



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

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

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

**CALLED MEETING
and
WORK SESSION
THURSDAY, APRIL 11, 2024
6:30 PM
MINUTES**

1. **Call to order and welcome** - Mayor Gwinnett
Invocation
2. **Pledge of Allegiance**
3. **Consideration of a motion to approve the agenda**
Motion to Approve
MOTION: Brad Anderson
SECOND: James Harrison
AYES: Rebecca Kelly, Brad Anderson, James Harrison, and Keith Roughton
NAYES: None
The motion carried 4-0
4. **FIRST READING OF AN ORDINANCE TO REQUIRE CONCRETE CULVERTS
FOR ACCESS DRIVEWAYS WITHIN PUBLIC RIGHTS-OF-WAY OF
MUNICIPAL STREETS WITHIN THE CITY OF BROOKLET.**
 - Public Comment and Discussion
 - No Discussion

5. **Motion to Close the Called Meeting and Go into the Regular Scheduled Work Session.**

Motion to Approve

MOTION: Rebecca Kelly

SECOND: James Harrison

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

NAYES: None

The motion carried 4-0

6. **Work Session Discussion Item(s):**

- 6.1. Update concerning the Water/Sewer system for the new school from Wesley Parker, City Engineer, and Matthew Morris, City Consultant.
- 6.2. TSW Overview & Code Experience - Caleb P. Racicot
- 6.3. Review of the invoice received from Parker Engineering, LLC. for \$3,616.25 for Utility Planning for the Future SEB High School.
- 6.4. Letter of Recommendation – 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.
- 6.5. Downtown Parking/Flower Beds Discussion
- 6.6. Food Truck Ordinance Discussion
- 6.7. Farmers Market Discussion
- 6.8. Review of a Proposal from Digital Office Equipment to Lease a Brother Color Multi-Function Copier, Printer, Scanner, and Fax for the City Clerk's Office. (A 60-month lease is \$108.88 and a 48-month lease for \$121.48)
- 6.9. Reminder: Employee Evaluations are due to the City Clerk no later than July 1, 2024.

7. **Motion to Adjourn**

MOTION: Rebecca Kelly

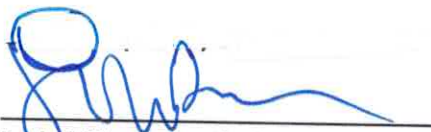
SECOND: Keith Roughton

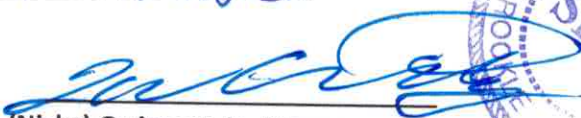
AYES: Rebecca Kelly, Brad Anderson, James Harrison, and Keith Roughton

NAYES: None

The motion carried 4-0

Approved this 17 day of April, 2025.


Lori Phillips, City Clerk


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

