



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

December 19, 2024
Public Hearing
City Council Meeting
7:00 PM
Minutes

1. Call to order and welcome - Mayor Gwinnett

- Invocation
- Pledge of Allegiance

2. Consideration of a Motion to Approve the Agenda

Motion to Approve

MOTION: Brad Anderson

SECOND: Rebecca Kelly

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

NAYES: None

Motion carried 5-0

3. Public Hearing #1:

3.1. APPLICATION VA2024-023:

Franklin Construction, LLC submitted an application requesting a Variance for the front setback for Lot #1 from 40' (by ordinance) to 25' (15' variance). The purpose of variance is to create a larger backyard for the end user. The lot is odd-shaped, which causes the backyard to be squeezed against the property line. This property is in Woods Edge Subdivision off Old Leefield Road.

(The Planning & Zoning Commission made the recommendation not to approve the variance request submitted by Franklin Construction, LLC.)

- Discussion from the Mayor & City Council
- Discussion & Questions from the Public

4. Motion to come out of the Public Hearing and go into the City Council Meeting.

Motion to Approve

MOTION: Brad Anderson

SECOND: James Harrison

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

NAYES: None

Motion carried 5-0

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

No one signed up to speak.

6. Recognition of Guest(s) Requested to be on the Agenda:

a. Bobby Durdan – Blue Knights GA 11

Mr. Durdan thanked the Mayor and Council for allowing them to lease the Brooklet Scout Hut. He wants to continue their relationship with Brooklet and wants to renew the lease for another year.

b. Roger Wilhelm – AMI/AMR with Core & Main

Core & Main is the metering program support, Sensus, for the City of Brooklet. He is here tonight proposing updating the current way we read meters to the AMI network. An antenna will be placed on the water tank, and a radio Sensus cloud will report the meter readings back to the billing department at city hall. This is a sufficient way of reading the meters, allowing residents to see their readings online and monitor their water usage. This provides a much higher level of service to the citizens. The guys will not have to go out and read monthly unless a meter needs to be replaced or maintained.

c. David Bircher – 318 North Cromley Rd.

Mr. Bircher expressed his gratitude and thanked everyone for all their hard work serving the city in 2024 and hopes all have a Merry Christmas. He would also like to ask the council to consider a full-time police department. Times are challenging, and if this town is growing, it is vital that we have a full-time police department.

7. Consideration of a Motion to Approve the Consent Agenda:

- McLaggan Communications & Radar Service Inc. Invoice# 216958 – This invoice was for outfitting & installing the radio, radar, & Moto 500 in-car video for \$9,146.00.
- Utility Management Services – Helps cities to save through contingency-based utility bill audits.
- City Manager Job Description

Motion to Approve

MOTION: Rebecca Kelly

SECOND: James Harrison

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

NAYES: None

Motion carried 5-0

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

- a. June 20, 2024, City Council Meeting
- b. June 24, 2024 Called Meeting

Motion to Approve

MOTION: Brad Anderson

SECOND: Keith Roughton

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

NAYES: None

Motion carried 5-0

9. Consideration of a Motion to Approve the November Financial Reports as presented.

Motion to Approve

MOTION: Brad Anderson

SECOND: Keith Roughton

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

NAYES: None

Motion carried 5-0

10. Report from the City Manager

- a. Carter Crawford

11. Reports from Committee Members

- a. Councilwoman Wentz
- b. Councilman Anderson
- c. Councilwoman Kelly
- d. Councilman Harrison
- e. Councilman Roughton

12. Report from City Clerk

- a. Lori Phillips

13. Report from Planning & Zoning Administrator

- a. Melissa Pevey

14. Report from Interim Police Chief

- a. Michelle Reolegio

15. **Report from the Safety Coordinator**
 - a. **Jim Stanoff - Absent**
16. **Report from the City Engineer**
 - a. **Wesley Parker, Parker Engineering, LLC - Absent**
17. **Report from the Water/Sewer Consultant**
 - a. **Matthew Morris - Absent**
18. **Discussion Item(s):**
 - 18.1. **Discuss and consider a motion to approve the Lease Agreement between the City of Brooklet and the Blue Knights for leasing the Scout Hut at 100 Parker Avenue South.**
Motion to Approve
MOTION: Brad Anderson
SECOND: Rebecca Kelly
AYES: Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and Keith Roughton
NAYES: None
Motion carried 5-0
 - 18.2. **Discussion and consideration of a motion to approve the quote from Core & Main for AMI coverage for \$15,128.21.**
Motion to Approve
MOTION: James Harrison
SECOND: Keith Roughton
AYES: Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and Keith Roughton
NAYES: None
Motion carried 5-0
 - 18.3. **Discussion and Consideration of a motion to approve the Planning & Zoning Commission recommendation to deny Application VA2024-023 (seeking a front setback variance) submitted by Franklin Construction, LLC.**
Motion to Approve
MOTION: James Harrison
SECOND: Rebecca Kelly
AYES: Rebecca Kelly, Sheila Wentz, James Harrison, and Keith Roughton
ABSTAIN: Brad Anderson
NAYES: None
Motion carried 4-1

- 18.4. Discussion and consideration of a motion to approve a Resolution extending the Moratorium on Rezonings/Annexations to March 21, 2025.**
Motion to Approve
MOTION: Brad Anderson
SECOND: Rebecca Kelly
AYES: Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and Keith Roughton
NAYES: None
Motion carried 5-0
- 18.5. Discuss and consider a motion to authorize Mayor Gwinnett to sign the Denmark Water and Sewer Easement Agreement.**
Motion to Approve
MOTION: Brad Anderson
SECOND: Keith Roughton
AYES: Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and Keith Roughton
NAYES: None
Motion carried 5-0
- 18.6. Consideration of a motion to approve the quote proposal for the GMA-GIRMA Georgia First Responder PTSD Program.**
Motion to Approve
MOTION: James Harrison
SECOND: Keith Roughton
AYES: Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and Keith Roughton
NAYES: None
Motion carried 5-0
- 18.7. Consideration of a Motion to Approve the recommendation from Parker Engineering for the low bidder, Y-Delta, Inc., for \$993,216.59. Bids were received and opened for the Brooklet Lift Station Project (PE24229) on December 5th, 2024, at 11:00 AM.**
Motion to Approve
MOTION: Rebecca Kelly
SECOND: Keith Roughton
AYES: Rebecca Kelly, Sheila Wentz, Brad Anderson, James Harrison, and Keith Roughton
NAYES: None
Motion carried 5-0
- 18.8. First Reading and consideration of a motion to adopt Ordinance No. 2024-023 amending the Municipal Charter to provide that any action to adopt/amend the operating budget or purchasing policy may be done**

by resolution.

Motion to Approve

MOTION: Brad Anderson

SECOND: James Harrison

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

NAYES: None

Motion carried 5-0

- 18.9. Discuss and consider a motion to approve an Agreement for Georgia Municipal Association, Inc. to provide Consulting Services for the City of Brooklet. Scope of Work: GMA will provide facilitation services for the Brooklet City Council planning retreat scheduled for February 22, 2025, or at a mutually agreed upon date by the city of Brooklet and GMA.**

Motion to Approve

MOTION: Brad Anderson

SECOND: James Harrison

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

NAYES: None

Motion carried 5-0

- 18.10. City of Brooklet, Georgia - Fiscal Policies Operating Budget**

Move to the January Work Session.

- 19. Consideration of a Motion to Adjourn**

Motion to Approve

MOTION: Brad Anderson

SECOND: Rebecca Kelly

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

NAYES: None

Motion carried 5-0

Approved this 20th day of February, 2025.


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


Lori Phillips, City Clerk