



CITY OF BROOKLET
104 CHURCH ST. BROOKLET, GA 30415 PHONE (912) 842-2137 FAX (912)842-5877

L.W. (Nicky) Gwinnett, Jr. Mayor
Rebecca Kelly, Mayor Pro-Tem
Bradley Anderson, Councilman
Hubert Keith Roughton, Councilman
James Harrison, Councilman
Sheila Wentz, Councilwoman

Carter Crawford, City Manager
Lori Phillips, City Clerk
Melissa Pevey, Assistant Clerk
Ben Perkins, City Attorney

APRIL 18, 2024
CITY COUNCIL
MEETING
7:00 PM
MINUTES

1. **Call to order and welcome** – Mayor L.W. (Nicky) Gwinnett, Jr.
 - a. Invocation – Mayor Gwinnett
2. **Pledge of Allegiance to the United States Flag** – Lori Phillips
3. **Consideration of a Motion to Approve the Agenda**
Motion to Approve
MOTION: Brad Anderson
SECOND: Rebecca Kelly
AYES: Rebecca Kelly, Brad Anderson, James Harrison, and Keith Roughton
NAYES: None
Motion carried 4-0
4. **Public Hearing**
 - a. Preliminary Approval of the Smart Bulloch 2045: A Joint Comprehensive Plan for Bulloch County, City of Brooklet, Town of Portal, and Town of Register
The council discussed the purpose of the plan, which was to gather ideas about improvement projects and create a “toolbox” for guiding policy and investments across the county.
5. Motion to come out of the Public Hearing and go into the Regular Session.
Motion to Approve
MOTION: Brad Anderson
SECOND: Keith Roughton

AYES: Rebecca Kelly, Brad Anderson, James Harrison, and Keith Roughton

NAYES: None

Motion carried 4-0

5. Recognition of guests who have signed up to speak

- a. Tiffany Guerrero - Update to the Welcome to Brooklet - City Limit Signage
Tiffany Guerrero, owner of the Love Tiffany boutique in downtown Brooklet, spoke to the council and attendees of the meeting about her excitement for the new growth in Brooklet and for a project she is proposing called the "Brooklet Mainstreet Makeover." She has drafted plans for new city signage that will use handmade, boulder like indicators to welcome visitors to town. Similar signs throughout the city, such as at the recreation department, city hall, and police department would be more cohesive and look nicer according to Guerrero. She suggested murals, updated parking, new foliage planters, and "crisp" paint jobs in the downtown area that could make a big difference in the vibrancy of the town. "I believe that we should always leave everything better than we found it," said Guerrero. Mayor Gwinnett thanked her for her presentation.

6. Consideration of a Motion to Approve the Minutes for the following Meetings:

- a. March 21, 2024 City Council Meeting
b. March 14, 2024 Work Session
c. February 15, 2024, City Council Meeting
d. February 8, 2024 Work Session

Motion to Table

MOTION: Rebecca Kelly

SECOND: James Harrison

AYES: Rebecca Kelly, Brad Anderson, James Harrison, and Keith Roughton

NAYES: None

Motion carried 4-0

7. Consideration of a Motion to Approve the Consent Agenda

- a. Invoice from Parker Engineering, LLC. for \$3,616.25 for Utility Planning for the Future SEB High School.
b. Proposal from Digital Office Equipment to Lease a Brother Color Multi-Function Copier, Printer, Scanner, and Fax for the City Clerk's Office for a 48-month lease for \$121.48 per month.
c. Highway 80 Water Extension Project – Parker Engineering recommends the project be awarded to Y-Delta, Inc. in an amount equal to the base bid amount of \$374,315.67

Motion to Approve

MOTION: Brad Anderson

SECOND: Rebecca Kelly

AYES: Rebecca Kelly, Brad Anderson, James Harrison, and Keith Roughton

NAYES: None

Motion carried 4-0

8. Consideration of a Motion to Approve the March Financial Reports as presented.

Motion to Approve

MOTION: Brad Anderson

SECOND: Rebecca Kelly

AYES: Rebecca Kelly, Brad Anderson, James Harrison, and Keith Roughton

NAYES: None

Motion carried 4-0

9. Report from the City Engineer

a. Lindsey Bashlor – 2024 LMIG Street List

City engineer Lindsey Bashlor was absent from the meeting, and Mayor Gwinnett gave a brief report in her place about the LMIG project for 2024. He walked the council through the budgeting and expenditure requirements for the year. Some projects that the Mayor requested to be included in this year's plan included improvements to Brooklet Plantation that would revitalize the subdivision at the cost of \$63,709, along with Scarlet Place for \$42,820 and Rhett Court for \$33,488. Another option is Oak Street at the cost of \$44,000, as well as Dixie Street for the cost of \$89,159 and Spence Street for \$200,980. The city has to spend \$128,000 minimum on these improvement projects and the total for the projects is over \$400,000. While not all of them will be able to be done this year, they are in priority for improvements. The mayor proposed finishing the Brooklet Plantation and Dixie Street first, and the council is suggesting to the city engineer that those projects be completed with this year's funding.

10. Reports from committee members

- a. Councilman Anderson reported on the recent budget workshop for FY25. He shared personnel and fixed expenses with the council, including all staff salaries at a 2% COLA for wages. He estimates the cost for the personnel in Brooklet for FY25 at \$715,000, about half of the budget. The revenue estimate for FY25 is \$1.54 million, and Anderson has drafted some department allocations accordingly. The tentative budget should be approved at the May meeting and the final budget will be voted on at the June meeting.
- b. Mayor Pro-Tem Kelly – no report
- c. Councilman Harrison asked that the proposed “Brooklet Mainstreet Makeover” be added to the work session discussion agenda in the upcoming weeks so he could ask more questions about the project.
- d. Councilman Roughton said there is a meeting scheduled with the school board to discuss the city's involvement with the new SEBHS plan. He also is interested in discussing more about the proposed downtown makeover. As part of the new well project, tree removal is required, and the city has received bids for this portion of the project that was not included in the approval of the original plan. Councilman Roughton suggests moving forward, and selecting the best bid promptly so the project is not stalled.

11. Report from Police Chief

- a. Gary M. Roberts reports there are no recognizable patterns of crime associated with the recent 194 service calls the department has responded to in Brooklet. “Be wary, there is a scammer behind every bush.” He reports, “Some people have found out the hard way,” that the new camera system is up and running. He clarified that the system does not target speeding individuals but rather people with expired or revoked license plates and insurance. He expects that as soon as DOT finishes the paperwork, two additional cameras will be added to the system.

12. Motion to hire Nickki Garman as a Part-time Police Officer to begin April 22, 2024, at \$20.00 per hour.

Motion to Approve

MOTION: Rebecca Kelly

SECOND: Brad Anderson

AYES: Rebecca Kelly, Brad Anderson, James Harrison, and Keith Roughton

NAYES: None

Motion carried 4-0

13. **Report from the Safety Coordinator**

a. Jim Stanoff the city Safety Coordinator, says that GMA is requesting that the city start completing annual reports on personnel that drive city vehicles. The city dump truck was removed from service because it was missing rear lights, but it is under repair and almost ready to return to use. Stanoff said that 11 areas of the city sidewalk need repair and asked that any areas that may be hazardous and are not already marked be reported to City Hall so that they can also be fixed.

Stanoff also recommended that the council develop a city employee recognition program, because one does not currently exist. Mayor Gwinnett agreed that this was a good idea. He also reminded the council that the state GMA representative will be in town at 10 A.M. on April 29, 2024.

14. **DISCUSSION ITEMS:**

14.1. **Second Reading and Adoption of An Ordinance to Require Concrete Culverts for Access Driveways Within Public Rights-Of-Way of Municipal Streets Within the City of Brooklet.**

Motion to Approve

MOTION: James Harrison

SECOND: Keith Roughton

AYES: Rebecca Kelly, Brad Anderson, James Harrison, and Keith Roughton

NAYES: None

Motion carried 4-0

14.2. **Discussion 2nd Draft of a Proposed Ordinance to Regulate Food Trucks in Brooklet.**

This would allow food trucks to be permitted for special events and private property events. Mayor Gwinnett wants to allow food trucks to be permitted to park at the old city hall as well, outside of special events. Anderson suggested defined hours of operation for this arrangement.

14.3. **Motion to Approve a Proclamation to designate the week of April 21-27, 2024 as Garden Week in Georgia.**

Mayor Pro Tem Rebecca Kelly and the council acknowledged the importance of gardening and the contributions of gardeners to the community by reading a proclamation, and designating the week of April 21-27, 2024, as Garden Week.

14.4. **Preliminary approval of the Smart Bulloch 2045: A Joint Comprehensive Plan for Bulloch County, City of Brooklet, Town of Portal, and Town of Register**

Motion to Approve

MOTION: Brad Anderson

SECOND: Rebecca Kelly

AYES: Rebecca Kelly, Brad Anderson, James Harrison, and Keith Roughton

NAYES: None

Motion carried 4-0

15. Consideration of a Motion to adjourn

Motion to Approve

MOTION: James Harrison

SECOND: Rebecca Kelly

AYES: Rebecca Kelly, Brad Anderson, James Harrison, and Keith Roughton

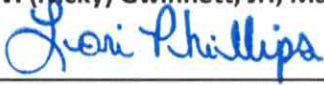
NAYES: None

Motion carried 4-0

Approved this 15th day of August, 2024.



L.W. (Nicky) Gwinnett, Jr., Mayor



Lori Phillips, City Clerk

