



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

November 20, 2025

**City Council
Meeting
7:00 PM**

Minutes

Members Present: Mayor L.W. “Nicky” Gwinnett, Jr., Mayor Pro-Tem Keith Roughton, Councilman Brad Anderson, Councilwoman Rebecca Kelly, Councilwoman Sheila Wentz, Councilman James Harrison, City Attorney Ben Perkins, City Clerk Lori Philips, Brooklet Assistant City Clerk Melissa Pevey, and Interim Chief of Police, Sergeant Nickki Garman.

Members Absent: City Manager Paul Dyal

A. Call to order and welcome - Mayor L.W. “Nicky” Gwinnett, Jr.

B. Invocation – Councilwoman Rebecca Kelly

C. Pledge of Allegiance

D. Public Hearing Item(s):

D. 1. Zoning Item(s)

1. Application RZ2025-001:

Bradley Anderson applied on August 29, 2025, requesting a Rezone from the current R-1 zoning to C-2 zoning for parcel #806 000100 000. The purpose of this rezone request is to install a three-bay garage with chain-link fencing

around the entire lot. This property is located at 16862 Hwy 80 East, Brooklet, GA 30415.

The applicant, Brad Anderson, addressed the Council to provide a synopsis of the proposed relocation of their used car lot. The applicant explained that the current property, owned since 1999, has a long history of varied commercial uses, including restaurants, used-car sales, lawn mower repair, antique shops, a flower shop, a print-and-sign shop, and a therapeutic massage business.

Mr. Anderson stated the intent to relocate the existing car lot to an area better suited to similar light-commercial and automotive-related businesses. The presentation included an overview of the surrounding properties at both the current site and the proposed location. At the current site, nearby uses include a credit union and other businesses that are less vehicle-focused. In contrast, the proposed location is near multiple C-2 zoned automotive businesses, including Cason's Automotive, Fales Paint and Body, and the city fire station. Other nearby C-2 uses, such as convenience stores, a tire shop, and a Dollar General, were also noted.

Mr. Anderson presented photographs and distance measurements demonstrating that the proposed site is located within tenths of a mile of several C-2 classified businesses. The applicant further described the intended site layout, noting plans for a fenced-in area and a hedge border (Ellie Agnes/Silverberry) as recommended by the Planning & Zoning Commission.

Mr. Anderson stated that the proposed relocation aligns with the city's Comprehensive Plan, specifically the 2045 Urban Corridor designation, which supports C-2 zoning and commercial use along the corridor.

- **Public Discussion**
No public discussion
- **Discussion from the City Council**
No public discussion

E. Approval of Agenda

An amendment was made to the agenda to add Item #4 under New Business. Discussion and consideration of a motion for Recommendation Package - 2025 Brooklet Street Improvements (PE25147) and Item #5. Discussion and consideration of a motion for Recommendation Package - Hwy 80 Water Extension Phase 2 SEID (PE23218).

Motion To Approve

Motion: Brad Anderson

Second: Rebecca Kelly

Ayes: Keith Roughton, Brad Anderson, Sheila Wentz, James Harrison, and

Rebecca Kelly
Nayes: None
The motion carried 5-0

F. Recognition of the Brooklet Garden Club and the Brooklet Community Development Association (BCDA).

Councilmember Rebecca Kelly recognized the Brooklet Garden Club and the Brooklet Community Development Association (BCDA) and thanked them for donating funds for re-landscaping around the gazebo and the front of City Hall.

G. Public Participation- Persons Wishing to Address Council

Citizens are encouraged to participate in the City of Brooklet City meetings. The City of Brooklet encourages civility in public disclosure and requests that speakers direct their comments to the Chair. Those attendees wishing to share a document and or comments in writing for inclusion into the public record must email the item to lori.phillips@brookletga.us no later than noon on the day of the meeting.

- 1. Stephen Anderson and Selena Anderson**, two Brooklet residents, addressed the council regarding the proposed 728-house development. They urged the council to consider responsible growth and the community's capacity, especially concerning schools, roads, and services. They noted they moved to Brooklet specifically for the schools and expressed concern, especially since the proposed development could double Brooklet's population (currently about 2,200 people).

The mayor responded that the council has agreed to limit the development to a maximum of 100 sewer taps per year to slow the project. He noted that the school board is planning a significant investment in a new school.

- 2. Bill Powell with Georgia Rural Water Association** – Water/ Sewer Bonds, Water Rate Study, and Potential Ordinance Revisions related to Tap Fees & Contractor Quotes.

Bill Powell with the Georgia Rural Water Association. He presented a water rate study based on the city's 2026 operating budget. Powell excluded most sewer costs as the major sewer project (gravity sewer, connections) has not begun. However, the city has secured a \$7,115,000 municipal bond and a \$3 million GE grant for the system. Powell cited that the water operating budget is \$503,754. The study offered two options:

- Without Transfer: Annual operating needs are \$514,854, requiring water-only customers to see a rate increase from 31% to 61% to cover operations and reserves.

- With Transfer: Including a \$140,000 "public right-of-way usage fee" transfer (used to pay into the General Fund), the operating budget jumps to \$648,754. This transfer forces water rates to nearly double for many customers, resulting in increases up to 105%.

Mayor pro-Tem Keith Roughton stated that they had no current intention of raising water rates. They are financially in good shape and operate within the budget at current rates.

H. Approval of Minutes

1. October 16, 2025, City Council Meeting

Motion To Approve

Motion: Keith Roughton

Second: Rebecca Kelly

Ayes: Keith Roughton, Brad Anderson, Sheila Wentz, James Harrison, and Rebecca Kelly

Nayes: None

The motion carried 5-0

I. Approval of the October Financial Reports

With the absence of a city manager, city clerk Lori Phillips presented the October Financial report. All departments were reported to be within budget for the fiscal year. The executive summary noted that total cash and investment balances exceeded \$7.6 million.

Motion To Approve

Motion: James Harrison

Second: Rebecca Kelly

Ayes: Keith Roughton, Brad Anderson, Sheila Wentz, James Harrison, and Rebecca Kelly

Nayes: None

The motion carried 5-0

J. Comments by:

Interim City Manager Paul Dyal

- Absent

City Attorney Ben Perkins

- No reports

City Engineer Wesley Parker

City Engineer Wesley Parker reported that the sewage lift station was now complete and urged the city to consider replacing the 6-inch asbestos water line on Cromley

before sidewalk construction begins to avoid higher costs. Sidewalk construction is scheduled for 2027.

City Clerk Lori Phillips

- No reports

Assistant City Clerk Melissa Pevey

- No reports

Interim Chief of Police, Sergeant Nickki Garmen

Interim Chief of Police, Sergeant Nickki Garmen. She provided a report covering enforcement, vehicles, and equipment are needed.

Activity: Total funds collected last month were \$7,195, and there was an increase in arrests.

Vehicles: The 2019 Charger was fixed (radiator and headlight), but the 2018 Charger is currently down for radiator/hoses. The upfitting equipment (electronic system, radio, dash cam) for the new 2024 Durango is expected in 10–12 weeks. The Chief noted that the non-police package Ford F-150s are proving more costly to maintain than the police package Dodges.

Equipment/Funding: The Chief alerted the council to aging equipment that cannot be recalibrated and to the current lack of a less-lethal option. Council discussed potential funding from SPLOST funds or seeking grants, for which the Chief requested training. The Chief also suggested investigating a fleet maintenance program, such as a lease, to enforce a regular vehicle replacement cycle.

Training: Officer ODM received speed detection certification.

Safety Coordinator Johnny Alamia

- No reports

K. Comments by Council Members:

Councilmember Sheila Wentz

- No reports

Councilmember Brad Anderson

- No reports

Councilmember James Harrison

- No reports

Councilmember Rebecca Kelly

Councilmember Rebecca Kelly gave a report stating that the city's gazebo needed repairs and that rotting wood needed to be replaced. The annual Christmas tree lighting is scheduled for December 3rd at 6:00 pm.

Mayor Pro-Tem Keith Roughton

Mayor Pro-Tem Keith Roughton requested that a message about the burn ordinance be included on the next water bill and that the text alert system and Facebook be used due to dry conditions and leaf season.

Mayor L.W. "Nicky" Gwinnett

- No reports

L. New Business:

- 1. City Council Ordinance No. 2025-031(first reading)** - An ordinance by the Mayor and Council for the City of Brooklet to amend and restate the official zoning map of Brooklet, Georgia; to provide for notice; to provide for severability; to provide an effective date; to repeal all ordinances and parts of ordinances in conflict herewith; and for other purposes.

Concerns were raised regarding potential errors on the map, specifically an incorrect R1 designation for the "cotton gin" parcel.

Motion to Table to allow for addressing the errors.

Motion: Brad Anderson

Second: Keith Roughton

Ayes: Keith Roughton, Brad Anderson, Sheila Wentz, James Harrison, and Rebecca Kelly

Nayes: None

The motion carried 5-0

- 2. Discussion and consideration of a motion to approve a quote for repairs to the 2023 Dodge Durango Pursuit AWD.**

The Police Department received three estimates for repairing the 2023 Dodge Durango Pursuit AWD, which was damaged in a collision with a deer. The insurance adjuster provided a minimal estimate of \$449.45, which does not include the cost of a required replacement push bar. Two complete repair estimates were obtained from local shops: Franklin Collision Center at \$2,387.95 and Preferred Collision Center at \$2,053.45. Both shop estimates include bumper and grille component replacements, wheel flare work, pre- and post-repair scans, and complete installation of a new push bar. Council consideration is needed to select a repair vendor and authorize the total repair cost, which exceeds the adjuster's valuation.

The council discussed the quotes above. The insurance adjuster offered a minimal estimate of \$449.45 (which excluded the cost of a required replacement push bar). Local shops provided complete estimates ranging from \$2,053.45 to \$2,387.95.

A motion was made to approve the lowest shop bid (\$2,053.45 from Preferred Collision Center) contingent upon staff communicating further with the insurance company about the cost disparity.

Motion To Approve

Motion: Keith Rouhgton

Second: Brad Anderson

Ayes: Keith Roughton, Brad Anderson, Sheila Wentz, James Harrison, and Rebecca Kelly

Nayes: None

The motion carried 5-0

- 3. Motion to approve a donation of a bike rack to place downtown. The donation is from Clark Groover.**

Motion To Approve

Motion: Keith Rouhgton

Second: Brad Anderson

Ayes: Keith Roughton, Brad Anderson, Sheila Wentz, James Harrison, and Rebecca Kelly

Nayes: None

The motion carried 5-0

- 4. 2025 Brooklet Street Improvements (PE25147) bids were received and opened for the above-referenced project on November 20th, 2025, at 10:30 AM, after checking and tabulating the bids received. Parker Engineering recommends that the project be awarded to Sikes Brothers, Inc., in the amount of the base bid, \$235,281.60. It was noted that East Lee Street might need reconsideration due to the upcoming gravity sewer work.**

Motion to Approve

Motion: Keith Roughton

Second: James Harrison

Ayes: Keith Roughton, Brad Anderson, Sheila Wentz, James Harrison, and Rebecca Kelly

Nayes: None

The motion carried 5-0

- 5. Highway 80 Water Extension Phase 2 (PE23218) bids were received and opened for the referenced project on November 20, 2025, at 11:00 AM local time. Carter & Sloop recommend that the project be awarded to Shockley**

Plumbing, Inc., for \$591,465.00. the water main project running from the water tank on Joiner all the way to Crumbly on Highway 80. The cost was calculated to be about \$114 per foot, covering all related work (hydrants, valves, patching).

Motion to Approve

Motion: Rebecca Kelly

Second: Brad Andeson

Ayes: Keith Roughton, Brad Anderson, Sheila Wentz, James Harrison, and Rebecca Kelly

Nayes: None

The motion carried 5-0

M. Old Business:

- 1. Consideration of a motion to approve the recommendation submitted by the Planning and Zoning Commission for Rezone Application RZ2025-001.**

Motion To Approve

Motion: Keith Roughton

Second: James Harrison

Ayes: Keith Roughton, Sheila Wentz, James Harrison, and Rebecca Kelly

Nayes: None

Recused: Brad Anderson

The motion carried 4 ayes, 0 nays, and 1 recused.

- 2. Motion to approve the Application Sketch Plan 2025-025 for Waterford Investment Holdings, Inc., owner Jason Franklin, for parcel number(s) 136 000025 000, 136 000024 001, and 136 000022 000. This is for a housing development with a projected 728-lot subdivision.**

The Planning and Zoning Commission recommends approval of the sketch plan, with modifications. The property was already rezoned for residential use.

Approval of the sketch plan allows the developer to submit construction plans and a traffic study. The development is limited to a maximum of 100 sewer connections per year, ensuring the project cannot be built out in less than 8 years. The developer plans to extend water and sewer to the site and pay 100% of the connection fees, which is expected to help spread out the city's water and sewer costs.

Motion To Approve

Motion: Keith Rouhgton

Second: Brad Anderson

Ayes: Keith Roughton, Brad Anderson, Sheila Wentz, James Harrison, and Rebecca Kelly

Nayes: None

The motion carried 5-0

3. Tabled from the October 16, 2025, City Council meeting.

Discussion and Consideration of a motion to approve a proposal for COB-25-005, Brooklet City Hall/Police Department and Sign Repairs.

Competitive sealed bids were received from August 8, 2025, to September 18, 2025, at 2:00 p.m. At that time, the sealed proposals were publicly opened and read aloud in the office at Brooklet City Hall.

The council revisited a motion previously tabled at the October 16 meeting to approve a proposal (COB-25-005) for repairs to the Brooklet City Hall/Police Department building and its sign.

Motion to Table

Motion: James Harrison

Second: Rebecca Kelly

Ayes: Keith Roughton, Brad Anderson, Sheila Wentz, James Harrison, and Rebecca Kelly

Nayes: None

The motion carried 5-0

4. Consideration of a motion to approve Work Order 1: Financial Support Services with the Berkley Group, LLC, a Local Government Consulting Service. Berkley Group will provide Financial Services to the City of Brooklet.

Discussion occurred regarding a motion to approve Work Order 1 for Financial Support Services with the Berkeley Group, LLC, at \$150 per hour. The goal was to expedite catching up on bank reconciliations before the end of December for the auditor. Council members voted to let the motion die, limiting the work to just the bank reconciliation phase under the existing quote limit.

Motion To Approve

Motion: Brad Anderson

Second:

Ayes:

Nayes:

The motion dies for lack of a second.

5. Consideration of a motion to approve the Professional Service Agreement with Sumter Local Government Consulting, Inc. to provide Professional Executive Search Services to assist the City of Brooklet in the recruitment and selection of a qualified City Manager. The fee for these services is \$21,000, payable in three equal installments.

Motion To Approve

Motion: Keith Roughton

Second: Brad Anderson

Ayes: Keith Roughton, Brad Anderson, Sheila Wentz, James Harrison, and Rebecca Kelly

Nayes: None

The motion carried 5-0

6. Consideration of a Motion to Approve the proposed amendment to the City of Brooklet Comprehensive Plan, in accordance with the Georgia Department of Community Affairs (DCA) Minimum Standards and Procedures for Local Planning.

Motion To Approve

Motion: Rebecca Kelly

Second: Brad Anderson

Ayes: Brad Anderson, Sheila Wentz, and Rebecca Kelly

Nayes: Keith Roughton & James Harrison

The motion carried 3 ayes and 2 nays.

N. Consideration of a motion to close the regular session and go into an executive session to discuss personnel matters.

Motion To Approve

Motion: Brad Anderson

Second: Keith Roughton

Ayes: Keith Roughton, Brad Anderson, Sheila Wentz, James Harrison, and Rebecca Kelly

Nayes: None

The motion carried 5-0

O. Consideration of a motion to come out of the executive session and open back up the regular session for any discussion or possible motions.

Motion To Approve

Motion: Brad Anderson

Second: James Harrison

Ayes: Keith Roughton, Brad Anderson, Sheila Wentz, James Harrison, and Rebecca Kelly

Nayes: None

The motion carried 5-0

P. Motion to appoint City Clerk Lori Phillips as the temporary City Manager (or "acting city manager") with an increase of \$2,000 per month for that service, effective immediately.

Motion To Approve

Motion: Brad Anderson

Second: Sheila Wentz

Ayes: Keith Roughton, Brad Anderson, Sheila Wentz, James Harrison, and Rebecca Kelly

Nayes: None

The motion carried 5-0

Q. Adjournment

Motion To Approve

Motion: Rebecca Kelly

Second: Keith Roughton

Ayes: Keith Roughton, Brad Anderson, Sheila Wentz, James Harrison, and Rebecca Kelly

Nays: None

The motion carried 5-0

Approved this _____ day of _____, _____.

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

Lori Phillips, City Clerk