



CITY OF BROOKLET
104 CHURCH ST. BROOKLET, GA 30415 PHONE (912) 842-2137 FAX (912) 42-5877

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

Hugh Hunter, City Attorney
Lori Phillips, City Clerk
Melissa Pevey, Assistant Clerk

WORK SESSION
FEBRUARY 8, 2024
6:30 PM
MINUTES

❖ *Absent from the meeting was Councilman Jonathan Graham.*

1. **Call to order and welcome** - Mayor Gwinnett
Invocation
2. **Consideration of a motion to approve the agenda**
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
3. **Discussion Item(s):**
 - 3.1. **Brooklet Lead Service Line Inventory (PE23184)**
This is a paid version of 120 Water (PW Pro) for the lead service line inventory. Lindsey Bashlor with Parker Engineering, recommends the use of them to aid in the inventory.
Mayor and Council would like to add this item to the February City Council Agenda for discussion, Lindsey Bashlor, with Parker Engineering, will be presenting it to all.

3.2. Recommendation Package - Brooklet Well and Wellhouse #3 Project (PE22115)

Bids were received and opened for the above-referenced project on January 18, 2024, at 3:00 PM. It was determined that Cartee Construction and Utilities was the low bidder for this project when evaluated based on the base bid amount. Since the low bidder appears to have adequate experience and technical ability to complete this project, Parker Engineering recommends the project be awarded to Cartee Construction and Utilities in an amount equal to the base bid of \$741,272.83.

Add to the February Consent Agenda per Council.

3.3. Review of Quote received from Bakers Sports for \$596.00 for City of Brooklet for polos and ¼ zips.

Mayor Nicky Gwinnett said he wants the council to all wear polo shirts during the meeting and at city events. Councilman Anderson said he wasn't interested because he thinks the money allocated for his could go elsewhere, but he'd support others getting them if they wished. Councilwoman Kelly said she is not on a sports team, she's not a coach, and she doesn't play golf so she won't be needing any polo shirts.

3.4. Jonny Boy Cookies

(Formerly Big Boy Cookies) was established in 2016. They started in a food truck and opened their Statesboro storefront in 2017. They now have a second food truck and are looking to expand into a second storefront location as well. They would love to test the Brooklet market from their food truck and potentially open a storefront serving our full menu and offering a coffee program. They are licensed by the department of Agriculture and hold business licenses in Statesboro and Savannah. They have been Bulloch County residents since 2014 and are excited about its rapid growth! Brooklet, they feel, would be a great fit for them and they would be grateful for the opportunity to bring their food truck downtown every week and serve the Brooklet community. They are more than happy to comply with our city requirements for local businesses.

City Attorney Cain Smith stated that he would look into preparing a food truck ordinance, or possibly a resolution would work.

3.5. Review of an estimate received from F.S.H. Tree Service for \$5,500.00 for tree work in the city right of way - no stumps.

Mayor and Council would like to add this item to the February City Council Agenda for discussion due to more quotes being sent.

3.6. Drive Way Permits and Fees in the City of Brooklet

Mayor and Council would like to add this item to the February City Council Agenda for discussion.

3.7. Consideration of a Resolution from the City Council celebrating the Brooklet Kiwanis for 75 years of Service to our community.

In March 1949, Brooklet's Kiwanis Club was established. In these 75 years the club has enhanced quality of life and served kids in the community, providing scholarship opportunities and youth clubs resources. Councilman Anderson would like to present to them a resolution to declare March 19, 2024 Kiwanis Day in Brooklet, Georgia and congratulate them on their 75-year anniversary. Mayor and Council would like to add this item to the February City Council Agenda to be approved.

3.8. Proposed Budget Timeline

Councilman Anderson provided a budget timeline to the mayor and councilmembers and stated, "Tonight we are sharing the calendar, we are going to provide budget workshop and templates for council leads. We want to identify our FY25 staffing needs in March and perform facility audits for buildings, and that is to find those control projects that those projects are going to cost us more than \$5000. The other thing is to evaluate special budget requests and those are for one-time things that often cost less than \$5000, but we just need to fund for one time to repair or replace. We are going to try to capture that in March. The other thing we are going to do is get individual Council member priorities. I feel sure that our priorities will outpace our budget. I feel sure that is the case. So, there will be a scaling back process in this as well, and then in April we want to list those capital improvements for FY25 and that is those things that once again cost more than \$5000 that we have sitting out there, that's not on a list somewhere we want to do that. We want to council members will have completed their spreadsheets by that point in time. We will share that preliminary budget information. That's where I estimate the initial revenues for next year and then apply what your line item budgets to it. Once again, then at the budget development place, we are going to work through the salaries, the benefits of capital improvements, and estimated revenues, all that in April. In May, we will plan at the work session to have a tentative budget. We will approve the tentative budget at the regular May meeting and then hopefully we will take and pass an approved budget for FY25 in June, which complies with state law.

3.9. Preliminary FY 23 Audit Information

Audit findings per the city auditor, the first one, during the audit, they noted that formal documentation was not immediately available for all accounts. We noted where there were several instances in which our reconnect fees were adjusted using the incorrect adjustment codes and City Clerk Phillips has been working with Patricia, the city auditor, to give her what she wants so that we standardize that adjustment process, but the biggest thing is standardizing that adjustment process so that it was uniform, there were rules for it, and it was not just forgiveness. The next one, during the year ended June 30th, 2023, it was noted that budget amounts revenues, and expenditures in the city's accounting system did not match the approved budget nor the amended budget. The third finding, during the year ended June 30th, 2023, two departments within the General Fund exceeded appropriations and then there was LMIG money paid out of TSPLOST, and we had to go back and transfer the LMIG money back to where it came from.

Finding #4, during the review of accounts payable as of June 30th, 2023 they noted two instances of which bill late fees were incurred on recurring bills. We noted one instance of which the bill was paid during the period and the vendor offered a discount, but no discount was taken. The biggest thing here, City Clerk Phillips is not getting the invoices in some cases timely, and whether that is on the vendor, or some of the vendors have indicated that our employees are giving them to other employees, which should not be happening, they should solely be sent to accounts payables where they should be sent and accounts payable pays them. The findings have been noted and corrected.

3.10. Planning & Zoning

- **Who are the 1-year term members = Dave Bircher and?**
Dave Bircher and Virginia "Ginny" Macaluso will be reappointed in January 2025
- **Who are the 2-year members?**
Debra Alexander, Rene Keene, and Nathan Nall
- **Number the posts to the people for ease of reappointments**
Debra Alexander – Post 1, Dave Bircher – Post 2, Renee Keene – Post 3, Virginia Macaluso – Post 4, Nathan Nall – Post 5
- **Ordinance updates to Cain?**
Mayor Pro-Tem Kelly has changes that they all have agreed to concerning the zoning ordinance, she will give those to Cain Smith, city attorney, after the meeting.

3.11. Discuss the need to develop replacement schedules at PD, PW, and streets in prep for our budget talks.

There was no discussion at this time.

3.12. Update from Wesly Parker, City Engineer

- **SEID Grant**
- **Next grant for which we applied**
- **Water Project**

There was no discussion due to Mr. Parker being absent.

3.13. Update from Matt Morris, City Consultant, on the sewer project

There was no discussion due to Mr. Morris being absent.

3.14. March town meeting to begin the Masterplan Development –

- **Date of meeting**
- **Who should we get to spearhead this project?**

Add to the February City Council Agenda for more discussion per Council.

3.15. Using a shared Google calendar

Councilwoman Kelly would like for City Clerk Phillips to create a shared google calendar for all city staff including the mayor and councilmembers, so that way everyone is in the know as far as bid openings, meetings, trainings, and so on.

3.16. Discussion regarding a City Manager

In December Mayor Pro Tem Anderson sent a request for a change in the form of Government for the city of Brooklet (from Mayor/Council to City Manager). He attached the draft Charter with the necessary changes that were crafted by the City Attorney at the time, Mr. Hugh Hunter. This decision was approved by a majority vote (3/2) in the regularly scheduled, December meeting. Several days later all of council received your email asking us to meet and try to come to a unanimous decision. At last night's work session, the topic of the City manager was again discussed. This time the newest member of the Council, Keith Roughton, and the council member (James Harrison) who wanted to wait to vote until the new council member was installed in January weighed in on the topic. At the end of the discussion it was their decision that Brooklet does need to move to a City Manager form of government. We did not re-vote. We just got their approval of the decision.

3.17. Review the proposal received from Georgia Technologies for \$1,495.00 for a new desktop computer for Police Clerk Lisa Tollison.

Add to the February Consent Agenda per Council.

4. Motion to Adjourn.

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

Approved this 16th day of May, 2024.



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



Lori Phillips, City Clerk

