



CITY OF BROOKLET
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L.W. (Nicky) Gwinnett, Jr. Mayor
Rebecca Kelly, Mayor Pro-Tem
Bradley Anderson, Councilman
Hubert Keith Roughton, Councilman
James Harrison, Councilman
Sheila Wentz, Councilwoman

Carter Crawford, City Manager
Lori Phillips, City Clerk
Melissa Pevey, Assistant Clerk
Ben Perkins, City Attorney

MAY 16, 2024
CITY COUNCIL
MEETING
7:00 PM
MINUTES

**Councilman James Harrison was absent from the meeting.*

1. **Call to order and welcome** – Mayor L.W. (Nicky) Gwinnett, Jr.
 - a. **Invocation** - Mayor Nicky Gwinnett opened the meeting with a prayer for the family of the late Maybelle “Belle” Gay who passed away on May 12, 2024. She served the city of Brooklet from 1997 until 2016.
2. **Pledge of Allegiance to the United States Flag** – Keith Roughton
3. **Consideration of a Motion to Approve the Agenda**

Motion made to amend the agenda to reflect multiple changes: items 16.4 and 16.5 were not discussed in the meeting. 16.9 FY25 Tentative Budget Approval was added to the agenda. Item 4a was removed from the agenda as the mayor would have needed to recuse himself, Councilmember James Harrison was absent and Councilman Johnathan Graham resigned. Only Mayor Pro-Tem Rebecca Kelly, who would have to step in, and the remaining two, present council members would have been able to vote on the matter. City Attorney Hugh Hunter says this raises an issue of a proper quorum to proceed and he suggested it was in the best interest to remove the item from the agenda tonight. It is to be re-advertised and placed on the next agenda.

Motion to Amend

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

4. Planning & Zoning Public Hearing Item(s):

a. APPLICATION RZ 2024-016: (REMOVED)

G3 Ventures LLC., submitted an application to rezone from R-1 (Single-Family Residential) zoning district to C-2 (General Commercial) zoning district to allow for a cabinet business on the 0.65 acres. The property is located at 407 North Cromley Road.

- Discussion from the Mayor and City Council.
- Discussion and questions from the Public who have requested to speak.

b. APPLICATION RZ 2024-017:

Jason T. Franklin submitted an application to rezone from R-2 (Single-Family Dwelling) zoning district to R-3 (Multi-Family Dwelling) to allow for duplexes on 19.28 acres. The property is located on Old Leefield Rd. (parcel: 135000022A000)

- Discussion from the Mayor and City Council.
- Discussion and questions from the Public who have requested to speak.

A representative of the item provided the council with drawing plans of the duplex development. Mayor Pro-Tem Kelly asked if all the houses will look the same; the representatives responded that three or four alternating paint colors would distinguish the homes. They commented that they will hopefully be getting started in 60 days, with a turnaround of approximately 14 months. Keith Stephens, EMC engineering, spoke on Franklin's behalf saying that the original proposal was brought before the council last year, and the council asked for them to secure health department approval. They say this approval has been received and infrastructure is in the ground. They are switching from single-family dwellings to multi-family dwellings for better cost-of-living opportunities with more affordable rent.

6. Motion to come out of the Public Hearing and go into the Regular Session.

Motion to Approve

MOTION: Rebecca Kelly

SECOND: Keith Roughton

AYES: Rebecca Kelly, Brad Anderson, and Keith Roughton

NAYES: None

Motion carried 3-0

**7. Discussion and Possible Motion to Approve the Recommendation from the Planning & Zoning Commission for Application RZ2024-016. On April 9, 2024, the Planning Commission made the recommendation not to approve the rezoning request for application RZ2024-016.
(REMOVED)**

8. Discussion and Possible Motion to Approve the Recommendation from the Planning & Zoning Commission for Application RZ2024-017. On April 9, 2024, the Planning Commission made the recommendation to approve the rezoning request for application RZ2024-017.

Motion to Approve Application RZ2024-017 and to Authorize City Attorney Hugh Hunter to prepare an Ordinance to make this allowance.

MOTION: Keith Roughton

SECOND: Brad Anderson

AYES: Rebecca Kelly, Brad Anderson, and Keith Roughton

NAYES: None

Motion carried 3-0

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

a. February 8, 2024 Work Session

b. March 14, 2024, City Council Meeting

Motion to Approve

MOTION: Keith Roughton

SECOND: Brad Anderson

AYES: Rebecca Kelly, Brad Anderson, and Keith Roughton

NAYES: None

Motion carried 3-0

10. Consideration of a Motion to Approve the April Financial Reports as presented.

City Clerk Lori Phillips provided bank and fund balances according to Councilmember Bradley Anderson. At the last work session, the council saw a one-page summarized budget sheet.

Motion to Approve

MOTION: Brad Anderson

SECOND: Keith Roughton

AYES: Rebecca Kelly, Brad Anderson, and Keith Roughton

NAYES: None

Motion carried 3-0

11. Report from the City Engineer

City Engineer Wesley Parker says that the well project is moving along fine. He reports that the North Cromley Road/GDOT Tap Project is still in the preliminary engineering phase, as it requires federal studies because it is federally funded. Construction is estimated to be finished in 2028 and will be funded 20% by the City of Brooklet.

He reports that the horizontal and vertical design for the Brooklet/Statesboro sewage project is finished. The lift station design depends on how the council and new SEB high school move forward considering the maximum capacity limit proposed by Statesboro of 300,00-400,000 gallons per day. He says the plan is to connect major infrastructure with a 12-inch water main. Currently, they are unsure if they have passed this round of grant applications for funding. The 2024 Brooklet Street Improvements bid opened this week with the lowest bidder slated to move forward with improvements to the following streets: Dixie Street, Oak Street, Colony Lane, Scarlett Place and Rhett Court. Spence Drive re-striping is being considered depending on the cost. Mayor Gwinnett comments that the cost is looking affordable and the council should consider this. Parker says there is not much to discuss regarding the Weyerhaeuser Company annexation rezone request and believes it would take a lot of time and money for the city to even draft a master plan. Councilmember Anderson says that a level of commitment should be made. Anderson says that long time tax payers need to benefit as well from the sewer plan, not just new developments, and that this is a point of necessary consideration for the council. The force main and pump system in the original proposal is only going to capture the downtown and business district, and part of

Cone Street. The bond for this project is around \$6 million. "I do not know where we are going to get the funding to start adding the streets" Councilmember Roughton commented regarding other neighborhoods that are being considered for the sewer plan. Parker commented that it would cost around \$400 per foot to extend the infrastructure. Approaches to funding this extension may need to be contemplated such as expanding the tax base. The current bond is based on revenues, in an agreement that the city must charge enough for their services to pay back the bond. As it stands the bond does not does not impact taxpayers but impacts service users. Mayor Gwinnett proposes moving this to next month's works session for more discussion.

12. Reports from committee members

Mayor Pro-Tem Rebecca Kelly reminded city workers that employee evaluations are due soon and thanked public works for their speed in getting the water back on after the outage. She recently read the Georgia Farmers Market Guide and learned more about the licenses and responsibilities; she says because Brooklet is sponsoring the farmer's market, they need to be diligent with the licensing.

Councilman Brad Anderson has no reports.

Councilman James Harrison has no reports.

Councilman Keith Roughton acknowledged public works' fast response to the damaged fire hydrant near Enmarket on Highway 80. He says they worked hard to alleviate the problem before the morning rush by getting creative and finding a "neat" solution. He says by 8 am the next morning there was a new fire hydrant.

13. Report from Police Chief

Gary M. Roberts introduced Nickki Garman who was hired last month to the department and reports 28 calls to services this month. He says that this month was busy with investigative calls and he reports that the department stopped some graffiti vandalization swiftly. Major software updates at the police department have been stressful, he concluded. Mayor Gwinnett thanked the department for settling the graffiti matter quickly.

14. Report from the Safety Coordinator

Jim Stanoff reports that the sidewalk repair project is $\frac{2}{3}$ completed, alleviating trip hazards. He asked the council again to consider action regarding the tree on Cone St and E. Lane, as it is rotting and a hazard to fall on a powerline that would result in a blackout.

15. Recognition of guests who have signed up to speak

- a. **Michelle Wilson of the Brooklet Farmers Market** says that the market has brought \$730 of revenue to the city in three weeks. She says that vendors are ready to move into the online market, where customers would order online and pick up at a designated facility with a cooler and freezer. The council will place this consideration at a later meeting after a scheduled budget discussion on May 24, 2024.

16. DISCUSSION ITEMS:

- 16.1. Second Reading and Approval of An Ordinance to Provide for Wellhead Protection Zones, to Provide for Definitions, Establishment of Wellhead**

Protection Zones, Permitted Uses within such Zones, Prohibited Uses within such Zones, for Administration, and Other Purposes.

Motion to Approve

MOTION: Rebecca Kelly

SECOND: Keith Roughton

AYES: Rebecca Kelly, Brad Anderson, and Keith Roughton

NAYES: None

Motion carried 3-0

- 16.2. Second Reading an Ordinance to Regulate Food Trucks, to Provide for Definitions, Administration, Application Procedure and Contents, Duties of Permit Holder, Display of Permit and Identification, Liability and Insurance Requirements, Requirements for Mobile Food Vendor Sales, Fire Safety Requirements, Suspension or Revocation of Permit, Penalties for Violations, and Limitations.**

Motion to Approve

MOTION: Rebecca Kelly

SECOND: Keith Roughton

AYES: Rebecca Kelly, Brad Anderson, and Keith Roughton

NAYES: None

Motion carried 3-0

- 16.3. Discussion and Possible First Reading of an Ordinance to Amend the Street Light Requirements of the Subdivision Ordinance.**

The town would take ownership of street lights at the same time it takes ownership of streets, and developers must purchase electrical infrastructure. There will be a second reading at next month's meeting.

- 16.4. Discussion and Possible Motion to Approve the Combined Brooklet-Pembroke UDC Proposal - Caleb P. Racicot – TSW.**

NOT DISCUSSED

- 16.5. Discussion and Possible Motion to Approve Tucker Utilities, LLC Invoice for \$46,675.00.**

NOT DISCUSSED

- 16.6. City Manager/City Charter Discussion**

Brooklet is transitioning to a City Manager form of government. The city charter has changed and is effective as of today so a City Manager needs to be hired.

Councilmember Anderson suggested Mayor Pro-Tem Kelly and Councilmember Harrison create a list of well-experienced, possibly retired potential hires for the interim position, and then move into a hiring process to fill the position long term. They are hopeful to have this list by the work session and to begin scheduling interviews.

- 16.7. Attorney Search Discussion**

June 30, 2024, is City Attorney Hugh Hunter's last day. Councilmember Anderson and Roughton will work through the two applications for the position that were

received and make a selection, appointing them at the next meeting hopefully. Councilmember Anderson and Attorney Hugh Hunter will facilitate a transition.

- 16.8. Discussion and Possible Motion to Approve Change Order #1 Request for the 2024 Brooklet Street Improvements Project. The amount of the contract before this change order was \$221,695.80, The amount of the project will increase by the sum of \$149, 128.80, and the contract total including this and previous change orders will be \$370,824.60. This is for the addition of paving Spence Drive.**

Motion to Approve

MOTION: Rebecca Kelly

SECOND: Keith Roughton

AYES: Rebecca Kelly, Brad Anderson, and Keith Roughton

NAYES: None

Motion carried 3-0

- 16.9. FY25 Tentative Budget Approval**

Motion to Approve

MOTION: Rebecca Kelly

SECOND: Keith Roughton

AYES: Rebecca Kelly, Brad Anderson, and Keith Roughton

NAYES: None

Motion carried 3-0

- 17. Consideration of a Motion to Adjourn**

Motion to Approve

MOTION: Rebecca Kelly

SECOND: Keith Roughton

AYES: Rebecca Kelly, Brad Anderson, and Keith Roughton

NAYES: None

Motion carried 3-0

Approved this 15th day of August, 2024.


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


Lori Phillips, City Clerk

