



**CITY OF BROOKLET**

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

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**April 17, 2025  
City Council Meeting  
7:00 PM**

**Minutes**

**Members Present:** Mayor Gwinnett, Mayor Pro-Tem Roughton, City Manager Carter Crawford, Councilwoman Wentz, Councilman Anderson, Councilman Harrison, Councilwoman Kelly, City Clerk Lori Phillips, Sergeant Garman, and City Attorney Ben Perkins.

**Members Absent:** Planning & Zoning Administrator Melissa Pevey and Chief of Police Reolegio.

- 1. Call to order and welcome** - Mayor Gwinnett
  - **Invocation** – Mayor Pro-Tem Roughton
  - **Pledge of Allegiance**
- 2. Swearing-in Ceremony** – Mayor Gwinnett
  - a. Officer Zachary Stender

The hiring of Stender makes the department three officers with radar certification. Sergeant Nikki Garman highly praised Stender's work over his first two weeks.

- 3. Consideration of a Motion to Approve the Agenda**

**MOTION TO AMEND TO ADD GOFORTH WILLIAMS QUOTE AS ITEM 13.9.**  
**MOTION:** Brad Anderson  
**SECOND:** Keith Roughton  
**AYES:** Brad Anderson, Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison.  
**NAYES:** None  
**The motion carried 5-0.**

**4. Recognition of Guest(s) who have Signed Up to Speak**

N/A

**5. Recognition of Guest(s) Requested to be on the agenda:**

N/A

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

- a. April 11, 2024, Called Meeting & Work Session
- b. July 11, 2024, Special Called Meeting & Public Hearing
- c. October 10, 2024, Work Session
- d. October 17, 2024, City Council Meeting
- e. November 14, 2024, Public Hearing & Work Session
- f. March 20, 2025, City Council Meeting
- g. March 27, 2025 Hot Dog Social & Town Hall Meeting

**MOTION TO APPROVE**

**MOTION:** Keith Roughton

**SECOND:** James Harrison

**AYES:** Brad Anderson, Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison.

**NAYES:** None

**The motion carried 5-0.**

**7. Consideration of a Motion to approve the March Financial Reports as presented.**

**MOTION:** Brad Anderson

**SECOND:** Rebecca Kelly

**AYES:** Brad Anderson, Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison.

**NAYES:** None

**The motion carried 5-0.**

**8. Report from the City Manager**

City Manager Carter Crawford reported that Brooklet is in good financial health, with a proposed budget draft completed and pending audit. He also mentioned a potential community cleanup campaign.

**9. Reports from Committee Members**

- a. Mayor Pro-Tem Hubert K. Roughton
- b. Councilman Bradley Anderson
- c. Councilwoman Rebecca Kelly
- d. Councilman James Harrison
- e. Councilwoman Sheila Wentz

**10. Report from City Clerk**

- a. Lori Phillips

**11. Report from Planning & Zoning Administrator**

- a. Melissa Pevey – (Absent)

**11. Report from Brooklet PD Sergeant**

- a. Nickki Garman

**12. Report from the City Engineer**

- a. Lindsey Bashlor, Parker Engineering, LLC.  
- Project update

**13. Discussion Item(s):**

**13.1. City of Statesboro – Proposed FY2026 Utility Rate Increase Discussion**

Council members debated another increase in utility rates. While acknowledging the importance of financially sustaining the system, they expressed frustration over unclear boundaries of control and viewed the rate increase as an unfortunate, but necessary step.

**13.2. Proposed Amendment to the Subdivision Ordinance – Incentives for reduction in lot sizes Discussion**

The council discussed a developer's request to allow residential lot sizes below the city's 10,000-square-foot minimum due to wetlands on the property. Members were open to the idea if the developer included upgrades like drainage improvements, architectural standards, and amenities like a clubhouse or pool. They also suggested a homeowners' association to help maintain neighborhood quality. A joint workshop with the Planning & Zoning Commission will be held to review the sketch plan.

**13.3. Discussion and Consideration of a Motion to Approve Appalachian Mountain Services, INC. for the Collection of Delinquent Property Taxes for the City of Brooklet.**

**MOTION TO APPROVE**

**MOTION:** James Harrison

**SECOND:** Brad Anderson

**AYES:** Brad Anderson, Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison.

**NAYES:** None

**The motion carried 5-0.**

**13.4. Discussion and Consideration of a Motion to Approve the 3<sup>rd</sup> Draft of the Proposed City Personnel Policy.**

**MOTION TO APPROVE**

**MOTION:** James Harrison

**SECOND:** Keith Roughton

**AYES:** Brad Anderson, Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison.

**NAYES:** None



**The motion carried 5-0.**

**13.5. Discussion and Consideration of a Motion to Approve the Guidelines for Placing of Speed Humps on City Streets.**

**MOTION TO TABLE**

**MOTION:** Rebecca Kelly

**SECOND:** Keith Roughton

**AYES:** Brad Anderson, Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison.

**NAYES:** None

**The motion carried 5-0.**

**13.6. Discussion and Consideration of a Motion to Approve the Hire of a Full-time Water & Sewer Maintenance Technician with a Beginning Pay Rate of \$16.61 per Hour.**

**MOTION TO APPROVE**

**MOTION:** James Harrison

**SECOND:** Keith Roughton

**AYES:** Brad Anderson, Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison.

**NAYES:** None

**The motion carried 5-0.**

**13.7. Discussion and Consideration of a Motion to Accept the Roads/Streets in the Orchard Subdivision.**

**MOTION TO APPROVE**

**MOTION:** Brad Anderson

**SECOND:** Rebecca Kelly

**AYES:** Brad Anderson, Keith Roughton, Sheila Wentz, and Rebecca Kelly.

**NAYES:** None

**Councilman Harrison recused himself from this item.**

**The motion carried 4-0.**

**13.8. Discussion Food Truck Application and Fee.**

**MOTION TO APPROVE**

**MOTION:** Brad Anderson

**SECOND:** Rebecca Kelly

**AYES:** Brad Anderson, Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison.

**NAYES:** None

**The motion carried 5-0.**

**13.9. Discussion and Consideration of a Motion to Approve the Quote from Goforth Williams, Inc. for \$12,314.02 to be paid out of the Water Fund to make the emergency repairs necessary to the well control system.**

**MOTION TO APPROVE**

**MOTION:** Brad Anderson

**SECOND:** Rebecca Kelly

**AYES:** Brad Anderson, Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison.

**NAYES:** None

**The motion carried 5-0.**

- 14. Consideration of a Motion to enter into an Executive Session to discuss "Potential Litigation" by O.C.G.A 50-14-3(b)**

**MOTION TO APPROVE**

**MOTION:** Keith Roughton

**SECOND:** Brad Anderson

**AYES:** Brad Anderson, Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison.

**NAYES:** None

**Mayor Gwinnett recused himself from this item.**

**The motion carried 5-0.**

- 15. Consideration of a Motion to come out of the Executive Session and return to the City Council meeting.**

**MOTION TO APPROVE**

**MOTION:** Brad Anderson

**SECOND:** James Harrison

**AYES:** Brad Anderson, Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison.

**NAYES:** None

**The motion carried 5-0.**

- 16. Consideration of a Motion to Adjourn**

**MOTION TO APPROVE**

**MOTION:** Brad Anderson

**SECOND:** James Harrison


**AYES:** Brad Anderson, Keith Roughton, Sheila Wentz, Rebecca Kelly, and James Harrison.

**NAYES:** None

**The motion carried 5-0.**

Approved this 15<sup>th</sup> day of May, 2025.

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

  
Lori Phillips, City Clerk

