



CITY OF BROOKLET

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

Joe Grooms III, Mayor
Bradley Anderson, Mayor Pro-Term
Nicky Gwinnett, Councilman
Rebecca Kelly, Councilwoman
James Harrison, Councilman
Johnathan Graham, Councilman

City Attorney
Hugh Hunter

City Clerk
Lori Phillips

**APRIL 13, 2023
WORK SESSION
6:30 PM
MINUTES**

1. Call to Order and Welcome – Mayor Grooms, III

2. Consideration of a Motion to Amend or Approve the Agenda

Motion to Amend the Agenda to add Item 3.9. Review of Quotes for the Lawn Maintenance at the Rental House at 208 East Lee Street.

MOTION: Nicky Gwinnett

SECOND: Rebecca Kelly

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

Consideration of a Motion to Approve the Agenda

Motion to Approve

MOTION: Brad Anderson

SECOND: Nicky Gwinnett

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

3. DISCUSSION ITEMS:

3.1. Bulloch Telephone Solutions – Blaine Paul - Sales Specialist

Blain Paul provided a proposal for the new phones, alarm, fire alarm, access control, and automation for the City Office, Police Department, and Community Center.

The City Office will include:

- 1 GIG Internet Connection

- 3x New Phones / Extensions
- Alarm System with Keypad, 3x door sensors, 1x Motion sensor, 3x Glass Break Sensors
- Access Control for 3 doors. All will have a motion activated exit.
 - Office Door with Push Button Entry
 - Courtroom Door
 - Hallway Door
- Fire Alarm Monitoring and System Testing

The Police Department:

- 4x New Phones / Extensions
- 3 App User Extensions for Officers
- Alarm System with Keypad, 3x door sensors, 1x Motion sensor, 3x Glass Break Sensors
- Access Control for 3 doors. All will have a motion activated exit.
- Front Door
- Secondary Front Door
- Evidence Door
- 1x Video Camera for Evidence Room

The Community Center:

- Automation Control Panel
- 2x Thermostats
- 2x Smart Door Locks. One for the exterior and interior entry door
- 8x Smart Light Switches. Covers all light switches in the main room.

Installation:

- Installation of BullochPBX Phone System is \$1,140.00
- Installation of fire/burglar alarm and access control at City Office is \$2,280.00
- Installation of fire/burglar alarm and access control system at PD is \$2,280.00
- Installation of access control and automation system at the RNCC is \$1,520.00

The monthly estimated total will be \$739.95 per month and is a five-year agreement.

3.2. FY2024 Budget Development

Mayor Pro-Tem Anderson stated that we are going to alter the way we have been doing the budget, first there are a couple of things that the council needs to agree on and the first one is revenues, you cannot handle the expenses until we agree on the revenues. What we thought we would do in the process this year is this, we are going to work to agree on revenues tonight, then from there, we are going to give each department head a spreadsheet with all of your chart of account numbers, the only thing that will be prepopulated for each department will be personnel cost and the reason for that is, you will distribute your money, whatever that number is, you will distribute that money where you want it, you will also be given the most current budget for the most current expense sheet that shows how your money has been spent this year, and that is what we are going to change and do this way the department heads get to know their line items and they know where they want to spend their money, now once again the dollar amount is going to be a finite number.

This current year we have collected \$399,000.00 worth of property taxes, that is an increase of about \$80,000.00 over what was budgeted, which has really helped us. Mayor Pro-Tem Anderson will like to do, with the council's approval, a 5% increase on that because he is sure we will have some level of house building in the future. In the past we have put money in building permits and building inspections and we have not met those targets, so he would rather add a little bit here but he is going to propose that we do not budget anything for building permits because that is hard to predict. Mayor Pro-Tem Anderson would like to propose that we take the property taxes and do a 5% increase, and use that number. Insurance premiums, we budgeted last year \$100,000.00 plus, we have received \$153,000.00; he is going to make that number \$153,000.00 for this year so that's a plus. Just a point of reference, alcohol beverage license, one of the things he is going to propose, we intended to do liquor by the package and put that in the voters' hands whenever we did the last one. Mayor Pro-Tem Anderson would like to propose, we add that back because currently we are receiving \$24,000.00, if we can increase that to somewhere in the \$30,000.00 range, that will take an employee's position and pull it off the property tax payers and out it to alcohol tax. The thing that makes sense is we now have Statesboro, Effingham County, and Bryan County doing it now and there is no since for our residents to have to drive to one of these areas and give our money to them when we could be doing the same thing here and keeping our money here. But he is not doing any increases in that but you can see where that number increased from last year about \$3,800.00 and if we kick it up another \$3,800.00 to \$4,000.00, the truth is, it will come close to paying for another employee. Mayor Pro-Tem Anderson thinks that this is a revenue source that we have not tapped but we meant to tap. If the voters approve it, we can authorize it in January. The LMIG grant for this current year is \$33,962.00 is what was received, we are going to budget \$30,000.00. Fines and forfeitures were budgeted at \$75,000.00, we collected \$32,280.00, so we will use \$45,000.00. Probation payments he budgeted for \$7,000.00 based on history, it looks like we have collected \$13,353.00, so we are going to use \$13,000.00; rental income will remain the same at \$7,780.00; the community center, we budgeted \$3,000.00, we have collected \$3,100.00, we are going to move it up to \$4,000.00. The water fund, we have collected currently a little over \$290,000.00 and we think that was in between a 3% to 5% increase based on the tier and rate structure so what was figured was to move water revenues to \$370,000.00. The sanitation fund, we budgeted \$110,000.00, we have collected to date \$132,083.00, whenever you take the monthly revenues and multiply them for the next month, it works out to be \$159,000.00, so we can budget \$159,000.00 for that. Mayor Pro-Tem Anderson believes that we should consider purchasing a backup truck for sanitation around \$35,000.00 to \$40,000.00. Mayor Pro-Tem Anderson is going to budget \$1,000.00 for inspections, \$1,000.00 for electrical & plumbing, and \$1,000.00 for permits and the reason is, because we missed those targets by \$23,000.00 for electrical plumbing fees because it was based off the previous years, we were short for the building inspection fees by \$19,000.00, and so thank fully for the excess in property taxes and other areas, they made up for the losses in these. Mayor Pro-Tem Anderson will get with the mayor to figure out what the allocations are and it will be sent in an email to the council either Sunday or Monday for you to then begin talking about it, if you have questions about your budget line items, make an appointment with City Clerk Phillips and she can tell you line item by line item. If we are going to tackle a sewer project, we need to establish our budget at a base amount and what is it going to take to operate the city. These budget worksheets are due back by May 8,

2023 because by law, we have to have an adopted budget by June 30th, that puts us approving a tentative budget May 18th, with the final budget at the regular June meeting.

3.3. Service Delivery Strategy Amendment

The Bulloch County Board of Commissioners is currently in the planning stages of developing a water and wastewater system in southeast Bulloch County. The area to be served by the Bulloch County water and wastewater system is depicted in the attached Service Delivery Agreement. In addition, county staff has prepared new Statesboro water and wastewater service area maps to accurately depict the service areas within the Interstate 16 & US 301 Interstate Gateway Tax Allocation District. The Statesboro map changes are required due to the recent announcements of additional industrial developments to be served by the City of Statesboro. After reviewing the amendment, it was noticed that the Brooklet service area is not correct due to it not showing the water service line that supplies water to Southeast Bulloch Middle School and High School. It was decided to not sign the agreement tonight, and add to the regular meeting agenda for next week for more discussion.

3.4. Review of Quotes received from Core & Main for Water Meter Supplies in the amount of \$9,215.00

This quote is for stock such as water meters and radio readers. After a brief discussion, council asked for the quote to be added to the consent agenda for the May city council meeting, this will be paid from the water fund.

3.5. Review of Quotes received for the Landscaping Project at City Hall

A quote was received from Ninja Lawns for the landscaping project in front of city hall in the amount of \$5,056.76. After a brief discussion, council asked for the quote to be added to the consent agenda for the May city council meeting, this will be paid from administration.

3.6. Leads Online Proposal

Currently, the Police department has no way to track stolen property, nor are they able to check pawn shop records. Chief Roberts would like to invest in a system that is used nationally by law enforcement called, Leads online. ALL pawn shops are required to enter their pawned property into a national database which they will be able to access through Leads online. The cost is \$2,091.00 annually for the program (Power Plus) that will benefit us most. After a brief discussion, council asked for the quote to be added to the consent agenda for the May city council meeting, this will be paid from pd admin technology fund.

3.7. Review from Pro-lab Mold Analysis

The test came back that the city hall building and the part of the building where the pd was, tested negative for any mold.

3.8. Body and In-car Cameras Quote

A quote was received from Motorola Solutions for five in-car cameras and five body cameras and all the services that is required to go with it in the amount of \$21, 280.00. It will be paid from SPLOST (per Mayor Pro-Tem Anderson).

After a brief discussion, council asked for the quote to be added to the consent agenda for the May city council meeting, this will be paid from pd admin technology fund.

3.9. Review of Quotes for the Lawn Maintenance at the Rental House at 208 East Lee Street.

Two quotes were received and they are as follows:

1. Bowers Lawn Care & Landscaping in the amount of \$110.00 per month
2. Consider It Done Lawn Maintenance, LLC in the amount of \$90.00 two times per month; once a month in off season – goes to \$45.00 two times per month

After a brief discussion, council asked for the quote from Consider It Done Lawn Maintenance, LLC be added to the consent agenda for the May city council meeting.

4. ADJOURNMENT

Motion to Adjourn

MOTION: Brad Anderson

SECOND: James Harrison

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

Approved this 18th day of May, 2023.


Joe A. Grooms, III, Mayor


Lori Phillips, City Clerk

