

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
MEETING
FEBRUARY 16, 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. Public Hearing and Consideration of a Motion to Approve the recommendation from the Planning and Zoning Committee for Application RZ 2022-005: Carolyn Renee Everett request a zoning map amendment from R1 (Single-Family Residential) zoning district to R3 (Single-Family Residential) zoning district in order to establish a care home to provide quality care for up to (6) ambulatory residents on 0.67 acres at 524 Julius Circle.

Discussion and Questions from the Mayor and City Council.

After leaving the public hearing and returning to the regular session,

Mayor Grooms: asked for a motion of rezoning, Mayor Pro-Tem Anderson seconded the motion, all in favor...

Per City Attorney Hugh Hunter: You need to pass an ordinance to do it, this is just a public hearing, but I guess if y'all are in favor of doing it, you would instruct me to prepare the ordinance and that is to change the zoning.

Per Mayor Grooms: Wouldn't it be better to have those qualifications especially with the septic tank and everything to be able to see, before that is done for the zoning?

Per City Attorney Hunter: Well, I mean, all y'all are doing is determining rather you want to rezone it from R-1 to R-3, if it does not pass the septic, they don't get a license from the state, they wouldn't be able to do it anyway, but all y'all are voting on is the zoning, but that's up to y'all, rather you want to do it now, or wait.

Per Mayor Grooms: It would be better to wait.

Mayor Pro-Tem Anderson: Hugh, what is your recommendation, I mean the most legally correct way?

Per City Attorney Hugh Hunter: Well, I mean there is no right or wrong answer, if y'all are not comfortable with it now, you can defer voting on it. This was just the public hearing, but the council does not have the authority to determine rather it passes septic and it does not have the power to grant a state license for them to run the home that they want to run.

Mayor Pro-Tem Anderson: So, the typical procedure is once we approve...

Per City Attorney Hugh Hunter: Then whatever is allowed in an R-3 zone can go there.

Mayor Pro-Tem Anderson: Can go there, okay, then I suggest we follow the process that we have always followed and roll with it.

Mayor Grooms: So, are we going through with a motion?

Mayor Pro-Tem Anderson: Yes, alright, so we had a motion, a second, in favor, I'm sorry that was Jimmy who made the motion, Brad who second it, and then, because Lori is not here, so we are doing it all for Lori tonight, so verbally, alright and with all of council passing, is that correct?

Per Mayor Grooms: Yes.

Per City Attorney Hugh Hunter: So, I am to prepare an ordinance and the Lori will post it and y'all can vote on it at the next meeting?

Mayor Pro-Tem Anderson: Yes.

Councilman Graham: And then it is all depending on the licenses and all being approved by outside powers.

Per Mayor Pro-Tem Anderson: Okay.

Discussion and Questions from the Public who has signed up to speak.

Ms. Oma Lee Robinson is concerned that if that piece of property is approved to R-3, can anyone else come in and put anything they want there? The council must consider any application that comes in for a rezone. There are obviously concerns concerning the type of care home this will consist of, however, this is for a rezone only, when they are ready to apply for a business license, that will then go in front of the council for discussion and possible approval.

Motion to come out of the public hearing and back into the regular session.

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

Motion to approve the recommendation from the Planning & Zoning Committee to approve the rezone from R-1 to R-3 for Application RZ 2022-005 and authorize City Attorney Hugh Hunter to prepare an ordinance for a first reading for the March City Council meeting.

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

4. Consideration of a Motion to Approve the Agenda

Motion to amend the agenda and move item 12.1 and 12.2 to 8.1 and 8.2, and strike 12.5 until City Clerk Phillips returns.

MOTION: James Harrison

SECOND: Jonathan 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 Consent Agenda

- a. Approval of a city website, Municipal Impact in the amount of \$2,058.00
- b. Approval for the purchase of 20 metal sign post from Econo Signs in the amount of \$1,626.14
- c. Approval of Invoice# 2 for Associates in Local Government Assistance, Inc. in the amount of \$17, 838.80 to be paid from the water fund.

Motion to approve

MOTION: Rebecca Kelly

SECOND: Nicky Gwinnett

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 Minutes for the following Meetings:

- a. January 12, 2023 Work Session

- b. January 16, 2023 Called Meeting
- c. January 19, 2023 City Council Meeting

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

Motion to approve

MOTION: Nicky Gwinnett
SECOND: James Harrison
AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison
NAYES: None
Motion carried 5-0

8. Recognition of guest that have signed up to speak

a. Stan York and Bobby Durden - South Georgia State Representative for the Blue Knights International, SRC and the president of Blue Knights GA VIII. The BLUE KNIGHTS® is a non-profit fraternal organization consisting of active and retired law enforcement men & women who enjoy riding motorcycles.

Mr. Durden would like to propose renting the facility for \$100 monthly through December, 2023, with the understanding they would put the water, power, and garbage in their name. The lower monthly rental rate allows them the opportunity to get their feet under them as a new club and possibly renegotiating the monthly rental rate in January, 2024. If the terms meet Council's approval, a rental agreement would be created between City of Brooklet and Mr. Durden for a period of 9 months. The rental agreement will be placed on the March City Council agenda for discussion and approval.

b. Report from the City Engineer, Wesley Parker – Projects Update

A. Well Project

Items Accomplished Created a computer model of the City's water system which was used to evaluate prospective well sites.

1. Evaluated several sites and recommended the Baptist Church site.
2. Coordinated with surveyor to survey the Baptist Church site.
3. Applied for an Office of Planning and Budget (OPB) grant to fund the well.
4. Prepared a Phase 1 EPD report which will be used by EPD to evaluate the site.
5. Submitted a groundwater permit modification request to EPD.
6. Met on site with EPD to evaluate well site.
7. Located septic facilities with Councilman Anderson.
8. Provided a sketch to GDOT to evaluate with regards to a driveway access.
9. Commissioned a topographical survey from Don Marsh.
10. Don Marsh completed the topographical survey.

11. Met City staff on site to discuss how they would like the well house and well site designed.
12. Prepared a preliminary house design and site layout for the city to review.

Next Steps:

1. Wait on EPD to concur with well site.
 2. Wait on GDOT to concur that they will allow a driveway access.
 3. City to finalize purchase after EPD's evaluation.
 4. Await results regarding grant.
 5. Prepare a topographical survey from the proposed well site to the tank.
 6. Design.
- 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.
1. Attended a meeting with the TAPS team to discuss what is needed for the preliminary engineering.

Next Steps:

1. The City of Brooklet should contact GDOT to request reimbursement for the engineering work completed on Cromley Road.
- 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.

Next Steps:

1. Waiting 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:

- I. Pave streets (Anticipate starting within 2 weeks.)

c. Report from Matt Morris, City Consultant for the Sewer Project - Update

Per Matthew Morris: I have had several meetings and phone calls with the various parties that play a role in moving the City's sewer project forward. (City of Statesboro, potential developer, Parker Engineering, Thomas, and Hutton). Generally, there is positive reception from all parties in their willingness to work with Brooklet to facilitate the viability of this project. While there are many items that I will outline below that will need to be completed to facilitate the completion of the project, the most important factor in determining the viability of the project for Brooklet are the financial implications. While these discussions will continue in the coming weeks/months, I would like to focus on the financial analysis and rate structure.

We have a spreadsheet built to analyze this that we will manipulate to analyze Brooklet's project. I have recently requested some information from Lori, who has been very responsive, and will be able to incorporate that information into the model. Once this is compiled, I would like to sit down with some representation from the city and discuss the initial analysis. To complete the financial analysis there are several things that need to be considered:

1) Current Financial Status – The 2021 Audit Report which will give me a good picture of the City's current financial status. In addition, I have requested 2022 reports from the City's utility billing system which will provide me with additional details regarding rates, number of accounts, revenue and revenue trends, operating expenses, etc.

2) New Development Potential – With the fact that the initial project doesn't generate a significant number of customers, the project's success is going to depend on future developments in Brooklet. Other than what has been mentioned in conversations regarding some expressed interest from the developers with one potential tract, I am going to need to understand what other projects may be on the horizon. Having a project at the table during this process is going to be critical in making the financials work.

3) Aid to construction fees (IMPACT) – Currently the fee that is imposed by Brooklet is \$1400 and is only for water. A sewer fee will need to be adopted by Council. I have represented this fee in the spreadsheet at \$3,000. This is a placeholder and will change given the project and development potential.

4) Development Agreements – I would also highly recommend that the city include development agreements on all subdivision development projects. While the PD zoning

provides the flexibility mentioned above, it also provides the ability for the city to negotiate things like “capacity fees” (i.e.: Impact, Tap, Capital Cost Recovery, etc.) which are going to be critical in the financial analysis we will review together. These development agreements could even provide you with the ability to have the developer contribute in advance of them starting their project which could offset any debt the city.

Contract for Services w/ Statesboro

Service Delivery Strategy

- Conceptually Bulloch County has no objection to amending the SDS to address Brooklet’s sewer service area.
- Recommendation: Get as much service area as you possibly can around your proposed infrastructure
- Action Items: City of Brooklet / Parker Engineering to provide a recommendation of what this area should look like.

9. Reports from committee members

a. Mayor Pro-Tem Anderson

- All the reserves are in the water fund and at least half of that is tied up in the water capital improvement fund.

b. Councilman Gwinnett

- Everything is operating smoothly and the fire hydrant on Cromley road has been repaired and is now working.
- Will be getting together a water project list for the next meeting.

c. Councilwoman Kelly

- The website is online and we will be taking a training course coming up next week.
- Performed a walk through at City Hall with Chief Roberts and discussed what all we will need to make the move.
- We will also be getting an air quality inspection done to test for mold at City Hall.
- Will begin working on the beautification project soon.

d. Councilman Harrison

- Will be getting together a water project list for the next meeting.

e. Councilman Graham

- Please keep City Clerk Phillips in your prayers at this time.

10. Report from Police Chief

a. Gary M. Roberts

- Gave the monthly PD report – they responded to 49 in service calls, 8 reports, issued 2 moving citations, and issued 6 parking Citations (warnings).
- The new Police Clerk is working out well (Lisa Tollison)
- The new officer, Justin Odum is working out well also, he does not have any street time, but they are working with him on that.

11. Report from Safety Coordinator

a. Jim Stanoff

- The 2023 safety grant was approved and we have purchased the items that we needed and we have been reimbursed.
- The generator is still a work in progress.
- The corner of Lee and Parker, there is enough room to make a parallel parking spot for a golf cart parking space and would like permission from the mayor and council to designate this spot for that purpose.

12. DISCUSSION ITEMS:

12.1. Motion to approve the purchase of four tires for the hydro dig.

The two quotes received are as follows:

#1. Low Country JCB in the amount of \$4,038.04

2. Gridiron, LLC in the amount of \$4,092.92

Motion to approve the quote from Low Country JCB in the amount of \$4,038.04.

MOTION: James Harrison

SECOND: Johnathan Graham

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

NAYES: None

Motion carried 5-0

12.2. Discussion and possible motion for quotes received for the water materials and supplies for Woods Edge Subdivision.

The three quotes received are as follows:

#1. Consolidated Pipe & Supply Company, Inc. in the amount of \$82,786.75

#2. Ferguson Waterworks in the amount of \$77,396.63

#3. Core & Main in the amount \$73,758.46

Motion to approve the quote from Core & Main in the amount of \$73,758.46.

MOTION: Nicky Gwinnett

SECOND: Johnathan Graham

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

NAYES: None

Motion carried 5-0

12.3. Discussion – Bulloch Telephone Proposal

No discussion due to City Clerk Phillips not being present.

13. Consideration of a Motion to adjourn

Motion to approve

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 14 day of March, 2023.



Joe A. Grooms, III, Mayor



Lori Phillips, City Clerk