



CITY OF BROOKLET
104 CHURCH ST. BROOKLET, GA 30415 PHONE (912) 842-2137 FAX (912)842-5877

July 17, 2025

**City Council
Meeting
7:00 PM**

Unofficial Minutes

Members Present: Mayor Gwinnett, Mayor Pro-Tem Roughton, City Manager Carter Crawford, Councilman Harrison, Councilwoman Kelly, Councilwoman Wentz, City Clerk Lori Phillips, and Assistant City Clerk Melissa Pevey.

Members Absent: Councilman Anderson

1. Call to order and welcome - Mayor Gwinnett

- Invocation
- Pledge of Allegiance

2. Consideration of a Motion to Approve the Agenda

MOTION TO APPROVE

MOTION: Rebecca Kelly

SECOND: James Harrison

AYES: Keith Roughton, James Harrison, Sheila Wentz, and Rebecca Kelly

NAYES: None

The motion carried 4-0

3. Recognition of Guest(s) who have Signed Up to Speak

- a. Linda Kimble, a resident and former Planning & Zoning member for the City of Brooklet, signed into speak and expressed concerns about the city's appearance and safety, suggesting the formation of a committee to address these issues. She highlighted problems with property maintenance and the need for better protection for police officers.

4. Consideration of a Motion to Approve the Minutes for the following Meetings:

- a. June 5, 2025 Budget Public Hearing
- b. June 19, 2025 City Council Meeting

MOTION TO APPROVE

MOTION: Keith Roughton

SECOND: Sheila Wentz

AYES: Keith Roughton, James Harrison, Sheila Wentz, and Rebecca Kelly

NAYES: None

The motion carried 4-0

5. Consideration of a Motion to approve the June Financial Reports as presented.

MOTION TO APPROVE

MOTION: James Harrison

SECOND: Rebecca Kelly

AYES: Keith Roughton, James Harrison, Sheila Wentz, and Rebecca Kelly

NAYES: None

The motion carried 4-0

6. Report from the City Manager

Mr. Crawford discussed the fiscal challenges faced by the city and emphasized the need for careful spending until tax revenues are received. He announced his departure and expressed gratitude for working with the council. He also went over the financial reports, noting a deficit in the general fund due to unbudgeted expenses and discussed finalizing the five-year Capital Improvement Plan (CIP). Recommendations were made to transfer funds from the water-sewer fund to balance the budget.

7. Reports from Committee Members

- a. Mayor Pro-Tem Hubert K. Roughton – No Report
- b. Councilman Bradley Anderson – Absent
- c. Councilwoman Rebecca Kelly - discussed the need for a Solicitation Ordinance to regulate door-to-door solicitations, prompted by recent complaints. The police department and council members supported the idea, and further work on the ordinance was planned.
- d. Councilman James Harrison – No Report
- e. Councilwoman Sheila Wentz – No Report

8. Report from City Clerk Lori Phillips

City Clerk Phillips provided updates on administrative tasks and projects.

9. Report from Assistant City Clerk Melissa Pevey

Assistant City Clerk Pevey provided updates on Planning & Zoning, permits issued, June sanitation tonnage, the status of the DRI for the Waterford Subdivision, and upcoming training events.

10. **Report from Chief of Police Michelle Reolegio**
Chief Reolegio provided the June crime report including the revenue collected from citations issued.
11. **Report from the City Engineer, Wesley Parker, Parker Engineering, LLC.**
Wesley Parker discussed ongoing infrastructure projects, including a sidewalk project and drainage improvements.
12. **Report from the City Attorney Ben Perkins**
No Report
13. **Discussion Item(s):**
 - 13.1. **Second Reading and Approval of Ordinance No. 2025-025:**
AN ORDINANCE BY THE MAYOR AND CITY COUNCIL FOR THE CITY OF BROOKLET AMENDING CHAPTER 50 OF THE CODE OF ORDINANCES TO PROVIDE REQUIREMENTS FOR CONNECTION TO THE CITY OF BROOKLET'S SANITARY SEWER SYSTEM; TO PROVIDE FOR NOTICE; TO PROVIDE FOR SEVERABILITY; TO PROVIDE AN EFFECTIVE DATE; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.
MOTION TO APPROVE
MOTION: James Harrison
SECOND: Keith Roughton
AYES: Keith Roughton, James Harrison, Sheila Wentz, and Rebecca Kelly
NAYES: None
The motion carried 4-0
 - 13.2. **First Reading of the Subdivision Amenity Ordinance No. 2025-026:**
AN ORDINANCE BY THE MAYOR AND CITY COUNCIL FOR THE CITY OF BROOKLET AMENDING ARTICLE V OF THE ZONING ORDINANCE OF BROOKLET, GEORGIA (APPENDIX B OF THE CODE OF BROOKLET, GEORGIA) TO ESTABLISH A LOT SIZE AND WIDTH REDUCTION PROGRAM FOR SINGLE-FAMILY DETACHED RESIDENCES IN R-3 RESIDENTIAL SUBDIVISIONS.
There will be a second reading and approval on the August 20, 2025 City Council agenda.
 - 13.3. **First Reading of Ordinance No. 2025-027:**
AN ORDINANCE BY THE MAYOR AND CITY COUNCIL FOR THE CITY OF BROOKLET, GEORGIA, TO AMEND THE COMPENSATION OF THE MAYOR AND COUNCILMEMBERS.
There will be a second reading and approval on the August 20, 2025 City Council agenda.

13.4. First Reading of Ordinance No. 2025-028:

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL FOR THE CITY OF BROOKLET AMENDING ARTICLES I, III, AND VI OF THE SUBDIVISION ORDINANCES OF BROOKLET, GEORGIA (APPENDIX A OF THE CODE OF BROOKLET, GEORGIA) TO ESTABLISH PROVISIONS REQUIRING OWNERS' ASSOCIATIONS FOR CERTAIN RESIDENTIAL AND NONRESIDENTIAL DEVELOPMENTS.

There will be a second reading and approval on the August 20, 2025 City Council agenda.

13.5. Brooklet Recreation Department Renovations – Utilizing the \$290,000 in SPLOST funds allocated for recreation.

Deandre Crosby and Tony Morgan with the Bulloch County Recreation Department were present at the meeting. The council discussed plans to renovate the Brooklet Recreation Department using allocated SPLOST funds. The discussion included potential projects and the need for improved security measures at the recreation park.

14. Consideration of a Motion to close the City Council Meeting to go into an Executive Session to discuss “Personnel” per O.C.G.A. 50-14-3(b).

MOTION TO APPROVE

MOTION: Rebecca Kelly

SECOND: James Harrison

AYES: Keith Roughton, James Harrison, Sheila Wentz, and Rebecca Kelly

NAYES: None

The motion carried 4-0

15. Consideration of a Motion to come out of the Executive Session and return to the Regular Meeting.

MOTION TO APPROVE

MOTION: Rebecca Kelly

SECOND: Keith Roughton

AYES: Keith Roughton, James Harrison, Sheila Wentz, and Rebecca Kelly

NAYES: None

The motion carried 4-0

16. Consideration of a Motion to take any action needed following Executive Session.

After exiting the executive session, Mayor Gwinnett announced that they have seen eye to eye with Paul Dyal on his contract and will call for a vote to approve it during a special called meeting scheduled for July 28, 2025. No motion was required at this time.

17. Consideration of a Motion to Adjourn

MOTION TO APPROVE

MOTION: Keith Roughton

SECOND: Sheila Wentz
AYES: Keith Roughton, James Harrison, Sheila Wentz, and Rebecca Kelly.
NAYES: None
The motion carried 4-0

Approved this _____ day of _____, _____.

L.W. (Nicky) Gwinnett, Jr., Mayor

Lori Phillips, City Clerk