

# CITY OF BRUNSWICK

601 Gloucester Street \* Post Office Box 550 \* Brunswick \* Georgia \* 31520-0550 \* (912) 267-5500 \* Fax (912) 267-5549

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 REGULAR SCHEDULED COMMISSION MEETING WEDNESDAY, JANUARY 4, 2023 AT 6:00 P.M. 1229 NEWCASTLE STREET, 2<sup>nd</sup> FLOOR

&

STREAMED LIVE AT THE BELOW WEB ADDRESS:

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

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

### APPROVAL OF AGENDA

1. Adoption of January 4, 2023 Regular Meeting Agenda.

### APPOINTMENT(S)

2.

- I. Appointment of Mayor Pro Tem for 2023
- II. Pilotage Commission – Two Appointments

### PUBLIC HEARING – NEW ALCOHOL BEVERAGE LICENSE(S) (A. Brown)

3.

New Alcohol License(s)			
Name of Business	Business Owner/Manager	Business Address	Permit Type
Schroeder's Market, Ltd. Co.	Owner: Nikki Schroeder Manager: Madison Schroeder	203 Gloucester St.	Retail sales of beer and wine

### ITEM(S) TO CONSIDER FOR APPROVAL

- 4. Consider Approval of December 21, 2022 Regular Scheduled Meeting Minutes. (subject to any necessary changes.) (N. Atkinson) (Encl. 1)
- 5. Consider Approval of Resolution No. 2023-01 to Adopt Qualifying Fees for 2023 Election. (N. Atkinson) (Encl. 2)
- 6. Consider Approval of Financial Reports as of November 30, 2022. (K. Mills) (Encl. 3)
- 7. Consider Approval of Two (2) Alcohol License Renewals, and One (1) Alcohol License Renewal with a Violation. (A. Brown) (Encl. 4)

### EXECUTIVE SESSION

**OFFICIAL MINUTES  
BRUNSWICK CITY COMMISSION  
REGULAR SCHEDULED MEETING  
WEDNESDAY, DECEMBER 21, 2022  
AT 6:00 P.M.**

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

**&**

**STREAMED LIVE AT THE BELOW WEB ADDRESS:**

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

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

**ABSENT:** Mayor Cosby Johnson

**CALL TO ORDER:** Commissioner Martin - *meeting began at 6:00 p.m.*

**INVOCATION:** Commissioner Martin

**PLEDGE OF ALLEGIANCE:** Recited in unison by all in attendance

\*\*

Commissioner Rolle made a motion to appoint Commissioner Martin as Chairperson Pro Tem for the December 21, 2022 commission meeting; seconded by Commissioner Cason. Motion passed unanimously.

\*\*

**ADDENDUM TO AGENDA:**

Commissioner Rolle made a motion to 1) add as item number seven~a (7a) Consider Approval for Closing City Offices, 2) defer approval of renewal for alcohol license for Fountain Package Store, 3) defer item number five (5) “Consider Approval of Proposal for Civic Plus 311 Services”, and 4) amend item number seven (7) from consideration of approval to discussion; seconded by Commissioner Cason. Motion passed unanimously.

**APPROVAL OF AGENDA**

1. Adoption of December 21, 2022 Regular Meeting Agenda.

Commissioner Rolle made a motion to adopt the above-referenced agenda as amended; seconded by Commissioner Cason. Motion passed unanimously.

**PUBLIC HEARING – NEW ALCOHOL BEVERAGE LICENSE(S)** *(A. Brown)*

2.

New Alcohol License(s)			
Name of Business	Business Owner/Manager	Business Address	Permit Type
Dixville Food Store	Owner: Vaibhavi Patel	1509 London St. Brunswick, GA	Retail sales of beer and wine
Little Zooks	Owner: Jennifer Beato	1503 Newcastle St. Brunswick, GA	On premise consumption of beer, wine, and liquor

Commissioner Martin opened the floor for anyone wanting to speak in favor or opposition of the new license for **Dixville Food Store**.

No one came forth to address the Commission.

Commissioner Cason made a motion to approve the new alcohol license for **Dixville Food**

**Store**; seconded by Commissioner Rolle. Motion passed unanimously.

Commissioner Martin opened the floor for anyone wanting to speak in favor or opposition of The new license for **Little Zooks**.

No one came forth to address the Commission.

Commissioner Cason made a motion to approve the new alcohol license for **Little Zooks**; seconded by Commissioner Rolle. Motion passed unanimously.

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

3. Consider Approval of December 7, 2022 Regular Scheduled Meeting Minutes. (*subject to any necessary changes.*) (*N. Atkinson*)

Commissioner Cason made a motion to approve the above-referenced minutes; seconded by Commissioner Rolle. Motion passed unanimously.

4. Consider Approval of Four (4) Alcohol License Renewals, One (1) Renewal with Violations and Background Issues, and One (1) Renewal Deferred at the November 21, 2022 Commission Meeting. (*A. Brown*)

Commissioner Cason made a motion to approve the four alcohol license renewals with no violations; seconded by Commissioner Rolle. Motion passed unanimously. (*list attached*)

Commissioner Cason made a motion to approve the renewal of **L Street Liquor** alcohol license; seconded by Commissioner Rolle. Motion passed unanimously.

5. Consider Approval of Proposal for Civic Plus 311 Services. (*W. Bilancio*)

*The above-referenced item was deferred until a later date.*

6. Consider Approval of Memorandum of Understanding Between Georgia City Solution (GCS) and The City of Brunswick, for a Municipal Workforce Development and Job Recruitment Consulting Project. (*J. Bergquist*)

Commissioner Cason Made a motion to approve the above-referenced Memorandum of Understanding; seconded by Mayor Pro Tem Harris. Motion passed unanimously.

7. ~~Consider Approval~~ Discussion of a Program for Homelessness Prevention. (*R. McDuffie*)

It was the consensus of the commission to have City Manager McDuffie proceed with the process for establishment of the above-referenced program and bring back before the commission for consideration at a later date.

- 7a Consider Approval of Closing City Offices Friday, December 23, 2022 and Friday, December 30, 2022.

Commissioner Cason made a motion to approve the above-referenced date closings; seconded by Commissioner Rolle. Motion passed unanimously.

**EXECUTIVE SESSION**

There was not an executive session held during this meeting.

Commissioner Cason made a motion to adjourn; seconded by Mayor Pro Tem Harris. Motion passed unanimously.

**MEETING ADJOURNED** – *meeting adjourned at 6:45 p.m.*

/s/Cosby H. Johnson

Cosby H. Johnson, Mayor

Attest: /s/ Naomi D. Atkinson

Naomi D. Atkinson

City Clerk

**CITY OF BRUNSWICK  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 2023 - 01**

**WHEREAS**, the Brunswick Board of City Commissioners has considered the 2022 gross salaries of Elected City Official and the need for establishing fees for qualifying for each City Office to be filled in the upcoming election of 2023, and

**WHEREAS**, the City Commission upon motion properly made and seconded in its regular meeting held on January 4, 2023, voted unanimously to set those fees at 3 percent of the salaries in accordance with O.C.G.A. § 21-2-131.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Brunswick, that 2023 Qualifying Fees for Election of City Officials be, and hereby are, fixed at 3 percent of said salary amounts as follows:

North Ward Commissioner	\$342.00
South Ward Commissioner	\$342.00

**SO RESOLVED** this 4<sup>th</sup> day of January 2023.

By: \_\_\_\_\_

Cosby H. Johnson, Mayor

Attest: \_\_\_\_\_

Naomi D. Atkinson, City Clerk



INTEROFFICE MEMORANDUM

DATE: December 15, 2022

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

FROM: Kathy D. Mills, CPA, Finance Director

SUBJECT: Financial Reports as of November 30, 2022 41.67%

**General Fund  
30-Nov-22  
Cash Basis**

	Monthly	Year to Date	% of Budget	Amended Budget	% (over)under Budget
Revenues	1,081,659 **	11,404,775	60.76%	18,770,080	-19.09%
Expenditures	1,418,156	6,635,142	35.35%	18,770,080	6.32%
Net Revenues & Expenditures	(336,497)	4,769,633			
Cash Balance as of 11/30/2022	11,066,855	Prime South \$1,339,538 GA Fund One \$9,727,317			
	300,276	Perry Park (included in total)			

	LOST	LOST YTD	TAVT*	TAVT* YTD
Nov-22	741,374	3,898,849	29,339	151,778
Nov-21	686,606	3,567,487	27,102	162,798
Increase (Decrease)	54,768	331,362	2,237	(11,020)
	7.98%	9.29%	8.25%	-6.77%

\*Title Ad Valorem Tax

\*\* Includes \$5,119,931 billed for 2022  
\$3,841,016 received as of 11/30/22

**Capital Projects - SPLOST VI**  
**As of November 30, 2022**  
**(04/01/2017-09/30/2020)**

	Total Expended as of 11/30/2022	Reimbursements Received	City Expended as of 11/30/2022	Original Budget Amount	Amended Budget Amount	Remainder (Overage)
Highways and Streets	7,320,754	3,380,766	3,939,988	4,627,750	4,627,750	687,762
Sidewalk Replacement/Upgrades	565,785	50,000	515,785	432,500	482,500	(33,285)
Storm Drainage Improvements	3,885,961	241,362	3,644,599	3,243,750	4,551,750	907,151
Mary Ross Park Development	584,534	0	584,534	821,750	821,750	237,216
Highway 17 Infrastructure	400,756	193,450	207,306	215,107	215,107	7,801
Wayfindings & Gateways	155,000	0	155,000	259,500	259,500	104,500
Trails	535,240	107,971	427,269	346,000	346,000	(81,269)
Cemetery Restoration/Renovation	109,632	0	109,632	259,500	259,500	149,868
Brunswick Police Department Vehicles (15)	466,021	0	466,021	540,625	540,625	74,604
Brunswick Fire Department Fire/Rescue	65,222	347	64,875	64,875	64,875	0
Subscriber Radios for E911	469,009	0	469,009	431,357	431,357	(37,652)
Fire Department Pumper Trucks (2)	849,778	287,595	562,183	562,183	562,183	0
Fire Station 1 Improvements	413,971	0	413,971	346,000	346,000	(67,971)
Historic Squares	143,333	25,000	118,333	86,500	86,500	(31,833)
Park Rehabilitation (Palmetto, Orange, etal)	367,590	2,700	364,890	389,225	389,225	24,335
Sidney Lanier Park Improvements	378,572	0	378,572	519,000	519,000	140,428
Overlook Park Improvements	139,104	0	139,104	103,800	103,800	(35,304)
Howard Coffin Park Improvements	514,774	103,000	411,774	431,357	431,357	19,583
Roosevelt Harris Center Improvements	191,668	40,293	151,375	151,375	151,375	0
	17,556,704	4,432,484	13,124,220	13,832,154	15,190,154	2,065,934

- a \$836,772 from DOT & \$2,543,994 from JWSC
- b \$241,362 from Glynn County
- c \$74,971 from DNR Trail Grant & \$33,000 from GCRC
- d \$50,000 from DOT
- e \$3,000 Contribution from Golden Isles Track Club & \$100,000 from DNR
- f \$193,450 from GADOT Highway 17
- g \$328,234 paid back to General Fund
- h \$25,000 from Signature Squares
- i \$1,000 Ameris Bank & \$1,700 Golden Isles Track Club for Goodyear Park

Total Cash on Hand	\$2,641,205
Overage in Collections	213,026 (1)
GA DCA Aviation Fuel Tax	16,227
Interest Earned	276,021
AGL & Pride Utility Const Company Settlement	70,000
	575,274

(1) Original budgeted tax collection

Actual collections through 10/31/2022	\$13,832,154
Collections in excess of budgeted	15,731,414
Paid back to GF	\$1,899,260
Allocated to Stormwater Improvements	(328,234)
Allocated to Sidewalk Replacement & Upgrades	(1,308,000)
Unallocated overage in Collections	(50,000)
	213,026 (1)

**SPLOST V**

Cash Primesouth @011/30/2022  
 (Funds reallocated for purchase of Fire Department Ladder Truck)

1,377,394

**Norwich Street Commons Fund**

Original Balance (Sale of Property 05/13/13)  
 Demolition Fees  
 Interest Income  
**Revenues**

YTD	Total since inception
0	487,500
0	8,049
2,972	22,471
<u>2,972</u>	<u>518,020</u>

**Expenditures**

Demolition Projects  
 Infrastructure  
 Police Substation  
**Expenditures**  
 Net as of 11/30/22

YTD 6/30/2023	Total since inception
0	40,012
0	130,546
0	6,750
0	177,308
<u>2,972</u>	<u>340,712</u>

Cash Primesouth @ 11/30/2022

\$ 340,712

**Roosevelt Harris - Multipurpose Center**

**Total Budget:**

Revenue FYTD

Grants  
 Transfer from General Fund  
 Program Income  
 Contributions  
 Interest Income

YTD  
 f/y/e 6/30/2023  
**Cash Basis**  
452,654

Total Inflows

Expenditures FYTD

Net as of 11/30/2022

Cash Balance @ 11/30/2022

65,981		
125,000		
8,383		
1,831		
45	Percent of Budget	
<u>201,240</u>		44.46%
160,296		35.41%
<u>40,944</u>		
<u>10,751</u>		

**ARPA Fund:**

Initial Deposit received 06/07/2021  
 2nd Deposit received 06/21/2022  
 Interest Earned from inception  
 Total funds received as of 11/30/2022

4,606,131  
 4,606,131  
 75,236  
9,287,498

**Disbursements:**

Back to Business Brunswick--DDA  
 Back to Business Brunswick-non DDA  
 Wifi Upgrades  
 Total funds disbursed as of 11/30/2022

163,265  
 95,000  
 9,007  
267,272

Cash Balance as of 11/30/2022

\$9,020,226

**Allocations:**

Revenue Recovery  
 Storm Drainage Improvements  
 Housing Relief  
 Business Support/Relief  
 Coastal Community Health Services  
 Road Improvements

1,162,000  
 1,750,000  
 2,170,000  
 941,735  
 330,000  
 1,250,000

Total funds allocated as of 11/30/2022

**Total Disbursed and Allocated Funds @ 11/30/2022**

**Unallocated Funds**

**Interest Earned**

7,603,735  
 7,871,007  
 1,341,255  
 75,236  
9,287,498

## Sanitation Fund:

Year Ending 06/30/2023

	Year to Date
Sanitation Billing	1,456,392
Franchise Fees	20,336
Bad Debt - recovery	-
Interest Earned (Funds)	1,600
Penalties & Interest Earned	189
DNR Reimbursements	-
Transfer in for T Street Landfill	-
<b>Total Revenue (YTD)</b>	<b>1,478,517</b>
Operating Exp. YTD:	581,483
Depreciation YTD	-
Bad Debt - write off	-
Other Landfill Expenses	12,307
Payment to T Street Landfill Site Cleanup	-
<b>Total Expense (YTD)</b>	<b>593,790</b>
Operating Income (Loss)	<b>884,727</b>
Total Cash on Hand @ 11/30/2022	<b>39,464</b>
Primesouth Restricted for Landfill	<b>195,081</b>

Sanitation Bills		
	November 2022	YTD
Trash Pickup	128,053	639,468
Illegal Refuse Clean Up	1,909	8,632
Street Sweeping	2,198	8,082
	<b>132,160</b>	<b>656,182</b>

STORMWATER UTILITY FUND:		6/30/2023 (YEAR TO DATE)
Stormwater Utility Fees		733,992
DNR Grant		54,950
Interest Earned		1,660
Penalties & Interest		673
GMA Capital Lease Proceeds		0
GTIB Note Proceeds		283,691
<b>Total Inflows</b>		<b>1,074,966</b>
Expenditures:		
Operating		398,628
Infrastructure (pd with GTIB note)		283,691
GMA Lease Payments		192,152
<b>Total Outflows</b>		<b>874,471</b>
Balance		200,495
Cash Balance @ 11/30/22		\$111,196

## ADDITIONAL INFORMATION-FOR THE MONTH OF NOVEMBER 2022

		November 2022	YTD
<b>Animal Control Expenses</b>		0	0
<b>Traffic Control Expenses</b>		0	3,530
<b>Recreation Dept. Expenses</b>	Building	8,425 *	9,900
(facilities managed by County)	Aquatics		13,048
	Equipment	1,050 **	12,845
	Subsidized Fees	3,794 ***	0

\*Building Insurance

\*\*Gate repairs

\*\*\*11 Flag football, 21 Soccer, 65 Tackle football, 10 Cheerleading





## Roosevelt Lawrence Center

Account	Account Description	Nov-22 Transactions	YTD 6/30/2023
Function <b>6130 - Neighborhood &amp;</b>			
<b>51</b>			
51-1100	Salaries & Wages	5,816.50	30,540.16
51-1300	Overtime	30.98	2,077.75
51-2100	Group Insurance	.00	8,021.25
51-2200	FICA	439.85	2,459.39
51-2400	Pension	.00	.00
<b>51 - Totals</b>		<b>\$6,287.33</b>	<b>\$43,098.55</b>
<b>52</b>			
52-1250	Contractual Expense	.00	650.00
52-1300	Technical Services	79.00	237.00
52-2210	Repair / Maint Building	.00	273.18
52-2300	Rentals	44.00	176.00
52-3201	Cable	149.16	744.80
52-3600	Dues and Fees	60.68	392.11
<b>52 - Totals</b>		<b>\$332.84</b>	<b>\$2,473.09</b>
<b>53</b>			
53-1110	Office Supplies	.00	2,211.14
53-1210	Water/Sewerage	173.28	693.12
53-1230	Electricity	2,828.93	4,545.63
53-1300	Food/Misc	.00	1,191.45
53-1700	Other Supplies	.00	893.01
<b>53 - Totals</b>		<b>\$3,002.21</b>	<b>\$9,534.35</b>
Function <b>6130 - Neighborhood &amp;</b>		<b>\$9,622.38</b>	<b>\$55,105.99</b>
<b>Community Service Totals</b>			

Roosevelt Lawrence Center

<b>Alcohol Renewals</b>			
Bamboo Lounge	Owner: Nitesh Patel	2717 Glynn Ave., Brunswick, GA	On premise consumption of beer, wine, and liquor
Island Jerk Shack	Owner: George Morris	4420 Altama Ave. Ste. 30, Brunswick, GA	On premise consumption of beer, wine, and liquor
<b>Alcohol Renewal with Violation</b> -(deferred from 12/21/22)			
Fountain Package	Owner: Mukeshkumar Patel	2300 Norwich St., Brunswick, GA	Retail sales of beer, wine, and liquor