

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
Lance Sabbe, Commissioner
Kendra L. Rolle, Commissioner
Gwen Atkinson-Williams, Commissioner

City Attorney
Brian D. Corry

City Manager
Regina M. McDuffie

AGENDA

BRUNSWICK CITY COMMISSION REGULAR SCHEDULED COMMISSION MEETING WEDNESDAY, FEBRUARY 7, 2024 AT 6:00 P.M. 1229 NEWCASTLE STREET, 2nd 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 February 7, 2024 Regular Meeting Agenda.

PUBLIC COMMENT

RECOGNITION(S), PRESENTATION(S), & AWARD(S)

2. Dr. Ande Noktes, Executive Director, Lucas Center for Entrepreneurship to Report on the Impact of Funding for the ACCELER8 Program. (Encl. 1)

APPOINTMENT(S)

3.

- I. Pilotage Commission – One Appointment
- II. Planning and Appeals Commission – One Appointment
- III. Audit Committee – One Appointment
- IV. Tree Board - One Appointment

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

4.

New Alcohol License(s)			
Fountain Package	Owner: Mukeshkumar Patel, Manager: Dharmendra Patel	2300 Norwich St. Brunswick, GA	Retail package sales of beer, wine, and liquor
Dixville Foods	Owner: Vaibhavi Patel Manager: Axitkumar Patel	1509 London St. Brunswick, GA	Retail sales of beer and wine

ITEM(S) TO CONSIDER FOR APPROVAL

5. Approval of January 17, 2024 Regular Scheduled Meeting Minutes. *(subject to any necessary changes.) (N. Atkinson) (Encl. 2)*
6. Consider Approval of Alcohol License Renewal for Cool on Cool. *(A. Brown) (Encl. 3)*
7. Consider Approval of 3210 Glynn Avenue Site Plan Approval. *(J. Hunter) (Encl. 4)*
8. Consider Approval of Pension Amendment Number 17. *(C. Cartwright) (Encl. 5)*
9. Consider Approval of November and December 2023 Financial Reports. *(K. Mills) (Encl. 6)*
10. Consider Approval Public Works Department Surplus Vehicles. *(R. Charnock) (Encl. 7)*
11. Consider Approval of Improvements to Howard Coffin Park Athletic Fields. *(G. Alberson) (Encl. 8)*
12. Consider Approval Authorizing the Purchase of a Street Sweeper from Tymco in the amount of \$361,465. *(G. Alberson) (Encl. 9)*
13. Consider Approval of Contract with Coastal Greenery, Inc. for Landscape Maintenance Services at City Parks and Public Areas along U.S. Highway 17 Corridor. *(G. Alberson) (Encl. 10)*
14. Consider Approval of Repairs at Old City Hall (1229 Newcastle Street). *(M. Hill) (Encl. 11)*
15. Consider Approval Authorizing the Purchase of a Vehicle for Emergency Management Agency (EMA) Coordinator. *(L. Cargile) (Encl. 12)*

EXECUTIVE SESSION



Subject: Lucas Center Outcomes and Collaboration with ACCELER8

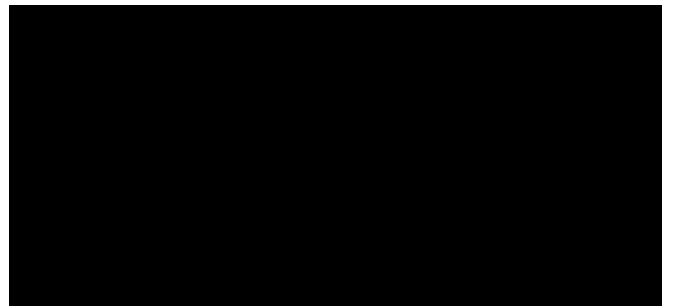
Brief summary of what you will address the Commission on:

Report of the impact of funding for the ACCELER8 program for existing
businesses within the city. Also provide brief update on other Lucas Center
programming, impact, and upcoming opportunities to grow
entrepreneurship.

Ande Noktes

Name

Meeting Date: 2/7/2024



**OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION
WORK SESSION
WEDNESDAY, JANUARY 17, 2024 AT 5:30 P.M.
1229 NEWCASTLE STREET, 2nd FLOOR
&
STREAMED LIVE AT THE BELOW WEB ADDRESS:
<https://www.facebook.com/citybwkga>**

PRESENT: Commissioner Kendra Rolle, Commissioner Lance Sabbe and Commissioner Gwen Atkinson-Williams

ABSENT: Honorable Mayor Cosby Johnson and Mayor Pro Tem Felicia Harris

CALL TO ORDER: Commissioner Rolle

DISCUSSION

1. Millicent Cross, Founder Totally Free, Inc. to update commission about her organization.

Mrs. Cross gave a presentation on the services her organization “Totally Free, Inc.” provides; and stated she would like to partner with the City.

Following questions and responses; Commissioner Rolle thanked Mrs. Cross for the presentation.

WORK SESSION ADJOURNED — *session adjourned at 5:54 p.m.*

**OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION
REGULAR SCHEDULED MEETING
WEDNESDAY, JANUARY 17, 2024
AT 6:00 P.M.**

1229 NEWCASTLE STREET, 2nd FLOOR

&

STREAMED LIVE AT THE BELOW WEB ADDRESS:

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

PRESENT: Honorable Mayor Cosby Johnson, Mayor Pro Tem Felicia Harris, Commissioner Kendra Rolle, Commissioner Lance Sabbe, and Commissioner Gwen Atkinson-Williams

CALL TO ORDER: Mayor Johnson - *meeting began at 6:13 p.m.*

INVOCATION: Mayor Pro Tem Harris

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

ADDENDUM(S) TO AGENDA:

**

Commissioner Atkinson-Williams made a motion to defer item number six (6) “Consider Approval of 3210 Glynn Avenue Site Plan Approval” under items to consider for approval until February 7, 2024 commission meeting; seconded by Commissioner Rolle. Motion passed unanimously.

**

Commissioner Atkinson-Williams made a motion to add as item number two~a (2a) under Recognition(s) Presentation(s), & Award(s) ~ “Presentation of Retirement plaques to Vicki “Lynne” Velie, Assistance Finance Director and Kathy Mills, Finance Director”; seconded by Commissioner Sabbe. Motion passed unanimously.

**

APPROVAL OF AGENDA

1. Adoption of January 17, 2024 Regular Meeting Agenda.

Mayor Pro Tem Harris made a motion to approve the above-referenced agenda with the aforementioned addendums; seconded by Commissioner Rolle. Motion passed unanimously.

PUBLIC COMMENT

- 1) David Bowers addressed the commission regarding his position and that of the Planning and Appeals Commission regarding the site plan for 3210 Glynn Avenue. He asked the commission to ratify a chairperson for the Planning and Appeals Commission. He also addressed commission regarding amendments to Planning and Appeals Commission ordinance.

RECOGNITION(S), PRESENTATION(S), & AWARD(S)

2. Proclamation Presentation Recognizing Amendments to Equal Rights Act.

Above-referenced proclamation was presented to Carla Arbray and was accepted with gratitude.

2a Presentation of Retirement Plaques to : Vicki “Lynne Velie, Assistance Finance Director and Kathy Mills, Finance Director.

Plaques presented to Vicki “Lynne Velie, Assistance Finance Director and Kathy Mills, Finance Director was accepted with gratitude.

**

Mayor Johnson recognized County Commissioner David Sweat in the audience.

**

APPOINTMENT(S)

3. Downtown Development Authority – One Appointment

Commissioner Atkinson-Williams made a motion to appoint Shemeka Sorrels to the above-referenced authority; seconded by Mayor Pro Tem Harris. Motion passed unanimously.

ITEM(S) TO CONSIDER FOR APPROVAL

4. Consider Approval of January 3, 2024 Regular Scheduled Meeting Minutes. *(subject to any necessary changes.) (N. Atkinson)*

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

5. Consider Approval of Alcohol License Renewal for Bottle Time Liquor. *(A. Brown)*

Commissioner Rolle made a motion to approve the renewal of the alcohol license for Bottle Time Liquor; seconded by Commissioner Atkinson-Williams. Motion passed by a vote of 4 to 0; with Mayor Johnson abstaining.

6. Consider Approval of 3210 Glynn Avenue Site Plan Approval. *(J. Hunter)*

The above-referenced item was deferred until February 7, 2024 Commission meeting.

7. Consider Approval of Resolution Number 2024-01 ~ Submission of to Georgia Department of Community Affairs for a Community Housing Investment Program (CHIP) Grant of \$1,500,000. *(J. Hunter)*

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

8. Consider Approval of Resolution 2024-02 ~ Adoption of Housing and Neighborhood Revitalization Program Policies. *(J. Hunter)*

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

9. Consider Appointment of Planning and Appeals Commission Chairperson. *(J. Hunter)*

Commissioner Rolle made a motion to defer appointment to the above-referenced commission until February 7, 2024 commission meeting; seconded by Commissioner Atkinson-Williams. Motion passed by a vote of 4 to 1; with Mayor Pro Tem Harris opposing.

10. Consider Approval Police Department Surplus Vehicles. *(K. Jones)*

Commissioner Sabbe made a motion to approve the sale of the surplus vehicles; seconded by Mayor Pro Tem Harris. Motion passed unanimously.

CITY ATTORNEY'S OFFICE

11. Discussion ~ Amendment to Planning and Appeals Commission Ordinance. *(J. Hunter)*

~Discussion only~

EXECUTIVE SESSION

Commissioner Sabbe made a motion to hold an executive session to discuss litigation; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.

RECONVENE EXECUTIVE SESSION

Commissioner Sabbe made a motion to approve the insurance release with Gainsco Auto Insurance in the amount of \$8,248.88; seconded by Commissioner Rolle. Motion passed unanimously.

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

MEETING ADJOURNED – *meeting adjourned at 8:14 p.m.*

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

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

Alcohol License Renewals 02.07.2024

Name of Business	Business Owner/Manager	Business Address	Permit Type
Cool on Cool	Owner: Enzo Centofanti	1706-A Second St., Brunswick, GA	Packaged sales of beer, wine, and liquor



SUBJECT: 90% Site Plan Approval | 3210 Glynn Avenue |

COMMISSION ACTION REQUESTED ON: January 17, 2024

PURPOSE: See attached Staff Report

HISTORY:

FACTS AND ISSUES:

BUDGET INFORMATION: N/A

OPTIONS:

- Approve Site Plan as submitted.
 - Approve Site Plan with conditions.
 - Do not approve Site Plan.
-

DEPARTMENT RECOMMENDATION ACTION:

- Approve Site Plan
-

DEPARTMENT: PDC

Prepared by: John Hunter, Director

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Regina M. McDuffie

City Manager

1/9/24

Date

Site Plan Review

(3210 Glynn Avenue)

John Hunter

Director

Planning, Development, & Codes

Brunswick City Commission

January 3, 2024

Requested Land Use Approvals

Maritime Homes, LLC, owner, has submitted a site plan for review by the Planning and Appeals Commission. This review and recommendation was required by the City Commission as a part of their approval of the request to rezone the property to PD-G in 2022. This site plan covers the portion of the development at 3210 Glynn Avenue.



Proposed Development

Maritime Homes, LLC proposes the construction of 54 cottages, 36 condominium units, and 3 commercial buildings, and associated parking and infrastructure on 15.28 acres.

Staff Analysis

When reviewing a site plan prior to having a complete Permit Package staff reviews key items for consistency with city ordinances and other regulatory requirements.

Task 1: Review for consistency with PD Text

- 1) Do the proposed uses follow the PD Text? *Yes*
- 2) Does the site plan follow the development requirements established by the PD Text?
 - *Residential follows our standard setback, heights, density used in GR citywide. 15 ft front/5 side/10 rear.*
 - *Commercial setback follow those outlined in GADF.*
 - *Density for Cottages is based on Single Family GR = 9 units an acre*
 - *54 units shown on 6 acres = 9 units per acre*
 - *Density for Multi-Family (condos) is based on Multi-Family GR = 20 units per acre*
 - *36 units shown on 5.97 acres = 6 units per acre*

This does represent an increase of 27 residential units when compared to the Concept Plan. However, as shown above it meets the density standards for each location and unit type as outlined in the PD text. The PD density is also identical to the standards in the Brunswick General Residential Zoning currently.

- 3) Water/Sewer: Water Sewer Plan connects as discussed in PD Text: *Yes*

Task 2: Review for consistency with Concept Plan

The site plan shows a natural evolution from Concept Plan to a reality that reflects development constraints. The Commercial portion is consistent with the Concept Plan. However, what was envisioned as Townhouses in the Concept Plan has changed to a “cottage” style development, with 54 single-family units replacing the Townhouses and Multi-Family (Condos) south of Riverside/Norman St. This reflects the impact of a significant effort to work within the natural setting and preserve existing tree canopy. As Single-Family and Multi-Family are allowed uses within the PD Text, this does not constitute a deviation from the PD and has a beneficial impact on the development as it reduces the potential density.

Task 3: Review for General Regulations and Ordinances

Generally involves a cursory review by Planning, Engineering, Public Works, and the Fire Marshal.

- 1) Multi-Family Parking – With the adoption of the new Zoning Ordinance, Multi-Family development of 2-bedroom units with more than 25 units requires 1.75 spaces per unit. 63 required for units; 73 are provided.
- 2) Single -Family Parking – 108 Spaces required (2 per unit); 129 provided.
- 3) Commercial Parking – The commercial portion anticipates 17,000 square feet of office space and 5,000 square feet of restaurant space. Our ordinance requires 1 space per 300 GSF of Office use (57 spaces) and 1 space per 100 GSF of restaurant use including outdoor seating (50 spaces). 116 spaces are provided, exceeding the amount required.
- 4) Buffers – No buffer required between adjacent residential or adjacent commercial properties.

5) Flood Damage Prevention

- LiMWA line -- This is the Limit of Moderate Wave Action. Any development on the east (seaward) side of this line must comply with V-zone regulations. This is discussed in Section 11-55 of the ordinance, and is reflected on the site plan. The impacts on building design and site conditions will be reviewed as a part of the building permit approval process.
- Freeboard requirement – The ordinance includes a one-foot freeboard requirement. Any of the development in the AE-10 zone on the landward side of the LiMWA line must have a FFE of 11.0 or higher. This requirement will be confirmed during the building permit approval process.
- Storm Water – Site plan reflects consideration of collecting storm water from impervious surfaces and detaining on site. Collection calculations, any required permits, etc. will be reviewed, verified and approved by the City Engineer prior to issuance of a building permit. Depth of detention may require fencing.

6) Sanitation: Dumpster/Compactor locations provided. **ADDED AT CONDO LOCATION IN 12/3 REVISIONS.**

7) Fire Access: Fire Marshal has reviewed and believes the current plan provides adequate access for equipment, other than the "tree split" at the northern. Suggested relocating planned planted tree, widening the northern arm and converting the adjacent parking to a Fire Access Lane. **ADDRESSED IN 12/3 REVISIONS**

8) US 17 ROW Access: *Final requirements will be permitted via GDOT. Traffic study has been provided. Sightlines from entrances, neighboring commercial and residential access points need to be considered in landscape plan.*

9) Norman Street/Riverside Dr ROW Access: The developer has suggested that a roundabout be installed to address access and traffic control. City Engineering and Public Works has no issue with this solution. **REMOVED FROM PLAN IN 12/3 REVISION.**

7) Water/Sewer Connectivity: Detail provided within the plan.

Task 4: Review for consistency with the US 17 Overlay District/Glynn Avenue Design Framework

The project falls within the US 17 Overlay and is subject to the Glynn Avenue Design Framework. While this has minimal impact upon uses, it will guide the overall character and design of the development. Within the Overlay, PD-G is considered a Special District. To establish the Special District General, a proposed development must contain an area of not less than three acres, have direct access to at least one street, and conform with the Guiding Principles and Design Principles of the US 17 Overlay District as stated in Section 1.3.1 and 1.3.2 of the Glynn Avenue Design Framework.

Guiding Principles state:

1. Glynn Avenue should reflect vernacular architecture appropriate to coastal Georgia. – *Architectural review was not required by the PD-G approval, only the site plan. Architectural review will be conducted by staff prior to issuance of the Building Permits.*
2. Our marshes, waterways, and scenic vistas are natural resources that should be available and accessible to all. – *Principle is met by maintaining the 45' marsh setback and includes an access path within the setback.*
3. Responsible development should minimize impact to the sensitive natural environment, particularly along the eastern edge of Glynn Avenue. – *Principle is met by maintaining the 45' marsh setback.*
4. Access to properties along Glynn Avenue should be safely and easily accessible for pedestrians and cyclists, as well as motorists. – *Internal connectivity via sidewalks with connectivity to exterior sidewalks meet this principle.*
5. Individual development should respect and contribute positively to the public realm. – *There are no proposed public assets within the development, however maintaining the 45' marsh setback and introduction of a marsh front trail connecting Riverside/Norman with Glynn Avenue meets this principle. Addressing traffic concerns and safety with a roundabout also contributes to this principle.*
6. Glynn Avenue should evolve into an activity center that is complimentary to, but not competitive with, downtown Brunswick.
7. Investment in the public realm should guide and enhance private sector investment.

The Design Principles state:

1. *Public Waterfront + Public Space:* The marsh and waterfront are public resources and should not be privatized for the enjoyment of only a few. Maintaining public access along the marsh and waterfront is a high priority. Public access may be achieved through a roadway along the waterfront which continues the design elements of Main Street - on-street parking, generous sidewalks, street trees, etc., or through a waterfront park or pedestrian promenade along the marsh.

-Provisions for sidewalks, street trees, and the preservation of the 45' marsh setback meet this principle.

2. *Pedestrian-orientation:* The current condition of Glynn Avenue does not lend itself to the creation of a 'Main Street.' However, this does not mean that the desire to create walkable, human scaled places should be abandoned. These regulations set forth a development strategy to capture passing vehicles while also fostering a 'Main Street' character on streets parallel to Glynn Avenue.

- Walkability is provided through the connectivity of internal sidewalks and the connection to US 17 sidewalks. There are no parallel public streets, however the alignment of buildings, parking, and travel lanes does mimic a traditional block format.

3. *Mixed-Use Environment:* The creation of a mixed use environment provides an ideal transition from more highway-oriented scale along US 17 to more neighborhood-compatible scale, while accommodating a variety of uses, including commercial, office, institutional, and residential.

- The development involves commercial and 2 residential types within easy walking distance on a single site.

4. *Blocks + Streets:* Building an interconnected network of compact blocks is critical to ensure a walkable area that fosters diverse uses and building types. This block pattern can still accommodate large-scale retailers, but does so in a way that maintains the importance of human-scaled development.

Streets should generally include on-street parking, street trees, sidewalks, and pedestrian amenities such as benches, street lights, trash facilities, etc. Highly connected streets are important to provide access without requiring traffic to re-enter Glynn Avenue to reach nearby destinations.

-As a single development and not a development of many individual parcels, the site plan does mimic a linear block pattern as much as practicable. The addition of sidewalks, street trees and lighting create a very similar pattern to the function of traditional city blocks.

5. *Quality Design:* The importance of urban form cannot be overstated. To foster community character and create a walkable, vibrant community, the elements of the built environment are more critical than the use. Buildings should be human-scaled, have a primary entrance facing the public realm, and be set close to the street to foster a pedestrian environment.

-The design mimics a traditional block form even though it is not installing public roads. Buildings entrances face the internal circulation and are set close to street fronts and are connected via a network of sidewalks.

6. *Sense of Place:* The Glynn Avenue corridor is intended to develop as a high quality, mixed-use, pedestrian oriented environment. This area should develop as a complement to, not in competition with, downtown Brunswick. Civic buildings are places of community focus and center. They should be located in places of prominence, such as facing a square, town green, or other central public space.

Under the GADF, a PD is considered a “Special District”, and the PD Text and Concept plan as adopted dictate the development parameters such as setbacks, building size and forms, heights, road and parking forms and locations, etc. Because of this, most of the applicable portions of the GADF are related to aesthetics.

1) Existing Trees: 534 are inventoried on the site plan. 329 will be preserved and 205 removed. Of the 534 trees, 113 are considered “Specimen Trees” as defined in the GADF. 98 Specimen Trees will be preserved with 15 Specimen Trees noted for removal and replacement. The tree plan calls for the planting of 84 new trees to satisfy replacement tree, street tree, and parking island tree requirements. An additional note about the trees designated for removal – 86 are of the same species that qualify for “Specimen Tree” status (Live Oaks, Hackberry or Willow Oaks). Non-specimen species that will be removed includes 97 Palm Trees, 18 pines, 1 pecan, and 1 cedar. Total loss of specimen species trees on the site will be 2.

2) Landscaping

- Landscaping will need to feature native vegetation as outlined in GADF and plans will need to be submitted for permitting.
- Landscape plan will need to detail screening of dumpsters and any on-ground mechanical equipment
- Lighting, and signage are referenced that they will meet Sec. 23-23-7: Glynn Avenue Design Framework and will be verified during the building permit review process.

3) 45' Marsh Buffer: Is reflected in the plan. Only amenity provided within the setback is a pedestrian path. This meets the requirements of the GADF.

4) Sidewalks: Sidewalks provide connectivity throughout the site and connect to the main sidewalks along US 17.

5) Bike racks will be required at each commercial and multi-family building.

6) Lot Coverage: The GADF limits lot coverage to 80%. Lot coverage is 32%.

- Commercial Lot coverage is 50.6%
- Single Family Lot Coverage is 37.5%
- Multi-Family Lot Coverage is 16.08%

7) Utilities: All utilities will be underground meeting the requirements of the GADF.

8) Access: Access to US 17 is granted via a permitting and design review process controlled by GDOT. A traffic study has been submitted to the City, and any improvements or signalization will be determined by GDOT. Access to Norman St/Riverside Drive does require a City ROW review. City Engineering has reviewed the proposed roundabout and has no issue with the proposed access solution. **PROPOSED ROUNDABOUT REMOVED IN 12/3 REVISION**

9) Shared Parking From Phase I: In the 90% Site Plan Approval for Phase I, the City Commission accepted the recommendation from Staff that Shared Parking be allowed between Phase I and Phase II. This would allow Phase I to meet parking requirements under the zoning requirements that existed at that time. On September 6, 2023 the City Commission passed a revised Zoning Ordinance at the recommendation of the Staff and the PAC that had been in development for 3 years. This included a revision to the parking requirements for Multi-Family Developments, creating a scale based on unit type. For developments with 2 bedroom units, the amount of required parking was reduced from 2 spaces per unit to 1.75. As Phase I has not been issued a Building Permit, this means that the required parking for Phase I of the PD was reduced from 408 spaces to 357. Phase I called for 311 spaces. This reduced the needed shared parking spaces to 46.

Since the approval of the Phase I site plan, the developer has purchased 800 Marshview Drive, which is to the east of Phase I. Their plan for the site includes an additional 24 2-bedroom apartments and additional parking. In total, between the two locations 402 parking spaces are provided. Under the parking standards, 399 spaces are required to satisfy the total 228

apartments. While 800 Marshview Drive is not a part of the PD-G, under the GADF shared parking between parcels and uses is encouraged. The proposed parking plan considers this. The parking requirements are now met for Phase I, and no shared parking will need to be considered in Phase II and all parking requirements have been satisfied.

PAC Recommendation

The PAC reviewed the 90% plan at their December 13, 2023 meeting. The PAC approved a motion to recommend denial of the site plan, believing that the plan was not compliant with Section 23-16-2 (e)(3) which states ‘Traffic circulation shall not route commercial or office traffic through residential areas within or adjacent to the PD’; and that the plan did not seem “cohesive” and more information was needed to make a comfortable recommendation. That was seconded and approved 4-1 (Mr. Sabbe against).

Staff Recommendation

As outlined in the report, staff believes that the 90% site plan is compliant with the ordinances of the city and the regulations outlined within the PD-G approved previously by the City Commission. In response to the concerns of the PAC, staff believes that the concern about Section 23-16-2 (e)(3) is unfounded. The PD standards outline multiple types of Planned Developments – Residential Only PD’s; Mixed Use PD’s, and Non-Residential PD’s. The stated section of code should only apply to Non-Residential PD’s. Mixed-Use PD’s, or any allowed Mixed-Use Zoning classification are inherently mixes of commercial and residential uses – many times within the same buildings. Within mixed-use areas traffic patterns, parking, and other infrastructure is intentionally shared. Our own Glynn Avenue Design Standards reinforce this when stating “3. *Mixed-Use Environment*: The creation of a mixed use environment provides an ideal transition from more highway-oriented scale along US 17 to more neighborhood-compatible scale, while accommodating a variety of uses, including commercial, office, institutional, and residential.”

The intent of this review process was to show how a Planned Development went from Concept Plan to a Site Plan, and provide the City Commission a firm understanding of how the ordinances and requirements of the City influenced the final design.

Staff recommends the approval of the 90% site plan by the City Commission with a condition. The Planning, Development and Codes Department, and the City Engineer both believe that the roundabout that was initially proposed on the Riverside Dr./Norman St. side of the project is a sound solution for traffic control, and recommend that the City Commission ask the developer for it to be added back to the plan as originally proposed.



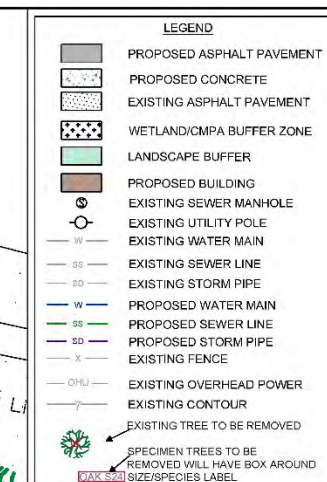
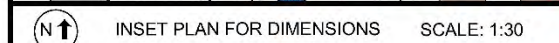
THE PROPOSED DEVELOPMENT LIES WITHIN PARCEL 01-05275 (9.31 AC) AND PARCEL 01-07810 (5.97 AC) LOCATED IN THE CITY OF BRUNSWICK, GA. 1. THE DEVELOPMENT WILL BE SPLIT INTO THREE (3) SEPARATE PARCELS, COMMERCIAL (PARCEL 1), RESIDENTIAL (PARCEL 2), & RESIDENTIAL (PARCEL 3). THE COMMERCIAL DEVELOPMENT LOCATED ON PARCEL 1 WILL CONSIST OF 3 NEW COMMERCIAL BUILDINGS AND ASSOCIATED INFRASTRUCTURE. THE RESIDENTIAL DEVELOPMENT LOCATED ON PARCEL 2 WILL CONSIST OF 54 COTTAGES AND ASSOCIATED INFRASTRUCTURE. THE RESIDENTIAL DEVELOPMENT LOCATED ON PARCEL 3 WILL CONSIST OF 36 CONDOMINIUM UNITS AND ASSOCIATED INFRASTRUCTURE.

1. DEVELOPMENT STANDARDS
GLYN AVENUE DESIGN FRAMEWORK
ZONING PD-G - PLANNED DEVELOPMENT-GENERAL
MAXIMUM BUILDING HEIGHT: 60 FEET
2. THE PROPOSED FINISHED FLOOR ELEVATION SHALL BE SET A MINIMUM 1-FOOT ABOVE THE BASE FLOOD ELEVATION (AS PER CH. 11, ARTICLE III, SEC. 11-52.)
3. PROPOSED UTILITIES
WATER: THE PROPOSED WATER WILL TIE INTO THE EXISTING 8" PVC WATER MAIN, RUNNING PARALLEL TO U.S. HIGHWAY 17 ON THE EAST SIDE OF THE RIGHT OF WAY. ON-SITE WATER WILL BE PUBLICLY OWNED AND MAINTAINED, IN EASEMENTS.

SEWER: THE PROPOSED GRAVITY SEWER FOR THE TWO RESIDENTIAL PARCELS WILL BE CONNECTED TO THE EXISTING 8" VCP SEWER SYSTEM LOCATED IN RIVERSIDE DRIVE. THE PROPOSED GRAVITY SEWER FOR THE COMMERCIAL PARCEL WILL BE CONNECTED TO THE EXISTING 8" VCP SEWER SYSTEM LOCATED ALONG U.S. HIGHWAY 17. ON-SITE SANITARY SEWER WILL BE PUBLICLY OWNED AND MAINTAINED, IN EASEMENTS.

STORM WATER: A STORM PIPE SYSTEM WILL BE PROVIDED ON-SITE AND ROUTED TO AN ON-SITE DETENTION AREA AND DISCHARGE TO AND EXISTING SALT MARSH LOCATED ON THE NORTH AND EAST SIDE OF THE PROPERTY. ON-SITE STORM SEWER WILL BE PRIVATELY OWNED AND MAINTAINED.

ELECTRIC: ELECTRIC UTILITIES WILL BE PROVIDED ON-SITE AND WILL BE UNDERGROUND.
4. ACCORDING TO FEMA FLOOD INSURANCE RATE MAPS 13127C0238H & 13127C0237H DATED 1/5/2018, THE SITE IS LOCATED IN ZONE AE (ELEV. 10 & 11) WHICH IS IN A SPECIAL FLOOD HAZARD AREA, THE ENTIRETY OF THE SITE IS ALSO LOCATED IN THE LIMIT OF MODERATE WAVE ACTION (LIMWA) ZONE.
5. EXTERIOR LIGHTING WILL COMPLY WITH THE GLYN AVENUE DESIGN FRAMEWORK (23-237).
6. SIGNAGE FOR THIS SITE WILL BE COMPLIANT WITH THE GLYN AVENUE DESIGN FRAMEWORK (23-237).
7. "REFUSE WILL BE MANAGED ON-SITE BY WAY OF DUMPS/TERMCOMPACTOR" FOR THE COMMERCIAL PARCEL AND INDIVIDUAL REFUSE COLLECTION CONTAINERS WILL MANAGE THE RESIDENTIAL PARCELS.
8. HORIZONTAL DATUM IS BASED ON NAD 83. VERTICAL DATUM IS BASED ON NAVD88.

[illegible]

ROBERTS
CIVIL ENGINEERING
ST. SIMONS ISLAND | SAVANNAH, GEORGIA | 912.333.1200

SITE PLAN FOR ISLAND VIEW

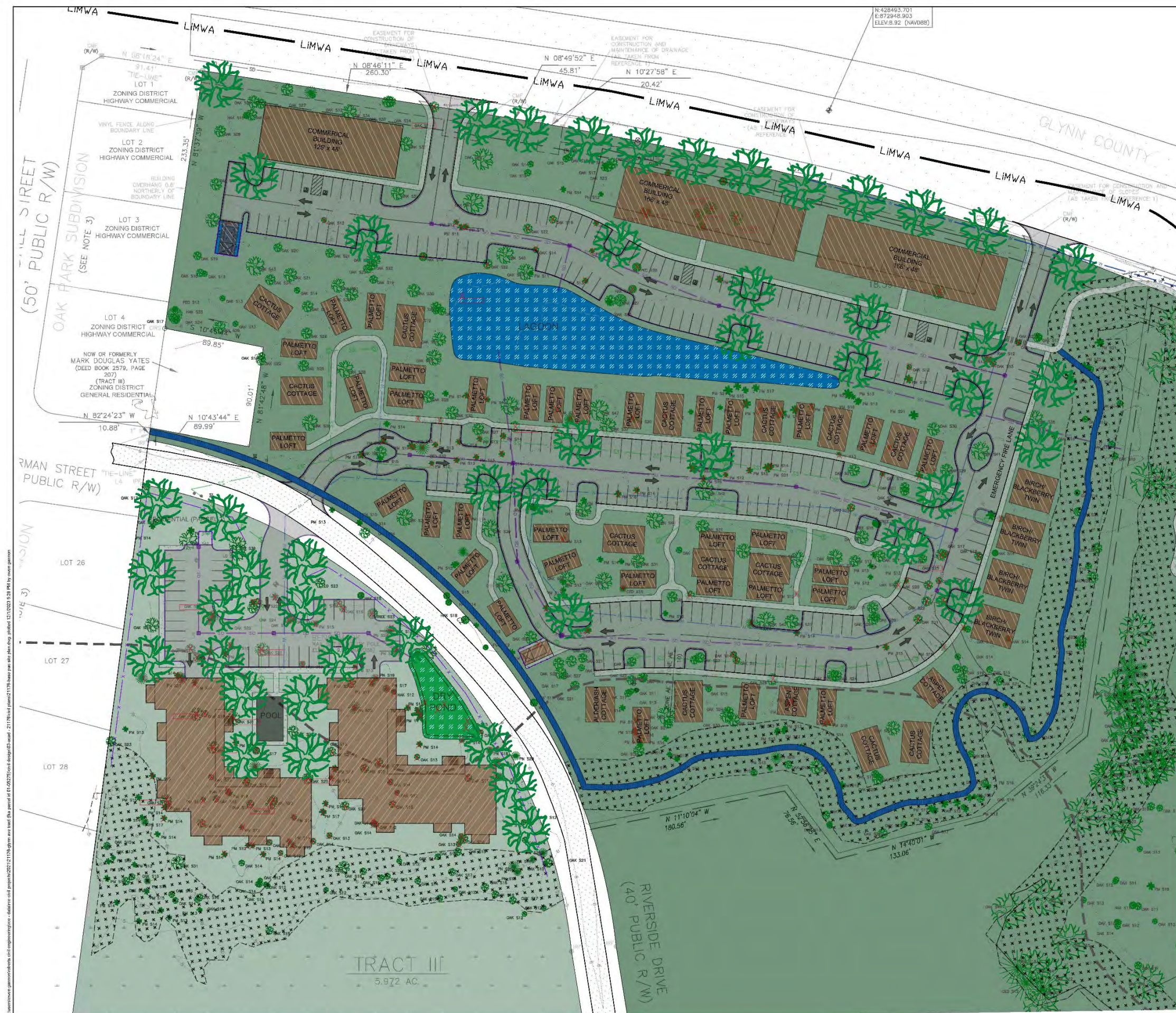
**RESIDENTIAL AND COMMERCIAL DEVELOPMENT
CITY OF BRUNSWICK, GEORGIA**

PREPARED FOR:
CITY OF BRUNSWICK, GEORGIA

DATE: 12/01/23	PROJECT NUMBER: 21176
DRAWN BY: OAG	CHECKED BY: JDR

1

SHEET:



LEGEND

- EXISTING SEWER MAN-HOLE
- EXISTING UTILITY POLE
- EXISTING WATER MAIN
- EXISTING SEWER LINE
- EXISTING STORM PIPE
- EXISTING FENCE
- EXISTING OVERHEAD POWER
- EXISTING CONTOUR
- EXISTING TREE TO BE REMOVED
- SPECIMEN TREES TO BE REMOVED WILL HAVE BOX AROUND
- SIZE/SPECIES LABEL
- EXISTING TREES
- PROPOSED SHADE/
CANOPY TREES
(50' O/C)

PLEASE SEE THE
FOLLOWING SHEET FOR
TREE CALCULATIONS.

NOT RELEASED
FOR
CONSTRUCTION

[illegible]

ROBERTS
CIVIL ENGINEERING
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WWW.ROBERTSCIVILENGINEERING.COM

SITE PLAN FOR ISLAND VIEW

RESIDENTIAL AND COMMERCIAL DEVELOPMENT
CITY OF BRUNSWICK, GEORGIA

PREPARED FOR:
MARITIME HOMES, LLC.

DATE: 12/01/23

PROJECT NUMBER: 21176

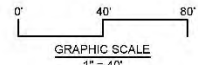
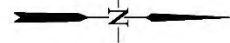
DRAWN BY: OAG

CHECKED BY: JDR

SCALE: 1":40' (FOR 24"X36" PLOT)



Know what's below.
Call before you dig.



2

SHEET:

COMMERCIAL DEVELOPMENT(PARCEL 1) NOTES

1. INTENDED USE:
THE PROPOSED COMMERCIAL DEVELOPMENT LIES WITHIN PARCELS 01-05275. THE PROPOSED PROJECT WILL CONSIST OF THREE (3) BUILDINGS, TWO (2) BUILDINGS @ APPROXIMATELY 8,000 SF EACH AND ONE (1) BUILDING @ APPROXIMATELY 6,000 SF. THE DEVELOPMENT WILL ALSO INCLUDE A NEW PARKING LOT LAYOUT AND ASSOCIATED INFRASTRUCTURE TO BE CONSTRUCTED ON 3.31 ACRES.
2. PARKING
HANDICAP PARKING SPACES PROVIDED: 8
TOTAL PARKING SPACES PROVIDED: 116
TOTAL PARKING SPACES REQUIRED:
OFFICE SPACE: 17,000 SF @ 1 SPACE FOR EACH 200 SF = 85 SPACES
RESTAURANT: 5,000 SF TOTAL, ONE SPACE FOR EACH 70 SQ OF PATRON SPACE & 1 SPACE PER 2 EMPLOYEES = 31 SPACES
*ALL PARKING SPACES AND STRIPED HVC SPACES ARE 8' X 18' MIN.
*ALL SIDEWALKS WILL BE 5' WIDE, CONCRETE
*ALL AISLES ARE 24' WIDE
3. SITE COVERAGE:
TOTAL AREA: +/-3.30 AC
TOTAL IMPERVIOUS: 1.57 AC (50.60%)
• BUILDINGS: 0.50 AC
• ASPHALT: 1.02 AC
• SIDEWALKS: 0.15 AC
• OTHER: 0.00 AC
TOTAL PERVIOUS: +/-1.63 AC (49.39%)
• MARSH: 0.08 AC
• WETLAND: 0.00 AC
• MARSH BUFFER: 0.17 AC
• LAGOON AREA: 0.24 AC
• LANDSCAPE/GREENSPACE: 1.17 AC
4. SITE DESCRIPTION:
LEGAL DESCRIPTION: PARCEL A MARY YATES ESTATE
SUBDIVISION: MARY YATES ESTATE
PROPERTY ADDRESS:
3217 NORMAN STREET
BRUNSWICK, GA 31520
5. SETBACKS:
FRONT YARD: 20 FEET
SIDE YARD: 0 FEET
REAR YARD: 5 FEET

RESIDENTIAL(PARCEL 2) COTTAGE AND LOFT GENERAL NOTES

1. INTENDED USE:
THE PROPOSED RESIDENTIAL COTTAGE AND LOFT DEVELOPMENT LIES WITHIN PARCELS 01-05275. THE PROPOSED PROJECT WILL CONSIST OF FIFTY-FOUR (54) ONE UNIT BUILDINGS. THE DEVELOPMENT WILL INCLUDE COTTAGES AND LOFTS ALONG WITH A NEW PARKING LOT LAYOUT AND ASSOCIATED INFRASTRUCTURE TO BE CONSTRUCTED ON 6.00 ACRES.
- CACTUS COTTAGE: 13
PALMETTO LOFT: 34
ASPEN COTTAGE: 2
ALDERASH COTTAGE: 1
BIRCH/BLACKBERRY TWIN: 4
2. PARKING
HANDICAP PARKING SPACES PROVIDED:
TOTAL PARKING SPACES PROVIDED: 128 SPACES
TOTAL PARKING SPACES REQUIRED: 2 SPACES PER UNIT, 54 UNITS X 2 = 108 SPACES
*ALL PARKING SPACES AND STRIPED HVC SPACES ARE 9' X 18' MIN.
*ALL SIDEWALKS WILL BE 5' WIDE
*ALL AISLES ARE 24' WIDE
3. SITE COVERAGE:
TOTAL AREA: +/-6.00 AC
TOTAL IMPERVIOUS: 2.25 AC (37.50%)
• BUILDINGS: 0.91 AC
• ASPHALT: 1.19 AC
• SIDEWALKS: 0.25 AC
• OTHER: 0.00 AC
TOTAL PERVIOUS: +/-3.75 AC (62.50%)
• MARSH: 0.21 AC
• WETLAND: 0.00 AC
• MARSH BUFFER: 0.83 AC
• LAGOON AREA: 0.14 AC
• LANDSCAPE/GREENSPACE: 2.57 AC
4. DENSITY CALCULATION
ALLOWED DENSITY PER ZONE "GR" ORDINANCE, ONE-FAMILY RESIDENCE: 9 UNITS PER ACRE PERMITTED
PROPOSED DENSITY: (54 UNITS/6.00 ACRES) = 9 UNITS PER ACRE
5. SITE DESCRIPTION:
LEGAL DESCRIPTION: PARCEL A MARY YATES ESTATE
SUBDIVISION: MARY YATES ESTATE
PROPERTY ADDRESS:
3217 NORMAN STREET
BRUNSWICK, GA 31520
6. SETBACKS:
FRONT YARD: 15 FEET
SIDE YARD: 5 FEET
REAR YARD: 10 FEET

RESIDENTIAL (PARCEL 3) CONDOMINIUM DEVELOPMENT NOTES

1. INTENDED USE:
THE PROPOSED CONDOMINIUM DEVELOPMENT LIES WITHIN PARCELS 01-07610. THE PROPOSED PROJECT WILL CONSIST OF TWO (2) CONDOMINIUM BUILDINGS WITH 18 UNITS EACH. THE DEVELOPMENT WILL INCLUDE A POOL, ALONG WITH A NEW PARKING LOT LAYOUT AND ASSOCIATED INFRASTRUCTURE TO BE CONSTRUCTED ON 5.97 ACRES.
2. PARKING
HANDICAP PARKING SPACES PROVIDED: 2 SPACES
TOTAL PARKING SPACES PROVIDED: 73 SPACES (36 SPACES AT GARAGE LEVEL)
TOTAL PARKING SPACES REQUIRED: 2 SPACES PER UNITS, 36 UNITS X 2 = 72 SPACES
*ALL PARKING SPACES AND STRIPED HVC SPACES ARE 9' X 18' MIN.
*ALL SIDEWALKS WILL BE 5' WIDE, CONCRETE
*ALL AISLES ARE 24' WIDE
3. SITE COVERAGE:
TOTAL AREA: +/-5.97 AC
TOTAL IMPERVIOUS: 0.98 AC (16.08%)
• BUILDINGS: 0.58 AC
• ASPHALT: 0.38 AC
• SIDEWALKS: 0.00 AC
• OTHER: 0.00 AC
TOTAL PERVIOUS: +/-5.01 AC (83.92%)
• MARSH: 3.30 AC
• WETLAND: 0.00 AC
• MARSH BUFFER: 0.52 AC
• LAGOON AREA: 0.25 AC
• LANDSCAPE/GREENSPACE: 0.94 AC
4. DENSITY CALCULATION
ALLOWED DENSITY PER ZONE "GR" ORDINANCE, MULTI-FAMILY: 20 UNITS PER ACRE PERMITTED
PROPOSED DENSITY: (36 UNITS/5.97 ACRES) = 6 UNITS PER ACRE
5. SITE DESCRIPTION:
LEGAL DESCRIPTION: TRACT III MARY YATES ESTATE
SUBDIVISION: MARY YATES ESTATE
PROPERTY ADDRESS:
3214 NORMAN STREET
BRUNSWICK, GA 31520
6. SETBACKS:
FRONT YARD: 15 FEET
SIDE YARD: 5 FEET
REAR YARD: 10 FEET

PRESERVED TREES

1	Oak 20	60	Oak 18	119	Oak 31	179	Oak 26	239	Palm 17
2	Oak 22	61	Oak 40	120	Oak 18	180	Oak 24	240	Palm 17
3	Oak 26	62	Oak 22	121	Oak 15	181	Oak 42	241	Palm 21
4	Hak 15	63	Oak 37	122	Palm 13	182	Oak 31	242	Palm 13
5	Oak 26	64	Palm 11	123	Pine 26	183	Oak 26	243	Palm 13
6	Oak 27	65	Oak 25	124	Palm 12	184	Oak 25	244	Palm 16
7	Pine 28	66	Hak 27	125	Palm 12	185	Oak 20	245	Palm 23
8	Oak 12	67	Hak 18	126	Palm 13	186	Palm 12	246	Palm 12
9	Oak 34	68	Palm 15	127	Palm 13	187	Palm 13	247	Oak 23
10	Oak 26	69	Oak 17	128	Palm 13	188	Palm 13	248	Oak 17
11	Oak 24	70	Palm 21	129	Oak 29	189	Palm 13	249	Oak 25
12	Oak 32	71	Palm 22	130	Oak 30	190	Oak 27	250	Palm 14
13	Oak 27	72	Oak 12	131	Oak 24	191	Oak 19	251	Oak 24
14	Oak 32	73	Palm 19	132	Oak 15	192	Oak 25	252	Pine 18
15	Oak 19	74	Oak 16	133	Palm 13	193	Oak 34	253	Pine 16
16	Oak 18	75	Oak 14	134	Palm 13	194	Oak 31	254	Oak 18
17	Oak 13	76	Oak 14	135	Palm 13	195	Tree 16		
18	Oak 13	77	Oak 14	136	Palm 14	196	Tree 17		
19	Pec 13	78	Oak 38	137	Palm 14	197	Oak 36		
20	Hak 33	79	Oak 16	138	Oak 25	198	Oak 33		
21	Oak 17	80	Oak 15	139	Oak 21	199	Oak 31		
22	Oak 24	81	Oak 14	140	Oak 45	200	Oak 46		
23	Oak 28	82	Oak 20	141	Palm 14	201	Oak 42		
24	Oak 13	83	Oak 24	142	Oak 17	202	Oak 35		
25	Oak 20	84	Oak 15	143	Oak 13	203	Palm 14		
26	Oak 43	85	Oak 26	144	Oak 11	204	Oak 14		
27	Oak 24	86	Oak 25	145	Oak 16	205	Oak 31		
28	Oak 31	87	Oak 25	146	Oak 22	206	Palm 14		
29	Oak 14	88	Oak 14	147	Oak 23	207	Palm 13		
30	Oak 26	89	Oak 19	148	Palm 13	208	Oak 31		
31	Oak 18	90	Oak 15	149	Palm 15	209	Oak 24		
32	Oak 22	91	Oak 23	150	Pine 14	210	Palm 13		
33	Oak 26	92	Oak 21	151	Oak 24	211	Oak 39		
34	Oak 25	93	Oak 24	152	Oak 38	212	Oak 36		
35	Oak 36	94	Oak 12	153	Oak 39	213	Palm 13		
36	Oak 38	95	Oak 34	154	Pine 21	214	Palm 13		
37	Oak 30	96	Oak 15	155	Palm 12	215	Palm 16		
38	Oak 31	97	Oak 18	156	Palm 15	216	Palm 13		
39	Oak 21	98	Palm 16	157	Oak 42	217	Palm 14		
40	Oak 32	99	Palm 12	158	Hak 15	218	Palm 18		
41	Oak 20	100	Oak 18	159	Hak 14	219	Oak 27		
42	Oak 22	101	Palm 16	160	Hak 18	220	Oak 21		
43	Oak 19	102	Palm 18	161	Palm 12	221	Oak 21		
44	Oak 30	103	Palm 16	162	Oak 29	222	Oak 29		
45	Oak 23	104	Oak 12	163	Pec 12	223	Oak 41		
46	Oak 19	105	Palm 21	164	Oak 19	224	Oak 30		
47	Oak 19	106	Palm 17	165	Palm 24	225	Palm 21		
48	Oak 31	107	Palm 19	166	Hak 17	226	Oak 19		
49	Oak 35	108	Oak 17	167	Oak 21	227	Hak 14		
50	Oak 28	109	Oak 15	168	Oak 17	228	Oak 15		
51	Palm 14	110	Oak 22	169	Oak 25	229	Palm 15		
52	Oak 31	111	Oak 32	170	Oak 27	230	Oak 27		
53	Oak 47	112	Oak 15	171	Oak 15	231	Oak 30		
54	Oak 48	113	Oak 17	172	Oak 21	232	Oak 27		
55	Oak 16	114	Oak 26	173	Oak 25	233	Oak 40		
56	Oak 14	115	Oak 13	174	Oak 21	234	Oak 47		
57	Palm 14	116	Oak 13	175	Oak 23	235	Oak 37		
58	Oak 15	117	Oak 19	176	Oak 20	236	Palm 12		
59	Oak 16	118	Palm 19	177	Oak 14	237	Palm 12		
60	Oak 18	119	Oak 31	178	Oak 17	238	Palm 15		

REMOVED TREES

1	Oak 12	60	Palm 23
2	Oak 24	61	Palm 16
3	Palm 12	62	Palm 12
4	Palm 14	63	Palm 15
5	Palm 14	64	Palm 14
6	Hak 19	65	Palm 21
7	Oak 22	66	Palm 14
8	Oak 14	67	Palm 12
9	Palm 13	68	Palm 13
10	Palm 12	69	Oak 12
11	Palm 13	70	Oak 18
12	Pec 20	71	Palm 21
13	Hak 14	72	Palm 22
14	Hak 15	73	Oak 14
15	Hak 17	74	Oak 17
16	Palm 15	75	Oak 25
17	Hak 18	76	Oak 23
18	Hak 28	77	Oak 20
19	Hak 26	78	Palm 13
20	Hak 20	79	Oak 15
21	Oak 33	80	Oak 22
22	Palm 17	81	Oak 26
23	Pec 30	82	Oak 21
24	Oak 12	83	Palm 14
25	Palm 19	84	Palm 15
26	Oak 15	85	Palm 19
27	Oak 13	86	Hak 14
28	Oak 12	87	Palm 15
29	Oak 14	88	Palm 12
30	Palm 14	89	Palm 17
31	Palm 12	90	Palm 16
32	Palm 12	91	Palm 14
33	Palm 13	92	Palm 15
34	Palm 15	93	Palm 14
35	Palm 18	94	Pine 22
36	Palm 19	95	Oak 25
37	Palm 13	96	Palm 14
38	Palm 13	97	Pine 24
39	Ced 32	98	Palm 12
40	Palm 12	99	Palm 13
41	Palm 13	100	Ced 15
42	Palm 13	101	Palm 14
43	Palm 14	102	Palm 16
44	Palm 14	103	Oak 21
45	Palm 13		
46	Palm 14		
47	Oak 24		
48	Palm 14		
49	Pine 26		
50	Palm 13		
51	Palm 20		
52	Palm 12		
53	Palm 10		
54	Palm 16		
55	Palm 26		
56	Palm 20		
57	Palm 15		
58	Palm 16		
59	Palm 14		
60	Palm 23		

PRESERVED TREES (TRACT III)

255	Palm 14	315	Oak 12	104	Palm 13	164	Palm 14
256	Palm 14	316	Oak 15	105	Oak 26	165	Oak 14
257	Palm 14	317	Oak 28	106	Oak 20	166	Palm 14
258	Palm 15	318	Oak 16	107	Palm 14	167	Palm 12
259	Oak 18	319	Oak 12	108	Palm 17	168	Oak 19
260	Palm 15	320	Oak 14	109	Oak 22	169	Oak 13
261	Palm 14	321	Oak 12	110	Oak 16	170	Oak 18
262	Oak 15	322	Oak 14	111	Oak 14	171	Hak 13
263	Oak 13	323	Oak 14	112	Palm 15	172	Oak 16
264	Palm 12	324	Oak 12	113	Oak 19	173	Palm 16
265	Palm 13	325	Oak 13	114	Oak 16	174	Oak 18
266	Oak 15	326	Oak 18	115	Tree 23	175	Oak 28
267	Palm 15	327	Oak 25	116	Oak 12	176	Palm 13
268	Oak 15	328	Oak 12	117	Pine 24	177	Oak 23
269	Oak 14	329	Oak 14	118	Pine 24	178	Palm 14
270	Palm 13			119	Palm 13	179	Palm 14
271	Palm 13			120	Pine 19	180	Palm 15
272	Oak 16			121	Oak 20	181	Oak 14
273	Oak 14			122	Pine 17	182	Oak 14
274	Oak 31			123	Pine 17	183	Oak 12
275	Palm 14			124	Hak 12	184	Palm 14
276	Palm 17			125	Palm 13	185	Palm 13
277	Palm 14			126	Palm 14	186	Palm 12
278	Palm 15			127	Palm 14	187	Palm 14
279	Oak 23			128	Palm 14	188	Oak 25
280	Palm 13			129	Pine 20	189	Pine 28
281	Oak 33			130	Pine 17	190	Oak 13
282	Oak 17			131	Oak 15	191	Oak 22
283	Oak 15			132	Oak 12	192	Palm 17
284	Palm 14			133	Pine 14	193	Palm 13
285	Oak 42			134	Palm 14	194	Oak 20
286	Palm 16			135	Oak 12	195	Oak 22
287	Live Oak 39			136	Pine 21	196	Oak 14
288	Live Oak 38			137	Oak 13	197	Oak 12
289	Oak 24			138	Oak 17	198	Oak 16
290	Live Oak 23			139	Pine 18	199	Oak 12
291	Hak 15			140	Oak 20	200	Oak 13
292	Oak 38			141	Oak 13	201	Oak 14
293	Pine 20			142	Oak 14	202	Oak 20
294	Oak 12			143	Oak 22	203	Palm 14
295	Oak 12			144	Oak 12	204	Palm 17
296	Oak 14			145	Palm 14	205	Oak 13
297	Pine 21			146	Palm 15		
298	Pine 16			147	Palm 15		
299	Oak 12			148	Oak 31		
300	Oak 20			149	Hak 17		
301	Pine 25			150	Pine 26		
302	Pine 18			151	Palm 14		
303	Oak 18			152	Pine 21		
304	Oak 16			153	Pine 20		
305	Oak 17			154	Palm 14		
306	Oak 12			155	Oak 31		
307	Oak 12			156	Oak 16		
308	Oak 15			157	Oak 31		
309	Oak 17			158	Oak 28		
310	Oak 12			159	Palm 15		
311	Oak 14			160	Hak 17		
312	Oak 14			161	Pine 26		
313	Oak 18			162	Palm 15		
314	Oak 15			163	Oak 27		



SUBJECT: City of Brunswick Defined Benefit Pension Plan Amendment No. 17

COMMISSION ACTION REQUESTED ON: February 7, 2024

PURPOSE:

To amend the City's Plan to change the "Normal Retirement Date".

HISTORY:

The proposed Amendment to the Plan would amend the normal retirement date for post December 31, 2010 hires to be the first of the month coincident with or next following the later of age 65 or the completion (actual or anticipated) of 7 years of service.

Prior to this amendment, the Plan required a completion (actual or anticipated) of 10 years of service.

BUDGET INFORMATION: Please see attached letter from Foster & Foster, Plan Actuaries and Consultants for the City of Brunswick.

RECOMMENDATION: At Commission's discretion.

Prepared by: Kathy D. Mills, Finance Director *KDM*

ADMINISTRATIVE RECOMMENDATION:

Regina M. McDuffie

City Manager

1/30/2024

Date

**AMENDMENT NO. 17 TO THE
CITY OF BRUNSWICK
DEFINED BENEFIT PENSION PLAN**

WHEREAS, the Plan Sponsor has determined that it is desirable to amend the Plan, and

WHEREAS, Article XIV permits the Plan Sponsor to amend the Plan at any time;

NOW, THEREFORE, the Plan is hereby amended, effective as of January 1, 2024, as follows:

Article I, Definitions and Construction, Section 1.1, Definitions, Subsection (25), Normal Retirement Date, is revised by deleting the first paragraph of Subsection 1.1(25) in its entirety, and replacing it with the following new first paragraph of said Subsection 1.1(25):

“(25) Normal Retirement Date: For a Participant who first commenced employment with the Plan Sponsor or an Affiliated Plan Sponsor before January 1, 2011, the first day of the month coincident with or next following the earlier of (a) the Participant’s 65th birthday or (b) the Participant’s completion (actual or anticipated) of thirty (30) Years of Service. Any Participant who first commenced employment with the Plan Sponsor or an Affiliated Plan Sponsor after December 31, 2010, shall have a Normal Retirement Date that is the first day of the month coincident with or next following the later of (i) the Participant’s 65th birthday or (ii) the Participant’s completion (actual or anticipated) of ten (10) Years of Service, provided that any such Participant who, after December 31, 2023, (I) is an active Employee of the Plan Sponsor or an Affiliated Plan Sponsor and (II) has satisfied the requirements to participate in the Plan pursuant to Sections 2.1, 2.2, and 2.3 below, shall have a Normal Retirement Date that is the first day of the month coincident with or next following the later of (i) the Participant’s 65th birthday or (ii) the Participant’s completion (actual or anticipated) of seven (7) Years of Service.”

IN WITNESS WHEREOF, the Plan Sponsor has hereunto caused this Amendment No. 17 to said Defined Benefit Pension Plan to be executed by its duly authorized officer and its seal to be affixed hereto, this _____ day of _____, 2024.

**CITY OF BRUNSWICK, ACTING
BY AND THROUGH ITS COMMISSION**

By: _____
COSBY H. JOHNSON, Mayor

Attest: _____
NAOMI D. ATKINSON, City Clerk

CITY OF BRUNSWICK
DEFINED BENEFIT PENSION PLAN

EXPLANATION OF CHANGES

Currently the above-referenced qualified retirement plan (the “Plan”) provides for a Participant’s Normal Retirement Date (NRD) that is (1) the earlier of (a) age 65 or (b) the actual or anticipated completion of thirty (30) Years of Service for a Participant first hired before January 1, 2011, or (2) the later of (a) age 65 or (b) the actual or anticipated completion of ten (10) Years of Service for a Participant first hired after December 31, 2010. The latter NRD (the “65 and 10 NRD”) was added by Plan Amendment No. 3, effective January 1, 2011, (i) to reconcile the Plan’s NRD with typical practice in the private sector where a participant’s NRD has a floor of age 65 and (ii) to realize material Actuarial cost savings for the Plan.

The Pension Committee, as Plan Administrator, and the Pension Advisory Committee, as advisor to the Pension Committee, have reviewed the 65 and 10 NRD to determine if this NRD can be lowered, to aid in the recruitment of “second-career employees.” Such employees, who already may have retired from one employer, would bolster the recruitment pool for the City of Brunswick, Georgia, as Plan Sponsor (the “City”). As a result, the Pension Committee proposes lowering the 65 and 10 NRD to an NRD that is the later of (1) age 65 or (2) the actual or anticipated completion of seven (7) Years of Service (the “65 and 7 NRD”). The Plan Actuary has reviewed this proposal and has determined that its implementation would incur de minimis increases in (a) the City’s Annual Required Contribution to the Plan and (b) the Plan’s Unfunded Actuarial Accrued Liability.

Plan Amendment No. 17, effective January 1, 2024, sets forth this proposal, with three important conditions. First, the Amendment transitions all active Participants on January 1, 2024, who were first hired after December 31, 2010, to the 65 and 7 NRD. Second, the Amendment requires any Employees (who was first hired after December 31, 2010) who are hired *or rehired* after December 31, 2023, to satisfy the Plan’s requirements for Participation before being able to avail themselves of the lower 65 and 7 NRD. This second condition ensures that vested terminated Participants (who was first hired after December 31, 2010, but who last terminated employment with the City before January 1, 2024), have to be reemployed by the City to benefit from the lower 65 and 7 NRD. Third, Participants who were first hired before January 1, 2011, are not affected by Plan Amendment No. 17 because their NRD of the earlier of (1) age 65 or (2) the actual or anticipated completion of thirty (30) Years of Service, is a grandfathered Plan benefit, pursuant to Plan Amendment No. 3.

Prior to Plan Amendment No. 17, the following provisions of the Plan Document affected by this Amendment read as follows:

Article I, Definitions and Construction, Section 1.1, Definitions, Subsection (25), Normal Retirement Date:

“(25) Normal Retirement Date: For a Participant who first commenced employment with the Plan Sponsor or an Affiliated Plan Sponsor before January 1, 2011, the first day of the month coincident with or next following the earlier of (a) the Participant’s 65th birthday or (b) the Participant’s completion (actual or anticipated) of thirty (30) Years of Service. Any Participant who first commenced employment with the Plan Sponsor or an Affiliated Plan Sponsor after December 31, 2010, shall have a Normal Retirement Date that is the first day of the month coincident with or next following the later of (i) the Participant’s 65th birthday or (ii) the Participant’s completion (actual or anticipated) of ten (10) Years of Service.”

January 9, 2024

VIA EMAIL

Pension Committee and Pension Advisory Committee
City of Brunswick, Georgia
601 Gloucester Street
Brunswick, GA 31521

Re: City of Brunswick Defined Benefit Plan
Funding Impact Associated with Proposed Amendment No. 17

Dear Committees:

As requested, we have performed a special actuarial analysis to determine the impact on the minimum funding requirements and Unfunded Actuarial Accrued Liability (UAAL) associated with proposed Amendment No. 17 as described below. Please note that Amendment No. 17 only applies to Participants who are active employees after December 31, 2023 and would become effective retroactively as of January 1, 2024.

Amendment No. 17 – Amend Normal Retirement Date for post December 31, 2010 hires to be the first of the month coincident with or next following the later of age 65 or the completion (actual or anticipated) of 7 Years of Service.

The actuarial impact, determined as of January 1, 2023 and reflecting the assumptions approved from the December 6, 2023 experience study is shown below:

	<u>Baseline</u>	<u>Amend. No. 17</u>
Normal Cost/Admin Expenses	\$411,488	\$414,587
Less Employee Contributions	<u>\$198,782</u>	<u>\$198,782</u>
Net Employer Normal Cost	\$212,706	\$215,805
Amortization Payment	\$1,034,325	\$1,035,363
Interest Adjustment	<u>\$94,367</u>	<u>\$94,656</u>
City Required Contribution	\$1,341,398	\$1,345,824
Increase in City Required Contribution		\$4,426
<hr/>		
UAAL	\$8,409,073	\$8,420,840
Change in UAAL		\$11,767
Funded Ratio	62.0%	61.9%

The change in UAAL associated with the Amendment was amortized over 20 years.

This analysis is based on the same data, assumptions, and methods as utilized in the January 1, 2023 actuarial valuation except as otherwise noted.

The undersigned is familiar with the immediate and long-term aspects of pension valuations, and meets the Qualification Standards of the American Academy of Actuaries necessary to render the actuarial opinions contained herein. All sections of this report, as well as the January 1, 2023 valuation report, are considered an integral part of the actuarial opinions.

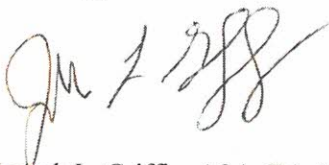
In reviewing the results presented in this study, it should be noted there are risks that may not be inherently apparent to the reader that should be carefully considered. For key risks, please see the Discussion of Risk section of the January 1, 2023 actuarial valuation report.

In performing the analysis, we used third-party software to model (calculate) the underlying liabilities and costs. These results are reviewed in the aggregate and for individual sample lives. The output from the software is either used directly or input into internally developed models to generate the costs. All internally developed models are reviewed as part of the process. As a result of this review, we believe that the models have produced reasonable results. We do not believe there are any material inconsistencies among assumptions or unreasonable output produced due to the aggregation of assumptions.

Future actuarial measurements may differ significantly from the current measurements presented in this report for a variety of reasons including: changes in applicable laws, changes in plan provisions, changes in assumptions, or plan experience differing from expectations. Due to the limited scope of the analysis, we did not perform an analysis of the potential range of such future measurements.

If you have any questions, please let me know.

Sincerely,

A handwritten signature in dark ink, appearing to read 'JL Griffin', with a stylized flourish at the end.

Joseph L. Griffin, ASA, EA, MAAA
Enrolled Actuary #23-6938



INTEROFFICE MEMORANDUM

DATE: January 26, 2024

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

FROM: Kathy D. Mills, CPA, Finance Director

SUBJECT: Financial Reports as of November 30, 2023 41.67%

**General Fund
November 30, 2023
Cash Basis**

	Monthly	Year to Date	% of Budget	Amended Budget	% (over)under Budget
Revenues	1,042,870 *	12,411,686	61.22%	20,272,968	-19.56%
Expenditures	1,492,251	7,118,746	35.11%	20,272,968	6.55%
Net Revenues & Expenditures	(449,381)	5,292,940			
Cash Balance as of 11/30/2023	14,199,019	(Prime South \$896,033 GA Fund One \$13,302,986)			

* includes \$5,706,143 property tax billing in September
\$4,684,958 actually collected as of 11/30/2023

	LOST	LOST YTD	
Nov-23	804,367	4,338,828	August 2023 included a one-time adjustment of \$124,882 from Dept of Revenue for error on their part covering 09/22 thru 08/23
Nov-22	741,374	3,898,849	
Increase (Decrease)	62,993	439,979	
	8.50%	11.28%	

Capital Projects - SPLOST VI
As of November 30, 2023
(04/01/2017-09/30/2020)

	Total Expended as of 11/30/2023	Reimbursements Received	City Expended as of 11/30/2023	Original Budget Amount	Amended Budget Amount	Remainder (Overage)
Storm Drainage Improvements	4,726,353	242,814 ^a	4,483,539	3,243,750	4,551,750	68,211
Highway 17 Infrastructure	479,496	330,762 ^b	148,734	215,107	215,107	66,373
Wayfindings & Gateways	155,000	0	155,000	259,500	259,500	104,500
Cemetery Restoration/Renovation	151,420	0	151,420	259,500	259,500	108,080
Sidney Lanier Park Improvements	399,307	0	399,307	519,000	519,000	119,693
Overlook Park Improvements	139,179	0	139,179	103,800	103,800	(35,379)
	14,059,271	3,954,342	10,104,929	9,228,407	10,536,407	431,478

^a \$242,814 from Glynn County

^b \$330,762 from GADOT Highway 17

Total Cash on Hand 11/30/2023 \$399,724

Capital Projects - SPLOST 22
As of November 30, 2023
(04/01/2023-03/01/2029)

	Tier 1 Budget	City Expended as of 11/30/2023	(Over) Under Budget - Tier 1
Mill and Pave Various Streets	7,660,000	60,837	7,599,163
Storm Drainage Improvements	10,500,000	389,120	10,110,880
Sidewalk Installation and/or Replacement	850,000	30,560	819,440
City Building Improvements	500,000	0	500,000
Trails and Boardwalks	2,500,000	7,651	2,492,349
Public Works Equipment and Infrastructure Upgrades	300,000	2,775	297,225
Public Safety Replacement of Vehicles, Equipment, etc.	550,000	0	550,000
Ritz Theater Renovations	350,000	0	350,000
Mary Ross Park Development Project	3,000,000	21,805	2,978,195
Recreation Facility Improvements	2,200,000	0	2,200,000
Historic Squares Improvements	250,000	0	250,000
Cemetery Restoration	0	0	0
Orange Park Improvements	250,000	45,471	204,529
Integrated Software	250,000	0	250,000
Technology Upgrades	100,000	0	100,000
	29,260,000	558,219	28,701,781

Total Cash on Hand 11/30/2023 \$3,934,362

includes \$56,613 interest income

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 11/30/2023

Cash @ 11/30/2023

YTD f/y/e 06/30/2024	Total since inception
0	487,500
0	8,049
7,833	39,016
7,833	534,565
YTD 06/30/2024	Total since inception
0	40,012
0	130,546
0	6,750
0	177,308
7,833	357,257
\$ 357,257	

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

Revenue FYTD

Grants

Transfer from General Fund

Program Income

Contributions

Interest Income

Total Inflows

Expenditures FYTD

Net as of 11/30/2023

Cash Balance @ 11/30/2023

YTD f/y/e 6/30/2024	
Cash Basis	
439,347	
133,756	
50,000	
8,151	
3,251	
51	Percent of Budget
\$ 195,209	44.43%
147,748	33.63%
\$ 47,461	
\$ 906	

ARPA Fund:

Initial Deposit received 06/07/2021

2nd Deposit received 06/21/2022

Interest Earned from inception

Total funds received as of 11/30/2023

4,606,131

4,606,131

413,328

9,625,590 * See allocations below

Disbursements:

Infrastructure-Road Improvements

Storm Drainage Improvements

Mary Ross Park Site Improvements

Back to Business Brunswick--DDA

Back to Business Brunswick-non DDA

Covid Housing Relief

Wifi Upgrades

Revenue Recovery

Total funds disbursed as of 11/30/2023

1,451,014

250,000

121,416

658,021

117,000

40,000

9,007

1,162,000

3,808,458 **

Cash Balance as of 11/30/2023

\$5,817,132

Allocations (Preliminary)

Revenue Recovery

Storm Drainage Improvements

Housing Programs & Development

Homelessness Prevention

Business Support/Relief

Coastal Community Health Services

Transit Support

Facility Improvements

Road Improvements

Mary Ross Park Infrastructure

Unallocated Funds (includes interest earned \$413,328)

Total Funds received as of 11/30/2023

1,162,000

1,750,000

2,500,000

250,000

803,624

330,000

220,000

600,000

1,300,660

121,416

587,890

9,625,590 *

Allocations Spent

1,162,000

250,000

40,000

775,021

1,451,014

121,416

9,007

3,808,458 **

Sanitation Fund:**Year Ending 06/30/2024**

	Year to Date
Sanitation Billing	1,764,084
Franchise Fees	24,629
Bad Debt - recovery	-
Interest Earned (Funds)	10,912
Penalties & Interest Earned	523
Total Revenue (YTD)	1,800,148
Operating Exp. YTD:	615,535
Other Landfill Expenses	9,979
Total Expense (YTD)	625,514
Operating Income (Loss)	1,174,634
Total Available Cash on Hand @ 11/30/2023	926,651
Restricted for Landfill	200,050

	November 2023	YTD
Trash Pickup	126,492	637,340
Illegal Refuse Clean Up	13,247	80,521
Street Sweeping	2,339	6,211
	142,078	724,072

STORMWATER UTILITY FUND:**6/30/2024 (YEAR TO DATE)**

Stormwater Utility Fees	919,646
DNR Grant	61,460
Interest Earned	34,584
Penalties & Interest	1,743
Total Inflows	1,017,433
Expenditures:	
Operating	409,801
GMA Lease Payments	204,791
Total Outflows	614,592
Balance	402,841
Cash Balance @ 11/30/2023	\$264,031



City of Brunswick--Roosevelt Lawrence Center

		Nov-23	YTD
Account	Account Description	Transactions	Transactions
Function	6130 - Neighborhood & Community Service		
51			
51-1100	Salaries & Wages	3,104.10	34,988.01
51-1300	Overtime	.00	1,610.37
51-2100	Group Insurance	864.33	4,321.65
51-2200	FICA	233.12	2,754.20
51-2400	Pension	.00	.00
51 - Totals		\$4,201.55	\$43,674.23
52			
52-1250	Contractual Expense	.00	1,856.00
52-1300	Technical Services	79.00	332.04
52-2211	Repair / Maint Equipment	.00	201.50
52-3201	Cable	172.51	882.55
52-3205	Telephone	.00	1,117.72
52-3600	Dues and Fees	27.31	360.17
52 - Totals		\$278.82	\$4,749.98
53			
53-1100	General Supplies/Materials	1,800.93	1,918.52
53-1115	Uniforms	.00	63.65
53-1135	Custodial Supplies	.00	357.71
53-1210	Water/Sewerage	324.18	844.02
53-1230	Electricity	3,945.10	3,945.10
53-1700	Other Supplies	.00	1,583.75
53 - Totals		\$6,070.21	\$8,712.75
54			
54-2300	Furniture and Fixtures	.00	.00
54 - Totals		\$0.00	\$0.00
Function	6130 - Neighborhood & Community Service Totals		
		\$10,550.58	\$57,136.96



INTEROFFICE MEMORANDUM

DATE: January 30, 2023

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

FROM: Kathy D. Mills, CPA, Finance Director

SUBJECT: Financial Reports as of December 31, 2023 50.00%

**General Fund
December 31, 2023
Cash Basis**

	Monthly	Year to Date	% of Budget	Amended Budget	% (over)under Budget
Revenues	1,183,133	* 13,594,819	67.06%	20,272,968	-17.06%
Expenditures	1,867,718	8,986,464	44.33%	20,272,968	5.67%
Net Revenues & Expenditures	(684,585)	4,608,355			
Cash Balance as of 12/31/2023	13,420,179	(Prime South \$297,002 GA Fund One \$13,123,177)			

* includes \$5,706,143 property tax billing in September
\$5,025,509 actually collected as of 11/30/2023

	LOST	LOST YTD	
Dec-23	765,536	5,104,364	August 2023 included a one-time adjustment of \$124,882 from Dept of Revenue for error on their part covering 09/22 thru 08/23
Dec-22	716,344	4,615,193	
Increase (Decrease)	49,192	489,171	
	6.87%	10.60%	

Capital Projects - SPLOST VI
As of December 31, 2023
(04/01/2017-09/30/2020)

	Total Expended as of 12/31/2023	Reimbursements Received	City Expended as of 12/31/2023	Original Budget Amount	Amended Budget Amount	Remainder (Overage)
Storm Drainage Improvements	4,726,518	242,814 ^a	4,483,704	3,243,750	4,551,750	68,046
Highway 17 Infrastructure	510,128	330,762 ^b	179,366	215,107	215,107	35,741
Wayfindings & Gateways	155,000	0	155,000	259,500	259,500	104,500
Cemetery Restoration/Renovation	156,221	0	156,221	259,500	259,500	103,279
Sidney Lanier Park Improvements	399,307	0	399,307	519,000	519,000	119,693
Overlook Park Improvements	139,179	0	139,179	103,800	103,800	(35,379)
	14,094,869	3,954,342	10,140,527	9,228,407	10,536,407	395,880

^a \$242,814 from Glynn County

^b \$330,762 from GADOT Highway 17

Total Cash on Hand 12/31/2023 \$396,569

Capital Projects - SPLOST 22
As of December 31, 2023
(04/01/2023-03/01/2029)

	Tier 1 Budget	City Expended as of 12/31/2023	(Over) Under Budget - Tier 1
Mill and Pave Various Streets	7,660,000	60,837	7,599,163
Storm Drainage Improvements	10,500,000	389,120	10,110,880
Sidewalk Installation and/or Replacement	850,000	30,560	819,440
City Building Improvements	500,000	0	500,000
Trails and Boardwalks	2,500,000	7,651	2,492,349
Public Works Equipment and Infrastructure Upgrades	300,000	2,775	297,225
Public Safety Replacement of Vehicles, Equipment, etc.	550,000	2,291	547,709
Ritz Theater Renovations	350,000	0	350,000
Mary Ross Park Development Project	3,000,000	133,955	2,866,045
Recreation Facility Improvements	2,200,000	0	2,200,000
Historic Squares Improvements	250,000	0	250,000
Cemetery Restoration	0	0	0
Orange Park Improvements	250,000	69,954	180,046
Integrated Software	250,000	0	250,000
Technology Upgrades	100,000	0	100,000
	29,260,000	697,143	28,562,857

Total Cash on Hand 12/31/2023 \$4,007,467

includes \$75,013 interest income

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 12/31/2023

Cash @ 12/31/2023

YTD
f/y/e 06/30/2024 Total since inception

	0	487,500
	0	8,049
	9,452	40,635
	9,452	536,184

YTD
06/30/2024 Total since inception

	0	40,012
	0	130,546
	0	6,750
	0	177,308
	9,452	358,876

\$ 358,876

Roosevelt Harris - Multipurpose Center

YTD
f/y/e 6/30/2024
Cash Basis

439,347

Total Budget:

Revenue FYTD

Grants

Transfer from General Fund

Program Income

Contributions

Interest Income

Total Inflows

Expenditures FYTD

Net as of 12/31/2023

Cash Balance @ 12/31/2023

148,738

80,000

9,729

3,501

62

242,030

195,053

46,977

-381

Percent of Budget

55.09%

44.40%

ARPA Fund:

Initial Deposit received 06/07/2021

2nd Deposit received 06/21/2022

Interest Earned from inception

Total funds received as of 12/31/2023

4,606,131

4,606,131

439,632

9,651,894 *

See allocations below

Disbursements:

Infrastructure-Road Improvements

Storm Drainage Improvements

Mary Ross Park Site Improvements

Back to Business Brunswick--DDA

Back to Business Brunswick-non DDA

Covid Housing Relief

Wifi Upgrades

Revenue Recovery

Total funds disbursed as of 12/31/2023

1,451,014

250,000

121,416

683,021

117,000

110,000

9,007

1,162,000

3,903,458 **

Cash Balance as of 12/31/2023

\$5,748,436

Allocations (Preliminary)

Revenue Recovery

Storm Drainage Improvements

Housing Programs & Development

Homelessness Prevention

Business Support/Relief

Coastal Community Health Services

Transit Support

Facility Improvements

Road Improvements

Mary Ross Park Infrastructure

Unallocated Funds (includes interest earned \$413,328)

Total Funds received as of 12/31/2023

1,162,000

1,750,000

2,500,000

250,000

110,000

250,000

803,624

330,000

220,000

600,000

1,300,660

121,416

587,890

9,625,590 *

Allocations Spent

1,162,000

250,000

110,000

800,021

1,451,014

121,416

9,007

3,903,458 **

Sanitation Fund:**Year Ending 06/30/2024**

	Year to Date
Sanitation Billing	1,998,696
Franchise Fees	32,702
Bad Debt - recovery	135
Interest Earned (Funds)	16,041
Penalties & Interest Earned	527
Total Revenue (YTD)	2,048,101
Operating Exp. YTD:	761,418
Other Landfill Expenses	9,979
Total Expense (YTD)	771,397
Operating Income (Loss)	1,276,704
Total Available Cash on Hand @ 12/31/2023	982,425
Restricted for Landfill	200,964

	December 2023	YTD
Trash Pickup	126,476	763,816
Illegal Refuse Clean Up	13,781	94,302
Street Sweeping	949	7,160
	141,206	865,278

STORMWATER UTILITY FUND:**6/30/2024 (YEAR TO DATE)**

Stormwater Utility Fees	1,057,020
DNR Grant	61,460
Interest Earned	35,721
Penalties & Interest	1,743
Total Inflows	1,155,944
Expenditures:	
Operating	500,907
GMA Lease Payments	208,911
Total Outflows	709,818
Balance	446,126
Cash Balance @ 12/31/2023	\$283,863



City of Brunswick-Roosevelt Lawrence Center

		Dec-23	YTD
Account	Account Description	Transactions	Transactions
Fund 100 - General Fund			
Function 6130 - Neighborhood & Community Service			
51			
51-1100	Salaries & Wages	5,193.40	40,181.41
51-1300	Overtime	11.92	1,622.29
51-2100	Group Insurance	864.33	5,185.98
51-2200	FICA	391.69	3,145.89
51-2400	Pension	.00	.00
51 - Totals		\$6,461.34	\$50,135.57
52			
52-1250	Contractual Expense	.00	1,856.00
52-1300	Technical Services	.00	332.04
52-2211	Repair / Maint Equipment	.00	201.50
52-3201	Cable	172.51	1,055.06
52-3205	Telephone	558.96	1,676.68
52-3600	Dues and Fees	26.89	387.06
52 - Totals		\$758.36	\$5,508.34
53			
53-1100	General Supplies/Materials	70.27	1,988.79
53-1115	Uniforms	.00	63.65
53-1135	Custodial Supplies	.00	357.71
53-1210	Water/Sewerage	261.82	1,105.84
53-1230	Electricity	3,932.43	7,877.53
53-1700	Other Supplies	.00	1,583.75
53 - Totals		\$4,264.52	\$12,977.27
54			
54-2300	Furniture and Fixtures	.00	.00
54 - Totals		\$0.00	\$0.00
Function 6130 - Neighborhood & Community Service Totals		\$11,484.22	\$68,621.18
Reporting Category 6100 - Recreation Totals		\$66,991.62	\$241,284.67
EXPENSE TOTALS		\$66,991.62	\$241,284.67



SUBJECT: Approval of Public Works Surplus Vehicle

COMMISSION ACTION REQUESTED ON: 02/07/2024

PURPOSE: To declare the listed items surplus. This will be done so that the vehicles may be disposed of through Public Auction on GovDeals.com.

HISTORY: The City of Brunswick periodically has surplus vehicles and equipment which are no longer used or may be too costly to repair. Those items are then brought to the City of Brunswick Commission to be declared surplus and are made available for sale to the public. The items listed below have been replaced, or scheduled to be replaced, and are no longer needed. The items below are all located in Public Works.

FACTS AND ISSUES: The items below are to be declared surplus.

2024 Surplus List 2024-02								
Stock#	Make	Model	Year	Color	VIN#	Vehicle Info	Miles / Hours	Information
61301	Chevrolet	Express Van	2006	White	1GAHG39U861257019	6 Cyl LQ4 Engine 4X2: Runs When Parked- Bad Paint	125130	Tag# GV29058
495012	Ford	F150	1995	White	1FTDF15Y8SNA92694	6 Cyl 4.9L 4X2: Starts & Runs	194501	

432014	Ford	F150	2000	White	1FTZX1729YNC23457	4X2 4.2L V-6 Bad Transmission- Engine runs rough	291036	Tag# GV51368
49304	Ford	F250	2007	White	1FTNF20537EB31481	8 Cyl 5.4L 4X2: Engine Runs Rough	174221	Tag# GV28749
49301	Ford	F250	1999	White	1FTNF20L7XEE19079	4X2 5.4L V-8 Bad Brake Booster. Starts and runs.	218034	Tag# GV51488
T-7 BFD	Ford	Expedition Eddie Bauer	2005	White	1FMPU17505LA46746	8 Cyl 5.4L 4X2: Engine doesn't run	255115	Tag# GV28976
T-8 BFD	Chevrolet	C1500 Silverado	2001	Red	1GCEC14V71Z303685	1500 Series 8 Cyl - 4.8 L 4X2: Engine doesn't run	Unreadable	Tag# GV 28748
154 BFD	Ford	Crown Victoria	2008	White	2FAFP71V48X140399	4.6L V-8, Police Interceptor, Engine doesn't run	Unreadable	Tag# GV209049

BUDGET INFORMATION:

Items approved for surplus will be auctioned off to the highest bidder on GovDeals.com. All proceeds will go to the General Fund.

OPTIONS:

Option 1: Approve the vehicles and equipment as surplus to be sold.

Option 2: Keep the items or a portion of the items.

Option 3: Do nothing at this time.

DEPARTMENT RECOMMENDATION ACTION:

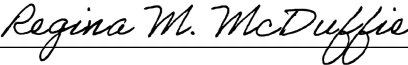
The Public Works Department recommends Option 1.

DEPARTMENT:

Prepared by: Assistant Public Works Director Rick Charnock

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:



City Manager

1/30/2024

Date



SUBJECT: HOWARD COFFIN PARK ATHLETIC FIELD IMPROVEMENTS

COMMISSION ACTION REQUESTED ON: February 7, 2024

PURPOSE:

Authorization for the City of Brunswick to move forward with lighting and field improvements on the athletic fields at Howard Coffin Park

HISTORY:

Howard Coffin Park is the City's largest park and the home of the City's recreation department. There are four baseball/softball fields and a large football/soccer field among the park's amenities. These fields are used by the recreation department, local sports teams, and other organizations such as Coastal Outreach Soccer.

The baseball fields consist of dirt infield areas and grassed outfield areas. The fields are in very poor condition due to their age and lack of proper maintenance. The infield areas are not graded properly and do not drain well following rainfall events. The outfield areas are infested with weeds and other invasive plants which makes for a poor playing surface.

The soccer fields were more recently constructed, but the soil conditions are very poor in that area of the park. Additionally, proper field turf was never installed when the fields were constructed. The current playing surface contains many weeds and other unwanted grasses. The poor soil conditions, improper drainage and poor turf results in a field that is nearly unplayable.

The lighting system at the fields will be improved as part of the grant project as well. The baseball/softball fields all have existing lighting, but the lights are in very poor condition. Many of the lights have been blown down in recent tropical storm events. The current field lighting system does not provide adequate lighting for playing games after dark. The soccer/football field does not have lights as there were none installed when the fields were constructed. The existing lighting as the swimming pool area has also been severely damaged due to tropical storms and general exposure to the weather.

FACTS AND ISSUES:

The City has been awarded a grant from the Governor's Office of Health and Safety for improvements throughout Howard Coffin Park. The grant amount is \$2.1 Million and the City is

matching \$550,000 from ARPA funding, resulting in a total project budget of \$2.65 Million. The scope of the project includes field turf improvements, field lighting improvements, and other improvements throughout the park.

The Public Works Department issued a Request for Proposals for pricing of the field improvements. Two responses were received. One of the responses included natural turf on the baseball fields as well as the soccer fields. The second response from Tyler Athletic Fields included natural turf on the baseball fields along with synthetic surfacing on the soccer field.

The scope of the field turf improvements includes regrading of all four baseball/softball fields. The infield areas will be graded for proper drainage and reconstructed to provide a smooth playing surface. The outfield areas will be regraded and planted with Bermuda sod.

A synthetic playing surface will be installed at the football/soccer fields. The field area will be regraded to provide positive drainage prior to the installation of the synthetic playing surface. The new surface will eliminate the poor drainage conditions in the area and allow for activities following rainfall events. The synthetic surface will also eliminate the need for regular mowing and maintenance tasks.

A request for proposals was also published for the installation of the new field lighting in the park. The responses that were received were based on City ownership and maintenance, and exceeded the budget limits of the project. Georgia Power has also provided a price for the installation of the field lighting. The Georgia Power proposal includes an option for the City to own and maintain the lights as well as options for the City to lease the lighting. Under the lease arrangement, the City would make monthly payments to cover the cost of the installation and operation of the lights, but Georgia Power would still be responsible for maintenance of the lights.

The Georgia Power agreement for lighting includes 30 lights on eight concrete poles at Fields 1 & 2, 48 lights on 12 poles at Fields 3 & 4, 60 lights on six poles at the football/soccer fields, and 14 lights on seven poles around the pool area. The agreement includes supply and installation of all poles and lighting equipment, control equipment, and power supply. The City will be responsible for providing electric service lines to each location plus installation of new panel boxes and removal of any existing equipment which will be unused.

These athletic field improvements will be a great asset to the park. These improvements will help to make the playing fields at HCP into the premier athletic fields among the surrounding communities.

BUDGET INFORMATION:

The contract price for the athletic field improvements is \$820,000.

The recommended Georgia Power agreement requires a deposit of \$400,000 and a monthly cost of \$9,612.48. The \$400,000 deposit would be paid from grant funding, and the monthly cost would be budgeted in the City's general fund budget for utilities. The estimated cost of the providing power service to the lighting locations is \$75,000 and the cost is budgeted in the grant budget.

The funding for the field improvements and lighting improvements will come from grant funds. The total project budget is \$2.65 M, including the \$550,000 local match. A spreadsheet is attached to illustrate the grant funding for the project.

OPTIONS:

1. Approve the agreement with Tyler Athletic Fields for athletic field improvements in the amount of \$820,000 and the agreement with GA Power for lighting improvements including a \$400,000 down payment and monthly cost.
2. Do not approve the agreement with Tyler Athletic Fields for athletic field improvements in the amount of \$820,000 and the agreement with GA Power for lighting improvements including a \$400,000 down payment and monthly cost.
3. Take no action at this time.

DEPARTMENT RECOMMENDATION ACTION:

Approve the agreement with Tyler Athletic Fields for athletic field improvements in the amount of \$820,000 and the agreement with GA Power for lighting improvements including a \$400,000 down payment and monthly cost.

DEPARTMENT: Engineering

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

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Approve the agreement with Tyler Athletic Fields for athletic field improvements in the amount of \$820,000 and the agreement with GA Power for lighting improvements including a \$400,000 down payment and monthly cost.

Regina M. McDuffie
City Manager

1/30/24
Date

HOWARD COFFIN PARK IMPROVEMENT GRANT

Summary of Funding Sources & Uses

FUNDING USES	\$\$ Amount	
Athletic Field Improvements	\$	820,000
Field Lighting Improvements - GA Power	\$	400,000
Electrical Service & Connections	\$	75,000
Dugout / Scoring Stand Roofs	\$	39,000
Bleachers (soccer field)	\$	35,400
Bleacher Shade Structures	\$	435,400
Basketball Courts	\$	232,650
Sidewalks / Bridge	\$	120,860
Restroom Building	\$	340,000
Netting Along Ditch	\$	15,300
Synthetic surface at circuit training	\$	42,202
Soccer Goals	\$	14,700
Park Signage	\$	22,200
TOTAL PROJECT COSTS	\$	2,592,712
CURRENT FUNDING SOURCES		
Grant Funding - Howard Coffin Park	\$	2,100,000
Local Match - ARPA funds	\$	550,000
TOTAL CURRENT FUNDING	\$	2,650,000
Project under (over) budget	\$	57,288

Howard Coffin Park

Baseball/Softball Fields

Field 1

Field 2

Field 3

Field 4

Google Earth

All baseball/softball fields have existing irrigation systems.



Howard Coffin Park

Football/Soccer Fields

Football/Soccer Field

*no existing field lighting
in place





TYLER ATHLETIC FIELDS

CONSTRUCTION - RENOVATION - MAINTENANCE



CITY OF BRUNSWICK
HOWARD COFFIN PARK

Proposed Turf Soccer Field



TYLER ATHLETIC FIELDS

CONSTRUCTION • RENOVATION • MAINTENANCE



CITY OF BRUNSWICK
HOWARD COFFIN PARK

Revised
12/23



Tyler Athletic Fields
11321 Doran Rd.
Whitehouse, OH 43571
419-206-9042

City of Brunswick, Georgia
Howard Coffin Park

12/15/2023

Addendum #1

The following addendum is for deductions to the work scoped out for Howard Coffin Park

Spoil removal from existing baseball/softball field/ Soccer fields

-Spoils to be stock piled in parking lot and all material to be moved off site by city

USGA Sand to be replaced by using local native soils with comparable drainage capabilities

Bid amount. \$976,000

Addendum #1 -\$156,000

New bid total \$820,000

Prepared by:

Jake Tyler
Owner

January 22nd, 2024

City of Brunswick
Howard Coffin Park
Brunswick, GA

Thank you for being a valued Georgia Power customer. We look forward to servicing your lighting needs. The following proposal is for upgrading the sports lighting at Howard Coffin Park from HID to LED lighting.

Georgia Power Company proposes the following:

Softball Fields 1&2

Install (30) 700w Ephesus LumaSport8 Remote LED Sports Lighting Fixtures
Install (8) 60' mounting height direct embedded concrete poles with cross arms.
Install (1) Air Mesh Control System w/ Dynamic Scenes

Softball Fields 3&4

Install (48) 700w Ephesus LumaSport8 Remote LED Sports Lighting Fixtures
Install (12) 60' mounting height direct embedded concrete poles with cross arms.
Install (1) Air Mesh Control System w/ Dynamic Scenes

Football & Soccer Fields

Install (60) 700w Ephesus LumaSport8 Remote LED Sports Lighting Fixtures
Install (6) 60' mounting height direct embedded concrete poles with cross arms.
Install (1) Air Mesh Control System w/ Dynamic Scenes

Pool

Install (14) 700w Ephesus LumaSport8 Remote LED Sports Lighting Fixtures
Install (7) 35' mounting height steel poles mounted on existing bases with cross arms.
Install (1) Air Mesh Control System w/ Dynamic Scenes

Billing Options:

Option 1: Monthly Service Agreement (No Upfront Required)

The monthly bill amount for this lighting system will be \$15,386.06 This monthly cost covers the installation and all ongoing maintenance of the lighting system. There will be no upfront charge associated with this installation.

Option 2: Monthly Service Agreement with an upfront payment

The monthly bill amount for this lighting system will be \$9,612.48 and an upfront cost of \$400,000. This monthly cost covers the installation and all ongoing maintenance of the lighting system.

Option 3: Straight Sale Price

The Straight Sale price for this lighting system will be \$1,128,075.00. This cost covers the installation of the lighting system. There is no maintenance plan associated with this and the ownership of the poles and lights will be property of the City of Brunswick.

Monthly Service Agreement:

In the monthly service option, Georgia Power (GPC) retains ownership of the lighting system. As a result, **any** associated maintenance or replacement cost will be the responsibility of GPC. No additional cost will be incurred outside of the stated monthly cost.

Exception and Exclusions:

- Pole locations must be accessible by all 2-wheel drive equipment including concrete trucks, cranes, lifts, digger derrick trucks, etc.
- Standard equipment, requiring access to each pole location, will be used for this installation.
- Ground must be suitable for access of trucks, cranes, etc. under their own power.
- Specialized equipment, i.e., long reach cranes, all-terrain vehicles, etc., requested by customer will be at additional charges.
- Utilities not marked by Utility Protection Center are the responsibility of customer.
- Overhead obstructions cleared by others, i.e., power lines and trees.
- Removal, damage, restoration, or replacement to driveways, culverts, sidewalks, curbs, sod, bushes, trees, rock or slag, landscaping, unmarked private utilities, etc.
- Proposal is based on utilizing a 125' lift for final adjustments on aiming. If a larger lift is required, additional costs will be incurred.
- Excavation of rock, trash, hazardous materials and/or fluid soil conditions
- Any damage to site due to construction is not included.
- Concrete cutting is not included in the cost.
- Private locates not included
- Customer agrees to have lights stored inside a locked facility while construction is being scheduled and underway. Containers for storage will be provided.

***NOT included in this cost but are necessary for this job and would be a separate quote from customer's desired electrician.

- Removal of existing electrical services mounted to existing poles.
- New services with under ground feeds from GPC Transformers are recommended.
- Replacement of existing electrical panels and breakers
- There is no electrical service for the Football/Soccer fields, and these will need new services.

Next Steps:

1. **City of Brunswick Review and Approval**
2. **Contract Signing**
3. **Coordinate material delivery and construction schedule**

Georgia Power is built on integrity and delivering on our promises. We hope to continue building our relationship with the City of Brunswick years into the future! Please inform us if you have any questions about the proposed

lighting system. If you would like to move forward, I will prepare the appropriate agreements for your review and signage. This proposal is valid for 30 days from the date of this letter.

Sincerely,

Jennifer F. Poppell
Georgia Power Company
912-321-3129



SUBJECT: APPROVAL OF PURCHASE OF A STREET SWEEPER

COMMISSION ACTION REQUESTED ON: February 7, 2024

PURPOSE:

Authorization for the City of Brunswick to purchase a Street Sweeper from Tymco in the amount of \$361,465

HISTORY:

The Public Works Department utilizes street sweepers in the daily maintenance of city streets and roadways. The city currently has two sweepers. Both of the current sweepers are Tymco sweepers—the older one is approximately 12 years old, and the newer one is five years old. Both machines run daily when operators are available. A commercial driver's license is required to operate both machines.

FACTS AND ISSUES:

The Public Works Department requested pricing from Tymco for a new sweeper. Tymco quoted a price of \$361,465 for a new sweeper. The quoted price is the state contract pricing for this equipment. The new machine is the same capacity as the current machines but does not require a commercial driver's license to operate. The price also includes a one-year / 1,000-hour manufacturer's warranty. The machine is available for delivery in 8-10 months.

BUDGET INFORMATION:

The state contract price for the machine is \$361,465. The sweeper will be financed through Tymco's financing office. Following a \$60,000 down payment, the remaining cost will be financed for a four-year term at a rate of 4.75%. Annual payments will be approximately \$85,000. The funding for the sweeper will be budgeted in the annual Stormwater Utility budget.

OPTIONS:

1. Approve the purchase of the street sweeper from Tymco for \$361,465
2. Do not approve the purchase of the street sweeper from Tymco for \$361,465
3. Take no action at this time.

DEPARTMENT RECOMMENDATION ACTION:

Approve the purchase of the street sweeper from Tymco for \$361,465

DEPARTMENT: **Engineering**

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

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Approve the purchase of the street sweeper from Tymco for \$361,465

Regina M. McDuffie
City Manager

1/30/2024
Date

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sourcewell-mn.gov
877-585-9706

Supplier related questions:

Kaye Morgan
800-258-9626
kaye.morgan@tymco.com

Bryan J. Young
800-258-9626
bryan.young@tymco.com

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- Trusted process satisfies bid requirements
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- Buying power of 50,000 participating agencies

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- Hundreds of trusted brands under contract
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- Easy, no-cost registration to use



Contract #122017-TYM

Sourcewell Quote Form v6.0 - Sourcewell Contract #122017-TYM
Feb. 20, 2023 - Feb. 20, 2024



Customer / Sourcewell Member:	City of Brunswick, GA
Sourcewell Member #:	2128
Customer Contact Name:	Eddie Ross
Quote Date:	1/10/24
Quote Validity:	30 Days
Quoted By:	Craig Cook
TYMCO Dealer:	Wastebuilt
TYMCO Dealer Contact:	Ryan Williams
TYMCO Dealer Contact E-Mail:	rwilliams@wastebuilt.com
Purchasing Details: Issue Purchase Orders to TYMCO, Inc., ATTN: Kaye Morgan (kaye.morgan@tymco.com 254-799-5546). Quote is Good for 30 Days (Unless Otherwise Noted Above) Pricing is Quoted in US Dollars (USD) Payment Terms: Net 30 Days	

MODEL 600® SWEEPER STANDARD EQUIPMENT

Auxiliary Engine: John Deere diesel turbocharged 4045T Final Tier 4; 4 cylinder; 4.5 L (275 CID); 99 HP @ 2200 RPM; Torque 315 ft. lb. @ 1600 RPM; fuel/water separator, fuel filter; Donaldson PowerCore® air filter with scavenged pre-filter; Remote oil filter; 3.8 useable gallon Diesel Exhaust Fluid (DEF) tank. Includes John Deere Standard Warranty coverage 2 Years / 2000 Hours and **Amber Beacon Light - LED:** SAE Class 1/California Title 13 compliant with protective limb guard.

Auxiliary Engine In-Cab Air Filter Restriction Indicator with Gauge: A filter restriction gauge included on the in-cab BlueLogic display with an audio and visual high restriction indicator.

Auxiliary Engine Protection System: Engine ECU to provide automatic engine monitoring with derate or shutdown when engine problem is detected such as high coolant temperature or low oil pressure.

Auxiliary Fuse Panel: A 12V DC fused power source panel for any needed additional electrical components or accessories, i.e. radios, warning lights, controls, etc.

Back-Up Alarm: ECCO Model 510; SAE Type C 97dB

BlueLogic® Control System: Multiplexed electrical system includes hardware and TYMCO designed software that integrates the in-cab controls to the auxiliary engine and all sweeper functions; as well as provides intelligent safety features. The BlueLogic Control System provides sweeper and auxiliary engine data to the operator through the touchscreen display and the multiplexed switch pack. The display is pedestal mounted for improved visibility and includes hour meters (Trip and Total) for the auxiliary engine, gutter brooms, pick-up head, blower, water pump, and BAH broom if applicable; sweeper odometer (records curb miles swept and sweeping hours), service reminders, custom reminders, overspeed warning, low water audible alarm, dust control system winterization guide and On-Board Diagnostics (OBD) for the auxiliary engine and sweeper.

Duo Skids: Warranted for 2 Years / 2000 hours prorated

Dust Control System: 220 gallon capacity polyethylene water tank (Extra Water capacities available); 5 gpm electric diaphragm type pump; low water audible alarm and message on BlueLogic display; external water level indicator; spray nozzles around pick-up head, gutter broom(s) and inside hopper. Peterbilt 156", Autocar 152" Diesel and Autocar 171" CNG chassis REQUIRES Extra Water Capacity (Refer to Dust Control Options Section).

Gutter Brooms, Twin; LED Floodlights and Parabolic Mirrors: Left and right side mounted 43" diameter wire filled digger type; adjustable LED floodlight for each gutter broom; 10.5" parabolic mirrors. Parabolic Mirrors N/A with Cabover Chassis.

High Capacity Dust Separator

Hydraulic System Protection: Hydraulic filter restriction indicator mounted in filter manifold; sight level gauge mounted on tank. BlueLogic control system continually monitors oil temperature.

LED Alternating Warning Light Set: Rear mounted oval lights (2).

LED Stop/Turn/Tail/Clearance Lights

Pressure Bleeder: Air pressure is deflected out, allowing additional suction across the front of pick-up head.

Rear Mounted LED Floodlights (2)

Rear View Camera System: 3rd Eye®, heavy duty rear infrared camera with 7" color monitor mounted in cab

Reverse Pick-Up Head System: Assists in backing up with Pick-Up Head down

Rubber Lined Blower: Warranty: 1 year / 1,000 hours prorated

Water Fill Hose & Rack: Flexible 20 foot long water tank fill hose with 2-1/2 inch hydrant coupling with rack mount. System incorporates air gap.

Work Platform: Easily accessible work platform located between truck cab and sweeper. Standard equipment with conventional chassis with 165" WB and horizontal exhaust. Not available with Extra Water Capacity or Chassis Vertical Exhaust.

Sweeper Warranty: 1 Year / 1000 Hours. Contact factory for details.

Section / Type	Qty	Model 600® Sweeper and Cab/Chassis Equipment	Sourcewell Price	Sourcewell Ext
600000	1	Model 600® Sweeper with Standard Equipment (Base Price)	\$191,653.00	\$191,653.00
		Sourcewell Base Price Discount (Approx 5%)	-\$9,583.00	-\$9,583.00
		Model 600® Sweeper Base Price	\$182,070.00	\$182,070.00
1		AUXILIARY ENGINE HYDRAULIC OPTIONS:		
600053	1	Auxiliary Hydraulic System	\$1,140.00	\$1,140.00
2		GUTTER BROOM OPTIONS:		
600022	1	Gutter Broom Tilt Adjuster: Right	\$875.00	\$875.00
600022	1	Gutter Broom Tilt Adjuster: Left	\$875.00	\$875.00
3		DUST CONTROL SYSTEM OPTIONS:		
600004	1	A.O.D. (Air Operated Diaphragm) Water Pump with Wash Down Hose & Gun (Exchange)	\$2,075.00	\$2,075.00
600045	1	High Output Water System	\$855.00	\$855.00
4		HOPPER OPTIONS:		
600036	1	Abrasion Protection Package	\$1,275.00	\$1,275.00
600019	1	Hopper Load Indicators	\$475.00	\$475.00
Unpublished	1	Hopper Suction Inlet Wear Flange with Liner	\$1,500.00	\$1,500.00
600043	1	Sweeper Deluge System	\$1,045.00	\$1,045.00

Section / Type	Qty	Model 600® Sweeper and Cab/Chassis Equipment	Sourcewell Price	Sourcewell Ext
5	PICK-UP HEAD OPTIONS:			
600079	1	Auto Sweep Interrupt (ASI)	\$1,045.00	\$1,045.00
601000	1	Broom Assist Pick-Up Head (Exchange)	\$5,265.00	\$5,265.00
600063	1	Pick-Up Head Curtain Lifter	\$1,615.00	\$1,615.00
Unpublished	1	Pick-Up Head Pressure Inlet Water Injection System	\$1,800.00	\$1,800.00
Unpublished	1	Skid Bumper Extension Set (3")	\$250.00	\$250.00
6	AUXILIARY HAND HOSE OPTIONS:			
7	STAINLESS STEEL OPTIONS:			
600091	1	Stainless Steel Hopper (Exchange)	\$23,130.00	\$23,130.00
Unpublished	1	Stainless Steel Bolt-On Blower Housing (Exchange)	\$1,500.00	\$1,500.00
8	AIRPORT OPTIONS:			
9	SWEEPER ADDITIONAL OPTIONS:			
600008-B	1	Camera System - Standard Rear Camera and One Additional Camera	\$1,100.00	\$1,100.00
	Location: RH - Pick-Up Head			
Unpublished	1	Storage Box with Work Platform	\$1,200.00	\$1,200.00
Unpublished	1	Sweeper Paint: TYMCO Standard White	\$0.00	\$0.00
10	UNPUBLISHED SPECIAL SWEEPER OPTIONS:			
Unpublished	1	Auxiliary Engine Remote Oil Sight Gauge	\$500.00	\$500.00
Unpublished	1	Surcharge - Sweeper Base Unit	\$4,550.00	\$4,550.00
11	CAB CHASSIS:			
600709	1	2023 Freightliner M2-106, 31,000 lb. GVW, 165" WB, Diesel (1-SPD)	\$99,675.00	\$99,675.00
Unpublished	1	UPGRADE: 2025 Freightliner M2-106 26,000 lb. GVW, 165" WB	\$17,500.00	\$17,500.00
12	CHASSIS ADDITIONAL OPTIONS:			
Unpublished	1	Air Horn (Dual)	\$500.00	\$500.00
Unpublished	1	Battery Disconnect Switch	\$450.00	\$450.00
Unpublished	1	Fire Extinguisher	\$100.00	\$100.00
Unpublished	1	Hazard Reflectors	\$100.00	\$100.00
Unpublished	1	LED Alternating Warning Light Set: Front Grille	\$450.00	\$450.00
600840	1	LED Amber Light Bar: Cab Mounted	\$1,500.00	\$1,500.00
600823	1	LED Amber Traffic Directing Light: Rear Mounted	\$1,200.00	\$1,200.00
Unpublished	2	Parabolic Mirror Head - 12" (Exchange)	\$75.00	\$150.00
Unpublished	1	Truck Paint: Standard Factory White	\$0.00	\$0.00
13	UNPUBLISHED SPECIAL CHASSIS OPTIONS:			
14	DEALER UNPUBLISHED OPTIONS:			
15	TOTAL COST OF ACQUISITION COSTS			
	1	Freight / PDI / Inservice	\$5,700.00	\$5,700.00

Purchasing Details: Issue Purchase Orders to TYMCO, Inc., ATTN: Kaye Morgan
(kaye.morgan@tymco.com | 254-799-5546).

Quote is Good for 30 Days (Unless Otherwise Noted Above) | Pricing is Quoted in US Dollars (USD) | Payment Terms: Net 30 Days

Total Price:	\$361,465.00
FOB:	Brunswick, GA
Delivery ARO:	300-360 Days



Municipal Lease / Purchase Quote

Quote Date January 10, 2024

Dealer Information

Dealer No.:	300200	Phone No.:	404-696-1530
Name:	Consolidated Disposal Systems	Fax No.:	
Address:	8110 Troon Circle Suite 170	State:	GA
City:	Austell	Zip Code:	30168
Contact:	Ryan Williams		

Lessee Information

Name:	City of Brunswick	Phone No.:	912-267-5500
Address:	601 Gloucester St.	Fax No.:	
City:	Brunswick	State:	GA
Contact:		Zip Code:	31520
Title:			
Email:			

Equipment Information

Quantity: 1
Model: 600BAH
Chassis:

Lease / Purchase Information

Purchase Price:	\$ 361,465.00	
State Sales Tax % (if any):		(State sales tax not included unless shown)
Total Amount:	\$ 361,465.00	
Down Payment:	\$ (60,000.00)	
Amount Financed:	\$ 301,465.00	

	4 Year	5 Year	6 Year
Amount Financed:	\$ 301,465.00	\$ 301,465.00	\$ 301,465.00
Annual Percentage Rate:	4.75%	4.85%	4.95%
Number of Annual Payments:	4	5	6
Advance Payment:	\$ -	\$ -	\$ -
Annual Payment:	\$ 84,523.53	\$ 69,342.35	\$ 59,298.93
Total Finance Charge:	\$ 36,629.12	\$ 45,246.75	\$ 54,328.58
Total Payments:	\$ 338,094.12	\$ 346,711.75	\$ 355,793.58

This quote is provided as a budgetary proposal. Actual financing is based on approved credit and acceptance of TYMCO's lease/purchase documents. Rates are subject to change. First payment is due on delivery of the sweeper and annually thereafter. No lease document fees and no prepayment penalties. This quote is nonbinding until the lease is signed by both parties.

Quote valid for 30 days from the quote date listed above.



SUBJECT: LANDSCAPE MAINTENANCE OF CITY PARKS ALONG HIGHWAY 17 CORRIDOR

COMMISSION ACTION REQUESTED ON: February 7, 2024

PURPOSE:

Approval of a contract with Coastal Greenery, Inc. for landscape maintenance services at the city parks and public areas along the U.S. Highway 17 corridor

HISTORY:

Several of the parks and public rights-of-way along the U.S. Highway 17 corridor have been improved over the last few years in order to beautify the corridor and enhance the view for visitors and local citizens as they enter the city along Highway 17 and visit the city's public parks.

FACTS AND ISSUES:

A request for proposals was published to solicit proposals for maintenance services. The scope of the project includes Liberty Ship Park, Anchor monument, Overlook Park, Monument sign, Visitors' Club, and City Hall / Joy Ringle Park, and Oak Grove Cemetery entrance. The selected contractor will be responsible for all aspects of the maintenance of the squares including regularly-scheduled mowing and trimming, fertilization, pruning, irrigation, mulch, and other tasks.

Three responses were received in response to the RFP. One of the responses did not meet the minimum qualifications requested in the RFP. The pricing of the other two proposal is:

Coastal Greenery	\$71,340
Sea Island Landscape Services	\$74,520

The proposal from Coastal Greenery met all the minimum requirements listed in the RFP and was the lower priced proposal. Coastal Greenery also has a work history with the City of Brunswick as Coastal Greenery is currently maintaining the squares along Newcastle Street. The service from Coastal Greenery for the squares has been excellent. The Public Works department recommends moving forward with the Coastal Greenery proposal and agreement.

As part of the agreement for the landscaping services, the Public Works department will have selected staff members working closely with the contractor during the first few months of the contract (March – June) in order to learn more about plant care and some of the maintenance practices that are required at the City’s parks and squares. After June, the areas at the Anchor Monument (4th Ave.) and the entrance to Oak Grove Cemetery will be removed from the contract and will be maintained by City Public Works staff. The contract price will be reduced and Coastal Greenery will move forward with maintenance of the remaining areas.

BUDGET INFORMATION:

The costs of this landscape maintenance agreement will be paid through the General Fund budget. Sufficient funds were budgeted in the FY 24 budget for this service.

OPTIONS:

1. Authorize the Mayor to sign a contract with Coastal Greenery, Inc. in the amount of \$71,340 for landscape maintenance services at the parks along the Highway 17 corridor.
2. Do not authorize the Mayor to sign a contract with Coastal Greenery, Inc. in the amount of \$71,340 for landscape maintenance services at the parks along the Highway 17 corridor.
3. Take no action at this time.

DEPARTMENT RECOMMENDATION ACTION:

Authorize the Mayor to sign a contract with Coastal Greenery, Inc. in the amount of \$71,340 for landscape maintenance services at the parks along the Highway 17 corridor.

DEPARTMENT: Engineering & Public Works

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

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Authorize the Mayor to sign a contract with Coastal Greenery, Inc. in the amount of \$71,340 for landscape maintenance services at the parks along the Highway 17 corridor.

Regina M. McDuffie
City Manager

1/30/24
Date



CLIENT AGREEMENT

THE TOTAL CARE PROGRAM

Prepared for: City of Brunswick Parks Landscape and Maintenance

Prepared by: Terry Godwin

Date: January 19, 2024





City of Brunswick Parks Landscape and Maintenance

Maintenance Proposal

Thank you for your interest in Coastal Greenery, Inc. Over the past 29 years, we have been privileged to be a part of many clients' mission to fulfill their individual landscape needs. With this being said, I want you to feel confident in your decision to allow our team to serve you in this venture. The Coastal Greenery Team possesses the education, training, and hands-on experience to manage your landscape with each service we offer. Our team strongly believes that communicating with the client and educating the client are the keys to a great working relationship. We want you to feel confident that our team's number 1 goal is to provide you with the finest landscape services possible while working in the safest manner possible. We are looking forward to building a lasting relationship with you as well as meeting all of your landscape needs.

-Jeffrey Johns

Landscape Maintenance Agreement

THIS AGREEMENT is made this day 1/17/2024 12:00:00 AM , by and between:

City of Brunswick Parks Landscape and Maintenance

525 Lakewood Ave.

Brunswick , Georgia 31520

(hereinafter referred to as "the Client")

and

Coastal Greenery, Inc.

(hereinafter referred to as "the Contractor")

NOW, IN CONSIDERATION of the mutual promises contained in this Agreement, the parties agree as follows: The term of this Agreement shall commence on March 1, 2024, and shall continue until February 28, 2027 unless sooner terminated by either party with 30 days written notice. Written notice of termination shall be addressed as follows:

Coastal Greenery Inc.
1242 Old Jesup Road
Brunswick, Georgia 31520

Turf Healthcare Application #1

Turf areas will be treated with a Pre-emergent Herbicide to prevent weeds prior to their establishment. Turf weeds (Winter) will be treated during the visit with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM).

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

Turf Healthcare Application #2

Turf areas will be treated with a liquid Insecticide for control or emerging Spring insects. Turf weeds will be spot treated during the visit with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM).

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

Turf Healthcare Application #3

Turf areas will be fertilized with a Nitrogen based granular fertilizer at a rate of One (1) Pound Nitrogen per Thousand (1,000) square feet. Insects in turf will be treated with a granular insecticide to control turf eating insects only. Turf weeds will be treated during the visit with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM). Fungicides may be required should pest occur, but are not included in the agreement. Client will be notified and proposal with additional fees will be presented should fungicide be required.

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

Turf Healthcare Application #4

Turf areas will be fertilized with a liquid Nitrogen based fertilizer. Insects in turf will be treated with liquid insecticide to control turf eating insects only. Turf weeds will be spot treated during the visit if needed with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM).

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

Turf Healthcare Application #5

Turf areas will be fertilized with a liquid turf fertilizer using minor nutrients for plant growth. Insects in turf will be treated with liquid insecticide to control turf eating insects only. Turf weeds will be spot treated during the visit if needed with a Post-emergent Herbicide following

Best Methods for Integrated Pest Management (IPM).

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

Turf Healthcare Application #6

Turf areas will be fertilized with a liquid Nitrogen based fertilizer. Insects in turf will be treated with liquid insecticide to control turf eating insects only. Turf weeds will be spot treated during the visit if needed with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM).

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

Turf Healthcare Application #7

Turf areas will be treated with a Pre-emergent Herbicide as to prevent weeds prior to their establishment. Turf weeds will be treated during the visit with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM). Fungicides may be required should pest occur, but are not included in the agreement. Client will be notified and proposal with additional fees will be presented should fungicide be required.

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

Turf Healthcare Application #8

Turf areas will be winterized with a potash application for root growth. Insects in turf will be treated with liquid insecticide to control turf eating insects only. Turf weeds will be spot treated during the visit if needed with a Post-emergent Herbicide following Best Methods for Integrated Pest Management (IPM). Fungicides may be required should pest occur, but are not included in the agreement. Client will be notified and proposal with additional fees will be presented should fungicide be required.

Note: Liberty Park has specific area turf healthcare. Visitor's center has specific area turf healthcare. City Hall has specific area healthcare.

Plant/Shrub Healthcare Application #1

Evergreen plants/shrubbery will be fertilized with a nitrogen based granular fertilizer for plant growth promotion. Trees and perennials/annuals are not included.

Note: City Hall, Oak Grove Cemetery, Liberty Park, Visitor's Center and Monument area have specific area plant healthcare.

Plant/Shrub Healthcare Application #2

Evergreen plants/shrubbery will be treated with a liquid insecticide to control an over population of insects on plant material. The best methods of Integrated Pest Management will be followed. Trees and perennials/annuals are not included.

Note: City Hall, Oak Grove Cemetery, Liberty Park, Visitor's Center and Monument area have specific area plant healthcare.

Soil Test

In the month of December a soil test will be completed on your landscape. The soil will be sent to a certified lab to analyze proper fertilization and pest requirements for your landscape in the upcoming season. A copy of the results will be provided.

Water Management Services

Weathermatic SmartLink Water Management System: Coastal Greenery Inc. will install a Weathermatic SmartLink water and site management systems irrigation controller and weather sensor. This system will become property of the client. Included in the Weathermatic SmartLink Controller is a Total Equipment Protection Warranty which is an all-inclusive warranty that includes protection against lightening, theft or physical damage and provides a fixed cost of ownership. This warranty is valid as long as the client is a customer of Coastal Greenery Inc.

24 Hour System Management - Coastal Greenery Inc. will install a cellular Air Card and will monitor on a 24-hour basis and will contact the Client and/or Client Agent if there are any issues with water allocation. Coastal Greenery Inc. will program the system in a manner that promotes efficient use of water and healthy plant growth. Coastal Greenery Inc. retains ownership of the cellular communication equipment (Air Card).

Quarterly Inspections- Coastal Greenery Inc. will check the client's water system, quarterly using a SmartLink mobile inspection app. Every valve is opened, and the system is inspected thoroughly. At this time, Coastal Greenery Inc. will reset zone times according to seasonal changes. Coastal Greenery Inc. will provide the Client with photos documenting any major repair items needed and will note and report to client any symptoms of inadequate or excessive irrigation, drainage problems, etc

Annually - Coastal Greenery Inc. will recalibrate each zone following Cooperative Extension Service recommendations.

Repairs or system service beyond the above scope will require a charge at an hourly rate per man plus materials. The client or client's agent will be notified, and approval given before repairs beyond the above scope are made. The Client understands that for Coastal Greenery Inc. to perform routine maintenance and repairs to the water system, it may be necessary to operate the system during Coastal Greenery Inc's. regular business hours. It is further acknowledged by Client that this is also the case when certain fertilizers and chemicals are applied. Coastal Greenery Inc. shall not be held liable for cleaning vehicles or any other items that get wet during

operation of the irrigation system.

Irrigation controllers: Oak Grove Cemetery entrance on little house, beds only (monitor existing controller). Liberty Park on block construct at base of bridge footing. Visitor's Center has controller on side of building. Monument sign area has controller on backside of monument. City Hall controller is shared with Newcastle Squares on corner of Newcastle and Gloucester.

Weekly Landscape Maintenance

Mowing, Edging and Trimming: All turf areas shall be mowed during the growing season not to exceed the specified number of visits per year. During the dormant season, mowing will be done as needed. Clippings will be left on the lawn with no visible clumps remaining on the surface 24 hours after mowing. All hardscape areas (sidewalks, fences, driveways, parking areas) and softscape areas (tree rings, plant beds) will be edged with a steel blade edger, monofilament line trimmers and/or chemicals twice per month during the growing season. Grass clippings will be blown from sidewalks, curbs, and roadways after mowing and/or trimming. In periods of drought stress or dormancy, mowing, edging, and weedeating may be suspended.

Pruning (Growing Season): Plants and shrubs will be pruned during the growing season as intended to remove new growth only and to maintain the intended shape of the plant. Pruning is done by hand snips or powered shears. Tree pruning will be done once per year and is limited to branches below Seven (7) feet height. Additional fees will apply to pruning of trees over Seven (7) feet height. For safety, no trees will be pruned in or under utility lines. Branches will be pruned just outside the branch collar. Pruning paint will not be applied. Sucker growth will be removed by hand from the base of trees. No herbicides will be used for this purpose.

Pruning (Dormant Season): Pruning during the dormant season is intended to reshape, thin or invigorate plant material. Evergreen hedges, hollies, roses, etc. will be hard pruned as needed. Crape Myrtles, if needed, will be pruned by only removing cross branches and seed heads. Perennials will be cut back to promote spring growth. No guarantee that perennials will flush. Ornamental grasses such as Miscanthus, Muhly, and Pampas grass will be cut back to promote new growth. This type of pruning will be done January- March.

Weed Control: Weeds will be treated with post-emergent applications of herbicides in all plant beds or mulched areas using a target spray technique and/ or hand pulling. Weeds in hard surfaces (paved) areas will be controlled with line string trimmers or chemical treatments.

Blowing: Blowers are used to clean hard and soft surfaces of particle debris. Any debris that will not be absorbed will be picked up.

Spring Leaf Removal: Leaves on lawn areas, in shrubs, groundcovers and along curb lines will be picked up. During leaf drop all surfaces will be cleaned. Disposal of debris and leaves will conform to the client's desire. No on-site disposal will be done without prior approval.

Palm Pruning

All Sabal (Cabbage) Palms and Washingtonia Palms over seven (7) feet in height will be trimmed once per year after seed heads have produced in the months of August and September. Trimming includes removal of seed heads, low hanging palm fronds and dead. Shucking of the tree bark will be completed at an additional charge if necessary. For safety, no palm trees will be pruned in or under utility lines. Palm trees with two (2) or more years of growth will require an additional upfront fee for pruning. Palms over twenty-two (22) feet in height will be an additional charge/fee.

Note: 81 palms counted as of 10/11/23. (Liberty - 2, Anchor - 8, Overlook - 39, Monument - 9, Visitor's - 19, City Hall - 4.)

Spring Mulching Anchor Monument , Monument Sign

All mulched areas shall be replenished with Wood Mulch at a depth not to exceed two (2) inches. Spring mulch will be installed during the months of February/March/April. Excess old mulch will not be removed. If this is needed, additional fees may result.

Note:

Mulching Anchor Monument , Monument Sign

Spring Pinestraw

All pinestraw areas shall be replenished with pinestraw at a depth not to exceed two (2) inches. Spring pinestraw will be installed during the months of February/March/April. Excess old pinestraw will not be removed. If this is needed, additional fees may result.

Note: Straw is for Visitor's Center and Oak Grove Cemetery beds.

Fall Mulching Anchor Monument , Monument Sign

All mulched areas shall be replenished with Wood Mulch at a depth not to exceed two (2) inches. Fall mulch will be installed during the months of September/October/November. Excess old mulch will not be removed. If this is needed, additional fees may result.

Note:

Mulching Anchor Monument , Monument Sign

Fall Pinestraw

All pinestraw areas shall be replenished with pinestraw at a depth not to exceed two (2) inches. Fall pinestraw will be installed during the months of

September/October/November. Excess old pinestraw will not be removed. If this is needed, additional fees may result.

Note: Straw is for Visitor's Center and Oak Grove Cemetery beds.

Agreement Terms and Conditions

I. CONTRACTOR'S RESPONSIBILITY:

A. Performance: The Contractor shall be responsible for the performance of all work agreed upon in accordance with the "Scope of Work" but shall not be responsible for any condition caused by an act of God i.e. tropical storms, hurricanes, or any unforeseen intervening factor which may arise during the term of this Agreement, or subsequent time thereafter. In the event that weather prevents work from being performed on any day or date agreed to in this Agreement, the Contractor will strive to perform the work as soon thereafter as the Contractor is reasonably able to perform.

The Contractor reserves the right to amend this Agreement when the Scope of Work is affected by changes to any local, state, and/or federal law, regulation or ordinance that goes into effect after this Agreement is signed.

The Contractor shall amend this Agreement, in writing, when any additions or deletions occur to the landscape and /or irrigation system within the Scope Of Work set forth within this Agreement. The Contractor will obtain written or verbal permission before performing any additional work outside the Scope of Work and the Contractor will invoice the Client accordingly.

The Contractor will schedule the Scope of Work according to the requirements of the Client and will in no way interfere with the normal routine of the Clients tenants, visitors, and/or employees.

B. Workforce: The Contractor shall assign a trained workforce with experience in the "Scope of Work" being provided. The workforce will be presentable and identifiable at all times. The workforce shall be competent, qualified, drug-free, and U.S. citizens or legally authorized to work in the United States. The Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.

C. Materials: All materials shall conform the bid specifications. The Contractor will meet and comply with all agricultural licensing and reporting requirements. The Contractor shall pay all sales taxes on materials where applicable.

D. Licenses and Permits: The Contractor will maintain State of Georgia Level 1A Soil and Erosion Licenses as required by law, State of Georgia Category 24 Ornamental & Turf Pest Control Licenses as required by law, and state certification in CPR & First Aid from the American Red Cross. Furthermore, the Contractor will comply with all other licenses and permits required by county, state and federal governments whereas the Scope of Work necessitates.

E. Insurances: The Contractor will maintain \$2,000,000 General Liability Insurance and Full Workers Compensation Insurance on all workforce and any other insurance at the discretion of the Contractor or required by law. Additionally, the Contractor will require the same of any sub-contractor and will provide certificates of insurance upon Client request.

F. Liability: It is understood and agreed that the Contractor is not liable for any damage of any kind that is not caused by the negligence of the Contractor, its agents, contractors, or

employees, including but not limited to: death or decline of plant material due to improper selection, placement, planting or maintenance before the time of this Agreement; damage due to improper irrigation components in existence at the time of this Agreement execution; exposed cables/wires or sprinkler components/lines normally found below the surface of the lawn; flooding, storm or wind damage; disease or damage to lawns or landscape plants caused by excessive irrigation or lack of water due to inoperative components provided it reported these to the Client, irrigation restrictions imposed by local water management authorities or civil authorities or lack of irrigation and/or coverage; damage caused by any item hidden in the landscape and not clearly guarded or marked; and damage due to vandalism. Notwithstanding anything to the contrary herein, Contractor shall at all times be liable for the negligence and willful misconduct of its agents, employees, representatives, and contractors.

G. Underground Utilities: The Contractor will notify the Georgia Utilities Protection Agency prior to any installation project for the purpose of marking underground public utilities. Every effort will be made to avoid damaging any underground utilities. The Contractor will not be held liable for damage to telephone, electric, gas or water lines if they are not located where marked. Furthermore, the Contractor will not be held liable for damage to invisible fencing, irrigation systems, cable, phone, or private utilities such as, but not limited to, lamppost and outdoor lighting lines if these are not properly marked. Fees to repair any damage will be the responsibility of the Client. Non-public utility lines may be marked by the Contractor who installed them.

H. Invoicing: The Contractor will submit monthly invoices for work performed within the Scope of Work included in this Agreement. All work will be invoiced on a per agreement basis and are due Thirty (30) days from the date of the invoice.

Any services performed outside the Scope of Work specified in this Agreement will be approved, completed, and invoiced separately. All additional work performed will be invoiced and due upon receipt of the invoice.

II. CLIENT'S RESPONSIBILITY:

A. Utility Usage: The Client shall allow the Contractor, its agents and employees, the usage of the utilities on site if needed. Utilities used but not limited to: water and electricity.

B. Payment: Client will receive an invoice at the end of every month, for the upcoming month's service to be performed and is due Thirty (30) days from the invoice date. Any additional services outside of this Agreement approved by the client will be billed separately. This payment plan is considered to be a "Balanced Billing Plan" and doesn't necessarily reflect the amount of work performed during the month that it was invoiced. Should a cancellation of this Agreement occur a reconciliation of services rendered shall be provided and any services rendered and not paid shall be paid in full to the Contractor within Thirty (30) days of cancellation date.

The Client is considered delinquent if the payment has not reached the Contractor's office by the due date on the invoice. If an invoice becomes forty-five (45) days past due, the Contractor reserves the right to suspend services immediately by giving written notice of action for nonpayment. After sixty-five (65) days past due, the Contractor will proceed with

legal action they deem necessary to collect the balance due on the Client's account. The Client will then be responsible for the balance on the account plus all expenses associated to collections, but not limited to court filings and attorney fees.

C. Corrections: The Client shall give the Contractor at least thirty (30) days to correct any problem or defect discovered in the performance of the Scope of Work contained in this Agreement. The Contractor may provide compensation at its discretion if defects are not correctable to the satisfaction of the Client.

III. OTHER TERMS:

A. Renewal: This Agreement is good for three (3) consecutive years with all of its terms and conditions, unless other arrangements are stated. A three percent (3%) annual pay increase will occur after the first 12 months and another after the first 24 months of this Agreement.

B. Wind/Hurricane Damage: Damage to landscape caused by winds, tidal surges, and or flooding such as broken limbs, down trees, yard debris will be cleaned by Coastal Greenery at an additional cost to this Agreement. This work will be invoiced at an hourly rate plus debris hauling/waste removal fees.

C. Quoted Price: The quoted agreement price within this Agreement shall be valid for a period of thirty (30) days from the date submitted.

D. Cancellation: This Agreement may be canceled by either party upon a thirty (30) day written notice. In the event this Maintenance Agreement is terminated within the first 12-months of the Smart Water Management Upgrade, a balance of five hundred dollars (\$500.00) will become due and payable immediately. In the event of the maintenance termination, the property would retain the smart controller(s) and weather station(s) which will continue to function in the same intelligent way, yet no longer have the cloud-based software, data/reporting and remote connectivity capabilities.

E. Independent Contractor: It is the express intention of the parties that the Contractor is an independent contractor and is not an employee, agent, joint venture or partner of the Client. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between Client and Contractor or any employee or agent of Contractor or for any other purpose. Contractor and its agents are not entitled to participate in any benefits that the Client provides for its employees. Contractor shall retain the right to provide similar services to other clients while currently engaged in an Agreement with the Client. Because of the Contractor's independent contractor status, no tax withholding shall be made from the payments contemplated in this Agreement. Contractor is responsible for paying all state and federal taxes as required by law.

F. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

IV. CONTRACT PRICING AND SIGNATURES:

Payments are to be made over 12 monthly installments.

AGREEMENT SUMMARY


SERVICES	OCCURS	PRICE
Turf Healthcare Application #1	1	\$390.37
Turf Healthcare Application #2	1	\$390.37
Turf Healthcare Application #3	1	\$390.37
Turf Healthcare Application #4	1	\$390.37
Turf Healthcare Application #5	1	\$390.37
Turf Healthcare Application #6	1	\$390.37
Turf Healthcare Application #7	1	\$390.37
Turf Healthcare Application #8	1	\$390.37
Plant/Shrub Healthcare Application #1	1	\$229.43
Plant/Shrub Healthcare Application #2	1	\$229.43
Soil Test	1	\$183.22
Water Management Services	4	\$4,036.68
Weekly Landscape Maintenance	52	\$48,079.20
Palm Pruning	1	\$3,495.30
Spring Mulching Anchor Monument , Monument Sign	1	\$5,195.88
Spring Pinestraw	1	\$785.90
Fall Mulching Anchor Monument , Monument Sign	1	\$5,195.88
Fall Pinestraw	1	\$786.12
<hr/>		
TOTAL		\$71,340.00

PAYMENT SCHEDULE

INVOICE MONTH	PRICE
March	\$5,945.00
April	\$5,945.00
May	\$5,945.00
June	\$5,945.00
July	\$5,945.00
August	\$5,945.00
September	\$5,945.00
October	\$5,945.00
November	\$5,945.00
December	\$5,945.00
January	\$5,945.00
February	\$5,945.00
TOTAL ANNUAL COST	\$71,340.00

Coastal Greenery, Inc.

**City of Brunswick Parks
Landscape and Maintenance**

By 
Terry Godwin

By _____

Date 1/19/2024

Date

BILLING INFORMATION:

Name: _____

Title: _____

Email Address: _____

Phone #: _____

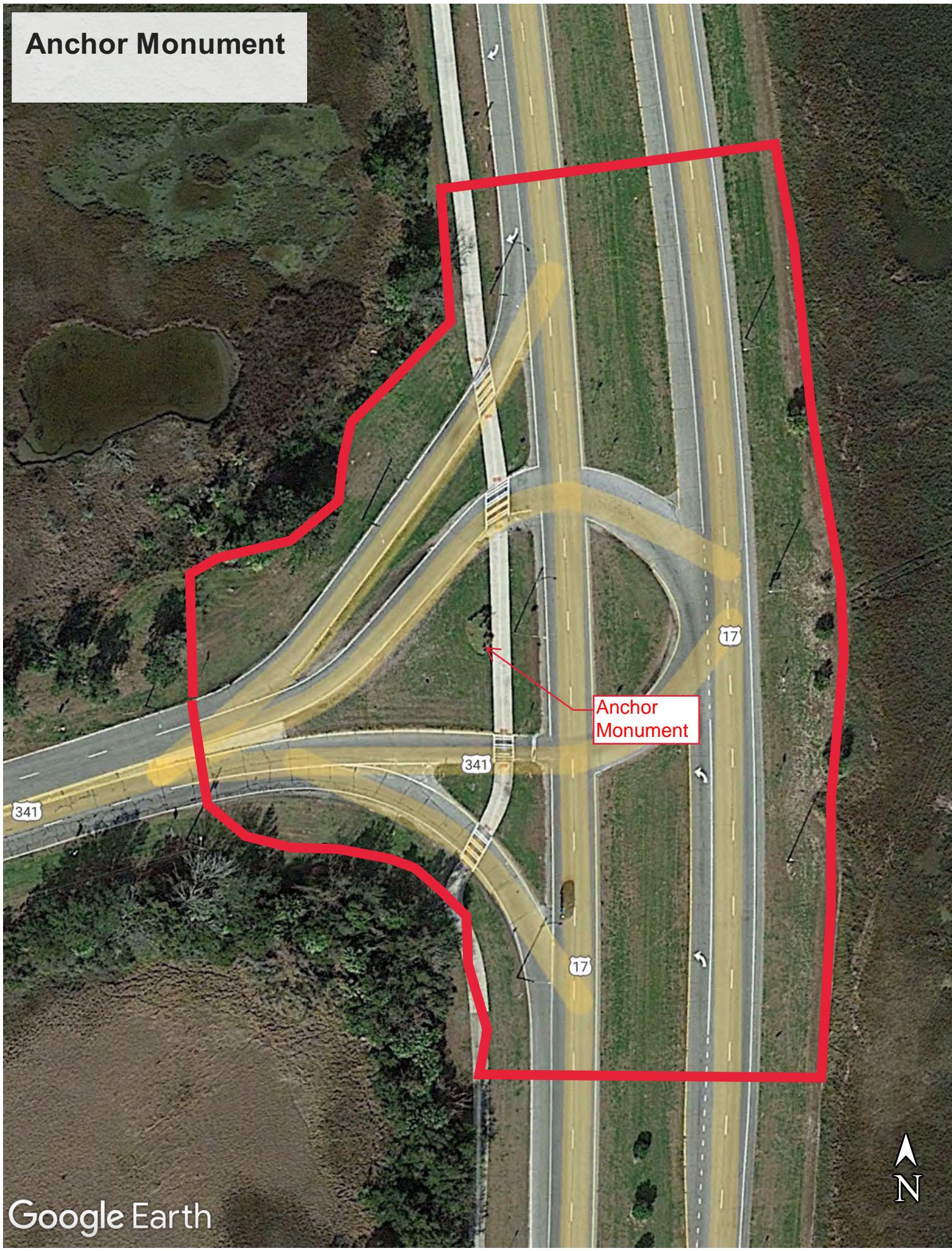
Billing Address: _____

All invoices are emailed unless specified

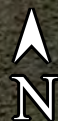
Liberty Ship Park



Anchor Monument



Anchor Monument



Overlook Park



Monument Sign

Gwynn Ave

25

Hwy 17

17

17

25

25

17



Visitors' Club



City Hall

Reynolds St

Google Earth



Oak Grove Cemetery

Planting Beds at Entrance

Mansfield St





SUBJECT: Old City Hall Repairs

COMMISSION ACTION REQUESTED: February 7, 2024 Consent Agenda

PURPOSE: To provide funding for repairs at Old City Hall.

HISTORY: Old City Hall construction was completed in 1891. The building underwent restoration & construction for ADA compliance as part of SPLOST from 2000-2003.

FACTS AND ISSUES:

1. Floors: The wood floors in the building are in need of refinishing due to general wear and tear over the last 20 years. In addition, the unrepaired half of the tile floor in the entranceway is in need of resetting and grouting. Refinish / repair floors: \$30,000.00
2. Room Divider: The "front" (eastern) room divider has suffered from the partial slats shifting. This has resulted in a number of the visible slats being broken. The dividers in the building are unique and the company that modernized them in 2000 is no longer in business. The divider is in need of having the broken slats removed and additional larger slats installed above the ceiling level. Repair room divider: \$22,000.00
3. Shades: The current cellular shades are over 20 years old. Being exposed to the east sun, the back of the shades has deteriorated badly from sun exposure. Additionally, a number of the shade cords have broken and one shade has split. Replace shades: \$18,000.00

BUDGET INFORMATION:

Funding Sources & Uses

Funding Uses

Flooring Repairs	\$ 30,000.00
Room Divider Repairs	\$ 22,000.00
Window Shade Replacement	\$ 18,000.00
Total	\$ 70,000.00

Funding Sources

SPLOST - Building Repairs	\$ 52,000.00
General Fund - Shades	\$ 18,000.00
Total	\$ 70,000.00

OPTIONS: 1. Approve use of Funds; 2. Do not approve funds.

DEPARTMENT RECOMMENDATION ACTION: City Manager and Staff recommend approving the use of funds as proposed.

DEPARTMENT:

Prepared by: Mathew Hill, Executive Director, Brunswick Downtown Development Authority *mt*

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Regina M. McDuffie

City Manager

1/30/24

Date

PBt J Flooring
1661 Georgetown Rd
Brunswick GA. 31523

417572

912-242-4870

Invoice

SOLD TO		SHIPPED TO	DATE
ADDRESS		ADDRESS	
CITY, STATE, ZIP		CITY, STATE, ZIP	
CUSTOMER ORDER NO.	QUANTITY	UNIT PRICE	TOTAL
			2400.00
			27,300.00

Tile repair to Grout 1st Floor
I supply grout, mortar & labor

Sand & Finish up stairs
and sand and finish 47 steps

Floor Repair

ESTIMATE

D.N.G. Contracting LLC
2059 S ROBER BLVD
SAINT CLAIR, MI 48079

dbarcume061221@gmail.com
+1 (248) 924-8193

City of brunswick

Bill to
City of brunswick
p.o. box 684 brunswick ga 31521

Estimate details
Estimate no.: 1003
Estimate date: 01/05/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Labor			\$21,600.00	\$21,600.00
Remove and replace any damaged slats, estimated to be 100- 200 slats. Stain slats to match existing color. Two options are available, if first option is exhausted, second opinion will be a change order due to extensive labor and resources.						

Ways to pay



Total \$21,600.00

Roll-up door Repair

Client Proposal

This offer is valid through: 02/09/2024



3325 GLYNN AVE
BRUNSWICK, GA 31520-4400
Phone: (912) 264-2442
Fax: (912) 267-7425
Email: littlescumb blinds@hotmail.com

Date	Quote
01/10/2024	18091525
PO Reference	
Old City Hall	
Salesperson	
David McKay	

Sold To:

Old City Hall
1229 Newcastle Street
Brunswick, GA 31520
W: (904) 583-2712
Sidemark: Old City Hall

Blinds

Item	Room Location	Description	Qty	MSRP	Each	Extended
1	Council Room-Front1 1	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	662.00	421.27	421.27
2	Council Room-Front2 2	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	662.00	421.27	421.27
3	Council Room-Front3 3	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	623.00	396.45	396.45
4	Council Room-Front4 4	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	686.00	436.55	436.55
5	Council Room-Front4 5	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	686.00	436.55	436.55
6	Council Room-Side1 6	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	809.00	514.82	514.82
7	Council Room-Side2 7	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	783.00	498.27	498.27
8	Council Room-Side3 8	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	783.00	498.27	498.27
9	Council Room-Side4 9	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	809.00	514.82	514.82
10	Council Room-Side5 10	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	783.00	498.27	498.27
11	Council Room-Side6 11	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	783.00	498.27	498.27
12	Council S2-Half Rnd 12	Hunter Douglas Applause Non-Operable Specialty Shapes E26 - 3/4 Kinship Light Filtering 770 - Canoe	1	397.00	264.67	264.67
13	Council S3-Half Rnd 13	Hunter Douglas Applause Non-Operable Specialty Shapes E26 - 3/4 Kinship Light Filtering 770 - Canoe	1	397.00	264.67	264.67
14	Council S5-Half Rnd 14	Hunter Douglas Applause Non-Operable Specialty Shapes E26 - 3/4 Kinship Light Filtering 770 - Canoe	1	397.00	264.67	264.67

1/30/2442024

Client Proposal

This offer is valid through: 02/09/2024



3325 GLYNN AVE
BRUNSWICK, GA 31520-4400
Phone: (912) 264-2442
Fax: (912) 267-7425
Email: littlescumbblinds@hotmail.com

Date	Quote
01/10/2024	18091525
PO Reference	
Old City Hall	
Salesperson	
David McKay	

Sold To:

Old City Hall
1229 Newcastle Street
Brunswick, GA 31520
W: (904) 583-2712
Sidemark: Old City Hall

15	Council S6-Half Rnd 15	Hunter Douglas Applause Non-Operable Specialty Shapes E26 - 3/4 Kinship Light Filtering 770 - Canoe	1	397.00	264.67	264.67
16	Kitchen 1 16	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	784.00	498.91	498.91
17	Kitchen 2 17	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	784.00	498.91	498.91
18	Conference Room1 18	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	784.00	498.91	498.91
19	Conference Room2 19	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	784.00	498.91	498.91
20	Conference Room3 20	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	784.00	498.91	498.91
21	Conference Room4 21	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	784.00	498.91	498.91
22	Conference Room5 22	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	784.00	498.91	498.91
23	Grand Room- Side1 23	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	497.00	316.27	316.27
24	Grand Room- Side2 24	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	868.00	552.36	552.36
25	Grand Room- Side3 25	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	497.00	316.27	316.27
26	Grand Room- Side4 26	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	809.00	514.82	514.82
27	Grand Room- Side5 27	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	757.00	481.73	481.73
28	Grand Rm- S5 Half Rnd 28	Hunter Douglas Applause Non-Operable Specialty Shapes E26 - 3/4 Kinship Light Filtering 770 - Canoe	1	397.00	264.67	264.67
29	Grand Room- Side6 29	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	757.00	481.73	481.73
30	Grand Rm- S6 Half Rnd 30	Hunter Douglas Applause Non-Operable Specialty Shapes E26 - 3/4 Kinship Light Filtering 770 - Canoe	1	397.00	264.67	264.67

1/30/2024

Client Proposal

This offer is valid through: 02/09/2024



3325 GLYNN AVE
BRUNSWICK, GA 31520-4400
Phone: (912) 264-2442
Fax: (912) 267-7425
Email: littlescumbinds@hotmail.com

Date	Quote
01/10/2024	18091525
PO Reference	
Old City Hall	
Salesperson	
David McKay	

Sold To:

Old City Hall
1229 Newcastle Street
Brunswick, GA 31520
W: (904) 583-2712
Sidemark: Old City Hall

31	Grand Room-Side7 31	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	809.00	514.82	514.82
32	Grand Room-Front1 32	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	686.00	436.55	436.55
33	Grand Room-Front2 33	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	686.00	436.55	436.55
34	Grand Room-Front3 34	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	623.00	396.45	396.45
35	Grand Room-Front4 35	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	662.00	421.27	421.27
36	Grand Room-Front5 36	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP1 - Empire 1% 136 - Oatmeal	1	662.00	421.27	421.27

MSRP Total	Discount Total	Product Total	Installation Fee	SubTotal	Tax 7.0000%	Freight	Client Price
24,252.00	-8,746.71	15,505.29	882.00	16,387.29	1,147.11	340.00	17,874.40

Georgia Sales Tax will increase to 7% on April 1, 2023

THANKS, for allowing us the opportunity to provide a quote on you window treatments. The quoted products are special ordered to meet your decorating needs and can not be cancelled, returned or changed after the order is approved and placed with the fabricator. Delivery time varies with the products ordered. Little's and Hunter Douglas will do everything possible to get you order installed as quickly as possible. To place and order please sign and return along with the required deposit. We require a 50% deposit on all orders. Balance is due upon installation.

**Any products mounted inside the window casings may interfere with the tilt-in feature on some windows.

Customers are responsible for any measurements they provide. We will be glad to measure your windows to ensure both accurate fit and that the right hardware is ordered for your job at no additional charge. Measurements can not be changed once the order is placed.

Little's is not responsible for any manufacturer's shortages, backorders or shipping delays. All warranties and/or guarantees are issued by the manufacturer. Little's provides no expressed or implied warranty or guarantee as to any product sold.

Accepted By: _____

Date: _____



**SUBJECT: CONSIDER APPROVAL AUTHORIZING THE PURCHASE OF A
VEHICLE FOR EMERGENCY MANAGEMENT AGENCY COORDINATOR**

COMMISSION ACTION REQUESTED ON: 2/7/2024

PURPOSE:

1. Emergency Management Agency (EMA) Coordinator Vehicle

With the hiring and appointing of an EMA Coordinator to enhance our emergency preparedness and capabilities, we must also facilitate their efficient service to the community. As such, we are requesting funds to purchase a dedicated vehicle for this position. The purchase of this vehicle will not only provide this position with reliable transportation complete with the needed capabilities, but it will also allow us to replace a much older and unreliable vehicle with a safer vehicle for transportation to and from various training events.

Additionally, while it may at times be financially wise to purchase used vehicles, we are requesting the purchase of a new/newer vehicle. After extensive research, we have found the savings do not outweigh the benefits of buying used in the current vehicle market. In many instances, for the make and model being researched (Ford Explorer), we found that a savings of \$3,000 - \$4,000 came with the wear and tear of approximately 25,000 conservatively. If our goal is to maximize budgetary efficiency when making purchases such as these, we believe it is in the City's best interest to purchase a new vehicle in which it's condition and usage can be verified and extended for maximum effectiveness.

HISTORY:

The Brunswick Fire Department has a long-standing commitment to ensuring the safety of our community. Over the years, we have faced evolving challenges and responsibilities, necessitating updates, improvements, and additions to personnel. The proposed purchase of a dedicated vehicle for our EMA personnel aligns with our mission to provide the highest level of emergency services to the community as well as caring for the needs of our personnel.

FACTS AND ISSUES:

1. Truck 20 (the vehicle currently being utilized by EMA personnel) has approximately 175,000 miles on the engine.

2. The current vehicle that is dedicated to department travel and training has degraded to the point of needing extensive and constant repairs and has left multiple members stranded sometimes hours away from our jurisdiction. It is no longer feasible or financially responsible to continue dedicating funds to this vehicle.
3. While the vehicle being utilized by EMA personnel is in reasonable working order, it does not facilitate the needs of the position fully.
4. The EMA position plays a crucial role in enhancing our community's emergency preparedness and response capabilities. The dedicated vehicle for the EMA Coordinator will facilitate timely and effective operations for years to come.

BUDGET INFORMATION: \$50,000.00 – Requesting funding from SPLOST funds dedicated to Brunswick Fire Department.

OPTIONS:

DEPARTMENT RECOMMENDATION ACTION:

The proposed initiatives are crucial for the continued effectiveness of our Fire Department in safeguarding the City of Brunswick. We kindly request the Finance Committee's support in allocating the necessary funds to the purchase of the EMA personnel vehicle.

DEPARTMENT: Brunswick Fire Department

Prepared by: Laurence A. Cargile, Assistant Fire Chief

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:



City Manager

1/31/24

Date



AutoNation Ford Jacksonville

Date: 01/23/2024 9:03 AM Manager: Fadil Ababseh
ID: 58946763 Associate: Geordy Pinzon

Customer: Laurance Cargile
Address: BRUNSWICK, GA 31520

Phone: (912) 280-1219
Email: Lcargile@cityofbrunswick-ga.gov

VEHICLE



2023 Ford Explorer K7D XLT

Stock #: PGB80591
Mileage: 5
VIN: 1FMSK7DH2PGB80591
Warranty: Manufacturer Warranty

PRICE INDEX

MSRP

\$ 44,280



\$ 42,151

AutoNation

\$ 41,449

\$702 below Edmunds® value *

PURCHASE OPTION

MSRP		\$44,280.00
AutoNation Savings	-	\$2,831.00
AutoNation Price		\$41,449.00
Sales Tax (estimate):	+	
Tire/Battery/MVWEA	+	\$ 6.50
Electronic Filing Fee	+	\$199.00
Dealer Services Fee****	+	\$995.00
Reg/Tag/Title Fees	+	\$50.00
Balance Due (estimate):		\$42,699.50

TRADE



We'll Buy Your Car

We provide a Guaranteed Trade-In Offer honored for 7 days or 500 miles at any of our locations.

Notes:

Ask how you can protect your vehicle tomorrow with a Vehicle Service Contract today! This menu is provided to you, our customer, to assist you in better understanding the financial options available. **Appearance, Windshield, Theft and Dent Protection coverages are optional. Appearance Protection Products (fabric, leather and paint) have been pre-applied to the vehicle. Amounts above are ESTIMATES ONLY and may vary based on approved credit, applicable taxes, vehicle selection, trade value(s), estimated payoff, eligibility for rebates and other factors particular to your transaction. Final payments and terms may vary. Customer agrees to pay the difference, if any, in the amount of the trade lien payoff. The Price Index does not include dealer/documentation fee, tax, registration, titling, or other government fees. Third party prices fluctuate daily/weekly and are provided as of 01/23/2024. Third party trademarks shown above are the property of their respective owners. Price quoted expires 01/24/2024.****This charge represents costs and profit to the dealer for items such as inspecting, cleaning, and adjusting vehicles, and preparing documents related to the sale.

X

01/23/2024

Buyer: Laurance Cargile

Date

X

01/23/2024

Sales Manager

Date