



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

**JANUARY 12, 2023
WORK SESSION
6:30 PM
MINUTES**

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

2. **Consideration of a motion to approve the agenda**

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

3. **DISCUSSION ITEMS:**
 - 2.1. **Steve Walker – Georgia Rural Water Association**

Mr. Walker is a source water specialist, he goes to towns with 10,000 people or less, and prepares a source water protection plan for the municipality, this is free and it highlights ways to protect your sources. Mr. Walker would like to prepare one for Brooklet and present it in a presentation in February or March, he will be working with the mayor and the city clerk to collect more information concerning the water system.

 - 2.2. **Bill Powell, Georgia Rural Water – Water Rate Increase Discussion**

Mr. Powell presented the mayor and council with a proposed new water and wastewater rate ordinance. The City of Brooklet has in place an existing water system for the supply of potable water, and a small wastewater system that provides very limited coverage. It is anticipated that significant growth within

Southeast Georgia is imminent due in large part to the announcement of significant economic development projects in areas near Brooklet. As a result, it is anticipated that there will be increased demands upon the existing water system, necessitating upgrades and expansions of the system. Additionally, it is anticipated that the public health and welfare of the citizens of Brooklet will necessitate the construction and maintenance of a greatly expanded wastewater system to provide for sewage treatment and disposal in the community.

2.3. Wesley Parker, Parker Engineering Services - ARPA State Fiscal Recovery Fund for Water and Sewer Infrastructure Award for Engineering Services

Mr. Parker gave a presentation to the mayor and council in hopes that they award the contract for the project for engineering services to his firm. There are many reasons why Brooklet should choose his firm, one being, all the engineers are local, they have worked with several cities around the same size, they have been doing engineering services for Brooklet for ten years, they helped write the grant for this project, therefore, they have plenty of experience, they will keep everyone up to date with the project, they have a good working relationship with the city of Statesboro and Bulloch County, but more importantly, they will have a good working relationship with Brooklet and hope that they can continue to do more for the city.

**2.4. ~~Associates in Local Government Assistance, Inc. – ARPA State Fiscal Recovery Fund for Water and Sewer Infrastructure Award for Administrator Services~~
*This item was approved in October 2021***

2.5. Project Update from Wesley Parker – City Engineer

**2.6. ~~Brett Bennett Update Consultant for the Water/Sewer Grant Project~~
*Matt Morris, who is the current city manager of Springfield, GA, to serve as consultant.***

MMC Consulting Service, LLC is pleased to submit this proposal to the City of Brooklet. MMC Consulting Service, LLC has engaged with numerous local governments for a variety of services including but not limited to water and sewer system feasibility analysis as well as contract negotiation with other local governments related who received or supplied these services. Matthew Morris, Principal of MMC Consulting Service, LLC, will use his experience to negotiate a contract for services with the City of Statesboro, included making recommendations on changes to the Service Delivery Strategy and City Ordinances to protect the investment that will be made by the City of Brooklet to install a pump station and force main with the awarded grant funding and associated matching funds. Mr. Morris will provide recommendations on matters that should be considered by the City when adopting development regulations once the sewer service is incorporated in the City of Brooklet and assist the City in negotiating development agreements with any proposed projects. MMC Consulting Service, LLC is owned and managed by Matthew Morris. His education consists of a degree in Political Science from Armstrong Atlantic State University and a Master of Public Administration from Georgia Southern University. He has been the City Manager for the City of Springfield Ga for the last five years. Prior to this Mr. Morris was a General Manager in the private sector.

- 2.7. Discuss having the mayor or his designee from CC participate in the meetings being held by Statesboro and Bulloch County regarding the development of the South end of the County. This growth (all the new businesses) will greatly affect Brooklet and we need to be a part of those discussions and decisions.**

Councilman Gwinnett and Councilwoman Kelly volunteered to be a part of the Bulloch County Long Range Transportation Plan - Technical Advisory Committee.

- 2.8. Discuss funding options for employee raises**

Per Councilman Anderson, for the regular raises, which would include the public works staff, and city admin staff is \$19,860.00 based on the motions that were made at the last council meeting, you need half of that for this year most of them, like administration, there are things we can tighten up on and that should not be an issue, sanitation can also be absorb. The streets employee may be a stretch, the water employee, will not be a problem at all, he water fund generates its money. The positive note is that the franchise fees for Georgia Power came in for a more thousand dollars than what was budgeted for, so that being said, we actually have a little extra to cover that. For the police department, a couple of different options, the current department has five officers, plus a Chief, plus a clerk, because we have had vacancy issues every year, the reality is, we only funded four of those five because we never had an officer year round, there was always an officer out fulltime, so we had five on the books, but we only funded four because that's all we ever use each year, with that being said, the budget is \$525,000.00, that is almost at an 18% over last year's budget, that's a Chief, four officers, is what was budgeted, we've had five at one point in time, plus a clerk, with the increase in officers along with what our over time estimates have been, we will need \$610,000.00, so we are looking at \$85,900.00 is what we will need from somewhere. We struggled for about five months with no budget because we could not come to an agreement on council based on where monies were coming from to cover the various departments, we did final in October manage to come to a balance budget and that's where the \$525,000.00 came from, \$610,000.00 is what you are going to have to have if that's what you want to fund, you will need the equivalent of half of that because its only December or it was based on December, because you are not going to get it in your property tax, we collect roughly \$350,000.00 worth of property taxes, so you're not going to get it from there. That is only increasing at about 6 1/2 to 7% each year. The entire budget is \$1.3 million dollars. So, the only place to get more money is either the water fund, that's your water bills, and your garbage bills. We can raise the mileage rate but that is not until next October. After an intense discussion, Mayor Grooms decided to get up and leave the meeting. Per Councilman Anderson, at the next meeting, we have to decide a staffing ratio for the police department because we did not establish an hourly rate for the new officers, we also have to take in consideration, what the rate would be for someone with or without certification. Councilman Graham asked if we could hold a called meeting before this month's city council meeting, all agreed to hold called meeting for Monday, January 16, 2023 at 6:00 PM. The discussion will be to establish a police department pay structure.

- 2.9. Setting fine amounts for no parking citations**

The first month will be warnings issued only, after the first month the citation will start at \$25.00 and go up. We are also planning on painting the curbs where the no parking signs are being placed.

3.0. Brooklet Police Department – Chief Roberts
No discussion

3.1. Qualifying Fees for the 2023 Municipal Election

An election for the purpose of electing a mayor and 2 Council Members will be held on November 7, 2023. In accordance with section 21-2-131 of the Georgia Election Code and Rules of the State Election Board the governing authority of the municipality shall, not later than February 1 of the year of the general election, fix and publish a qualifying fee for each office to be filled in the upcoming election. Such fee shall be 3% of the total gross salary of the office. The qualifying fee for the Mayor seat will be \$90.00 and each council seat will be \$54.00.

4. ADJOURNMENT

Motion to adjourn

MOTION: Rebecca Kelly

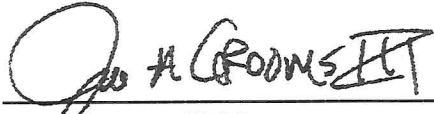
SECOND: Brad Anderson

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

NAYES: None

Motion carried 5-0

Approved this 16th day of February, 2023.



Joe A. Grooms, III, Mayor



Lori Phillips, City Clerk