason. Motion passed unanimously by a vote of 4 to 0.

**CITY ATTORNEY’S ITEM(S)**

6. Consider for Approval the Amended Mutual Aid Agreement Between the City of Brunswick and Glynn County.

Commissioner Cason made a motion to defer the above-referenced item until the July 15, 2020 commission meeting; seconded by Mayor Pro Tem Martin.

Mayor Harvey called for a vote from City Clerk Atkinson:

Commissioner Cason	Yes
Commissioner Williams	Yes
Mayor Pro Tem Martin	Yes
Mayor Harvey	Yes

Motion passed unanimously by a vote of 4 to 0.

- 7. Consider for Discussion an Amendment to the City of Brunswick Code of Ordinances to Provide for a Tree Ordinance.

City Clerk Atkinson was instructed to advertise the above-referenced ordinance amendment for consideration at the July 15, 2020 commission meeting.

- 8. Consider for Approval Resolution Number 2020-13 – Establishment of an Advisory Committee for Statues and Monuments Located on Public Property within the City Limits of the City of Brunswick.

Commissioner Williams made a motion to approve the above-referenced resolution with revisions discussed; seconded by Mayor Pro Tem Martin.

Mayor Harvey called for a vote from City Clerk Atkinson:

Commissioner Cason	Yes
Commissioner Williams	Yes
Mayor Pro Tem Martin	Yes
Mayor Harvey	Yes

Motion passed unanimously by a vote of 4 to 0.

- 9. Consider for Approval a Deed to Convey Certain Property from the City of Brunswick to the Brunswick-Glynn Joint Water & Sewer Commission.

Commissioner Cason requested City Attorney Corry obtain a list from Brunswick-Glynn Joint Water & Sewer Commission of all properties that need to be conveyed.

Commissioner Williams made a motion to approve the above-referenced deed; seconded by Mayor Pro Tem Martin.

Commissioner Williams amended his motion approving above-referenced deed; and have City Manager McDuffie lobby to have Brunswick-Glynn Joint Water and Sewer Commission include advertisement for the City of Brunswick on their water towers; seconded by Mayor Pro Tem Martin. Motion passed unanimously by a vote of 4 to 0.

**EXECUTIVE SESSION**

There was not an executive session held during this meeting.

Commissioner Cason made a motion to adjourn; seconded by Mayor Pro Martin. Motion passed unanimously by a vote of 4 to 0.

**MEETING ADJOURNED** – *meeting adjourned at 8:51 p.m.*

/s/Cornell L. Harvey  
Cornell L. Harvey, Mayor

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





INTEROFFICE MEMORANDUM

DATE: January 25, 2022

TO: Honorable Mayor and Commissioners  
City of Brunswick  
Brunswick, GA

FROM: Kathy D. Mills, CPA, Finance Director

SUBJECT: Financial Reports as of December 31, 2021 50.00%

---

**General Fund  
31-Dec-21  
Cash Basis**

	Monthly	Year to Date	% of Budget	Amended Budget	% (over)under Budget
Revenues	912,756	11,322,268	65.20%	17,365,507	-15.20%
Expenditures	1,364,200	7,109,435	40.94%	17,365,507	9.06%
Net Revenues & Expenditures	(451,444)	4,212,833			

Cash Balance as of 12/31/2021	8,625,386	Primesouth	
	300,276	Perry Park (included in total)	

	LOST	LOST YTD	TAVT*	TAVT* YTD
Dec-21	665,873	4,233,360	30,463	193,261
Dec-20	549,053	3,758,427	24,676	182,748
Increase (Decrease)	116,820	474,933	5,787	10,513
	21.28%	12.64%	23.45%	5.75%

\*Title Ad Valorem Tax

**Capital Projects - SPLOST VI**  
**As of December 31, 2021**  
**(04/01/2017-09/30/2020)**

	Total Expended as of 12/31/2021	Reimbursements Received	City Expended as of 12/31/2021	Original Budget Amount	Amended Budget Amount	Remainder (Overage)
Highways and Streets	6,848,376	2,686,036 *	4,162,340	4,627,750	4,627,750	465,410
Sidewalk Replacement/Upgrades	562,776	50,000 ****	512,776	432,500	482,500	(30,276)
Storm Drainage Improvements	2,686,036	234,199 **	2,451,837	3,243,750	4,551,750	2,099,913
Mary Ross Park Development	532,355	0	532,355	821,750	821,750	289,395
Highway 17 Infrastructure	139,015	43,000 *****	96,015	215,107	215,107	119,092
Wayfindings & Gateways	0	0	0	259,500	259,500	259,500
Trails	382,141	107,971 ***	274,170	346,000	346,000	71,830
Cemetery Restoration/Renovaton	67,673	0	67,673	259,500	259,500	191,827
Brunswick Police Department Vehicles (15)	466,021	0	466,021	540,625	540,625	74,604
Brunswick Fire Department Fire/Rescue	65,222	0	65,222	64,875	65,222	0
Subscriber Radios for E911	469,009	0	469,009	431,357	431,357	(37,652)
Fire Department Pumper Trucks (2)	849,778	0	849,778	562,183	849,778	0
Fire Station 1 Improvements	413,971	0	413,971	346,000	346,000	(67,971)
Historic Squares	105,890	0	105,890	86,500	86,500	(19,390)
Park Rehabilitation (Palmetto, Orange, etal)	281,940	0	281,940	389,225	389,225	107,285
Sidney Lanier Park Improvements	276,788	0	276,788	519,000	519,000	242,212
Overlook Park Improvements	138,072	0	138,072	103,800	103,800	(34,272)
Howard Coffin Park Improvements	481,420	3,000 *****	478,420	431,357	431,357	(47,063)
Roosevelt Harris Center Improvements	191,668	0	191,668	151,375	191,668	0
	14,958,151	3,124,206	11,833,945	13,832,154	15,518,389	3,684,444

\* \$256,772 from DOT & \$2,406,538 from JWSC

\*\* \$234,593 from Glynn County

\*\*\* \$74,971 from DNR Trail Grant & \$33,000 from GCRC

\*\*\*\* \$50,000 from DOT

\*\*\*\*\* \$3,000 Contribution from Golden Isles Track Club for fountains

\*\*\*\*\* \$43,000 from GADOT Highway 17

\*\*\*\*\* \$328,234 paid back to General Fund

**TOTAL CASH ON HAND \$4,075,284**

**Unallocated Funds:**  
 Overage in Collections  
 GA DCA Aviation Fuel Tax  
 Interest Earned

208,014 (1)  
 16,227  
 235,648  
 459,869

(1) Original budgeted tax collection \$13,832,154  
 Actual collections through 12/31/2021 15,726,402  
 Collections in excess of budgeted \$1,894,248  
 Paid back to GF (328,234)  
 Allocated to Stormwater Improvements (1,308,000)  
 Allocated to Sidewalk Replacement & Upgrades (50,000)  
 Unallocated overage in Collections 208,014 (1)

**SPLOST V**

Cash Primesouth @ 12/31/2021

1,359,414

*(Funds reallocated for purchase of Fire Department Ladder Truck)***Norwich Street Commons Fund**

Original Balance (Sale of Property 05/13/13)

Demolition Fees

Interest Income

**Revenues****Expenditures**

Demolition Projects

Infrastructure

Police Substation

**Expenditures**

Net as of December 31, 2021

Cash Primesouth @ 12/31/2021

**Roosevelt Harris - Multipurpose Center****Total Budget:**

Revenue FYTD

Grants

Transfer from General Fund

Program Income

Contributions

Interest Income

Total Inflows

Expenditures FYTD

Net

Cash Balance @ 12/31/2021

**ARPA Fund:**

Initial Deposit received 06/07/2021

Interest Earned from inception

Total funds available @ 12/31/2021

## Disbursements:

Back to Business Brunswick--DDA

Back to Business Brunswick-non DDA

Total funds expended as of 12/31/2021

Remaining funds available @ 12/31/2021

YTD

0

0

799

799

YTD

f/y/e 6/30/2022

0

0

0

0

799

Total since inception

487,500

8,049

18,037

513,586

40,012

130,546

6,750

177,308

336,278

\$

336,278

YTD

f/y/e 6/30/2022

Cash Basis

421,257

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

90,330

40,000

21,017

10,630

85

162,062

183,545

(21,483)

16,674

Percent of Budget

38.47%

43.57%

## Sanitation Fund:

Year Ending 06/30/2022

	Year to Date
Sanitation Billing	1,669,645
Franchise Fees	23,370
Bad Debt - recovery	-
Interest Earned (Funds)	1,671
Penalties & Interest Earned	3,204
Bad Debt - recovery	450
DNR Reimbursements	-
Transfer in for T Street Landfill	-
<b>Total Revenue (YTD)</b>	<b>1,698,340</b>
Operating Exp. YTD:	842,019
Depreciation YTD	-
Bad Debt - write off	-
Other Landfill Expenses	7,121
Payment to T Street Landfill Site Cleanup	-
<b>Total Expense (YTD)</b>	<b>849,140</b>
<b>Operating Income (Loss)</b>	<b>849,200</b>
Cash Balance Primesouth	887,303
Cash Balance GA Fund One	1,729
<b>Total Cash on Hand @ 12/31/2021</b>	<b>889,032</b>
Primesouth Restricted for Landfill	193,653

Sanitation Bills		
	December 2021	YTD
Trash Pickup	126,434	765,073
Illegal Refuse Clean Up	13,400	39,275
Street Sweeping	7,229	26,497
	<b>147,063</b>	<b>830,845</b>

**STORMWATER UTILITY FUND:**

6/30/2022 (YEAR TO DATE)

Stormwater Utility Fees	902,324
Interest Earned	1,408
Penalties & Interest	1,751
<b>Total Inflows</b>	<b>905,483</b>
Operating Expenditures	557,260
<b>Total Outflows</b>	<b>557,260</b>
<b>Net</b>	<b>348,223</b>

Cash Balance @ 12/31/2021

\$770,435

**ADDITIONAL INFORMATION-FOR THE MONTH OF December 2021**

	December 2021	YTD
<b>Animal Control Expenses</b>	0	0
<b>Traffic Control Expenses</b>	0	0
<b>Recreation Dept. Expenses</b>		
(facilities managed by County)		
Building	0	0
Aquatics	0	0
Equipment	0	0
Subsidized Fees	0	0



# Roosevelt Lawrence Center

Account	Account Description	Dec-21 Transactions	YTD Transactions
Function <b>6130 - Neighborhood &amp; Community Service</b>			
<b>51</b>			
51-1100	Salaries & Wages	7,264.54	38,755.34
51-1200	Temporary Employees	.00	3,226.50
51-1300	Overtime	89.62	2,659.88
51-2100	Group Insurance	485.00	2,910.00
51-2200	FICA	551.38	2,856.82
51-2300	Medicare	.00	484.65
51-2400	Pension	.00	.00
<b>51 - Totals</b>		<b>\$8,390.54</b>	<b>\$50,893.19</b>
<b>52</b>			
52-1100	Official / Administrative	.00	16.19
52-1250	Contractual Expense	877.50	877.50
52-2210	Repair / Maint Building	2,570.00	2,570.00
52-2211	Repair / Maint Equipment	420.95	2,560.95
52-2300	Rentals	.00	246.65
52-3201	Cable	151.41	727.55
52-3205	Telephone	46.83	140.01
52-3500	Travel & Training	.00	.00
52-3600	Dues and Fees	51.07	232.14
<b>52 - Totals</b>		<b>\$4,117.76</b>	<b>\$7,370.99</b>
<b>53</b>			
53-1110	Office Supplies	.00	12.50
53-1115	Uniforms	.00	.00
53-1135	Custodial Supplies	.00	137.45
53-1210	Water/Sewerage	173.28	866.40
53-1230	Electricity	2,120.77	7,219.19
53-1270	Gasoline/Diesel	.00	.00
53-1300	Food/Misc	.00	71.95
53-1600	Small Equipment	.00	738.00
53-1700	Other Supplies	.00	1,012.23
<b>53 - Totals</b>		<b>\$2,294.05</b>	<b>\$10,057.72</b>
Function <b>6130 - Neighborhood &amp; Community Service Totals</b>		<b>\$14,802.35</b>	<b>\$68,321.90</b>
Reporting Category <b>6100 - Recreation Totals</b>		<b>\$14,802.35</b>	<b>\$68,321.90</b>
<b>EXPENSE TOTALS</b>		<b>\$14,802.35</b>	<b>\$68,321.90</b>



**SUBJECT: Coastal Incentive Grant Application – Kids Port Museum**

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**COMMISSION ACTION REQUESTED ON: 2/1/22**

**PURPOSE:** Serve as Grant Partner with Kids Port Museum for a Coastal Incentive Grant Application

**HISTORY:** The Kids Port Children's Museum's founding board discovered a need in the Golden Isles for a children's space that depicts our vital waterways while educating our community and tourists on our coastline's ecological, economic, and historical importance. Recognizing the problem, we formulated the Kids Port Children's Museum, an engaging, hands-on, simulated city where children learn through interactive STEAM (science, technology, engineering, arts, and mathematics) and regional history-based activities. Kids Port will be a place of imagination, learning, and discovery. The board is currently contracting work for the buildout of Kid's Port Museum in downtown Brunswick with the goal of opening to the public in 2023. The Coastal Incentive Grant would fund the design and acquisition of materials for the Port of Brunswick Water Play exhibit within the museum. The City of Brunswick would be applying for and providing some in-kind match for the CIG grant on Kids Port's behalf as the Water Play Exhibit, as Children's Museum as a whole aligns with the City's Comprehensive Plan for a balanced approach driving tourism and economic growth while fostering environmental stewardship. This exhibit's objective is to teach families about our coast's uniqueness, historical significance, and importance to our local economy. Through interactive, open-ended play with the exhibit, visitors will learn the importance of balancing the sustainable economy and preserving our coastal community.

The goal of the Port of Brunswick Water Play exhibit is to increase children and families, understanding of responsible development and awareness of our unique ecosystem's importance to the economy, inspiring pride and stewardship. We will use funds solely for design and material acquisition as this is a non-construction grant.

First-year goals will be to design and plan the exhibit. We will contract a design firm, draft, and finalize plans. Our stakeholders will compile relevant historical, ecological, and economic aspects to highlight in the exhibit.

The second-year goal is material acquisition. In collaboration with our firm and stakeholders, Kids Port will acquire durable, functional materials. We will procure a water filtration system, antimicrobial-surfaced materials and identify cleaning requirements ensuring high safety standards.

An additional goal for year two and beyond will be to positively impact as many people as possible, targeting 25000 attendees annually. By offering low admission prices, partnerships with community organizations like the Boys and Girls Club, achieving "Field Trip Site" designation,

hosting camps, and after school sessions, we will strive to make Kids Port accessible to all without a financial barrier.

**FACTS AND ISSUES:** The Coastal Incentive Grant Program is a competitive pass-through subgrant program made possible by a grant to GDNR from the National Oceanic and Atmospheric Administration (NOAA) through Congressional funding pursuant to the Coastal Zone Management Act. Each year, the GCMP allocates a portion of its federal funding to the Coastal Incentive Grants. These subgrants may be awarded to qualified county and municipal governments, regional commissions, state-affiliated research or educational institutions, or state agencies (except GDNR), provided the project takes place entirely within the eleven-county service area of the program. The CIG Program service area includes Brantley, Bryan, Camden, Chatham, Charlton, Effingham, Glynn, Liberty, Long, McIntosh and Wayne counties.

Non-profits may apply, however eligible subgrantee must serve as a project sponsor and funding and reporting pass-through. Kids Port Museum has requested that the City of Brunswick serve as a sponsor for their CIG Program application.

**BUDGET INFORMATION:** The CIG Grant request is for \$25,000 a year for 2 years for a total of \$50,000. Matching funds will be provided in-kind by participating City Staff and the Board of Kids Port Museum, in addition to funds raised by Kids Port.

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**OPTIONS:**

- Approve Resolution authorizing City Staff to apply for the Coastal Incentive Grant on behalf of Kids Port Museum.
- Do not approve Resolution authorizing City Staff to apply for the Coastal Incentive Grant on behalf of Kids Port Museum.

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**DEPARTMENT RECOMMENDATION ACTION:**

- Approve Resolution as presented

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**DEPARTMENT: PDC**

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Prepared by: John Hunter, Director

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**ADMINISTRATIVE COMMENTS:**

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**ADMINISTRATIVE RECOMMENDATION:**

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*Regina M. McDuffie*

City Manager

1/25/22

Date

# RESOLUTION 2022 -

A Resolution by the Mayor and City Commission for the City of Brunswick, Georgia to authorize the submittal of a grant application to the Coastal Incentive Grant Program and commit upon award of the grant to enter into a project agreement with the Georgia Department of Natural Resources

WHEREAS, the Mayor and Commission for the City of Brunswick have a priority to balance development with the preservation of natural, historic, and recreational resources for the benefit of the citizens and the many tourists visiting Brunswick and the Golden Isles of Georgia; and

WHEREAS, there is a demand for additional facilities in the form of the Kids Port Museum that will serve the citizenry and visitors of Brunswick and the Golden Isles and by its nature and use, promote the natural, recreational, and historic resources of our community across the nation; and

WHEREAS, the mission of the Coastal Incentive Grant as a part of the Georgia Coastal Management Program is consistent with the goals of the City of Brunswick Comprehensive Plan, and

WHEREAS, the Kids Port Museum, in partnership with the City of Brunswick, is desirous of obtaining a Georgia Department of Natural Resources Coastal Incentive Grant for the development of the “Port of Brunswick Water Play Exhibit”

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Commission of the City of Brunswick, Georgia that the City of Brunswick,

Does hereby authorize staff to apply for a Coastal Incentive Grant through the Georgia Department of Natural Resources. Upon award of the grant, the City Commission shall enter into a Project Agreement between the City Commission and the Georgia Department of Natural Resources.

ADOPTED this \_\_\_\_\_ day of February, 2022

**Signature:**

-----  
Cosby H. Johnson  
Mayor, City of Brunswick

-----  
Date

**ATTEST:**

-----  
Naomi Atkinson, City Clerk

-----  
Date



KIDS



PORT  
MUSEUM

# Who is involved?



Board of Directors	Advisory Board Members
Nicole Rodgers	Gil Nellis JD
Lauren Agresti	Brad and Lizzie Piazza
Sarah Callaway	Whitney Chesbro CPA
Katilin Carpenter	Chris and Ally Moline
	Nash Construction
Geri Mullis	Michael Kaufman
John Hunter- City of Brunswick Director of Planning, Development & Codes	
Kelly Hnatt Esq.- Project Management Consultant	

# What will Kids Port Be?



**Kids Port-** An engaging hands-on simulated city where kids can learn through interactive STEAM (science, technology, engineering, arts and mathematics) and regional-history based activities.

A space where kids can be kids!

# What will Kids Port look like?

- Sponsored miniature interactive versions of local businesses surrounding the perimeter creating a main street.
  - Mini- businesses will be hands-on STEAM activities
- Climbing Structure- Full-body physical engagement.
- Water zone- featuring local waterways historical and present-day significance.
- Event Space- Separated space to rent out for events, birthday parties, and hold camps.
- Toddler zone with age-appropriate activities for kids under three.

Envision a scaled down interactive city representative of businesses in the Golden Isles.



Sponsored exhibits create the “mini-city”.



# Southeast Georgia Health Systems Hospital



Whatley Pediatric  
Dentistry's mini  
Dentist office



Example of possible sponsored exhibits.

Gulfstream Cockpit



Climb aboard  
Shipping vessel



# Example horizontal climbing structure



# The Louisiana Children's Museums water exhibit.

Envision... Brunswick's converging rivers and channel out to sea. Cargo ships and shrimping boat in the harbor flanked by marshlands and tidal creeks. Hand pumps that allow kids to raise and lower the tides all sponsored by Georgia Ports.

Boss Display has provided a quote based off this water table with our vision in mind.



# Sponsorship of exhibits Example

from Sonoma County Children's Museum

Sponsored by Ernest L. and Ruth W. Finley Foundation

## Jesse's Train Station

*Sponsored by Herb Williams in memory of his son Jesse Williams*

The miniature train station modeled after the one in Petaluma will catch the eye immediately upon entering the Science and Imagination Gallery. Whether it's pretending to sell tickets to board a train, taking a seat in the train car, operating the control panel to start and stop trains, this exhibit will delight all ages. From inside the life-size train car within the train station, families can take a seat and look out the window. Visitors watch a video of the actual train as it meanders in and around the Museum's gallery and lobby spaces – traveling at one point through a miniature model of a Sonoma County town complete with miniature townspeople. The sounds of train tracks going by can be heard as well adding to the magical feeling of being on a moving train.

## Science and Imagination Railroad

*\$30,000 (available for sponsorship - email for more information)*

The large scale model railroad will catch the eye of everyone in the Science & Imagination Gallery! The Railroad consists of 250 feet of two continuous loops of track suspended from the ceiling. Train operations can be easily viewed from the mezzanine level where kids of all ages can interact with train operations.

[Click here for more information on the Science & Imagination Railroad](#)

## Fairy World

*Sponsored by The Heck Foundation*

Located in the Science & Imagination Gallery, children climb into a secret world hidden under a spiral staircase and search for fairies and gnomes in magical miniature forest. It may look mysterious from the outside but once tucked inside, Fairy World lights up to the delight of our littlest visitors.

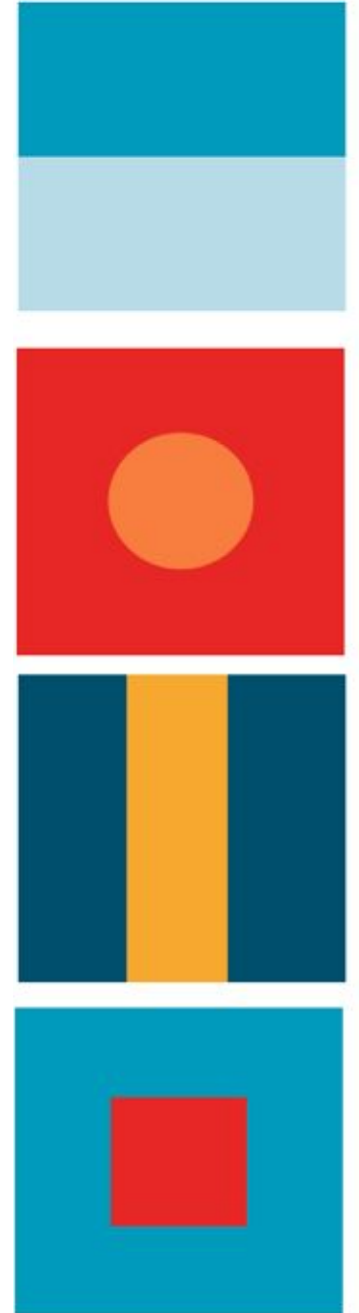
# Where Will Kids Port Be located?

- 1507-1509 Reynolds St property off Gloucester.
  - 13,000 sq. feet with parking.

## Downtown Brunswick

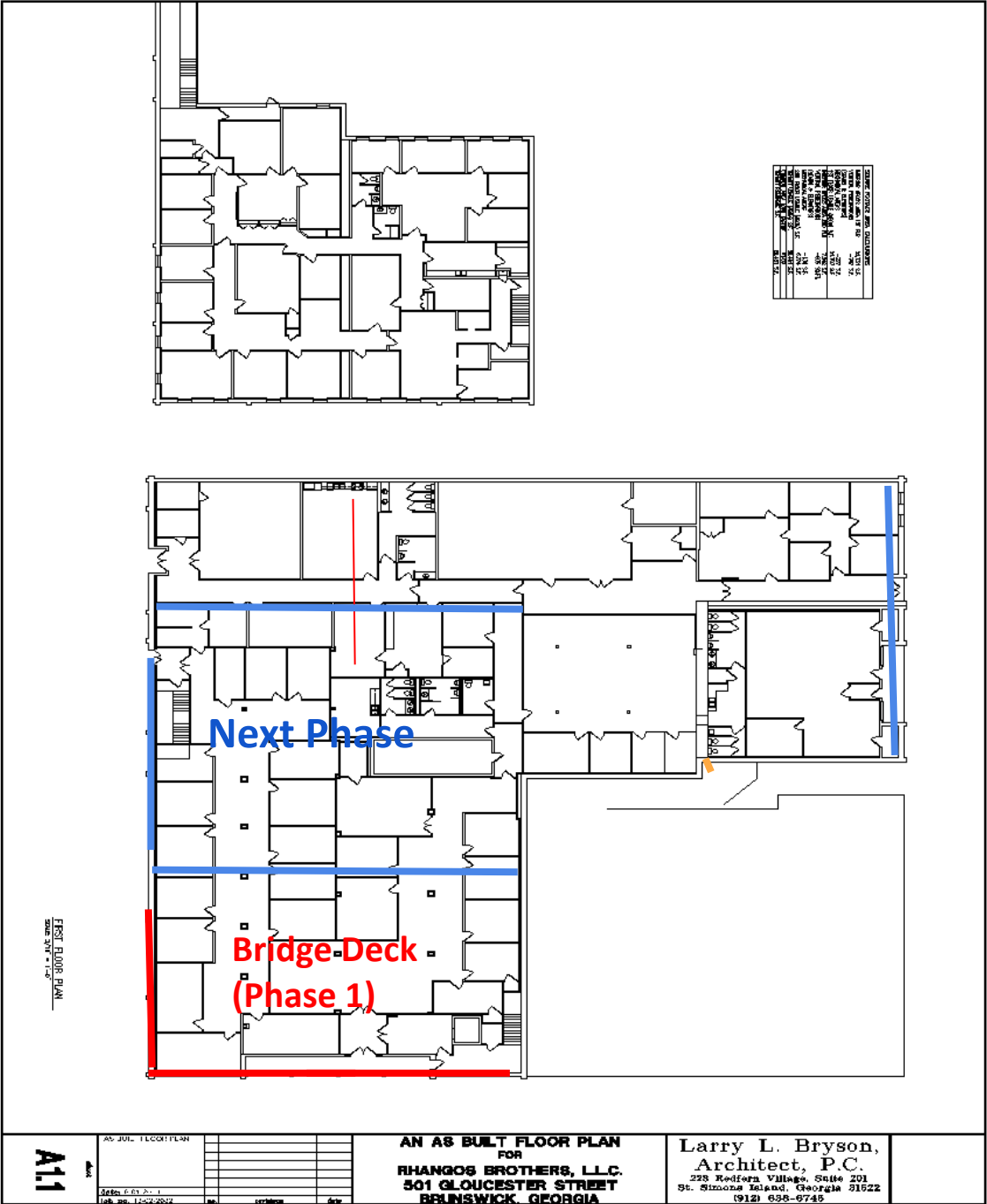
Walkable to restaurants and shops in the historic area.

- Minimum of 8,000 sq ft - up to 15,000 sq ft
- Must be able to be made ADA compliant/ accessible for all children.
- Parking available.
- Single-story preferred.



# Phased Opening Plan

- Roughly estimated portions for each of three phases.
- mostly all non-weight bearing walls allow for opportunities for open space and clear sight lines for parents.
- Adjacent to city hall and town squares.



# Why do we need a children's museum?

**High demand-** demand for educational, hands on entertainment.

- No other indoor children's museums for 80 miles.

**Tourism-** Create a tourism draw for downtown

- 2.9 Million people visited the Golden Isles in 2017.
- Tourism in the Golden Isles has grown by more than 70% in the last 7 years.
- Tourism provided:
  - \$1.4 billion in economic impact in 2017
  - More than 15,000 jobs in the Golden Isles

**Demographics-** 34% of household have children 12 and under. 45% are "grandparent aged"

# Benefits to the community

## Education

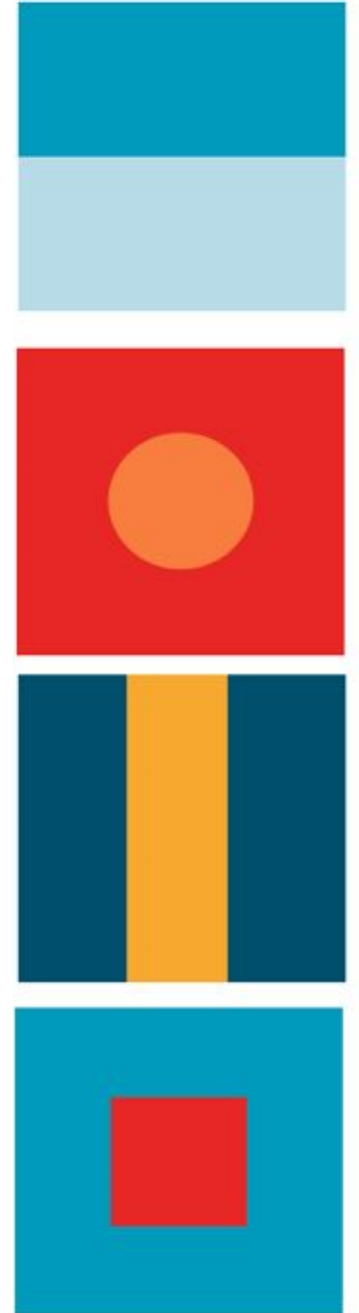
- In line with City of Brunswick's comprehensive plan to increase education for local communities.
- Field Trip destination
- After school programs and camps

## Family development

- Fostering fulfilling screen-free interactions between parents/caregivers and children to create memorable experiences.

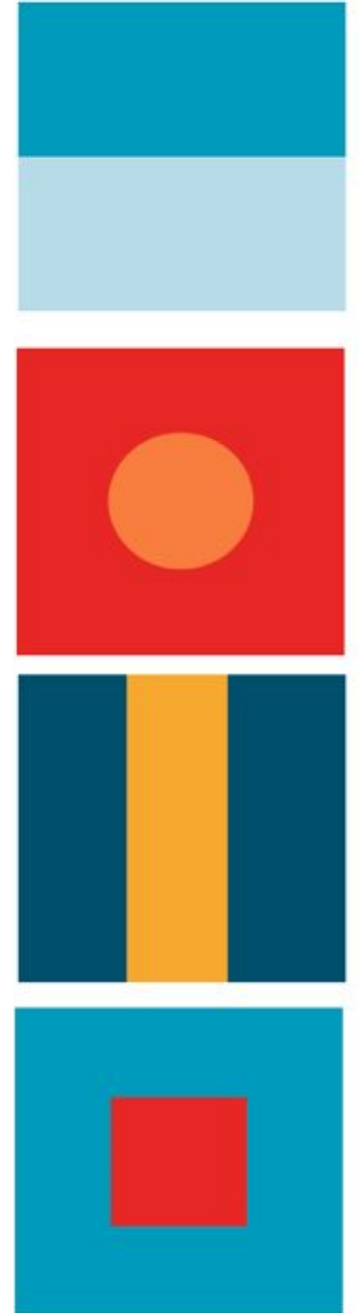
## Economic growth

- Foot traffic and tourism driven to local businesses
- Fulltime and part time job creation
- Local small businesses supported – Ex. Gift shop



# Measuring the benefits to the community

- Our commitment is to our community
  - Maintaining profitable operations by marketing to tourists.
- Goal- 25,0000 patrons per year. (Based on Association of Children's museums query of comparable demographic region's existing museums)
- Surveys taken upon entrance at admission ticket sale.
  - Measuring Reach and targeting tourism marketing funds.
    - zip codes of attendees
    - socioeconomic stratification
    - Age





# Action Plan

- ✓ - Kids Port achieved 501C3 Status.
- ✓ - Building identified, construction quotes received, negotiations in progress
- ✓ - Logo and Branding
- ✓ - Website designed and launched [kidsportmuseum.org](http://kidsportmuseum.org)
- ✓ - Joined the National Association of Children's Museums
- ✓ - Strategic Development Plan – SCORE, Georgia Center for Nonprofits
- ✓ - Public info sessions held in - Brunswick & SSI
- ✓ - Monthly Pop-ups sponsored by local business at **First Fridays**
- ✓ - Board expansion, and committee's to be filled
- Fundraising events planned
- Coastal Incentives Grant- Water exhibit
- Continued meeting with city and county officials and development authorities



# RAISE THE FLAG CAMPAIGN



Thank you Laura & Edward DiPreta, MD, DiPreta Dermatology, and family!



Because of the generosity of the DiPreta Family, we are halfway toward our goal of raising at least \$30,000 to build our first exhibit.

Please consider joining in this community-wide effort to provide a safe place for children to learn, explore, and be a kid!



**SUBJECT: APPROVAL OF PURCHASE OF A MINI EXCAVATOR WITH MOWER ATTACHMENT**

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**COMMISSION ACTION REQUESTED ON:** February 2, 2022

**PURPOSE:**

Authorization for the City of Brunswick to purchase a Mini Excavator with Mower Attachment from Bobcat of Brunswick in the amount of \$103,281.60

**HISTORY:**

The Public Works Department utilizes hydraulic excavators for various tasks around the City such as ditch mowing and cleaning, storm pipe installation and replacements, and minor grading projects. The department currently has a mini excavator which is very easy to transport and useful in projects where access is limited. The current excavator is approximately 15 years old and is experiencing several mechanical issues.

**FACTS AND ISSUES:**

The Public Works Department published a Request for Proposals for a Hydraulic Excavator with Mower Attachment. The RFP included minimum specifications for the tractor, attachments, and equipment warranty. Five proposals were received, and all met the minimum specifications.

The results are as follows:

Bobcat:	\$76,826.60
Ag-Pro:	\$94,850.00
Atlantic Coast Equipment:	\$94,500.00
Preferred Rental:	\$128,413.28
Yancey Brothers:	\$145,547.00

The RFP also asked the vendors to include any accessories, warranties, or add-ons which may be beneficial to the use and operation of the equipment. The Department recommends purchase of the Bobcat machine plus additional items including a 60-month extended warranty on the machine, a ditch grading attachment, and a tilt-deck trailer. The total cost of the machine plus these additional items is \$103,281.60. The tractor is available for immediate delivery.

**BUDGET INFORMATION:**

The tractor will be financed through the Georgia Municipal Association (GMA) equipment purchase program. This is a low-interest loan program to assist municipalities with the purchase of machinery and equipment. The cost of the equipment will be divided over five years with an approximate annual payment of \$21,000. The annual payment will be paid from the Storm Water Utility budget in FY 23 – FY 27.

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**OPTIONS:**

1. Approve the purchase of the Mini Excavator and accessories from Bobcat of Brunswick for \$103,281.60
  2. Do not approve the purchase of the Mini Excavator and accessories from Bobcat of Brunswick for \$103,281.60
  3. Take no action at this time.
- 

**DEPARTMENT RECOMMENDATION ACTION:**

Approve the purchase of the Mini Excavator and accessories from Bobcat of Brunswick for \$103,281.60

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**DEPARTMENT: Engineering**

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Prepared by: Garrow Alberson, Director of Engineering and Public Works

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**ADMINISTRATIVE COMMENTS:**

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**ADMINISTRATIVE RECOMMENDATION:**

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Approve the purchase of the Mini Excavator and accessories from Bobcat of Brunswick for \$103,281.60

*Regina M. McDuffie*  
\_\_\_\_\_  
City Manager

1/25/22  
\_\_\_\_\_  
Date



## Product Quotation

Quotation Number: 36724D036876

Date: 2022-01-14 15:04:24

Ship to	Bobcat Dealer	Bill To
<b>CITY OF BRUNSWICK</b> Attn: Garrow Alberson Dir. of Engineering & Public Works 525 Lakewood Ave. Brunswick, GA 31520 Email: galberson@cityofbrunswick-ga.gov	<b>BOBCAT OF BRUNSWICK</b> 5263 NEW JESUP HIGHWAY BRUNSWICK GA 31523 Phone: (912) 342-8030  Contact: CHIP BLOCKER Phone: 912-342-8030 Cellular: 912-387-3102 chip.bobcatbrunswick@aol.com	<b>CITY OF BRUNSWICK</b> Attn: Garrow Alberson Dir. of Engineering & Public Works 525 Lakewood Ave. Brunswick, GA 31520

Description	Part No	Qty	Price Ea.	Total
<b>E60 R2-Series Bobcat Compact Excavator</b> <i>36% Municipal Discount Applied</i> Auto Idle Auto Shift, 2, Speed Travel Auxiliary Hydraulics with Selectable Flow W/ Arm Mounted Flush Face Quick Couplers Canopy Includes: Cup Holder, Retractable Seat Belt, Vinyl Suspension Seat Roll Over Protective Structure (ROPS) - Meets Requirements of ISO 12117&gt;2: 2008 Tip Over Protective Structure (TOPS) - Meets Requirements of ISO 12117: 2000 Falling Object Protective Structure (FOPS) - Meets Requirements of ISO 10262 Control Console Locks Control Pattern Selector Valve (ISO/STD) Dozer Blade with Float	M3321	1	\$50,529.92	\$50,529.92
Engine/Hydraulic Monitor with Shutdown Fingertip Auxiliary Hydraulic Control Fingertip Boom Swing Control Horn Hydraulic Joystick Controls Keyless Start LED Work Lights Long Arm Rubber Tracks Spark Arrestor Standard 5 in. Display Turbocharged, Tier 4, Non-DPF Vandalism Protection Work Lights X Change Attachment Mounting System Warranty: 2 years, or 2000 hours whichever occurs first				
<b>Deluxe Package</b> <i>36% Municipal Discount Applied</i> Enclosed Cab With HVAC Cloth Suspension Seat Travel Motion Alarm	M3321-P10-C11	1	\$8,135.68	\$8,135.68
Radio Long Arm Clamp "Thumb" With Diverter Valve				
<b>30" MX4 XCHG TEETH BUCKET</b>	7322088	1	\$1,824.00	\$1,824.00
Description	Part No	Qty	Price Ea.	Total
<b>42" VAIL " X " SERIES CUTTER</b>	XBC-MX-4215	1	\$8,500.00	\$8,500.00

Total of Items Quoted	\$68,989.60
Dealer P.D.I.	\$350.00
Freight Charges	\$2,535.00
Dealer Assembly Charges	\$0.00
Other Charges: Material and Logistics	\$4,952.00
<b>Quote Total - US dollars</b>	<b>\$76,826.60</b>

### Notes:

**This Excavator, Vail Cutter and Bucket are In Stock, I changed to to 30" Bucket that is in stock and that better fits this machine than the 36". The Items on this quote can be delivered Immediately.**



## Product Quotation

Quotation Number: NEW

Date: 1/14/2022

Ship to	Bobcat Dealer	Bill To
<b>City of Brunswick</b> Attn: Garrow Alberson Dir. of Engineering & Public Works 525 Lakewood Ave. Brunswick, GA 31520 Email: galberson@cityofbrunswick-ga-gov	BOBCAT OF BRUNSWICK 5263 NEW JESUP HIGHWAY BRUNSWICK GA 31523 Phone: (912) 342-8030 Fax: ----- Contact: CHIP BLOCKER Phone: 912-342-8030 Cellular: 912-387-3102 E Mail: chip.bobcatbrunswick@aol.com	<b>City of Brunswick</b> Attn: Garrow Alberson Dir. of Engineering & Public Works 525 Lakewood Ave. Brunswick, GA 31520

Description	Part No	Qty	Price Ea.	Total
60 Month Protection Plus (2000 Hours) FOR EXCAVATOR	9986418	1	\$1,900.00	\$1,900.00
<b>BOBCAT FULL COVERAGE EXTENDED WARRANTY 60 MTHS OR 2000 HOURS</b>				
Excavator Hose Kit	7331054	1	\$250.00	\$250.00
Power-Tilt PTX4	7319637	1	\$7,507.00	\$7,507.00
<b>BOBCAT " Power-Tilt " Grading Attachment PROVIDES 180 DEGREES OF TRAVEL UP TO 90 DEGREES LEFT OR RIGHT</b>				
---		1	\$0.00	\$0.00
<b>CORRECT HOSE KIT 7331054 SHOWN ABOVE</b>				
60" MX4 XCHG GRADING	7333659	1	\$2,284.00	\$2,284.00
60" GRADING BUCKET				

Total of Items Quoted	\$11,941.00
Dealer P.D.I.	\$50.00
Freight Charges	\$252.00
Dealer Assembly Charges	\$0.00
Other Charges: Material and Logistics	\$1,017.00
Quote Total - US dollars	\$13,260.00

**Notes:**

**I HAVE PUT A BOBCAT CASE IN ASKING FOR AN APPROXIMATE DELIVERY DATE ON THE POWER TILT AND I WILL PASS THAT INFORMATION ON AS SOON AS I GET AN ANSWER. THE EXTENDED WARRANTY ADDS 3 EXTRA YEARS OF COVERAGE ON THE MACHINE FOR A TOTAL OF 60 MONTHS OR 2000 HOURS.**



## Product Quotation

Quotation Number: NEW

Date: 1/17/2022

Ship to	Bobcat Dealer	Bill To
<b>CITY OF BRUNSWICK</b> Attn: Garrow Alberson Dir. of Engineering & Public Works 525 Lakewood Ave. Brunswick, GA 31520 Email: galberson@cityofbrunswick-ga-gov	<b>BOBCAT OF BRUNSWICK</b> 5263 NEW JESUP HIGHWAY BRUNSWICK GA 31523 Phone: (912) 342-8030 ----- Contact: CHIP BLOCKER Phone: 912-342-8030 Cellular: 912-387-3102 chip.bobcatbrunswick@aol.com	<b>CITY OF BRUNSWICK</b> Attn: Garrow Alberson Dir. of Engineering & Public Works 525 Lakewood Ave. Brunswick, GA 31520

Description	Part No	Qty	Price Ea.	Total
<b>KAUFMAN 22' 17k TILT DECK DELUXE TRAILER</b>		1	\$11,995.00	\$11,995.00
<b>Total of Items Quoted</b>				<b>\$11,995.00</b>
Dealer P.D.I.				\$0.00
Freight Charges				\$0.00
Dealer Assembly Charges				\$0.00
Other Charges: Material and Logistics				\$0.00
<b>Quote Total - US dollars</b>				<b>\$11,995.00</b>

### SPECIFICATIONS

**G.V.W.R.** 17,000 GVWR

**Electrical** Sealed wiring harness with lifetime LED lights

**Frame** 6 in. Channel, with 3 in. channel crossmembers 17 in. on center

**Tongue** 6 in. Channel wrap around

**Tires** 215/75 R17.5

**Floors** 2 in. Treated Wood

**Coupler** Super duty cast iron 2 5/16 adjustable coupler

**Safety Chains** Heavy duty safety chains

**Ramps** 29 in. Wide x 16 in. long beveled extensions

**Tie Downs** Stake pockets and Rubrail

**Deck Length** 22 ft. (8 ft. + 14 ft. 6 in. tilt deck with hydraulic cylinder)

**Deck Height** 26 in.

**Deck Width** 82 in. Between fenders

**Fenders** Diamond plate fenders

**Brakes** All wheel electric brakes

**Wheels** Silver or white mod (Based on stock)

**Jack** 12,000 lb. Drop foot jack

**Axles** 2-8,000 lb. e-z lube axles

**Suspension** Slipper springs

**Toolbox** Chain box with lockable lid standard

**Finish** Primed, 2 coats of automotive grade enamel, pin striped

**DELIVERY TIME: 8 TO 10 WEEKS AFTER RECEIPT OF ORDER. TRAILERS ARE MADE TO ORDER.**

### UPGRADES AVAILABLE:

**DIAMOND PLATE STEEL DECK - ADD \$1200.00**

**PINTLE HITCH INSTEAD OF 2 5/16" COUPLER - ADD \$100.00**

**SPARE TIRE AND WHEEL - \$500.00**



**SUBJECT: APPROVAL OF PURCHASE OF A COMPACT TRACTOR & BACKHOE**

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**COMMISSION ACTION REQUESTED ON:** February 2, 2022

**PURPOSE:**

Authorization for the City of Brunswick to purchase a Compact Tractor & Backhoe from Bobcat of Brunswick in the amount of \$30,761.12

**HISTORY:**

The Public Works Department utilizes small equipment for various tasks around the City such as sidewalk repairs and minor excavation and grading projects. The department currently has a small backhoe which is very useful in areas where access is restricted. The current equipment is approximately 20 years old and is experiencing several mechanical failures. The proposed tractor is slightly larger than the current machine and will be able to perform more tasks while still able to work in limited-access areas.

**FACTS AND ISSUES:**

The Public Works Department published a Request for Proposals for an Compact Tractor with Backhoe Attachment. The RFP included minimum specifications for the tractor, attachments, and equipment warranty. Two proposals were received, and both met the minimum specifications. The results are as follows:

Bobcat:	\$28,186.12
Ag-Pro:	\$33,489.50

The RFP also asked vendors to provide pricing for additional items such as warranties, attachments or other accessories which may be beneficial to the operation and maintenance of the equipment. The department recommends purchasing the CT2025 tractor with backhoe plus an additional root grapple for moving and loading limbs and loose vegetative debris. The purchase price also includes an 60-month warranty on the equipment. The tractor is available for delivery within 14 days from date of purchase.



**BUDGET INFORMATION:**

The tractor will be paid for with funds budgeted in the FY 2023 General Fund budget for Public Works – Equipment Support. There is \$35,000 budgeting in this line item for the purchase of this equipment.

---

**OPTIONS:**

1. Approve the purchase of the Compact Tractor from Bobcat of Brunswick for \$30,761.12
  2. Do not approve the purchase of the Compact Tractor from Bobcat of Brunswick for \$30,761.12
  3. Take no action at this time.
- 

**DEPARTMENT RECOMMENDATION ACTION:**

Approve the purchase of the Compact Tractor from Bobcat of Brunswick for \$30,761.12

---

**DEPARTMENT:**    **Engineering**

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Prepared by:    Garrow Alberson, Director of Engineering and Public Works

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**ADMINISTRATIVE COMMENTS:**

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**ADMINISTRATIVE RECOMMENDATION:**

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Approve the purchase of the Compact Tractor from Bobcat of Brunswick for \$30,761.12

*Regina M. McDuffie*  
\_\_\_\_\_  
City Manager

1/25/22  
\_\_\_\_\_  
Date



# Bobcat®

## Product Quotation

Quotation Number: 36724D036872

Date: 2022-01-12 18:10:11

Ship to	Bobcat Dealer	Bill To
City of Brunswick Attn: Garrow Albertson Dir. of Engineering & Public Works 525 Lakewood Ave. Brunswick, GA 31520 Email: galberson@cityofbrunswick-ga.gov	BOBCAT OF BRUNSWICK 5263 NEW JESUP HIGHWAY BRUNSWICK GA 31523 Phone: (912) 342-8030 Fax: ----- Contact: CHIP BLOCKER Phone: 912-342-8030 Cellular: 912-387-3102 E Mail: chip.bobcatbrunswick@aol.com	City of Brunswick Attn: Garrow Albertson Dir. of Engineering & Public Works 525 Lakewood Ave. Brunswick, GA 31520

Description	Part No	Qty	Price Ea.	Total
<b>CT2025 Compact Tractor HST</b>	M1603	1	\$14,788.84	\$14,788.84
Bobcat CT2025 HST	Four Wheel Drive			
Glow Plug Engine Pre Heat	Rear Differential Lock			
Electric Key Shutoff	Brakes, Wet Multi Disc			
Horn	Loader Joystick & Valve			
Cupholder	Fuel Heater (excluded CT2025)			
Vinyl Suspension seat, w/ retractable seat belt	Rear PTO			
Hydrostatic Power Steering	PTO Shield			
Floor Mat	Three-Point Hitch, Category 1			
Instrumentation: Hourmeter, tachometer, engine temperature, fuel gauge, and warning lights	Hydraulic Three Point Lift Position Control System			
Lights: headlights, tail lights, brake lights, hazard flashers and turn signals	Lift rod Turnbuckle			
Safety Interlock System	Draw Bar, Adjustable			
ROPS two post, Foldable *	Tires: Bobcat Industrial Tires			
Parking Brake	25X8.5-14, Front; 15-19.5 Rear			
Bobcat 60 Month Protection Plus Warranty (2000 Hours)	9986452	1	\$700.00	\$700.00
Assembled Tractor with Assembled Loader	M1603-R01-C01	1	\$250.00	\$250.00
Factory Installed Front End Loader (FL7)	M1603-A01-C01	1	\$3,130.48	\$3,130.48
CT Backhoe - BH76 (CT2XXX Series)	7366339	1	\$7,156.80	\$7,156.80
<b>Description</b>	<b>Part No</b>	<b>Qty</b>	<b>Price Ea.</b>	<b>Total</b>
16" Backhoe Bucket	7414461	1	\$615.00	\$615.00

Total of Items Quoted	\$26,641.12
Dealer P.D.I.	\$150.00
Freight Charges	\$895.00
Dealer Assembly Charges	\$500.00
<b>Quote Total - US dollars</b>	<b>\$28,186.12</b>

### Notes:

**I have the CT2025 HST tractor and loader in stock. The only thing I would need to get would be the Backhoe and 16" Bucket. Tentative Delivery with Backhoe would be 14 days.**



**Bobcat**<sup>®</sup>

Optional

**Product Quotation**

Quotation Number: 36724D036873

Date: 2022-01-13 10:25:42

Ship to	Bobcat Dealer	Bill To
City of Brunswick Attn: Garrow Albertson Dir. of Engineering & Public Works 525 Lakewood Ave. Brunswick, GA 31520 Email: galbertson@cityofbrunswick-ga-gov	BOBCAT OF BRUNSWICK 5263 NEW JESUP HIGHWAY BRUNSWICK GA 31523 Phone: (912) 342-8030 Fax: ----- Contact: CHIP BLOCKER Phone: 912-342-8030 Cellular: 912-387-3102 E Mail: chip.bobcatbrunswick@aol.com	City of Brunswick Attn: Garrow Albertson Dir. of Engineering & Public Works 525 Lakewood Ave. Brunswick, GA 31520

Description	Part No	Qty	Price Ea.	Total
<b>48" Grapple and 3rd Function Valve</b> <i>Installed</i>		1	\$2,575.00	\$2,575.00
Total of Items Quoted				<b>\$2,575.00</b>
Dealer P.D.I.				<b>\$0.00</b>
Freight Charges				<b>\$0.00</b>
Dealer Assembly Charges				<b>\$0.00</b>
Quote Total - US dollars				<b>\$2,575.00</b>

**Notes:**

**Our Tractor has Skid Steer Quick Connect on the Front Loader and many customers come back and have the 3rd Function Valve and 48" Root Grapple Added. This is a quote for that. The Third function Valve and Grapple are in stock and can be installed immediately and will not delay delivery date.**



**SUBJECT: APPROVAL OF PURCHASE OF A NEW BUCKET TRUCK**

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**COMMISSION ACTION REQUESTED ON:** February 2, 2022

**PURPOSE:**

Authorization for the City of Brunswick to purchase an Aerial Lift Bucket Truck from Altec Industries, Inc in the amount of \$185,665.00

**HISTORY:**

The Public Works Department utilizes a bucket truck on an almost daily basis in the maintenance and care of various trees around the City. The truck is also occasionally used for minor maintenance tasks in high areas and other locations where access is difficult. The current vehicle is a 1998 Freightliner truck with a 55-foot vertical reach. It was purchased used and was originally built as a power line access truck rather than for tree maintenance. Due to its age and original use, it is missing several of the safety features that will be present on a newer piece of equipment.

**FACTS AND ISSUES:**

The Public Works Department published a Request for Proposals for an Aerial Lift Bucket Truck. The RFP included minimum specifications for the truck chassis, lift system and equipment warranty. Four proposals were received, and three of them met the minimum specifications. The results are as follows:

Wade Ford:	\$168,972.00 **
Versalift Southeast:	\$169,080.00
Terex Utilities:	\$174,800.25
Altec Industries:	\$185,665.00

(\*\*The vehicle from Wade Ford did not meet the minimum requirements for vertical reach and bucket weight capacity.)

The department recommends purchasing the vehicle listed from Altec Industries at a cost of \$192,850.00. The vehicle specified in the proposal is a 2023 Freightliner truck with a 75-foot working height aerial lift. This submittal meets all of the minimum specifications and

requirements listed in the Request for Proposals. The purchase price also includes a five-year extended warranty on the chassis, engine, transmission, and hydraulic lift device.

**BUDGET INFORMATION:**

The bucket truck will be financed through the Georgia Municipal Association (GMA) lease-purchase program. The cost of the vehicle will be approximately \$40,000 per year over a five-year period. The truck will not be available for delivery until March 2023, so this cost will be budgeted in the City’s General Fund budget beginning in FY 24 through FY 28.

---

**OPTIONS:**

1. Approve the purchase of the Aerial Lift Bucket Truck from Altec Industries for \$192,850.00
2. Do not approve the purchase of the Aerial Lift Bucket Truck from Altec Industries for \$192,850.00
3. Take no action at this time.

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**DEPARTMENT RECOMMENDATION ACTION:**

Approve the purchase of the Aerial Lift Bucket Truck from Altec Industries for \$192,850.00

---

**DEPARTMENT:   Engineering**

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Prepared by:   Garrow Alberson, Director of Engineering and Public Works

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**ADMINISTRATIVE COMMENTS:**

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**ADMINISTRATIVE RECOMMENDATION:**

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Approve the purchase of the Aerial Lift Bucket Truck from Altec Industries for \$192,850.00

*Regina M. McDuffie*  
\_\_\_\_\_  
City Manager

1/25/22  
\_\_\_\_\_  
Date

December 28, 2021  
Our 92nd Year

**Ship To:**  
CITY OF BRUNSWICK GEORGIA  
525 Lakewood Avenue  
Brunswick, GA 31520

**Bill To:**  
CITY OF BRUNSWICK GEORGIA  
525 Lakewood Avenue  
Brunswick, GA 31520

Attn: Garrow Alberson  
Email: galberson@cityofbrunswick-ga.gov

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	<u>Unit</u>		
1.	ALTEC Model LR8-60E70RM Articulating Overcenter Aerial Device with an insulating lower boom, insulating upper boom and the Altec ISO-Grip insulating system at the boom tip. For installation over the rear axle and to include the following features:	1	
2.	Upper Boom Stow Securing System with support cradle and tie down strap.	1	
3.	Elevator Pedestal	1	
4.	Single, One (1) Man, Fiberglass Platform; fixed side mounted. 24 x 24 x 39 inches.  Altec Patented ISO-Grip Insulating, Proportional Speed, Upper Control Handle - with safety interlock and interlock guard. Located on the side of the platform nearest the upper boom, mounted on the shaft. Forward/back operates lower boom down/up, tiller operates rotation CW/CCW, and up/down operates upper boom up/down.	1	
5.	One (1) Platform Step - located on the side of the platform nearest the elbow in the stowed position	1	
6.	Platform Cover - Soft vinyl 24 x 24 inch (610 x 610 mm)	1	
7.	Platform Liner, 24 x 24 x 39 inches (610 x 610 x 991 mm), 50 kV Rating	1	
8.	Hydraulic Tool Circuit at Platform: Two (2) sets of tool couplers for open center tools, one (1) set located on each side of the platform.	1	
9.	Secondary Stowage System: 12 VDC powered motor and pump assembly for temporary operation of the unit in a situation wherein the primary hydraulic source fails. Electric motor is powered by the chassis battery. Control is operated with an air plunger at the platform and a momentary switch located at the lower controls and the outrigger controls. This feature allows the operator to completely stow the booms, platform, and outriggers.	1	
10.	Slip Ring: Required for engine start/stop, secondary stowage system, and throttle control options	1	
11.	Primary A-Frame Outriggers with 5-degree swivel shoe. For installation on a 36 to 40 inch	1	

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	chassis frame height.		
	<ul style="list-style-type: none"> <li>A. Maximum Spread: 140 inches to the outer edge of shoes</li> <li>B. Ground Penetration: 7 to 11 inches depending on chassis frame height</li> <li>C. Outrigger/Unit Selector Valve: reduces the potential for inadvertent outrigger movement during machine operation if outrigger controls are bumped</li> <li>D. Outrigger Control Valves: located on the outrigger legs</li> <li>E. Outrigger Interlocks: will not allow the unit to be operated until the outriggers have been at least partially deployed</li> <li>F. Outrigger Motion Alarms</li> </ul>		
12.	Auxiliary A-Frame Outriggers with 5-degree swivel shoe. For installation on a 36 to 40 inch chassis frame height.	1	
	<ul style="list-style-type: none"> <li>A. Maximum Spread: 140 inches to the outer edge of shoes</li> <li>B. Ground Penetration: 7 to 11 inches depending on chassis frame height</li> <li>C. Outrigger Interlocks: will not allow the unit to be operated until the outriggers have been at least partially deployed</li> <li>D. Outrigger Motion Alarms</li> </ul>		
13.	Hydraulic Outrigger Control Valves	1	
14.	Insulating Aerial Device, ANSI Category C, 46kV and Below	1	
15.	Altec Unit Powder Painted White	1	
<b><u>Unit and Hydraulic Acc.</u></b>			
16.	Subbase	1	
17.	Hydraulic Reservoir, 30 Gallon, Rectangular	1	
18.	Sight Gauge for Hydraulic Reservoir, Reservoir Mounted	1	
19.	HVI-22 Hydraulic Oil (Standard).	35	
20.	Standard Pump For PTO	1	
21.	Hot shift PTO for automatic transmission	1	
22.	Standard Altec PTO Functionality for Automatic Allison Transmissions: -Once the PTO switch is on, the Parking Brake is engaged, and the transmission is in a near stationary condition (i.e., below 5 mph) the transmission will be forced to neutral, and PTO will engage.	1	
<b><u>Body</u></b>			
23.	140 inch Flatbed, suitable for installing on any 4x2 chassis with an approximate clear CA dimension of 106-121 inches, built to the following specifications:	1	

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
A.	Basic flatbed fabricated from hot rolled steel.		
B.	Steel treated for improved primer bond and rust resistance.		
C.	Primer applied to exterior of flatbed.		
D.	Automotive underseal applied to entire underside of flatbed.		
E.	Flatbed finish paint color - Jet Black.		
F.	All steel flatbed, 140 inches long x 96 inches wide.		
G.	Floor made from 10 gauge galvanneal.		
H.	Frame built with 4 inch high structural channel.		
I.	3 inch high rail installed around perimeter of flatbed.		
J.	3 inch high pivot rail installed at sides and rear of flatbed.		
K.	Light channels installed at curbside and streetside rear.		
L.	LED FMVSS lights and rear strobes.		
M.	25 inch high u-shaped grab handle installed at rear of flatbed.		
N.	Toe step installed at curbside rear.		
O.	Platform rest assembly installed at curbside rear.		
P.	Mounting provisions for E-Z step provided at the rear of flatbed.		
Q.	Mounting provisions for bolt-on control stand.		
R.	Steel elevator guard, 90 inch long x 40 inch wide x 42 inch high.		

**Body and Chassis Accessories**

24.	Cab Guard, 140" L, 12 GA Sheet Metal With Non-Skid Surface And Expanded Metal Section At Front, Black Gator Hyde Coating	1	
A.	Cab Guard Mounting Kit		
B.	Front Supports For Cab Guard		
25.	ICC (Underride Protection) Bumper Installed At Rear	1	
26.	Rigid Style Pintle Hitch (30,000 LB MGTW with 6,000 LB MVL), 4-Bolt Face Mount, Buyers PH15 (T-60 Style) (Forestry Applications)	1	
27.	Set Of D-Rings for Trailer Safety Chain, installed one each side of towing device mount.	1	
28.	Pull-Out Drop Down Double Step At Rear	1	
29.	Add Interim Step (Toe Step) As Needed.	1	
30.	Platform Access Ladder from Flatbed with Grab Handle	1	
31.	Platform Rest, Rigid with Rubber Tube	1	
32.	Lower Boom Rest Weldment	1	
33.	Lower Boom Stow System	1	
34.	Outrigger Pad, 19.5" x 19.5" x 2.25", With Fluorescent Orange Steel Band Around The Outer Edges And Chain Handle	4	



<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
35.	Outrigger Pad Holder, 20" L x 20" W x 3.5" H, Fits 19.5" x 19.5" x 2.25" And Smaller Pads, Bolt-On, Bottom Washout Holes, 3/4" Lip Retainer	2	
36.	Mud Flaps (Pair)	1	
37.	Wheel Chocks, Rubber, 9.75" L x 7.75" W x 5.00" H, with 4" L Metal Hairpin Style Handle (Pair)	1	
38.	Wheel Chock Holders (Pair), For Installation Under Flatbed Or Dump Body	1	
39.	Slope Indicator Assembly (Pair) For Machine With Outriggers	1	
40.	Post Style Cone Holder (Holds up to four 15"x15" large cones)	1	
<p><b><u>Sales Text:</u> Installed On SS Rear Of Flatbed, Painted Jet Black</b>  <b>Last Updated By: Nathan M Mullins on 12-NOV-2021 15:40</b></p>			
41.	Additional Horizontal Storage Box 1	3	
<p><b><u>Sales Text: Details:</u></b>  - 60" L x 34" H x 20" D, Vented, Jet Black  - Barn Style Doors, Open in Center, Gas Props, Keyed Paddle Latch  - Right Side 18" W w/ Hooks 3-0-3, High as Possible  - Left Side 42" W w/ One (1) Adjustable Self and One (1) Fixed Self on Bottom  - Both Shelves with Removable Dividers on 4" Centers, Rubber Lined  - Installed on CS Front of Flatbed, Flush with Retaining Rails  - Reference Part#991156092</p>			
42.	Safety Harness & 4.5 FT Lanyard (Medium To X-large)	1	
43.	Driveaway Safety Kit	1	
44.	Vinyl manual pouch for storage of all operator and parts manuals	1	
<p><b><u>Electrical Accessories</u></b></p>			
45.	Lights and reflectors in accordance with FMVSS #108 lighting package. (Complete LED, including LED reverse lights)	1	
46.	4-Corner Strobe Lighting, Amber LED, Two (2) Round Lights in Front Corners of Cab Guard and Two (2) Round Lights at Rear	1	
47.	Strobe Lights Wired Battery Hot	1	
48.	Dual Tone Back-Up With Outrigger Motion Alarm	1	
49.	PTO Hour Meter, Digital, with 10,000 Hour Display	1	
50.	6-Way Trailer Receptacle (Pin Type) Installed At Rear	1	

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
51.	Electric Trailer Brake Controller (Tekonsha Voyager #9030)	1	
52.	Install secondary stowage system.	1	
53.	Install Outrigger Interlock System	1	
54.	Heavy Duty Secondary Stowage Pump	1	
55.	PTO Indicator Light Installed In Cab	1	
<b><u>Finishing Details</u></b>			
56.	Powder Coat Unit Altec White	1	
57.	Altec Standard; Components mounted below frame rail shall be coated black by Altec. i.e. step bumpers, steps, frame extension, pintle hook mount, dock bumper mounts, D-rings, receiver tubes, accessory mounts, light brackets, under-ride protection, etc. Components mounted to under side of body shall be coated black by Altec. i.e. Wheel chock holders, mud flap brackets, pad carriers, boxes, lighting brackets, steps, and ladders.	1	
58.	Apply Non-Skid Coating to all walking surfaces	1	
59.	English Safety And Instructional Decals	1	
60.	Vehicle Height Placard - Installed In Cab	1	
61.	Placard, HVI-22 Hydraulic Oil	1	
62.	Completed Test Forms To Be Included In The Manual Pouch	1	
	A. Stability Test Form		
	B. Dielectric Test Form (For Insulating Units)		
63.	Dielectric test unit according to ANSI requirements.	1	
64.	Stability test unit according to ANSI requirements.	1	
65.	Focus Factory Build	1	
66.	Delivery Of Completed Unit	1	
67.	Inbound Freight	1	
68.	As Built Electrical And Hydraulic Schematics To Be Included In The Manual Pouch	1	
69.	Stock Unit	1	

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	<u>Chassis</u>		
70.	Altec Supplied Chassis	1	
71.	Chassis	1	
72.	2023 Model Year	1	
73.	Freightliner M2-106	1	
74.	4x2	1	
75.	87 Clear CA (Round To Next Whole Number)	1	
76.	Regular Cab	1	
77.	Chassis Cab	1	
78.	Dual Rear Wheel	1	
79.	Set Back Axle	1	
80.	Cummins B6.7	1	
81.	Diesel	1	
82.	Allison 2500 RDS Automatic Transmission	1	
83.	Other Chassis GVWR	1	
	<b><u>Sales Text: 26000</u></b>		
	<b>Last Updated By: Nathan M Mullins on 12-NOV-2021 15:40</b>		
84.	12,000 LBS Front GAWR	1	
85.	Spring Suspension	1	
86.	17,500 LBS Rear GAWR	1	
87.	Hydraulic Brakes	1	
88.	Park Brake In Rear Wheels	1	
89.	016-1C3 - Freightliner Horizontal Exhaust (Right-Horizontal-Under Cab-Horizontal)	1	
90.	Freightliner - Clear Area Around Allison PTO Openings (362-824) and (363-011)	1	

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
91.	Freightliner - Radiator (950 Square Inch) for ISB/B.7 or DD8.1 (SS) (266-078)	1	
92.	Freightliner - Rear Cab Crossmember Flush With Back Of Cab (561-010)	1	
93.	Freightliner PTO Throttle Wiring for Automatic Transmission with Pre-Wire (163-001), (148-074), (87L-003)	1	
94.	Freightliner/Allison Body Builder Connection with Pre-Wire (34C-002)	1	
95.	Freightliner - Pre-Wire Chassis with No Cab Backwall Pass-Thru (33U-011)	1	
96.	No Idle Engine Shut-Down Required	1	
97.	CARB Compliant	1	
98.	Clean Idle Certification	1	
99.	204-215 Freightliner 50 Gallon Fuel Tank (Left Hand Under Cab)	1	
100.	23U-001, 43X-002 Freightliner 6 Gallon DEF Tank (Under Cab Left Hand)	1	
101.	Chassis Without Front Frame Extensions	1	
102.	Battery Under Cab Left Hand	1	
103.	No Air Horn	1	
104.	AM/FM Radio	1	
105.	Bluetooth	1	

**Additional Pricing**

106.	Standard Altec Warranty: One (1) year parts warranty, one (1) year labor warranty, ninety (90) days warranty for travel charges, limited lifetime structural warranty	1	
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**TOTAL: \$185,665.00**

**Altec Industries, Inc.**

BY \_\_\_\_\_

Nathaniel M Mullins , Technical Sales Representative

**Notes:**

- Current Lead Time is Q1 2023. Could vary depending on availability at time of order.



## Altec Aerial and Digger Derrick Warranty

Altec Industries, Inc. Provides the Following Warranties to the Original Purchase of an Altec Aerial Device Or Digger Derrick

### STRUCTURAL

Aerials and derricks designed and manufactured by Altec Industries, Inc., are warranted to be free from defects in material and workmanship at the time of initial delivery. This does not apply if the product has been modified or altered in any way by anyone other than an approved Altec representative.

For so long as the initial purchaser owns the product, Altec will, at its option, repair or replace any of the following major components found by Altec to be structurally impaired due to defects in material or workmanship which existed at the time of initial delivery: booms, boom articulation links, hydraulic cylinder structures, outrigger weldments, pedestals, sub bases, turntables, and reel lifting arms. No charge for parts or labor shall be made for such repair or replacement when performed at an Altec service facility. This warranty does NOT cover wear components.

### APPLICABLE TO ALL ALTEC AERIAL AND DIGGER DERRICK UNITS:

#### COMPONENTS

For 1 year following initial delivery of the product, Altec will, at its option, repair or replace any part found by Altec to be defective in material or workmanship at the time of initial delivery. During the first 90 days following initial delivery, no charge for parts, labor or travel to the customer's location shall be made for such repair or replacement at the customer's location. During the remainder of such 1 year, no charge for parts or labor shall be made for such repair or replacement at an Altec service facility.

#### ELIGIBILITY

- Warranty period begins at the time of initial delivery from Altec.
- All products must be properly installed, maintained and serviced during the duration of the warranty coverage.
- This warranty is not transferable beyond the original owner.

#### EXCLUSIONS

**This warranty does not cover:**

- (a) Products which have not been operated and maintained in accordance with Altec operators and maintenance manuals, programs, and bulletins;
- (b) Products which have not been mounted in accordance with Altec installation procedures;
- (c) Products not manufactured by Altec which are supplied by Altec on special order;
- (d) Products which are repaired without using original Altec parts; or
- (e) Transportation or delivery to an Altec service facility or the customer's location.

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*Any and all accessory items that are added to the body but not manufactured by Altec, such as inverters, compressors, liftgates, generators, corner mount cranes, etc., will be covered, if at all, by the accessory products manufacturer's warranty in effect at the time of delivery and will not be covered by any warranty extended by Altec. This limited warranty is expressly in lieu of any other warranties, express or implied, including, but not limited to, any warranty of merchantability or fitness for a particular purpose. Except as specified above, no associate, agent or representative of Altec is authorized to extend any warranty on Altec's behalf. Remedies under this limited warranty are expressly limited to the provision and installation of parts and labor, as specified above, and any claims for other loss or damages of any type (including, but not limited to, loss from failure of the product to operate for any period of time, other economic or moral loss, or direct, immediate, special, indirect, incidental or consequential damage) are expressly excluded.*



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## AERIAL DEVICE EXTENDED WARRANTY: LABOR AND MATERIALS

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- Extended to End of Year 2: \$1,890.00
- Extended to End of Year 3: \$2,400.00
- Extended to End of Year 4: \$3,100.00
- Extended to End of Year 5: \$3,900.00
- Extended to End of Year 6: \$4,800.00
- Extended to End of Year 7: \$5,900.00
- Extended to End of Year 8: \$7,400.00

## FREIGHTLINER CHASSIS EXTENDED WARRANTY COSTS

### M2-106 Chassis:

- 5 year/100K: \$1,595.00
- 6 year/100K: \$1,755.00
- 7 year/100K: \$2,425.00

### Cummins Engine-6.7L:

- 5 year/100K: \$700.00
- 6 year/150K: \$1,300.00
- 7 year/150K: \$1,700.00

### Cummins Aftertreatment:

- 5 year/100K: \$475.00
- 6 year/150K: \$550.00
- 7 year/150K: \$769.00

### Allison Transmission Extended Warranty:

- 5 year/unlimited mileage: \$515.00

## ORDINANCE 1074

**AN ORDINANCE TO ADD CHAPTER 27, TITLED SHORT-TERM RENTAL ORDINANCE; TO PROVIDE FOR A PURPOSE; TO PROVIDE FOR DEFINITIONS; TO PROVIDE FOR TAXATION; TO PROVIDE STANDARDS OF OPERATIONS; TO PROVIDE FOR AN APPLICATION PROCESS; TO PROVIDE FOR PENALTIES; TO PROVIDE FOR DUE PROCESS; TO PROVIDE FOR AN EFFECTIVE DATE; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.**

**The commission of the City of Brunswick hereby ordains** that the Code of Ordinances of the City of Brunswick be and it is hereby amended as follows:

### SECTION ONE:

#### **Sec. 27-1 Short Title.**

This Chapter shall be known and may be cited as the "Short-Term Rental Ordinance of the City of Brunswick".

#### **Sec. 27-2 Purpose.**

It is the purpose of this chapter to protect the public health, safety and general welfare of individuals and the community at large; to facilitate and provide reasonable means for citizens to mitigate impacts created by occupancy of short-term units; and to implement rationally based, reasonably tailored regulations to protect the integrity of the city's neighborhoods.

This Chapter is not intended to regulate hotels, motels, inns, hospitals, or non-vacation type rental arrangements.

#### **Sec. 27-3 Definitions.**

The following words, terms, and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. When not inconsistent with the context, words in the plural number include the singular number, and words in the singular include the plural number.

- (a) *Accommodation Excise Tax* means the excise tax (also known as the "Lodging Tax") imposed and collected by the City pursuant to O.C.G.A §§ 48-13-50 through 48-13-63 and the City of Brunswick Ordinance Sections 20-26 through 20-36 for the furnishing for value to the public of any rooms, lodgings, or accommodations in the City.

- (b) *Accommodation Excise Tax Certificate or Certificate* means the document issued by the City to the property owner or the Managing Agency or Managing Agent of a Short-Term Rental under this Ordinance containing an official Short-Term Rental Accommodation Excise Tax number for the purpose of verifying and enforcing compliance with the accommodation excise tax requirements of the City of Brunswick Code of Ordinances, as well the other provisions of this Ordinance pertaining to the operation of a Short-Term Rental for transient occupants.
- (c) *Advertisement or Advertising* means the listing or marketing of any real property as a Short-Term Rental through any print, outdoor, digital, broadcast, or other advertising medium, such as magazines, brochures, newsletters, banners, signs, social media platforms, apps on a smartphone, electronic or online marketplaces or booking platforms, marketplace facilitators, websites, internet, computer or other electronic devices, television, or radio.
- (d) *Board of Commissioners or Board* means the City of Brunswick Board of Commissioners.
- (e) *Commercial Event* means an event or gathering of people, or the marketing or advertising thereof, where a fee is charged in exchange for allowing an event or gathering on the property.
- (f) *City* means the City of Brunswick, Georgia.
- (g) *Dwelling Unit or Unit* means one or more rooms, designed, occupied or intended for occupancy as separate, complete living quarters with permanent cooking, sleeping and sanitary facilities provided within the dwelling unit for the exclusive use of one or more persons.
- (h) *Local Point of Contact or Point of Contact* means a person located in Glynn County who is at least 21 years of age and who, using reasonably prudent business practices, is responsible for ensuring that all occupants and/or guests of the Short-Term Rental comply with all applicable laws, rules and regulations pertaining to the use and occupancy of the subject Short-Term Rental and for responding to questions or concerns from occupants, guests, and the City regarding the operation of the Short-Term Rental.
- (i) *Managing Agency or Managing Agent* means a person, firm, agency, or company with a valid city occupation tax certificate that manages one or more Short-Term Rentals under a management agreement on behalf of the owner of the Short-Term Rental property.
- (j) *Maximum Occupancy Rate* means no more than two persons per bedroom, plus two additional persons. A bedroom is a room or space within the Short-Term Rental furnished with one or more beds and that is customarily used and intended primarily for sleeping. Children under 12 years of age shall not be included in



determining the maximum occupancy of a Short-Term Rental, but in no event shall occupancy exceed 15 persons total, including children, unless a variance from such total is requested and received from the City allowing a proportional increase for Dwelling Units with six or more bedrooms.

- (k) *Owner* or *Owners* means a person that holds legal title to private property.
- (l) *Party* means one or more persons who, as a single group, rent a Short-Term Rental pursuant to a single reservation and payment.
- (m) *Person* means an individual, firm, partnership, corporation, association, company, agency, syndicate, estate, trust, business trust, receiver, fiduciary or any combination acting as a unit, body politic, or political subdivision whether public, private or quasi-public.
- (n) *Property* means a legal lot of record on which any Dwelling Unit(s) is being operated or offered as a Short-Term Rental.
- (o) *Short-Term Rental* means an accommodation for transient occupants or guests where, in exchange for compensation of any type or amount, a residential Dwelling Unit, or a portion thereof, is provided for lodging for a period of time not to exceed 30 consecutive days.
- (p) Any term used in this Ordinance that is also used in the zoning ordinance of the City of Brunswick shall have the same meaning as defined in the zoning ordinance, unless otherwise specifically defined in this section.

#### **Sec. 27-4 Accommodation Excise Tax Certificate.**

- (a) No Dwelling Unit, or any portion thereof, shall be used, operated, rented, offered, or advertised as a Short-Term Rental within the City of Brunswick, unless the Owner of the Dwelling Unit applies for and possesses a valid and current Accommodation Excise Tax Certificate issued by the City of Brunswick in accordance with this Ordinance.
- (b) It shall be unlawful and a violation of this Ordinance for any person or property owner to use, operate, rent, offer, or advertise a Short-Term Rental within the city limits of the City of Brunswick without a valid and current Accommodation Excise Tax Certificate issued by the City of Brunswick under this Ordinance, or to operate a Short-Term Rental contrary to the procedures and regulations established in this Ordinance, other provisions of this Code, or any applicable state law.
- (c) An Accommodation Excise Tax Certificate shall only be issued to a person with an ownership interest in the Short-Term Rental or to a Managing Agency or Agent that manages the Short-Term Rental or Renters of real property who have obtained explicit written permission from the owner of the property.

### **Sec. 27-5 Short-Term Rental Standards.**

Short-Term Rentals, as defined in Section 27-3, shall be subject to the following general requirements in addition to the zoning district regulations for the zoning district in which the Short-Term Rental is located:

- (a) Short-Term Rentals shall meet all applicable building, health, fire, and related safety codes at all times. Each Short-Term Rental shall also have:
  - 1. Working smoke and carbon monoxide detectors in every bedroom and on all habitable floors;
  - 2. A properly maintained and charged fire extinguisher in each Short-Term Rental Dwelling Unit; and
  - 3. A solid waste collection (trash) service that removes waste at least once a week. All solid waste (trash) must be contained in secured containers when outside of the residence. Trash and refuse shall not be left or stored on the exterior of the property unless it is placed in a curbside container. The curbside container shall not be placed on the curb awaiting trash service pick up any sooner than 24 hours prior to the pickup day and must be removed no later than 24 hours after trash service pickup.
- (b) No exterior signage shall be permitted except in accordance with the regulations for the district in which the Short-Term Rental is located.
- (c) Short-Term Rentals shall not be operated outdoors or in a non-habitable structure.
- (d) Parking shall be provided in accordance with any existing or future parking ordinances of the City or district in which the Short-Term Rental is located.
- (e) Only one party of guests shall be permitted per Dwelling Unit.

### **Sec. 27-6 Parking.**

- (a) Each Short-Term Rental shall designate the maximum number of cars allowed on-site and, where applicable, instructions for off-site parking for cars exceeding the maximum allowed on-site.
- (b) Parking spaces within the grounds of the Short-Term Rental must be clearly identified for guests use whether by signage or via instructions left with the guests.
- (c) The property owner shall provide guests with parking instructions prior to arrival.

- (d) Exceeding the maximum number of vehicles allowed on-site of a Short-Term Rental is a violation of this Ordinance.

**Sec. 27-7 Operation.**

- (a) Occupancy of a Short-Term Rental between the hours of 11:00 p.m. and 6:00 a.m. shall not exceed the maximum occupancy rate, as defined in Section 27-3. No person operating or occupying a Short-Term Rental shall violate or exceed, or allow another to exceed, the maximum occupancy rate.
- (b) A short-term rental shall not be used for hosting any commercial events.
- (c) The Accommodation Excise Tax Certificate holder shall keep on file with the City at all times the name, cell phone number, and email address of a valid Local Point of Contact who shall use reasonably prudent business practices to ensure that all occupants and/or guests of the Short-Term Rental comply with all applicable laws, rules and regulations pertaining to the use and occupancy of the Short-Term Rental, as well as for responding to questions or concerns from occupants, guests, and the City regarding the operation of the Short-Term Rental. The Local Point of Contact may, but does not necessarily need to be, the property owner or representative of a Managing Agency or Agent.
- (d) The Local Point of Contact shall be available 24 hours a day to accept telephone calls and respond to complaints regarding the condition, operation, or conduct of a Short-Term Rental, including the behavior and conduct of the occupants and/or guests thereof. When the Short-Term Rental is rented and occupied, the Local Point of Contact must be available to respond to complaints in person at the Short-Term Rental within a reasonable time period, not to exceed two hours after notification of the complaint.
- (e) Failure of the Local Point of Contact to respond to calls or complaints in a timely and appropriate manner shall be a violation of this Ordinance. However, it is not intended that any property owner, Local Point of Contact, and/or Certificate holder act as a peace officer or place himself or herself in an at-risk situation.
- (f) A valid Short-Term Rental Accommodation Excise Tax Certificate shall be posted in a conspicuous location inside the main entrance of the Short-Term Rental on or adjacent to the front door. In addition to the Accommodation Excise Tax Certificate, a clearly visible and legible notice containing the following information shall be conspicuously posted within the Short-Term Rental on or adjacent to the front door sign:
  1. The name of the Local Point of Contact and an email address and telephone number at which the Local Point of Contact may be reached on a 24-hour, seven days a week, basis. The notice must be updated within seven days of

- any change of the Local Point of Contact and/or such person's telephone number;
2. The name and address of the nearest hospital;
  3. The maximum number of overnight occupants (maximum occupancy rate) permitted in the Short-Term Rental and a statement notifying the occupants that failure to conform to the occupancy requirements of the Short-Term Rental is a violation of this Ordinance;
  4. The maximum number of vehicles allowed to be parked on the property and a statement notifying the occupants that exceeding the maximum number of vehicles allowed on-site is a violation of this Ordinance;
  5. The City's noise ordinance regulations and a statement notifying the occupant(s) that any failure to comply with the City's noise ordinance is a violation of this Ordinance. The City's Noise Ordinance is Section 16-54 of the City of Brunswick Code of Ordinances;
  6. State, County and City emergency management website information; and
  7. Other relevant community restriction(s), if applicable.
- (g) All property specific digital, outdoor, or print advertising for any Short-Term Rental, including electronic or digital advertising on Short-Term Rental websites, shall include the Accommodation Excise Tax Certificate number, or Certificate sub-number if applicable, issued by the City for the Short-Term Rental. It is a violation of this Ordinance to advertise a Short-Term Rental using an expired Accommodation Excise Tax Certificate number or a Certificate number that was not assigned to the Short-Term Rental by the City.
- (h) Short-term Rentals, and the operation thereof, are subject to Accommodation Excise Taxes and are liable for payment thereof as established by state law and the City of Brunswick Code of Ordinances. The Accommodation Excise Tax Certificate holder shall timely remit all applicable Accommodation Excise Taxes owed in connection with the operation of Short-Term Rental(s) as set forth in the City of Brunswick Ordinance Sections 20-26 through 20-36.
- (i) The Accommodation Excise Tax Certificate holder shall maintain records of all Short-Term Rental booking dates, rental income, and taxes collected and remitted to the City of Brunswick for three years and shall provide such records to the City upon request.
- (j) The Accommodation Excise Tax Certificate holder shall abide by any local, state, or federal rules during a declared disaster event, including, but not limited to

evacuation and reentry orders and shall provide guests with the State, County, and City emergency management websites and emergency contact phone numbers.

**Sec. 27-8 Application for Certificate.**

- (a) Any property owner or Managing Agency desiring to operate a Short-Term Rental must submit an application for an Accommodation Excise Tax Certificate to the City Planning, Development and Codes Department on a form to be provided by the City. Upon submission of a properly completed application, an applicant meeting the conditions and requirements of this Ordinance for the operation of a Short-Term Rental shall qualify for and be issued an Accommodation Excise Tax Certificate for such Short-Term Rental. At the time of filing an application for an initial Accommodation Excise Tax Certificate, an applicant must:
1. Pay and submit to the City a Certificate fee of \$150.00 for each Short-Term Rental. If the application is filed prior to July 1 of a particular year, the full \$150.00 fee shall be paid. If the application is filed after July 1, the Certificate fee shall be \$75.00;
  2. Provide the name, address, email, and contact information of the property owner;
  3. Provide the address and parcel identification number of the property where the Short-Term Rental is located;
  4. Provide the number of Short-Term Rental Dwelling Units on the property, provide the number of bedrooms in each Dwelling Unit Short-Term Rental, and affirm understanding that only one party of guests shall be permitted per Dwelling Unit;
  5. State whether the applicant is the property owner or a Managing Agency or Agent operating the Short-Term Rental on behalf of the property owner;
  6. Specify whether the Short-Term Rental is or will be managed by a Managing Agency or Agent and provide the name, address, email, phone number, and occupation tax number of such Managing Agency or Agent;
  7. Provide the name, address, email address and cell phone number for a Local Point of Contact, as such term is defined in Section 27-3;
  8. Provide the number of parking spaces on the grounds of the Short-Term Rental and affirm whether those spaces are clearly identified for occupant and guest use.
  9. Affirm the applicant's responsibility to collect and timely remit accommodation excise taxes in accordance with Ordinance Sections 20-26 through 20-36;

10. Affirm that the operation of a Short-Term Rental on the Property is not in violation of any other land use restrictions, including covenants, deed restrictions, homeowner association rules and regulations, or other such restrictions;
  11. Affirm understanding that the City strongly recommends that the property owner carry property and renter's liability insurance that specifically covers Short-Term Rental use;
  12. Affirm that the Short-Term Rental has an operable fire extinguisher in every Dwelling Unit being used as a Short-Term Rental and working smoke and carbon monoxide detectors in every bedroom and on all habitable floors thereof;
  13. Affirm that the Short-Term Rental has solid waste collection (trash) service that removes solid waste at least once a week;
  14. Affirm that the Short-Term Rental has no past due accommodation excise taxes, Certificate fees, ad valorem taxes, or fines for violations of this Ordinance; and
  15. Affirm whether the applicant or Short-Term Rental has had an Accommodation Excise Tax Certificate suspended or revoked within the previous 12 months.
- (b) If the applicant is a Managing Agency or Agent, the Managing Agency or Agent must submit documentation evidencing that it is authorized to submit the application and otherwise manage and act on behalf of the property owner in relation to the operation and use of the Short-Term Rental.
- (c) An Accommodation Excise Tax Certificate shall be required for each Dwelling Unit being used or operated as a Short-Term Rental. However, should any property owner or Managing Agency or Agent own or manage two or more Short-Term Rentals, a single Accommodation Excise Tax Certificate may be issued for multiple properties under common ownership or professional management that otherwise meet the requirements for a Certificate under this Ordinance, provided that the requisite payment, information, and confirmations are provided by the applicant for each Dwelling Units being used as a Short-Term Rental. In the event that a single Accommodation Excise Tax Certificate is issued for multiple Short-Term Rentals hereunder, each Dwelling Unit being used as a Short-Term Rental under the Certificate shall be assigned separate Certificate sub-numbers.
- (d) Any fraudulent or material misrepresentation, omission, or false or untruthful statement or information furnished by or made by the applicant in any application (or supporting materials) submitted to the City for a Certificate or renewal thereof

shall be grounds for denial, suspension, or revocation of an Accommodation Excise Tax Certificate, or any renewal thereof.

- (e) All requirements, acknowledgements, affirmations, and attestations necessary to obtain an Accommodation Excise Tax Certificate must be continuously maintained at all times throughout the duration of the initial Accommodation Excise Tax Certificate and any renewal thereof. All material changes in the information or supporting documents or materials provided to the City in any application (or renewal application), including any change in the Local Point of Contact and/or such person's contact information shall be updated and reported in writing to the Planning, Development and Code Department within three business days of such change.
- (f) An Accommodation Excise Certificate is not assignable or transferable. Upon sale of a property or when a Managing Agency or Agent changes, there will be a 30-day grace period to operate as a short term rental so long as an application for an Accommodation Excise Tax Certificate is submitted by the new owner or Managing Agency or Agent within seven days of the sale or management change.

**Sec. 27-9 Certificate Expiration/Renewal.**

- (a) All accommodation Excise Tax Certificates, and any renewals thereof, shall expire on December 31 of each year. Applications for renewal of a Certificate for the following calendar year must be filed on or before the second Monday of December of each year in order to allow sufficient time for the Planning, Development and Codes Department to review and process the application prior to expiration of the Certificate on December 31. However, nothing herein shall be construed as precluding the filing of an application for renewal after such date. In such case, the Planning and Codes Department shall use reasonable efforts to review the application upon receipt, but neither the Planning, Development and Codes Department nor the City shall be under any obligation to process the renewal application or issue any renewal Certificate prior to December 31. If a Certificate is not renewed before it expires on December 31, a renewal application shall be treated as an initial application, and the applicant shall be required to comply with all rules and regulations for the granting of an initial Certificate to the same extent as if no previous Certificate had been held.
- (b) To renew an Accommodation Excise Tax Certificate for the ensuing calendar year, Certificate holders must submit and file a renewal application with the Planning, Development and Codes Department on a form to be provided by the City. In order to qualify for and be issued a renewed Certificate, the applicant, at the time of filing, must:
  - 1. Pay and submit to the City an annual renewal fee of \$100.00 for each Short-Term Rental;

2. Affirm and update, as needed, all information, documentation, and affirmations, submitted to the City in the application for the initial Certificate set forth in Section 27-8 above;
  3. Affirm that all Accommodation Excise Taxes for each Short-Term Rental under the Certificate being renewed have been collected and timely remitted to the City of Brunswick; and
  4. Affirm that the renewal application is not for a Short-Term Rental that has had its Certificate revoked within the last 12 months, except as permitted under 27-13(d);
- (c) A renewed Accommodation Excise Tax Certificate shall be valid for one calendar year immediately following its issuance, beginning on January 1 and ending on December 31 of each year.
- (d) Fees paid for an Accommodation Excise Tax Certificate, or any renewal thereof, are not refundable once a Certificate is issued.

**Sec. 27-10 Application Review/Denials.**

The Planning, Development and Codes Director or his/her designee may deny an application for an Accommodation Excise Tax Certificate, or any renewal thereof, if:

- (a) The application is for a property that has had its Certificate revoked within the preceding 12 months, except as permitted under 27-13(d);
- (b) The person applying lacks authority to represent the property owner for which the application is made;
- (c) The applicant does not qualify for a Certificate or the application is filed by a person as a subterfuge for another person;
- (d) The application is incomplete, fails to meet the application requirements of this Ordinance, or does not contain the requisite documents, information, or affirmations under this Ordinance;
- (e) A Short-Term Rental is not permitted on the property for which a Certificate is sought, or if the Dwelling Unit or property being used as a Short-Term Rental is in violation of any applicable zoning, subdivision, or building codes;
- (f) Information or materials submitted by the applicant to the City in connection with the application contain any fraudulent or material misrepresentation, omission, or false or untruthful statement or information;
- (g) The applicant fails to pay any application fee required by this Ordinance;



- (h) The applicant fails to offer accommodations for disabled individuals seeking to rent the applicant's property(s);
- (i) The property identified for short-term rental use is in violation of any state law, regulation, City of Brunswick Ordinance and/or is in violation of any applicable building code; or
- (j) The applicant is delinquent in paying ad valorem property taxes on any property intended to be offered for rent under the provisions of this Ordinance.

All decisions denying an application for an Accommodation Excise Tax Certificate, or any renewal thereof, shall be in writing and served upon the applicant by email or certified mail, or both, to the email address or physical address provided by the Applicant, and shall specify the reasons for the denial. Decisions denying an application hereunder shall be appealable to the Board of Commissioners in accordance with Section 27-13 of this Ordinance.

**Sec. 27-11 Violations and Penalties.**

- (a) Whenever in this Ordinance any act is prohibited (or not allowed) or is made or declared to be unlawful or an offense, or whenever herein the doing of an act is required or the failure to do any act is declared to be unlawful or an offense, the violation of such provision shall be an ordinance violation punishable as follows:
  - 1. Upon conviction of the first offense under this Ordinance within a consecutive 12-month period, the owner(s) of the property and/or the Certificate holder shall be punished by a fine of \$250.00;
  - 2. Upon conviction of the second offense under this Ordinance within a consecutive 12-month period, the owner(s) of the property and/or the Certificate holder shall be punished by a fine of \$500.00;
  - 3. Upon conviction of the third and any subsequent offense under this Ordinance within a consecutive 12-month period, the owner(s) of the property and/or the Certificate holder shall be punished by a fine of \$1,000.00; and
  - 4. Enforcement actions may also be brought against the occupants and/or guests of a Short-Term Rental for violations of this Ordinance and/or such other ordinances of the City as may be applicable to the conduct of the occupants or guests, notwithstanding that this Ordinance may also make the property owner and/or the Certificate holder responsible for the conduct constituting the violation. Violations of the provisions of this Ordinance by occupants and/or guests of the Short-Term Rental shall be an ordinance violation punishable by a fine not to exceed \$1,000.00;

- (b) Each day that a Short-Term Rental is marketed, advertised, or rented for overnight accommodation without the necessary Short-Term Rental Certificate required under this Ordinance shall constitute a separate violation. Any person marketing, advertising, and/or operating a Short-Term Rental without a valid Short-Term Rental Certificate in violation of this Ordinance may be prosecuted and, upon conviction, punished by a fine not to exceed \$1,000.00;
- (c) Nonpayment of any taxes due from the operation of the Short-Term Rental may subject the property owner and/or the Certificate holder to revocation of a Certificate and/or any additional penalties, enforcement, or consequences to the extent provided for by state law and City ordinances, including, but not limited to those set forth in Ordinance Sections 20-26 through 20-36.
- (d) Should the City of Brunswick Police Department respond to any property being operated as a Short-Term Rental, the police should forward any report to the Planning, Development and Codes Department.
- (e) Notwithstanding anything to the contrary herein, the imposition of a fine, punishment, or other penalty under the provisions of this section shall not prevent the suspension or revocation of any Accommodation Excise Tax Certificate upon violation of this Ordinance.
- (f) Violations of this Ordinance may also subject the violator to any and all other remedies, legal or equitable, available to the City of Brunswick to the extent provided for by law, including injunctive relief.
- (g) No provision of the Chapter is intended, nor shall it be construed, as giving the City or its representatives the right to enter into any Dwelling Unit for the purpose of searching, inspecting, or examining the premises to determine compliance with the provisions of this Ordinance without a court order or search warrant issued by a court of competent jurisdiction authorizing such search; provided, however, this shall not limit the authority of a law enforcement body to secure a search warrant in connection with criminal activity at a Dwelling Unit unrelated to compliance with this Ordinance or the authority of the City to conduct otherwise lawful inspections of a Dwelling Unit unrelated to compliance with this Ordinance.

#### **Sec. 27-12 Certificate Suspensions and Revocations.**

- (a) In addition to any other penalty, punishment, or remedy provided for under this Ordinance, a Certificate may be suspended or revoked by the City Manager (or designee) as provided for herein. The City Manager, or his or her designee, may, upon investigation, suspend or revoke an Accommodation Excise Tax Certificate associated with a Short-Term Rental:
  - 1. If the property or Short-Term Rental corresponding to that Certificate has been the subject of three or more violations of this Ordinance or the City's noise

ordinance of either the property owner, Certificate holder, Local Point of Contact, or the occupants/guests (or any combination thereof) in the immediately preceding twelve-month period;

2. If the Short-Term Rental or property upon which it is located is being operated in a disorderly manner so as to constitute a public nuisance after: (i) the Certificate holder and property owner (if different) have been advised in writing by the City of the unsatisfactory manner in which the Short-Term Rental is being operated; and (ii) after the Certificate holder and property owner (if different) have been given a reasonable opportunity to cure said deficiencies;
  3. Upon learning that an applicant furnished or made any fraudulent or material misrepresentation, omission, or false or untruthful statement or information in the application (or supporting materials) submitted to the City for a Certificate or renewal thereof;
  4. If the Certificate holder or property owner violates or fails to meet or comply with any provision or requirement of this Ordinance, or fails to timely pay or remit any Certificate fees imposed under the provisions of this Ordinance or any accommodation excise taxes due to the City pursuant to Sections 20-26 through 20-36; provided, however, prior to any such suspension or revocation, the Certificate holder and property owner shall be advised in writing by the City of such violation or non-compliance and the fees or taxes believed to be past due, and the Certificate holder and property owner shall be provided 14 calendar days to correct and cure such violation or non-compliance, or pay any such past due fee or excise tax; or
  5. If a Local Point of Contact fails to respond to calls or complaints regarding the condition, operation, or conduct of a Short-Term Rental, or the behavior or conduct of the occupants and/or guests thereof, in a timely and appropriate manner on three or more separate occasions within the immediately preceding 12 months, provided that the City provides the Certificate holder and property owner (if different) with notice of each such failure and a 14-day opportunity to respond to the notice in writing. It is not intended that an owner, Managing Agency, or Local Point of Contact act as a peace officer or place himself or herself in an at-risk situation.
- (b) If, upon investigation, the City Manager (or designee) determines that sufficient grounds exist to suspend or revoke a Certificate in accordance with this Section, the City Manager (or designee) shall issue written notice of the suspension or revocation to the Certificate holder and property owner, if different. The Notice shall specify the length of the suspension, not to exceed 12 months. The written notice of suspension or revocation may be served upon the Certificate holder and property owner by email or certified mail, or both, to the email address or physical address provided by the Certificate holder in the application, and shall specify the facts which, in the opinion of the City Manager (or designee) constitute grounds

for the suspension or revocation of the Certificate. The notice shall also specify that the suspension or revocation of the Certificate shall become effective 15 calendar days from the date of the notice, unless the Certificate holder appeals such decision to the Board of Commissioners in writing in accordance with Section 27-13 of this Ordinance no later than 14 calendar days from the date of the receipt of the notice of suspension or revocation.

- (c) In the event that a single Accommodation Excise Tax Certificate is issued for multiple Short-Term Rentals, the suspension or revocation notice shall specify the Certificate sub-number(s) of the property(ies) whose Certificate is being suspended or revoked. In such a case, suspension or revocation of a Certificate(s) for the identified Short-Term Rental(s) shall not affect the validity of the Certificate as it relates to the remaining Short-Term Rentals on that Certificate.
- (d) Should an Accommodation Excise Tax Certificate for any Short-Term Rental be revoked under this Ordinance, then no Accommodation Excise Tax Certificate shall be issued for that Property or to that property owner or Certificate holder for that particular location for a period of 12 months after the effective date of the revocation. Notwithstanding the foregoing, a new Certificate may be applied for and issued under an application that otherwise meets the application requirements of this Ordinance: (1) if the subject property is sold to a new owner as part of an arm's length transaction; or (2) the application is submitted by a Managing Agency or Agent who will serve as the new Certificate holder, provided that it has not been the Managing Agency or Agent or Certificate holder for that particular property within the immediately preceding 12 months.

### **Sec. 27-13 Appeals.**

- (a) Decisions denying, suspending, or revoking an Accommodation Excise Tax Certificate, or any renewal thereof, under this Ordinance may be appealed by the Applicant or Certificate holder, as applicable, to the Board of Commissioners.
- (b) Upon receipt of any decision or determination to deny, suspend, or revoke any Accommodation Excise Tax Certificate, or any renewal thereof, an applicant whose application was denied, or a Certificate holder whose Certificate was revoked, may appeal such decision to the Board of Commissioners. Any such appeal must be in writing and filed with the City Clerk within 14 calendar days of the Applicant's or Certificate holder's receipt of the decision being appealed. Appeals to the Board of Commissioners must be sent to and received by the City Clerk by certified U.S. mail or hand delivery. Appeals not physically received in writing by the City Clerk within 14 calendar days of the Applicant's or Certificate holder's receipt of the decision being appealed will be deemed untimely and disallowed.
- (c) The written appeal must state succinctly the grounds upon which it is asserted that the decision should be reversed and shall be accompanied by a copy of the

decision from which the appeal is being made, along with any other documents deemed relevant to the appeal. The filing of a timely appeal to the Board of Commissioners will delay implementation of the decision being appealed until a decision is made on that appeal by the Board of Commissioners. If an appeal is not timely received, decisions denying, suspending, or revoking a Certificate shall become effective and final on the fifteenth (15<sup>th</sup>) calendar day following the Applicant's or Certificate holder's receipt of such decision.

- (d) Upon receipt of a timely appeal under this Ordinance, the City Clerk shall schedule a hearing before the Board of Commissioners at a regular or special called meeting within 45 days of the receipt of the appeal. The City Clerk shall provide written notice to the appealing party of the time, place and date of the scheduled hearing by certified U.S. mail.
- (e) The Board of Commissioners shall have the duty of conducting hearings concerning the denial, revocation, or suspension of a Certificate. The standard of proof on all issues in the hearing shall be a preponderance of the evidence and a determination will be made on the basis of the evidence presented at the hearing.
- (f) At the hearing, after presentation of the case against the Applicant or Certificate holder, the appealing party will have an opportunity to present his or her case, to present evidence and information relevant to the appeal, to rebut the allegations made against him or her, and to present whatever defenses he or she has. The appealing party shall have the right to be represented by an attorney at his or her own expense.
- (g) At the conclusion of the hearing, the Board of Commissioners shall affirm, modify, or reverse the decision being appealed. Written notice of the Board's decision shall be sent to the appealing party by the City Clerk via email or certified U.S. mail, or both, and shall set forth the findings and conclusions of the Board.
- (h) Decisions of the Board of Commissioners regarding denials, suspensions, and revocations shall be binding, subject to the right of appeal to Superior Court as provided by O.C.G.A. § 5-4-1, et seq.

#### **27-14 Right to Audit.**

The City of Brunswick shall have the right to audit and examine the books, papers, records, and financial reports of any Certificate holder pursuant to Code Section 27-4 (i.e. the Accommodation Excise Tax/Lodging Tax Ordinance) in order to verify the accuracy of any accommodation excise tax return made, or if no return is made by the Certificate holder, to ascertain and determine the amount required to be paid. The Accommodation Excise Tax Certificate holder shall keep and maintain such records, receipts, invoices, and other pertinent papers regarding the operation of a Short-Term Rental as required by Code Section 27-4 and shall establish and maintain a reasonable accounting system to

readily identify and calculate the amount of accommodation excise taxes due for each Short-Term Rental.

**Sec. 27-15 Exceptions.**

- (a) Real property that is occupied for a period of less than 30 consecutive days by a buyer or seller of real property prior to or after the closing of same shall not be considered a Short-Term Rental or require an Accommodation Excise Tax Certificate under this Ordinance, provided that the property is not otherwise furnished or offered for value to any other person(s) during the same calendar year for 30 days or less at one time.
- (b) Real property that is occupied by or offered for occupancy to the same person for a period greater than 30 consecutive days shall not be considered a Short-Term Rental or require an Accommodation Excise Tax Certificate under this Ordinance, provided that the property is not otherwise furnished or offered for value to any other person(s) during the same calendar year for 30 days or less at one time.

**Sec. 27-16 Effective Date.**

This Chapter shall become effective on July 1, 2022. Any Accommodation Excise Tax Certificate issued under this Ordinance on or before June 30, 2022, shall be valid beginning on July 1, 2022.

**Sec. 27-17 Severability.**

If any section, clause, sentence or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance. It is hereby declared as the intent of the City of Brunswick that this Ordinance would have been adopted had such invalid or unconstitutional portion not been included herein.

SECTION TWO:

All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.

SECTION THREE:

If any section, clause, sentence, or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

SECTION FOUR:

This Ordinance shall be effective immediately upon its adoption by the City Commission.

**SO ORDAINED BY THE CITY COMMISSION OF BRUNSWICK THIS 19<sup>th</sup> DAY OF JANUARY, 2022.**

\_\_\_\_\_  
Cosby H. Johnson, Mayor

ATTEST:

\_\_\_\_\_  
Naomi D. Atkinson, City Clerk