



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**  
**THURSDAY, JANUARY 11, 2024**  
**6:30 PM**  
**BROOKLET CITY HALL**  
**MINUTES**

1. **Call to order and welcome** - Mayor Gwinnett  
Invocation
2. **Swearing-In Ceremony**
  - a) Council Member Post 2 of Oath of Office – Bradley Anderson  
By Honorable Judge Joseph H. Cowart
    - *Joey Cowart, Brooklet City Judge administered the Oath of Office to Council member Anderson.*
3. **Consideration of a motion to approve the agenda**  
**Motion to Approve**  
**MOTION:** Brad Anderson  
**SECOND:** Johnathan Graham  
**AYES:** Rebecca Kelly, Brad Anderson, Johnathan Graham, James Harrison, and Keith Roughton  
**NAYES:** None  
**Motion carried 5-0**
4. **Discussion Item(s):**
  - 4.1. **Tucker Utilities, LLC Invoice for \$46,675.00**  
*This invoice is for water repair charges from over several years, not his fiscal year and probably not from the last fiscal year, none of them have dates but do have locations or a description. This may create a finding*

for the next audit. When work is needed and is done, an invoice must be produced once the job is completed and all future invoices should include a date of service and the name of the person who authorized the repairs, and all invoices must be submitted within 30 days of the date of service. When the check is issued, it needs to state, paid in full and paid up to date. Per the Mayor and Council, add to the consent agenda for the January 18, 2024 City Council meeting.

**4.2. Discussion of candidates/ratings for appointment to the Planning & Zoning Commission.**

Per the Mayor and Council, add to the consent agenda for the January 18, 2024 City Council meeting. City Clerk Phillips will notify the Planning & Zoning candidates of the training schedule.

**4.3. Discussion of changes that need to be made to the current ordinance regarding the Planning Commission.**

Councilwoman Kelly would like to make the following changes to the zoning ordinance:

1. Sec. 15-1. – Creation of planning commission and duties.  
Line #4 in paragraph one – All members of the planning commission shall be “residents of Brooklet” and are appointed by the mayor and city council.
2. Sec. 15-1. – Creation of planning commission and duties.  
Line #2 in paragraph two – to be the repeated failure to attend meetings of the board or any other action evidencing a negligence of duties. *It should be defined as to what frequent absences are and it should not be left up to an interpretation by any person, it needs to be stated.*
3. Sec. 15-1. – Creation of planning commission and duties.  
Page 86, Line #2 in paragraph two – The members of the planning commission (excepting the zoning administrator) should serve without compensation except for reimbursement for authorized expenses attendant to the performance of their duties. *This should be amended because after attending the training classes, they learned that most places pay the commission something, which could be anywhere between \$25 or more, maybe the application fee could be divided between the members and used to compensate them. Also, if you do not show up, you do not get paid.*
4. Sec. 15-4. – Reporting to city council.  
The planning commission should prepare and submit to city council a written report on every application brought before it outlining the request made, concern(s) raised by any resident, citizen, or government entity, and the recommended course of action. *This has not been done before and it needs to be. That*

*way it will be in the council packets for them to review before they make their decision on the zoning matter.*

- 4.4. Proposal 6235 for \$1,995.00 is for a replacement router/firewall capable of handling internet speeds over 1Gbps. The current router/firewall is only capable of 200 Mbps which is 1/5 of the internet you should be getting.**

*Per the Mayor and Council, add to the consent agenda for the January 18, 2024 City Council meeting.*

- 4.5. Striping on Cromley Road - 2023 Brooklet Striping Improvements (PE23190) Change Order Request.**

*Per the Mayor and Council, add to the consent agenda for the January 18, 2024 City Council meeting.*

- 4.6. Mayor Gwinnett's Vision for the City 2024**

*Mayor Gwinnett read a list that highlighted his hopes for the city during the next four years of his service.*

**YEAR 1:**

- 1. Create a rate of pay schedule for the City Hall employees, Public Works employees, Police Chief, and the Police Clerk that will include a cost of living raise each year for the next four years for all employees.*
- 2. Hold a Town Hall meeting once a year in March and ask for the Kiwanis Club to help sponsor it.*
- 3. New comprehensive zoning plan with no room for giant warehouses.*
- 4. Revamp the zoning ordinance to mirror the comprehensive plan.*
- 5. Finish Well #3 Project and water line upgrade*
- 6. See construction begin on the sewer line to Statesboro "Phase One"*
- 7. Work with BCDA to create a plan to enhance Parker Avenue from Highway 80 to the downtown area to make that area more inviting.*
- 8. Consider a bypass around Brooklet as an alternative to four-laning Highway 80 through town.*
- 9. Begin a sidewalk plan for 1000 feet of sidewalk per year for the next four years.*
- 10. Come up with a plan to obtain ownership of the old middle school on Railroad Street and begin a clean-up process for the future beautification of that area.*
- 11. Expand our trash service to surrounding areas to increase revenues.*

**YEAR 2:**

- 1. Begin to work on updating the Charter from its last revision in 2010.*
- 2. See construction begin on the sewer line in the downtown area "Phase Two"*
- 3. Begin to seriously consider annexation ideas for the near future and build a plan.*



4. *Begin planning for our sewer treatment plant i.e. finding a suitable site for possible purchase etc...*
5. *Work with the school board to take ownership of the old elementary school and possibly make it the new city hall, library, voting precinct, possible county satellite tax office, planning and zoning, and training facility.*
6. *Look for ways to enhance the property that is owned by the town around and behind the old Scout Hut "possible public park, picnic area, parking, etc."*
7. *Work with the school board to construct a road from the elementary school to Highway 80 to help alleviate in-town traffic.*
8. *Find ways to improve downtown parking.*
9. *Build a plan to upgrade public works equipment over the next four years*
10. *Work on strengthening our relationship with BCDA, and find additional uses for the festival grounds to help generate more revenue.*

**YEAR 3:**

1. *Secure a candidate for City Manager and prepare to send the revised Charter to the state for approval.*
2. *Update the comprehensive zoning plan, also maps and ordinances as necessary.*
3. *Begin to expand our water system into our service delivery area based on projected growth.*
4. *Work to expand the sewer system to the old part of town "Phase Three"*
5. *Start the first steps of annexation planning*
6. *Make plans for EV charging stations in the downtown area and other locations.*
7. *Expand our trade-in tourism abilities*
8. *Plan to replace street lights with sidewalk low lights to help eliminate light pollution.*
9. *Most important of all, let us work together as a team to move our town into the future in a correct and planned manner.*

**YEAR 4:**

1. *Propose a raise for City Council members*
2. *Start the annexation process*
3. *Begin planning on hiring a full-time Planning and Zoning Administrator*
4. *Begin planning on hiring a full-time Building Inspector and City Marshall*
5. *Begin construction planning for our new sewer treatment plant*
6. *Repave streets that need resurfacing*
7. *Start planning on a third water tank on the Southeast end of town*

**4.7. 2024 Appointments**

- **City Attorney** – *I Cain Smith*
- **City Clerk** – *Lori Phillips*
- **Elections Superintendent** – *Lori Phillips*
- **Planning & Zoning Administrator** – *Melissa Pevey*
- **Municipal Court Clerk** – *Lisa Tollison*
- **City Code Enforcement Officer/City Marshall** – *Gary Roberts*
- **Building Inspector** – *Sterling Starling*
- **City Treasurer** – *Lori Phillips*
- **Accounting Firm** - *Reddick, Riggs, Hunter, and Colson, P.C.*
- **Municipal Court Judge** - *Joseph Cowart*
- **Municipal Court Solicitor** – *I Cain Smith*
- **Municipal Court Public Defender** – *Spencer Tyson*
- **Payroll Firm** - *J.B. Kennedy & Associates, LLC*
- **Police Department** – *Rebecca Kelly*
- **Streets Department** – *James Harrison & Keith Roughton*
- **Sanitation Department** - *James Harrison & Keith Roughton*
- **Water Department** – *James Harrison & Keith Roughton*
- **Finance Department** – *Brad Anderson*
- **Administration Department** – *Johnathan Graham*
- **Safety Coordinator** – *James Harrison/Jim Stanoff*
- **Cemetery** - *Brad Anderson/Lori Phillips*

*Per the Mayor and Council, add to the consent agenda for the January 18, 2024 City Council meeting.*

**4.8. Review of a quote received from Verizon Wireless for 5 New Smartphone lines that include iPhone 13s with Otter box Defenders for the Police Department.**

*Per the Mayor and Council, add to the consent agenda for the January 18, 2024 City Council meeting.*

**5. ADJOURNMENT**

**Motion to adjourn**

**MOTION:** Brad Anderson

**SECOND:** Johnathan Graham

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

**NAYES:** None

**Motion carried 5-0**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

  
Lori Phillips, City Clerk