



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

CITY COUNCIL
APRIL 20, 2023
7:00 PM
MINUTES

1. **Call to order and welcome** - Mayor Grooms, III
 - a. Invocation

2. **Pledge of Allegiance to the United States Flag** - Mayor Grooms, III

3. **Consideration of a Motion to Approve or Amend the Agenda**

Motion to amend the agenda under old business item 12.a. to remove "reaffirming the rezone request for application RZ2022-005" and replacing it with, "motion to correct the minutes from February 16, 2023, from a motion to approve the recommendation from the Planning & Zoning Committee to approve the rezone from R-1 to R-3 for application RZ2022-005 to authorize City Attorney Hunter to prepare an ordinance for a first reading for the March City Council meeting.

MOTION: Brad Anderson
SECOND: Nicky Gwinnett
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 with the modifications that City Attorney Hunter recommended.

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

NAYES: None
Motion carried 5-0

4. **Consideration of a Motion to Approve the Consent Agenda**
- a. Quote received from Core & Main for water meter supplies in the amount of \$9,215.00
 - b. Quote received from Ninja Lawns for the landscaping project at City Hall in the amount of \$5,056.76
 - c. Leads Online Proposal for PD Software to be paid from the PD Technology Fund in the amount of \$2,091.00 annually
 - d. Quote received from Motorola Solutions for Body and In-car Cameras in the amount of \$21,280.00 to be paid from SPLOST

Motion to approve

MOTION: Brad Anderson

SECOND: Johnathan Graham

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

NAYES: None

Motion carried 5-0

5. **Consideration of a Motion to Approve the Minutes of the following City Council Meetings with the correction to the February 16, 2023 City Council minutes:**
- a. March 9, 2023 Work Session
 - b. March 16, 2023 City Council meeting

Motion to approve

MOTION: Nicky Gwinnett

SECOND: Rebecca Kelly

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

NAYES: None

Motion carried 5-0

6. **Consideration of a Motion to Approve the March Financial Reports as presented**
- Motion to approve**

MOTION: Brad Anderson

SECOND: Rebecca Kelly

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

NAYES: None

Motion carried 5-0

7. **Recognition of guest**
- a. **Report from City Engineer, Wesley Parker – Projects Update**
 - A. **Well Project**
 - Items Accomplished**

- 1. Created a computer model of the City's water system which was used to evaluate prospective well sites.
- 2. Evaluated several sites and recommended the Baptist Church site.

3. Coordinated with surveyor to survey the Baptist Church site.
4. Applied for an Office of Planning and Budget (OPB) grant to fund the well.
5. Prepared a Phase 1 EPD report which will be used by EPD to evaluate the site.
6. Submitted a groundwater permit modification request to EPD.
7. Met on site with EPD to evaluate well site.
8. Located septic facilities with Councilman Anderson.
9. Provided a sketch to GDOT to evaluate with regards to a driveway access.
10. Commissioned a topographical survey from Don Marsh.
11. Don Marsh completed the topographical survey.
12. Met City staff on site to discuss how they would like the well house and well site designed.
13. Prepared a preliminary house design and site layout for the city to review.
14. EPD has concurred with the well site.
15. GDOT has provided a verbal ok with the driveway (it does not fall under normal driveway permitting, it is a utility driveway.)
16. Design is 80% complete.
17. Plans have been submitted to EPD.
18. Architect suggested using a hipped roof and painted split face block to complement the church.

Next Steps:

1. City to finalize purchase.
2. Await results regarding grant.
3. Continue design.
4. Contact GA Power about running 3-phase power to the site.

B. Cromley Road Project

Accomplished:

1. Attended a TA Project kick off meeting with Lori Phillips, Mayor Grooms, Mayor Pro-tern Gwinnett, and the Atlas Consulting Group, who is GDOT's consulting firm that will manage the project. They questioned the city on why such a large amount of funding is required for stormwater improvements. I explained that in order to install sidewalks, drainage improvements are necessary. They said they would review the project and make sure that it meets their requirements for funding.
2. We received an email from Atlas stating that based on the information provided during the kick-off meeting the project is eligible to be funded.
3. Regarding my request for the City to keep the LMIG funds: I received an email from GDOT stating that our LMIG funds for Cromley have been decommissioned. I called the district grants coordinator to ask him to reconsider. I explained that the City of Brooklet has completed a substantial amount of engineering on the Cromley Street sidewalk and is counting on the grant money to pay for it. I also reminded them that GDOT originally agreed to help fund Gin Road but funded Cromley instead. I will keep you informed. We may need to get Rep. Tankersley to help with this.
4. Provided engineering drawings of Cromley Road prepared by Parker Engineering to Atlas Consulting for their use.
5. Prepared an invoice from Parker Engineering to pay for design work completed on Cromley.
6. Attended a meeting with the TAP's team to discuss what is needed for the preliminary engineering.

7. Contacted GDOT in Jesup regarding reimbursing the money the city paid towards engineering. Mr. Barwick suggested using that money as the City's match towards the TAP program. Mr. Barwick will contact ATLAS, who is GDOT's consultant on the TAP program.

Next Steps:

1. Await an answer from GDOT.
2. Environmental consultants will complete their studies.

C. Gin Road Project

Items Accomplished:

1. Project has been surveyed, designed, permitted through GDOT, and constructed.
2. Contractor cleaned sediment out of pipes as requested.
3. Parker Engineering requested that the Contractor plant grass in the GDOT right-of-way.
4. Called Contractor again regarding grass. The Contractor stated that it had been planted.
5. Called Contractor regarding grass and cleaning out the sediment inside the storm pipe.
6. Called Contractor regarding grass and cleaning out the sediment inside the storm pipe.

Next Steps:

1. Wait on grass to emerge and stabilize the GDOT right-of-way.
2. Close out project.

D. Brooklet LMIG

Items Accomplished:

1. Project has been designed and bid out.
2. Streets to be resurfaced: College and Lewis.
3. Opened bids on November 10. Ellis Wood was low bidder with a bid of \$70,668.00.
4. City council awarded the contract to Ellis Wood Contracting.
5. Contractor provided bonds.
6. Pre-construction meeting has been conducted.

Next Steps:

1. Pave streets (Contractor stated that they would pave in two weeks).

E. Brooklet to Statesboro Sewer

Items Accomplished:

1. Matt Morris and Wesley Parker met with the Assistant City Manager and Utility Director of Statesboro to discuss capacity, rates, and service delivery.
2. 80% of environmental report is complete.
3. Parker Engineering has contacted the County trail engineer to ask him to provide plans of the trail.
4. Met with Assistant City Manager to discuss rates.
5. Matt Morris updated financial model.
6. Created first draft of environmental study which is a requirement of the grant.

Next Steps:

1. Continue negotiating with the City of Statesboro.
2. Matt Morris to update the financial model.
3. Complete and submit the environmental study.

b. Report from City Consultant, Matthew Morris – Water/Sewer Project

Mr. Morris had a meeting with Steve Hotchkiss, Wesley, Lauren, and Jason Boyles. The purpose of the meeting was to establish the rate structure which Brooklet would be absorbing. Statesboro plans to increase the rate for both the Aid to Construction and user fee for out of the city governmental customers. These increased rates have not been accounted for. We as a group expressed our concern to them and requested that during the Statesboro workshop to have Brooklet granted a rate structure that mirrors their current rate. With the new proposed rates, it would make the project very difficult financially. Wesley is going to reach out to the Mayor of Statesboro to also help make our case. The hope here is that Brooklet can buy capacity at the current Aid to Construction fee, and absorb the increased rate per 1,000 gallons. The lower Aid to Construction fee is the key to making this project move forward. The initial 100,000 gallons can be achieved currently at a \$1.60 per gallon, that would need an agreement that would need to be adopted by June, Statesboro is willing to extend that to Brooklet to allow that to happen, it is a cost saving measurement more than anything else. That way you will secure 100,000 gallons in your plan, with the understanding that there is an additional 200,000 gallons that Brooklet would buy at double the rate down the road, so you have 300,000 gallons secured in your plan, but you are not writing that check on day one, that will be billed to Brooklet as your flows increase, your payment will increase, once you hit a threshold, you need to buy into the next set of gallons whatever it is, once you hit 100k, you will start having to buy into that next 100k at \$3.20 per gallon. So, the rate structure that you have now, we believe that this rate per thousand gallons, can come down slightly from \$6.38, we think that there could be some movement there, should Brooklet be willing to move forward with Statesboro. Brooklet will need to adopt an Aid to Construction fee a.k.a. an impact fee, so, has you tie onto your system, you are paying a lump sum charge for water, a lump sum charge for sewer to tie in. That money goes into your budget and that is used to off set the debt that you are consuming to extend this project. If Brooklet wants to do that, that is the mechanism to making this whole project make sense. So, the amounts discussed is \$1,000.00 for water and \$3,500.00 for sewer, which is very reasonable. Mr. Morris stated that he has had conversations with a developer, that is willing to front 50% of his, year one, ahead of time, for this project to move a little faster, so that he gets those taps guaranteed. Mr. Morris stated that if the council would like to move forward with this project, and if he was the city manager, his recommendation would be to move forward because the project is feasible. In his opinion, there is nothing but upside for Brooklet. If council agrees to move forward, Mr. Morris will approach Statesboro, work through the Intergovernmental Agreement, that will then go to City Attorney Hunter, they will work with the Service Delivery changes that they want to make, that will then go through City Attorney Hunter, once those are voted on, we will pull the bond through Treeman Row at Merchant Capital, that will go through the Public Facilities Authority at Bulloch County, pull the note, those bonds get deposited, Wesley Parker moves to construction. Mr. Morris does believe this all can happen and beat the timeline at the end of 2024. Mayor Pro-Tem Anderson thanked Mr. Morris and Laura for all their work making all this make sense. Mr. Morris stated that he can send City Clerk Phillips and City Attorney Hunter, the language that can be used to adopt that type of ordinance, that would then be adopted, it can be adopted later, if any revisions are made to the water/sewer fee schedule which may have some changes coming to it, because Mr. Morris thinks there are some areas there that can be a little better, if council would like that information, Mr. Morris will send it to City Clerk Phillips along with the impact fee and from that

point forward, they will start pushing through the documents with Statesboro and Bulloch County, in order to bring this all to fruition. Mr. Morris also stated that, through the life of this project, you will be taking money being made from water and paying off the debt you absorb in sewer, and that is fine and going through the Public Facility Authority, you can use general fund money to offset that as well, so the note that must be paid, you can pull all that from all available unencumbered cash. The council is comfortable with moving forward with the project.

c. Jeffrey Etheridge from Family Heritage – Supplemental Benefits

Points of interest:

- we offer policies for Cancer, Heart Attacks & Strokes, Accidents & Injuries
- our policies pay in addition to any coverage that you may or may not already have in place -we help with things that are not covered by your major medical insurance (copayments, deductibles, regular living expenses)
- policies are not payroll deducted (if you ever leave the system or profession, your policy goes with you)
- rates never increase regardless of increasing age or claims
- no caps or limits to our Cancer & Heart Attack/Stroke benefits (we pay you for what you go through for as long as you go through it) -We refund ALL unused premiums after a period of time (that time period is based off of age at the time of enrollment)

d. Shontay Jones – Bulloch County Board of Elections and Registration (Relocation of the voting precinct)

Ms. Jones came before the mayor and council to let them know that they have out grown the Brooklet voting precinct at 416 North Cromley Road, they discovered last year that because the programs have grown there, that prior to her appointment, the after-school kids were either kept at school during election day, but now that is not a factor. A couple of places have been recommended, one being the Randy Newman Community Center and one being Brooklet City Hall. They have also been in touch with a church about possibly using that as a relocation. At the time of November 2022, there were 3,504 registered voters in Brooklet, currently, there is 3,609 and as we continue to grow, this number will increase. In the county office, the three weeks and two Saturdays of early voting, for November, we voted 944 people, took in 77 absentee ballots, accounting for roughly 29% of the votes, but on election day 1,097 people voted at the Brooklet Recreation Department. The problem they are faced with is the building itself had to be divided in half with a petition, so the school kids are on one side and the voters were coming in on the other side, with the after school program continuing to grow, it does not allow for them to secure the voting equipment through chain and custody to where it is not tampered with before election day, but it also cuts down the space, the poll workers had a difficult time trying to set up the equipment. Ms. Jones is asking the mayor and council for their help and consideration with this matter and to be considerate of the voters as well as the poll workers when it comes to a limited space. It has been communicated that the Bulloch County Recreation Department has nowhere else for the after-school program kids to go, therefore, voting will need to be held elsewhere.

e. Kristy Hendrix and Renee Everett - RZ2022-005 Julius Circle

Ms. Hendrix is asking for information concerning the rezoning of 524 Julius Circle. Per Attorney Hunter, it is on the agenda to be voted on again tonight. Mayor Pro-Tem Anderson stated that he would recommend that once we get to that agenda item, at

the end of the meeting, City Clerk Phillips and Attorney Hunter will give guidance as to what the next step will be for Ms. Hendrix and Ms. Everett to take.

8. Reports from committee members

a. Mayor Pro-Tem Anderson

- Passed out the draft expenditure side of FY2024; council needs to budget their departments, refer to the green sheets as a reference; our goal is May 8th, if everyone can return their department budgets back by then, we can move forward and have a draft tentative budget for the work session for us to review, and then approve a tentative budget at the regular May meeting.

b. Councilman Gwinnett

- Asked Attorney Hunter to reach out to Statesboro concerning the Service Delivery Strategy Amendment; per Attorney Hunter, basically, Statesboro has similar issues as to what Brooklet may have and of course, Councilman Gwinnett and City Engineer Wesley Parker probably would be the most important people to meet with himself, the City Attorney of Statesboro, and the individual over water and sewer to discuss coming up with a strategy of talking with the county to let them know that Brooklet and Statesboro's interest is going to be consistent with the sewer service and maybe the water to. Attorney Hunter recommends the council authorize Councilman Gwinnett and Wesley Parker to sit down with them to discuss these issues and to come up with a strategy to talk to the county about it. If the council would like for Attorney Hunter to sit in on the meeting, he will. Council agrees to authorize the recommendation from Attorney Hunter to move forward.
- The sanitation truck needs a new set of tires. Councilman Gwinnett will try to get the quotes to present at the May work session.
- The sewer pipe on Cromley Road collapsed and has been repaired.
- Public Works has been working on drainage ditches and will continue throughout the town.
- The dump truck breaks locked up and had to be repaired.

c. Councilwoman Kelly

- On the Police department, Mr. Gayhart came by to measure the new door to be framed in so they are fabricating the new doors and hopefully they will be in by the first week of May.
- The Chief and Councilwoman Kelly may be painting the pd offices themselves due to not being able to find a painter. Councilwoman Kelly has two more names that she will try to contact for a quote.
- By the end of the meeting tonight, the pd will be fully staffed.
- The landscaping for the front of city hall will begin this coming week.
- We will also be looking at repairing the irrigation at city hall and downtown on Monday of next week. They will have to be paid by the hour to repair it.

d. Councilman Harrison

- Councilman Harrison would like to start discussing the purchase of a second sanitation truck to have as a back up truck in case the current one breaks down.

e. Councilman Graham

- Councilman Graham has concerns about usage of city property. City Clerk Phillips has addressed this matter with the resident and hopefully it will be resolved before the next meeting.

9. **Report from Police Chief**

a. Gary M. Roberts

- Chief Roberts would like to thank Councilwoman Kelly for all the hard work she has put into getting the pd offices moved back to city hall.
- March has been a good month; the call of services is down slightly which is understandable, self-initiated calls were way up and we are working three to four cases in which our detective was working on. She is close to clearing two of them, one will be unfounded and the other will result in an arrest, good job on her part.

10. **Report from Safety Coordinator**

a. Jim Stanoff

- Mr. Bill Griffith reported for Mr. Stanoff that we are still waiting for news about the generator and as soon as they hear something, they will let everyone know.

11. **New Business**

a. Discussion and possible motion to approve a quote for monthly, bi-weekly lawn maintenance for City Hall/Police Department, the rental house at 208 East Lee Street, and the downtown area. The quotes received are as follows:

1. Bowers Lawn Care & Landscaping = \$530.00 per month
2. Consider It Done Lawn Maintenance = \$220.00 per month
3. PSI Pressure Washing & Lawn Maintenance = \$370.00 per month

Motion to approve Consider It Done Lawn Maintenance for \$220.00 per month.

MOTION: Brad Anderson

SECOND: Nicky Gwinnett

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

NAYES: None

Motion carried 5-0

b. Discussion and possible motion to approve the quote from Bulloch Solutions for telephone, alarm, and access point of entry system at City Hall/Police Department, and the Randy Newman Community Center. *Councilman Gwinnett would like to include the Public Works office. City Clerk Phillips will have them give a quote for that department*

Motion to approve

MOTION: Rebecca Kelly

SECOND: James Harrison

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

NAYES: None

Motion carried 5-0

- c. FY22 Corrective Action Plan Update
 - Reddick, Riggs, Hunter and Colson, P.C. – Audit Period June 30, 2022
Internal Control over Financial Reporting Findings were as follows:
Finding 2022-1: Management concurs with the findings of the auditors. Actions taken and planned will be a standardized adjustment form will be developed and used for all utility adjustments. These adjustments will be maintained in a notebook and periodically reviewed and approved by personnel other than the utility clerk who made the adjustment.
Finding 2022-2: The importance of reviewing invoices paid from funds such as TSPST and LMIG for appropriations and eligibility have been reviewed with personnel responsible for preparing such disbursements. Such disbursements will also be reviewed by management responsible for signing checks.
Finding 2022-3: The importance of reviewing outstanding bills in the process of amending the budget has been reviewed with management. In adopting future budgets or budget amendments, management will review outstanding purchases to reflect amounts previously committed more accurately.

- d. Discussion and possible motion to hire Richard Coleman as a full-time Police Officer at a rate of \$20.00 per hour contingent upon the successful background check with a hire date of April 24, 2023. He will not be accepting the city insurance.

Motion to approve

MOTION: James Harrison

SECOND: Brad Anderson

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

NAYES: None

Motion carried 5-0

- e. Discussion and consideration of a motion to approve the bid from Core & Main in the amount of \$2695.00 for meter reading equipment.

Motion to approve

MOTION: James Harrison

SECOND: Nicky Gwinnett

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

NAYES: None

Motion carried 5-0

12. Old Business

- a. Motion to correct the minutes from February 16, 2023 from a motion to approve the recommendation from the Planning & Zoning Committee to approve the rezone from R-1 to R-3 for application RZ2022-005 to change said motion to read as follows; to authorize City Attorney Hunter to prepare an ordinance for a first reading for the March City Council meeting to rezone from R-1 to R-3 for application RZ2022-005.

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

- b. **FIRST READING OF AN ORDINANCE AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF BROOKLET TO REZONE PROPERTY HAVING PUBLIC ROAD ACCESS VIA A 60' ACCESS EASEMENT, A/K/A JULIUS CIRCLE, AND CONTAINING 0.67 ACRES, FROM R-1 TO R-3. (To reaffirm last month's discussion)**

Per Attorney Hunter the factors that need to be considered are, whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property; whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property; whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned; whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools; If the local government has an adopted land use plan, whether the zoning proposal is in conformity with the policy and intent of the land use plan; and, whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal. You do not have to numerate why you vote or what factors may influence you but you are supposed to consider these things. Discussion and Motion to approve or not approve the first reading or alternatively to deny the rezoning for application RZ2022-005.

Motion to deny RZ2022-005

MOTION: Johnathan Graham

SECOND: Brad Anderson

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

NAYES: None

Motion carried 5-0

- c. **FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 50, ARTICLE II. – WATER TO PROVIDE FOR NEW WATER AND WASTEWATER RATES AND CHARGES IN THE CITY OF BROOKLET.**

Discussion and Motion to approve or not approve the first reading with the correction of the water deposit fee.

Motion to approve

MOTION: Nicky Gwinnett

SECOND: Johnathan Graham

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

NAYES: None

Motion carried 5-0

- d. Discussion and possible Motion to approve a SPLOST vehicle purchase for Police.

The two quotes received are as follows:

1. JC Lewis Ford Lincoln – 2022 Ford F150 XL Super Crew 4X4 STX = \$50,038.00

2. JC Lewis Ford Lincoln – 2023 Ford F150 XL Super Crew 4X4 STX = \$56,378.00

Motion to approve the purchase of the 2022 Ford F150 XL Super Crew 4X4 STX in the amount of \$50,038.00.

MOTION: Johnathan Graham

SECOND: James Harrison

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

NAYES: None

Motion carried 5-0

13. Consideration of a Motion to adjourn

MOTION: Rebecca Kelly

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.


Joseph A. Grooms, III, Mayor


Lori Phillips, City Clerk

