



CITY OF BROOKLET
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L.W. (Nicky) Gwinnett, Jr., Mayor
Sheila Wentz, Mayor Pro-Tem
Bradley Anderson, Councilman
Rebecca Kelly, Councilwoman
Hubert K. Roughton, Councilman
Phillip Oliver, Councilman

Lori Phillips, Int. City Manager
& City Clerk
Melissa Pevey, Assistant Clerk
Ben Perkins, City Attorney

**City of Brooklet
Called Meeting
Saturday, April 18, 2026
1:00 PM
Minutes**

Members Present: Mayor L.W. "Nicky" Gwinnett, Jr., Mayor Pro-Tem Sheila Wentz, Councilman Phillip Oliver, Councilman Brad Anderson, Councilwoman Rebecca Kelly, Councilman Hubert K. Roughton.

Members Absent: Interim City Manager Lori Phillips, Planning & Zoning/Assistant City Clerk Melissa Petitt, and Interim Chief of Police Sergeant Nickki Garman.

- 1. Call to Order:** Mayor L.W. (Nicky) Gwinnett, Jr.
- 2. Consideration of a motion to approve the agenda**
Motion to amend the agenda by moving Item A TO Item B, and Item B to Item A.
Motion to Approve:
Motion to Approve
Motion: Rebecca Kelly
Second: Brad Anderson
Ayes: Brad Anderson, Keith Roughton, Phillip Oliver, Sheila Wentz, and Rebecca Kelly
Nays: None
The motion carried 5-0

3. Discussion Items:

A. Proposed Fees

During the fee discussion, the rental rate for the RNCC to the Bulloch County Recreation Department (BCPRD) was established at \$50 per day for the weeks it is in operation.

Action Items:

- Phil will contact a Recreation Department staff member to communicate the rate change.
- Agreement Update: The agreement originally provided by Ben must be revised to reflect the new \$50 daily rate.
- Approval: The updated agreement will be presented for approval at the May meeting.
- Presentation to BCPRD: Following approval, the revised agreement will be presented to BCPRD (note: Phil will have already informed them of the rate adjustment).

Additional Notes:

An action plan guide has been developed outlining how day-to-day expenses will be managed from April 17 until the budget stabilizes.

Next Steps:

- Complete agreement revisions prior to the May meeting.
- Prepare materials for presentation to BCPRD after approval.

B. FY 2026 Budget Development

FY26 Expenditure Control Action Plan

1. Spending Moratorium Implemented

- Immediate freeze on all non-essential spending.
- Payroll continues (no overtime unless emergency pre-approved).
- No new purchases, contracts, or financial commitments without authorization.

2. Approved Expenditures Defined

Permitted spending limited to:

- Regular payroll
- Legal obligations
- Essential services (utilities, public safety, fuel, insurance, etc.)

- Previously approved contracts (case-by-case review)

3. Emergency Spending Procedures Established

- Departments must submit a written justification.
- Mayor and Mayor Pro-Tem must both approve.
- If disagreement occurs, Council approval is required.
- Emergency exceptions allowed with immediate notification and later ratification.
- Full documentation required for all emergency expenditures.

4. Restricted Funds Protection

- Special revenue funds cannot be used for general operations without Council approval.
- Any proposed use must include justification and impact analysis.

5. Centralized Approval Process

- All purchase requests are routed through the City Clerk/Acting City Manager.
- Mayor and Mayor Pro-Tem review and determine approval.
- Council involvement is required when leadership cannot agree.

6. Spending Priorities Established

1. Public safety and legal compliance
2. Essential services continuity
3. Infrastructure protection
4. All other spending deferred

Oversight & Reporting

- Weekly financial updates to Council
- Monthly reporting on cash balances and obligations
- Monthly detailed check/payment listings for all accounts

Communication Plan

- City Clerk/Acting CM to communicate policy to all staff
- Centralized communication through the Clerk's Office
- Consistent messaging on spending restrictions

Next Steps & Assignments

- Follow-up meeting scheduled within 3 weeks

- Begin FY27 budget planning immediately

Departmental Reviews Assigned:

- **Lori:** Provide FY26 budget details for Council review
- **Brad:** Revenue analysis (forthcoming)
- **Becky:** Legal expenses and contract labor tracking
- **Phil:** Police, Streets, and Water expense categories
- **Nicky:** Sanitation-related expenses
- **Sheila:** P-card review, overtime, and leave tracking

Upcoming Actions

- Add spending moratorium discussion to May agenda
- Conduct FY27 budget workshop in May
- Tentative budget must be approved in May with final adoption by June 30 (per Georgia law)

4. Consideration of a motion to adjourn

Meeting concluded with agreement to proceed under the outlined financial control measures and reconvene for review.

Motion to Approve

Motion: Brad Anderson

Second: Sheila Wentz

Ayes: Brad Anderson, Phillip Oliver, Sheila Wentz, and Rebecca Kelly

Nays: None

The motion carried 4-0

Councilman Hubert Keith Roughton left the meeting before the adjournment.

Approved this _____ day of _____, _____.

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

Lori Phillips, Int. City Manager/City Clerk