



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, MARCH 14, 2024
6:30 PM
BROOKLET CITY HALL
MINUTES

❖ *Absent from the meeting were City Clerk Phillips and Assistant City Clerk Melissa Pevey.*

1. **Call to order and welcome** - Mayor Gwinnett
Invocation

2. **Pledge of Allegiance** – Councilman Anderson

3. **Consideration of a motion to approve the agenda**
Motion to Approve

MOTION: Brad Anderson

SECOND: Rebecca Kelly

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

NAYES: None

Motion carried 4-0

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

4.1. **Paul Collins – Employee Health Insurance Renewal for 04/04/2024**

Currently, the city is using Anthem Blue Cross BlueShield for the employee insurance. Anthem BlueCross proposed a 90% premium height for this coming year. They graciously cut it down to 70, but with some maneuvering and some shopping, we took about a 4 1/2 percent decrease. The current employee rate is \$11149.97, BlueCross BlueShield wanted to bump it up to \$191.54. Mr. Collins has been shopping around and he recommends moving the city's coverage from Anthem Blue Cross Blue Shield to United Healthcare, to go with a \$4000 deductible, and apply a gap plan that covers that deductible in its entirety for the employee, which takes us to a -4.68% from the current rates. So, the employee will experience AAO deductible from what they currently have, which is \$1500 and with \$3500 maximum

amount of pocket. Therefore, his recommendation is to move as quickly as possible due to it needing to be in place for the April first renewal.
Per the Mayor and Council, add to the consent agenda for the March 21, 2024 City Council meeting.

4.2. Discussion and Review of the Updated Planning & Zoning Ordinance

There was no discussion at this time.

4.3. Discussion of fees to use the Randy Newman Community Center, Pavilion, and Festival Grounds

Currently, the fees to rent the Randy Newman Community Center are higher compared to other rental facilities which is causing a decrease in people renting it. After researching other rentals throughout the county, it has been determined that the fees need to be reduced. So far this year the community center has generated \$2425 worth of revenue and we have spent through the end of February right at \$7900. After a brief discussion, all agreed to reduce the current fee and update the fees to use the Randy Newman Community Center, Pavilion, and Festival Grounds as follows: Half a Day (4 hrs.) \$175; Full Day (8 hrs.) \$275; Hourly Rate \$40 per hour; Pavilion (10X10 spot) \$10 each. Per the Mayor and Council, add to the consent agenda for the March 21, 2024 City Council meeting.

4.4. Discussion on Johnny Boy Cookies Food Truck – Parking

Mayor Gwinnett suggested that we allow the food truck vendors to use the old police department parking lot due to it not being used currently. Councilman Anderson would suggest that we do not specify the parking in the proposed ordinance, but instead specify the location, in a companion document that says, "Here's your approved location, here's the permit fee, and here's the conditions you must go by."

4.5. Discussion on Farmers Market

Michelle Wilson has reached out to ask if she could use the Randy Newman Community Center Pavilion for a seasonal farmers market. Mayor Gwinnett and the city council are not sure what is involved, for example, who sponsors it, the city or a group like BCDA? The mayor and city council are all for providing the location and support but do not feel like they need to be involved in the business part of the farmer's market. Mayor Gwinnett suggests that we charge \$10 per spot (10x10) under the pavilion and add it to the Randy Newman Community Center application and add it to the fee schedule. Per the Mayor and Council, add to the consent agenda for the March 21, 2024 City Council meeting.

4.6. EPD Sanitary Survey Inspection for the Town of Brooklet Discussion

A sanitary survey is a comprehensive review and inspection to evaluate the adequacy of the water system to provide safe drinking water. A sanitary survey is meant to identify problems which may affect the safety of the water. The survey is based on a physical inspection of the water system and how the system is operated and maintained. Sanitary surveys are an important tool for assuring that drinking water is made safe. On December 19, 2023, an Environmental Protection Division representative conducted a sanitary survey of the above-referenced facility; Mr. Derrell Smith was present during the inspection. The purpose of the inspection was to evaluate the performance of the facility with respect to the requirements of the Georgia Safe Drinking Water Act, the Rules for Safe Drinking Water (Rules) and the Permit to Operate a Public Water System. No violations were noted during the inspection. The Division appreciates Mr. Smith's assistance during the inspection. A copy of the report can be found on the city website.

4.7. Fence around Well House #3

Mayor Gwinnett found out that when they originally quoted the new well, they had only fenced a six-foot boundary around the building itself and he feels like they need to fence in that whole property, the whole quarter acre, for several reasons, some separation from that building is one thing because we are running into a problem getting the generator up there, we would have to move the fence anyway. The other thing is it would be a somewhat of a layover yard, like if we needed a place the store pipe for a few weeks or if we were doing construction or if we needed to leave a lawnmower and a trailer up there overnight, it would all be locked up and he thinks for the fact of keeping our boundaries established, it needs to be fenced in on the property line. But there is a cost difference involved. It is a black chain link the one that surrounds well#2. The other thing, if we fence in the whole thing, we only need one gate instead of a bunch of little walk gates and drive gates. Councilman Anderson asked if there was a cost estimate for the fence, Mayor Gwinnett stated that he gave it to City Clerk Phillips to include in the packets, however, for the record, this document was never given to her because if in fact, it had been, it would have been included in the mayor and councilmembers packets for this meeting. Mayor Gwinnett was able to pull it up on his phone in an email, the cost to fence the entire property will be \$28,500.00, it is commercial grade fencing that will have barbwire strands around the top. Due to the estimate not being available at this meeting to show the itemized charges, per the Mayor and Council, add to for discussion and possible motion to approve, to the agenda for the March 21, 2024, City Council meeting.

4.8. Bank of Newington CD Account

There are a couple of recommendations from the auditor about creating some additional accounts like LMIG and some of our other accounts. Councilman Anderson is going to shop and get quotes from various banks to see who is paying the best rate. He is going to shop Morris Bank, which we already do business with, Statesboro Bank, Bulloch First, and any other bank that the mayor and council recommend. He hopes to have those by the March 21, 2024 City Council meeting for discussion.

4.9. Hwy 80 Water Improvements, Parker Engineering Opinion of Probable Construction Cost for \$592,616.00.

This is for the line that runs from the well to the tank. Recently, we applied for a grant to pay for this project and unfortunately, we were not able to get it. City Engineer, Wesley Parker, stated that the well is useless without this, the question is, where is the money going to come from for this project? Councilman Anderson would like to have Wesley Parker come to the March 21, 2024, Council meeting for him to give more information concerning this matter.

4.10. Prince & Son Tree Specialist Inv# 250 - Council approved this on February 15th at the \$4500 rate; an additional invoice was received for \$500 for one tree to be removed, which has increased it to \$5000 as it is one job...since it was quoted and then added to it, it exceeds the variance threshold.

Per the Mayor and Council, add to the consent agenda for the March 21, 2024 City Council meeting.

4.11. Discussion and Review of a quote received for the purchase of a Caterpillar 301.7 Excavator for \$43,311.00

After a brief discussion, Per the Mayor and Council, add to the consent agenda for the March 21, 2024 City Council meeting.

4.12. Review of invoice #01W1587 for \$1,387.70 received from SWAT – Solid Waste Applied Technologies Inc., for servicing the Sanitation Truck
Per the Mayor and Council, add to the consent agenda for the March 21, 2024 City Council meeting.

4.13. City Solicitor for Brooklet Municipal Court Discussion
After a brief discussion, Chief Roberts and Court Clerk Lisa Tollison made the recommendation to the mayor and council to hire Robbie Mock, Jr. to serve as the city solicitor for the Brooklet Municipal Court. *Per the Mayor and Council, add for discussion and possible motion to approve, to the agenda for the March 21, 2024, City Council meeting.*

4.14. Review of the Quote received from Core & Main in the amount of \$12,423.60 for Water Meters.
Per the Mayor and Council, add to the consent agenda for the March 21, 2024 City Council meeting.

4.15. Date & Time for Employee Budget Work Session
The Mayor and Council will hold a Budget Work Session on Saturday, April 6, 2024, at 10:00 AM.

4.16. Discussion on Tucker Utilities, LLC Invoice for \$46,675.00
This invoice is for work done over six years, it is not itemized nor dated, therefore, the council has asked Mayor Gwinnett to talk to the former mayors and Mr. Tucker and ask them for dates of service and descriptions, if they cannot provide that information then we will ask the city attorney to send a letter to Mr. Tucker requesting additional information.

5. ADJOURNMENT

Motion to adjourn

Motion to Approve

MOTION: Rebecca Kelly

SECOND: James Harrison

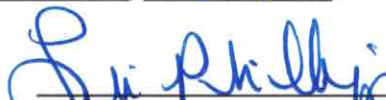
AYES: Rebecca Kelly, Brad Anderson, James Harrison, and Keith Roughton

NAYES: None

Motion carried 4-0

Approved this 18th day of April, 2024.


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


Lori Phillips, City Clerk

