



CITY OF BROOKLET
P.O. BOX 67 BROOKLET, GA 30415 *(912) 842-2137 *FAX (912) 842-5877

Joe Grooms III, Mayor
Nicky Gwinnette, 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

CITY OF BROOKLET REGULAR COUNCIL MEETING
THURSDAY, JANUARY 16, 2020 AT 7:00 PM
COUNCIL CHAMBERS AT CITY HALL
104 CHURCH ST
BROOKLET, GA 30415
UPDATED:

CALL TO ORDER INVOCATION

1. Approval or Amend Agenda
2. Approval or Amend Minutes
3. Approval of Financial Statements
4. **DEPARTMENTAL REPORTS:**
 - a.) Councilman -Cemetery
 - b.) Councilman Schlierf: Finance/Administration

Bank Balances:

1. Cemetery Fund:
 2. SPLOST 2013
 3. Water Capital Improvement Fund:
 4. Water Fund:
 5. General Fund:
 6. Police Department Administrative Fund:
 7. Building Permits Issued
- c.) Mayor Pro-Tem : Streets/Water
 - d.) Councilman Griffith: Police Department
 - e.) Councilman Stanoff: Public Works
 - f.) Police Chief-Lee Craft
 - g.) City Attorney Hunter

5. Citizen Comment/Presentation:(Please limit to 5 minutes per subject and only comment on subject being debated)

6. **UNFINISHED BUSINESS**

- a.) 2nd Reading and possible approval of the Water Billing/Cut off Amendment
- b.) Discussion and Approval of the Yearly Update to the Personnel Policy
- c.) Discussion and possible motion to refinish concrete under pavillion at Community Center

7. NEW BUSINESS

a.) CONSENT AGENDA

City Department Supervisors

Cemetery
Finance/Administrative
Streets/Water
Police Department
Public Works

Appointments-

City Attorney-Hugh Hunter
City Auditor-Patricia Hunter
City Municipal Court Judge-Joseph Cowart
City Municipal Court Solicitor-I Cain Smith
City Municipal Court Public Defender-Christopher Gohagan
City Admin/Clerk-Angela Wirth
Assistant City Clerk-Lori Phillips
City Police Chief-Walter Lee Craft
Mayor Pro-Tem-Nicky Gwinnette
Municipal Election Superintendent-Angela Wirth
Municipal Election Administrator-Lori Phillips
City Building Inspector-Sydney Alston
City Marshal/Code Enforcement Officer
Planning & Zoning Administrator
Safety Coordinator

b.) Discussion on Howard Tucker Invoices

c.) Discussion and possible motion on Allgreen Sanitation Contract Renewal

d.) Discussion and possible motion to sell City real estate known as "Willie St"

e.) Municipal Election Qualifying Fees

8. EXECUTIVE SESSION

Personnel

Meeting called to order at 7:02 pm. In attendance are Mayor Grooms, Mayor Pro-Tem Gwinnette, Councilman Schlierf, Councilman Anderson, Councilman Griffith, Councilman Stanoff, City Administrator/Clerk Wirth. City Attorney Hugh Hunter was not in attendance.

City Administrator/Clerk Wirth calls meeting to order for Mayor Grooms. Mayor Hendrix gives over the gavel to Mayor Grooms with a small speech.

Mayor Grooms asked for a motion to approve or amend tonight's agenda. Councilman Schlierf made a motion to approve tonight's agenda with two (2) new items under new business. Councilman Stanoff seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnette, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Mayor Grooms asked for a motion to approve last month's minutes. Councilman Anderson made the motion to approve last month's minutes. After a brief discussion on the wording from last month and realizing that a new letter will need to be sent to Carbretta Inlet to use our sanitation services, Mayor Pro-Tem Gwinnette seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnette, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Councilman Schlierf gives a small break down on how the Revenue and Expenditure report needs to be read by the Council and he also gives the bank balances. Mayor Grooms asked for a motion to approve the financial statements. Councilman Schlierf makes the motion to approve the financial statements. Councilman Stanoff seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnette, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

DEPARTMENTAL REPORTS

There was no Cemetery report this month.

Councilman Schlierf, Supervisor over the Finance/Administrative Dept informed the Mayor and Council the Community Center bank account does not need to go below \$1200.00 (twelve hundred dollars) due to the City having to pay service fees. Councilman Schlierf made the motion for the Community Center bank account to stay at \$1200.00 (twelve hundred dollars) so not to incur service fees. Councilman Griffith seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnette, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Councilman Schlierf also brought forth the discussion on replacing a CD from the water fund account that was broken by the City several years ago. Councilman Schlierf stated he would like to see \$30,000.00 (thirty thousand dollars) from the water fund moved to a CD so the CD could be used as backup in the event of an emergency. After a brief discussion Councilman Schlierf made the motion to move \$30,000.00 (thirty thousand dollars) from the water fund into a new CD. Councilman Griffith seconded the motion, all in favor, carried.

Councilman Schlierf also informed the Mayor and Council several months ago there was an approval to have the chipper repaired at a price of \$1800.00 (eighteen hundred dollars) and the repair only cost \$1500.00 (fifteen hundred dollars).

City Administrator/Clerk Wirth informed the Mayor and Council the price for the outside remodel for the Community Center went over by \$970.00. Instead of the project costing the \$19,000.00 (nineteen thousand dollars) as was approved by the Mayor and Council the cost went over by \$970.00. Mayor Grooms and the Council wanted to know who authorized the project to go over and who authorized the check to be given. City Admin/Clerk Wirth informed the Mayor and Council that Councilman Randy Newman approved the overage and approved for the check to be given to the contractor. Mayor Grooms and Council were very upset about this subject and informed the City Admin/Clerk that any overages will not be approved until the price of the project come back before the Mayor and Council.

Mayor Grooms and Councilman Schlierf asked how many building permits were issued in the last month and City Admin/Clerk Wirth stated there were 6 (six) issued.

Mayor Pro-Tem Gwinnette informed the Mayor and Council the Baker St/Pretouris St project was coming along very well and almost finished.

Mayor Pro-Tem Gwinnette also informed the Mayor and Council there was a fire hydrant last year that was damaged by a contractor and the contractor has not paid for the damage and the City needs to rebill for a third time and if not paid by the contractor then it needs to be turned over to the City Attorney.

Mayor Pro-Tem Gwinnette brought forth the discussion on Contractor Howard Tucker has not invoiced the City for any work done for up to a year and the City owes around \$50,000.00 (fifty thousand dollars). Mayor Pro-Tem Gwinnette and City Admin/Clerk Wirth informed the Mayor and Council they both have spoken to Mr. Tucker to try and get the invoices and as of tonight's meeting they have not been received. After a brief discussion it was concluded that most of the work was done as emergency work but he still needs to invoice the City and have a contract with him so when there is an emergency the City will know a figure before the work starts.

Councilman Schlierf asked the Mayor and Council when work is done please make sure a contractor does not come into City Hall with an invoice and expect to get paid the same day. Several contractors have been doing that and it makes it very hard on the administrative staff. Mayor Grooms stated that stops today. No more invoices paid on the same day.

Mayor Pro-Tem Gwinnette informed the Mayor and Council of the right-of-way problem with the Cromely Rd widening and drainage project. Cromely Rd from Hwy 80 to Lane St has three (3) different right-of-ways. One is 50', one is 40' and one is 30' and this will need to be taken care of before the project can go any further. Mayor Pro-Tem Gwinnette also stated there are three (3) 18" drainage pipes draining into one (1) 24" drainage pipe under HWY 80 and that will need to be fixed also before the project can go any further.

Councilman Griffith, Supervisor over the Police Department started reading aloud from a Police Report where two (2) of our officers were involved in helping a family out of their burning home. Councilman Griffith gives Officer Gary Roberts and Brandi Stocke Accommodation Certificates.

Councilman Stanoff, Supervisor over Public Works informed the Mayor and Council all the equipment is operational and he has started on working on the Safety Grant for the year.

Police Chief Craft-No report

City Attorney Hunter- Not in attendance

CITIZEN PRESENTATION/COMMENT

No one to speak

UNFINISHED BUSINESS

Councilman Schlierf brings for the 2nd reading of the Ordinance to change to water billing/cut off date. Councilman Schlierf made the motion to approve the 2nd reading and approve the Ordinance change. Councilman Anderson seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnette, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Discussion and approval of the yearly update to the Personnel Policy was tabled until next month
Discussion and approval of resurfacing the concrete under the pavilion at the Community Center was tabled until next month.

NEW BUSINESS

CONSENT AGENDA

City Department Supervisors

Mayor Grooms asked for a motion to approve the following Councilmembers in their perspective Supervisor positions:

Cemetery, Safety Coordinator/Risk Management and Community Center-Councilman Jim Stanoff: Mayor Pro-Tem Gwinnette made the motion to appoint Councilman Stanoff as the Cemetery, Safety Coordinator/Risk Management, and Community Center Supervisor. Councilman Griffith seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnette, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Finance/Administrative Department-Councilman Bradley Anderson: Councilman Schlierf made the motion for Councilman Anderson to be the Finance/Administrative Department Supervisor. Councilman Griffith seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnette, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Streets/Water and Mayor Pro-Tem-Nicky Gwinnette: Councilman Anderson made the motion for Councilman Gwinnette to be the Streets/Water Departments and Mayor Pro-Tem. Councilman Stanoff seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnette, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Police Department Supervisor-Councilman Bill Griffith: Councilman Stanoff made the motion to Councilman Griffith to stay as the Police Department Supervisor. Councilman Schlierf seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnette, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Public Works Department-Councilman Greg Schlierf: Councilman Stanoff made the motion to Councilman Schlierf to be the Public Works Supervisor. Councilman Griffith seconded the motion, all in favor, carried.

Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnette, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

City Appointments:

City Attorney, Hugh Hunter
City Auditor, Patricia Hunter
City Municipal Court Judge, Joseph Cowart
City Municipal Court Solicitor, I. Cain Smith
City Municipal Court Public Defender, Christopher Gohagan
City Administrator/Clerk, Angela Wirth
Assistant City Clerk, Lori Phillips
Cit Police Chief, Walter L. Craft
Municipal Election Superintendent, Angela Wirth
Municipal Election Administrator, Lori Phillips
City Building Inspector, Sydney Alston
City Marshal/Code Enforcement, Walter L. Craft
Planning & Zoning Administrator, Angela Wirth

Councilman Anderson made the motion to accept all the City Appointments as listed above with City Attorney, City Auditor, Court Judge, Court Solicitor, and Court Public Defender being on a six (6) month term. Councilman Stanoff seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnette, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Discussion on the Howard Tucker invoices was done earlier in the meeting.

Allgreen Services contract was tabled until next month's meeting

Willie St was also tabled until next month

City Administrator/Clerk Wirth informed the Mayor and Council the Municipal Election qualifying fees have to be approved and advertised in the legal organ by February 1, 2020.

Mayor Seat: \$90.00
Council Seat #1: \$54.00
Council Seat #2: \$54.00
Council Seat #3: \$54.00
Council Seat #4: \$54.00
Council Seat #5: \$54.00

Mayor Grooms asked for a motion to approve the City of Brooklet Qualifying Fees for the year 2020. Councilman Anderson made the motion to approve the 2020 Qualifying Fees. Councilman Schlierf seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnette, 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 personnel.

Councilman Stanoff made the motion to close regular session and move into an executive session for personnel. Councilman Griffith seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnette, Councilman Griffith and Councilman Stanoff. No Council member voted against the motion.

Councilman Stanoff made the motion to adjourn the executive session and return to regular session. Councilman Schlierf seconded the motion, all in favor, carried. Voting for the motion are Councilman Schlierf, Councilman Anderson, Mayor Pro-Tem Gwinnette, 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.

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

Joe Grooms, III, Mayor

Angela Wirth, City Administrator/Clerk