



CITY OF BROOKLET

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

Joe Grooms III, Mayor  
Nicky Gwinnett, Mayor Pro-Tem  
Bradley Anderson, Councilman  
Greg Schlierf, Councilman  
Jim Stanoff, Councilman  
William Griffith, Councilman

City Attorney  
Hugh Hunter

City Administrator/Clerk  
Angela Wirth

## **AGENDA**

### **Regular Council Meeting**

Thursday, February 20, 2020 at 7:00 PM

UPDATED:

1. Call to Order and Invocation
2. Pledge of Allegiance
3. Amend or Approval of Agenda
4. Amend or Approval of Minutes
5. Approval of Financial Statement
6. **DEPARTMENTAL REPORTS:**
  - a.) Cemetery/Safety Coordinator/Risk Management & C.C.
  - b.) Finance/Administration
  - c.) Streets/Water
  - d.) Police Department
  - e.) Public Works
7. **CITIZEN COMMENT/PRESENTATION:** (Please limit to 5 minutes per subject and only comment on subject being discussed)
8. **UNFINISHED BUSINESS**
  - a.) Discussion and Approval of the Yearly Update to the Personnel Policy
  - b.) Discussion and possible motion to refinish concrete under pavillion at Community Center
  - c.) Discussion and possible motion on Allgreen Sanitation Contract Renewal Possible Rate Increase
  - d.) Discussion and possible motion to sell City real estate known as "Willie St"
9. **NEW BUSINESS**
  - a.) Discussion on Community Center(Councilman Stanoff)
  - b.) Discussion on bids for tires for backhoe and pull behind trailer
  - c.) Uniforms for Public Works
  - d.) Discussion and possible motion on Procurement Limits
10. **EXECUTIVE SESSION**

Potential Litigation

Meeting called to order at 7:00 pm. In attendance are Mayor Joe Grooms, Mayor Pro-Tem Nicky Gwinnett, Councilman Greg Schlierf, Councilman Brad Anderson, Councilman Bill Griffith, Councilman Jim Stanoff, City Attorney Hugh Hunter, City Administrator/Clerk Angela Wirth and various City residents.

Mayor Grooms gives the invocation and pledge said by all.

Mayor Grooms asked for a motion to amend or approve the agenda. Councilman Stanoff made the motion to approve the agenda. Mayor Pro-Tem Gwinnett seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Mayor Grooms asked for a motion to amend or approve last month's minutes. Councilman Stanoff made the motion to approve last month's minutes. Councilman Griffith seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Mayor Grooms asked for a motion to approve the financial statements. Councilman Anderson made a motion to approve the financial statements. Mayor Pro-Tem Gwinnett seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

### **DEPARTMENTAL REPORTS**

Councilman Stanoff, Supervisor over Cemetery/Safety Coordinator/Risk Management & Community Center gave several updates to the Mayor and Council. Councilman Stanoff's updates included maintenance of the cemetery while still bringing in dirt to build up one side of it. The safety grant has been submitted, an update on a seminar that he, Councilman Griffith and Public Works Supervisor Gene Dobson took. There was a discussion on the need for generators in case of an emergency. Councilman Stanoff also informed the Mayor and Council Bulloch County EMA will hold a seminar in April 2020 and he would like to attend. Councilman Stanoff had a discussion with the Kiwanis Club and they would like to donate a new projector to the Community Center and also add a keypad door lock to the glass door.

Councilman Anderson, Supervisor over the Administrative/Finance Department brought forth discussion on a Purchase Order system for the City of Brooklet. That way anything that is purchased will have documentation to go with it and it will help with expenditures.

Nicky Gwinnett, Mayor Pro-Tem, Supervisor over the Streets/Water Departments gave part of his monthly report time to resident Mrs. Metzger and let her speak on how in front of her home on East Lane St the mess that was left when a water line was put in for extension to the water system. Mrs. Metzger informed the Mayor and Council how several items that happened during and after the project was done left her and several



residents in the area upset. Mailboxes were taken down and not put back up in their correct places, not enough rock brought in to their driveways for them to have enough coverage for the dirt road, and her granddaughter had to call a tow truck due to the fact she was stuck in a mud ditch and had to be pulled out. Mayor Grooms and Mayor Pro-Tem Gwinnett assured Mrs. Metzger that this type of work would not happen again. Mayor Pro-Tem Gwinnett informed the Mayor and Council the drainage problems are being worked on and public works have been cleaning out sewer drains also the control switch at the well has been repaired.

Councilman Griffith, Supervisor over the Police Department gave accommodation to Officer Dewey Hunt for his bravery during a house fire here in Brooklet. Councilman Griffith brought forth the discussion on paying the lease/purchase off on the Ford F-150 and one Dodge Charger with SPLOST funds. After a brief discussion Mayor Grooms asked for a motion to pay off the lease/purchase of the Ford F-150 and one Dodge Charger with SPLOST funds of eighty-five thousand, eight hundred sixty-two dollar and three cents (\$85,862.03). Mayor Pro-Tem Gwinnett made the motion to approve the payoff. Councilman Anderson seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Councilman Griffith brought forth the discussion on purchasing another vehicle. Mayor Grooms stated this subject will need to be revisited at a later date and asked for a motion to table this subject. Councilman Anderson made the motion to table this subject and discussion. Mayor Pro-Tem Gwinnett seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Councilman Schlierf, Supervisor over Public Works Department informed the Mayor and Council Gene Dobson the Public Works Department Head attended a Chemical Response Class and is now certified in the event of a hazardous chemical spill here in the City. Councilman Schlierf also informed the Mayor and Council he purchased a tarp to go over the dump truck to be able to use the leaf vacuum and also as a reminder to the residents in attendance to please make sure your grass/leaves are in one pile and limbs in another. Councilman Schlierf asked City Administrator/Clerk Wirth to add to the work session agenda English Landscaping due to the fact that they do our street sweeping and he would like to see if it would be cheaper to use Public Works for this. Councilman Schlierf also brings forth the discussion on a maintenance program for the backhoe. It used to be maintained by Yancey Brothers but with the old contract the old cell phone numbers do not work so he is working on getting in touch with someone. He did get in touch with Keith Morris from Arcola Rd who is coming to repair the water pump for the backhoe and he will do an inspection of the backhoe and give a price for a

1000 hour maintenance or see where we are at for a price and then a price to maintenance the backhoe on a regular basis and Councilman Schlierf will also look at schedules for maintenance of the City trucks, dump truck and other equipment that we have. Councilman Schlierf also stated that the public works crew need some type of identification card with the City logo on it so when they have to go to residents homes they can show that id card and the residents know where they are from.

### **CITIZEN PRESENTATION**

No other resident signed in to speak

### **UNFINISHED BUSINESS**

Mayor Grooms brought forth the unfinished business of Discussion and Approval of the Yearly update to the Personnel Policy. City Administrator/Clerk Wirth informed the Mayor and Council since there will be some changes made with Councilman Anderson's help this needs to be tabled until further notice. Mayor Grooms asked for a motion to table this topic until further notice. Councilman Anderson made the motion to table this topic until further notice. Councilman Schlierf seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Mayor Grooms brought forth the unfinished business of the the Discussion and possible motion to refinish the concrete under the pavilion at the Community Center. Councilman Anderson stated this is one of those topics that everyone needs to sit down and discuss but needs to be table right now at this point. Mayor Grooms asked for a motion to table this topic. Councilman Anderson made the motion to table this topic. Mayor Pro-Tem Gwinnett seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Mayor Pro-Tem Gwinnett brought forth the discussion on the Allgreen Sanitation Services Contract. Sam the owner of Allgreen was in attendance and informed the Mayor and Council he is willing to do a one (1) year contract with the City of Brooklet and he is willing to work with them anyway he can. After a brief discussion Mayor Grooms asked for a motion to be able to execute a one (1) year contract with Allgreen. Mayor Pro-Tem Gwinnett made the motion for Mayor Grooms to be able to execute a one (1) year contract with Allgreen Services. Councilman Anderson seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.



Mayor Pro-Tem Gwinnett also brought forth the discussion on increasing the sanitation charges for the residents due to pricing with Allgreen Services increasing on several different levels. After a brief discussion on the City looking into having our own services for sanitation and residents in the audience seemed to be in favor, Mayor Grooms asked for a motion to approve the residential sanitation from \$12.75 a month to \$16.00 a month starting with the March 2020 billing cycle. Mayor Pro-Tem Gwinnett made the motion. Councilman Stanoff seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Mayor Grooms brought forth the discussion on the topic of Discussion and possible motion to see City real estate known as "Willie St". Councilman Stanoff asked Mayor Grooms if this topic can be tabled until the March 2020 Work Session. Mayor Grooms asked for a motion to move this topic to the March 2020 Work Session. Councilman Schlierf made the motion. Councilman Stanoff seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

### **NEW BUSINESS**

Mayor Grooms asked for information on the Community Center. Councilman Stanoff asked if this could be tabled until the March 2020 work session, with the consensus of the Mayor and Council this was tabled until the March 2020 work session.

Mayor Pro-Tem Gwinnett brought forth the discussion on getting new tires for the backhoe and pull behind trailer. For the backhoe he received bids from M&S Tire for \$1,596.00 and Total Tire for \$1,644.70. After a brief discussion Mayor Grooms asked for a motion to approve the M&S bid for tires. Mayor Pro-Tem Gwinnett made the motion to accept the bid from M&S Tires for a price of one thousand, five hundred and ninety-six dollars (\$1,596.00). Councilman Stanoff seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Mayor Pro-Tem Gwinnett informed the Mayor and Council he received bids from Southeast Tire and Cason's Automotive for tires on the pull behind trailer. Southeast Tire was for \$690.40 and Cason's was for \$646.75. After a brief discussion Mayor Grooms asked for a motion to approve the bid from Cason's Automotive for \$646.75. Councilman Anderson made the motion to accept the bid from Cason's Automotive for six hundred forty-six dollars and seventy-five cents (\$646.75). Councilman Griffith seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf,

Councilman Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Councilman Schlierf brought forth the discussion on Public Works being supplied uniforms. Councilman Schlierf stated he received three bids from Celebretes in Savannah for a total of \$632.00, Catylst Promotion in Brooklet for \$584.80 and Varisty Ink in Statesboro for \$765.00. After a brief discussion Mayor Grooms asked for a motion to accept the bid from Catylst Promotion in Brooklet for a total of five hundred eighty-four dollars and eighty cents (\$584.80). Councilman Schlierf made the motion to accept the bid from Catylst Promotion. Councilman Griffith seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Councilman Anderson brought forth the discussion on having a new procurement policy for spending limits (*see attached sheet*). After much discussion Mayor Grooms asked for a motion to approve the procurement spending limits for employees and department heads. Councilman Schlierf made the motion to approve the new spending procurement limits. Councilman Stanoff seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

There was a discussion on the topic of the Mayor being able to spend over \$1000.00 without Council approval during an emergency. City Attorney Hunter informed the Mayor and Council this would need to be changed in the City Charter for the Mayor to be able to have that type of authorization. After a brief discussion Mayor Grooms asked for a motion to have City Attorney Hunter draft a change to the City Charter on the Mayor's spending procurement limit due to an emergency. Councilman Schlierf made the motion. Councilman Griffith seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Mayor Grooms asked for a motion to close regular session for an Executive Session for Potential Litigation. Councilman Stanoff made the motion. Councilman Griffith seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Mayor Grooms asked for a motion to close executive session and return to regular session. Councilman Stanoff made the motion. Councilman Griffith seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman



Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

**EXECUTIVE SESSION**

No Action Taken

Mayor Grooms asked for a motion to adjourn tonight's meeting. Councilman Stanoff made the motion. Councilman Griffith seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnett, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

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Joe Grooms, III, Mayor

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Angela Wirth, City Administrator/Clerk

# Brooklet

## Procurement Limits based on the aggregate of a single purchase transaction

\*To be effective March 1, 2020

	< \$250.00	\$250.01 - \$1000.00	\$1000.01 - \$5000.00	> \$5000.01
<b>Bid/ Proposals &amp; Forms</b>	Purchase Order/ Receiving Report	Purchase Order/ Receiving Report  Two Quotes	Purchase Order/ Receiving Report  Three Quotes	Written Bid Process with a minimum of two (2) written bids or proposals (Competitive Bid Process, as necessary)  Contracts as appropriate  Purchase Order/Receiving Report/Project Completion Letter  *Brooklet state of emergency declared by council vote authorizing expenses up to \$50,000 without bids.
				**Any purchase/project over \$100,000 must be listed on the Georgia Procurement Registry.
<b>Approvals</b>	Department Supervisor	Department Supervisor  Department Council Member	Department Supervisor Department Council Member Presented to Council	Department Supervisor, Department Council Member City Clerk, and City Council
<b>Amendments &amp; Change Orders</b>	A variance greater than 5% of the initial purchase order requires mayor approval and possible council approval.			