



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

MARCH 21, 2024
CITY COUNCIL
MEETING
7:00 PM
MINUTES

❖ *Councilmember Keith Roughton was absent.*

1. **Call to order and welcome** – Mayor L.W. (Nicky) Gwinnett, Jr.
 - a. Invocation – Mayor Gwinnett
2. **Pledge of Allegiance to the United States Flag** – James Harrison
3. **Consideration of a Motion to Approve the Agenda**

MOTION: Brad Anderson
SECOND: Rebecca Kelly
AYES: Rebecca Kelly, Brad Anderson, and James Harrison
NAYES: None
Motion carried 3-0
4. **Recognition of Guests**
 - a. **City Auditor Patricia Hunter, Reddick, Riggs, Hunter & Colson, P.C**

City Auditor Patricia Hunter presented a summary of the Audit Report, thanking City Clerk Lori Phillips for her work and her understanding of the accounting system allowing for smooth operation. City Auditor Hunter says that the council could improve upon two areas including specifying the budget/finances more exactly in writing to allow for easier auditing and to be conscious of spending in light of economic inflation. Overall Hunter reports that budgeting has been well handled and finances are robust in the city, with the cash statement in June of 2023 totaling over \$2.8 million, rising from about \$2.5 million the previous year. Mayor Pro-Tem Rebecca Kelly and Councilmember Bradley Anderson thank City Auditor Hunter and City Clerk Phillips for their thorough and invested work with the financial accounting in the city.
5. **Recognition of Guests who have Signed up to Speak**

Gilbert Howard signed up to speak during the meeting. He addressed the council and asked them at what date they were made aware that former Council Member Jonathan Graham was not a resident of the City of Brooklet. Mayor Gwinnett stated that he would get the answer and report back to Howard. Questions about Grahams residency has been one of many issues the council has been dealing with in recent weeks.

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

- a. September 14, 2023, Work Session Minutes
- b. September 21, 2023, City Council Meeting Minutes
- c. October 5, 2023, Called Meeting Minutes
- d. October 19, 2023, Called Work Session Minutes
- e. October 19, 2023, City Council Meeting Minutes
- f. November 16, 2023, City Council Meeting Minutes
- g. January 4, 2024, Called Meeting Minutes
- h. January 11, 2024, Work Session Minutes
- i. February 29, 2024, Special Called Meeting Minutes
- j. March 6, 2024, Special Called Meeting Minutes

Motion to Approve

MOTION: Brad Anderson

SECOND: James Harrison

AYES: Rebecca Kelly, Brad Anderson, and James Harrison

NAYES: None

Motion carried 3-0

7. Consideration of a Motion to Approve the Consent Agenda

- a. Employee Health Insurance Renewal for 04/04/2024
- b. Updated 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.
- c. 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.
- d. Invoice #01W1587 for \$1,387.70 received from SWAT – Solid Waste Applied Technologies Inc., for servicing the Sanitation Truck
- e. Quote received from Core & Main in the amount of \$12,423.60 for Water Meters.

Motion to Approve

MOTION: Brad Anderson

SECOND: James Harrison

AYES: Rebecca Kelly, Brad Anderson, and James Harrison

NAYES: None

Motion carried 3-0

8. Consideration of a Motion to Approve the February Financial Reports as presented.

Motion to Approve

MOTION: Brad Anderson

SECOND: James Harrison

AYES: Rebecca Kelly, Brad Anderson, and James Harrison

NAYES: None

Motion carried 3-0

9. Report from the City Engineer

a. Wesley Parker – Not Present

10. Report from the City Consultant

a. Matthew Morris – Not Present

11. Reports from committee members

a. Mayor Pro-Tem Kelly – No Report

b. Councilman Anderson - Councilman Anderson asked for greater pressure to be placed on the city engineer and consultants to bring reports to the council.

c. Councilman Harrison - Councilman James Harrison reported to the attendees that a piece of city equipment had recently broken. Derrel Smith, public works lead in Brooklet, says that the Hydro-dig broke due to a crack caused by metal fatigue

d. Councilman Roughton – Not Present

12. Report from Police Chief

a. Gary M. Roberts - Police Chief Gary M. Roberts says that there were 39 calls for service in February. "It was a rough month for our guys," said Roberts. The department is currently in the testing phase of operating the new tag reader at the town's entrance.

13. Report from the Safety Coordinator

a. Jim Stanoff - Safety Coordinator Jim Stanoff says he reached back out to the FEMA representative regarding the generator grant. "Seems like there's been a delay in processing and until further notice it'll be on hold... in August it will be five years since the application was submitted," said Stanoff. Stanoff also recommends that Willie St. be surveyed and marked accordingly due to its vacancies, as liability claims on vacant city properties have increased in the state.

14. DISCUSSION ITEMS:

14.1. Motion to Approve a Resolution Celebrating 75 Years of the Kiwanis Club of Brooklet, GA.

Motion to Approve

MOTION: Brad Anderson

SECOND: Rebecca Kelly

AYES: Rebecca Kelly, Brad Anderson, and James Harrison

NAYES: None

Motion carried 3-0

14.2. Motion to Approve the Resignation of I Cain Smith as the City Solicitor & City Attorney, effective February 28, 2024.

Motion to Approve

MOTION: Brad Anderson

SECOND: James Harrison

AYES: Rebecca Kelly, Brad Anderson, and James Harrison

NAYES: None

Motion carried 3-0

14.3. Motion to Approve the Resignation of Johnathan Graham, Council Seat #5, effective March 1, 2024.

Motion to Approve

MOTION: Brad Anderson

SECOND: James Harrison

AYES: Rebecca Kelly, Brad Anderson, and James Harrison

NAYES: None

Motion carried 3-0

14.4. Motion to Appoint Hugh Hunter as the City Attorney through June 30, 2024, and to ratify his being hired on or about February 28, 2024, to assist with two grievances filed by employees and issues related to those grievances.

Motion to Approve

MOTION: James Harrison

SECOND: Brad Anderson

AYES: Rebecca Kelly, Brad Anderson, and James Harrison

NAYES: None

Motion carried 3-0

14.5. Motion to Appoint Robby Mock, Jr. as the City Solicitor.

Motion to Approve

MOTION: Brad Anderson

SECOND: James Harrison

AYES: Rebecca Kelly, Brad Anderson, and James Harrison

NAYES: None

Motion carried 3-0

14.6. Motion to Appoint Debra Alexander as Chairman of Planning & Zoning.

Motion to Approve

MOTION: Rebecca Kelly

SECOND: Brad Anderson

AYES: Rebecca Kelly, Brad Anderson, and James Harrison

NAYES: None

Motion carried 3-0

14.7. Discussion and Motion to Authorize the City Attorney to update the Zoning Ordinance under ARTICLE XV. - PLANNING COMMISSION, Sec. 15-1. – Creation of planning commission and Sec. 15-4. – Reporting to city council.

Motion to Approve

MOTION: Brad Anderson

SECOND: Rebecca Kelly

AYES: Rebecca Kelly, Brad Anderson, and James Harrison

NAYES: None

Motion carried 3-0

14.8. Discussion and Motion to Authorize the City Attorney to Prepare an Ordinance for Food Truck Vendors and for a Farmers Market.

Motion to Approve

MOTION: Brad Anderson

SECOND: James Harrison

AYES: Rebecca Kelly, Brad Anderson, and James Harrison

NAYES: None

Motion carried 3-0

14.9. Motion to approve Estimate #4783 from Ninja Lawns for \$1,170.94, the estimate will address the immediate Spring Annuals Install for landscaping in front of City Hall.

Motion to Approve

MOTION: Brad Anderson

SECOND: James Harrison

AYES: Rebecca Kelly, Brad Anderson, and James Harrison

NAYES: None

Motion carried 3-0

14.10. Motion to approve Estimate #4784 Ninja Lawns for \$618.95, the estimate will address the immediate Spring Annuals Install for landscaping in front of City Hall.

Motion to Approve

MOTION: James Harrison

SECOND: Brad Anderson

AYES: Rebecca Kelly, Brad Anderson, and James Harrison

NAYES: None

Motion carried 3-0

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

Motion to Approve

MOTION: James Harrison

SECOND: Brad Anderson

AYES: Rebecca Kelly, Brad Anderson, and James Harrison

NAYES: None

Motion carried 3-0

14.12. Discussion and Motion to Approve a Quote for the Purchase of thirty (30) Sign Posts, two quotes were received and they are as follows:

1. Traffic Safety Direct - \$1,738.00

2. GCI (Georgia Correctional Intuition - \$1,655.00

Motion to Approve GCI (Georgia Correctional Intuition - \$1,655.00

MOTION: Brad Anderson

SECOND: Rebecca Kelly

AYES: Rebecca Kelly, Brad Anderson, and James Harrison

NAYES: None

Motion carried 3-0

**14.13. Discussion and Motion to Approve Fencing around Well #3 Property.
Motion to Approve up to \$8,500.00**

MOTION: Brad Anderson
SECOND: James Harrison
AYES: Rebecca Kelly, Brad Anderson, and James Harrison
NAYES: None
Motion carried 3-0

14.14. Discussion and Motion to Approve the Job Description to add to the Employee Handbook, for an Equipment Operator and Water System Maintenance Technician with a beginning hourly rate of \$21.50 plus benefits.

Motion to Table
MOTION: Brad Anderson
SECOND: James Harrison
AYES: Rebecca Kelly, Brad Anderson, and James Harrison
NAYES: None
Motion carried 3-0

15. Consideration of a Motion to adjourn

Motion to Approve

MOTION: Rebecca Kelly
SECOND: Brad Anderson
AYES: Rebecca Kelly, Brad Anderson, and James Harrison
NAYES: None
Motion carried 3-0

Approved this

18th

day of

April

2024

Eric Phillips

