



CITY OF BROOKLET
104 CHURCH ST. BROOKLET, GA 30415 PHONE (912) 842-2137 FAX (912) 42-5877

L.W. (Nicky) Gwinnett, Jr. Mayor
Rebecca Kelly, Mayor Pro-Tem
Bradley Anderson, Councilman
Hubert Keith Roughton, Councilman
James Harrison, Councilman

Hugh Hunter, City Attorney
Lori Phillips, City Clerk
Melissa Pevey, Assistant Clerk

MARCH 21, 2024
CITY COUNCIL
MEETING
7:00 PM
AGENDA

1. **Call to order and welcome** – Mayor L.W. (Nicky) Gwinnett, Jr.
 - a. Invocation – Mayor Gwinnett
2. **Pledge of Allegiance to the United States Flag** – James Harrison
3. **Consideration of a Motion to Approve the Agenda**
MOTION _____ **SECOND** _____ **AYES** _____ **NAYS** _____ **AB** _____
4. **Recognition of Guests**
 - a. City Auditor Patricia Hunter, Reddick, Riggs, Hunter & Colson, P.C – Audit Report
5. **Recognition of Guests who have Signed up to Speak**
6. **Consideration of a Motion to Approve the Minutes for the following Meetings:**
 - a. September 14, 2023, Work Session Minutes
 - b. September 21, 2023, City Council Meeting Minutes
 - c. October 5, 2023, Called Meeting Minutes
 - d. October 19, 2023, Called Work Session Minutes
 - e. October 19, 2023, City Council Meeting Minutes
 - f. November 16, 2023, City Council Meeting Minutes
 - g. January 4, 2024, Called Meeting Minutes
 - h. January 11, 2024, Work Session Minutes
 - i. February 29, 2024, Special Called Meeting Minutes
 - j. March 6, 2024, Special Called Meeting Minutes

MOTION _____ **SECOND** _____ **AYES** _____ **NAYS** _____ **AB** _____

- 7. **Consideration of a Motion to Approve the Consent Agenda**
 - a. Employee Health Insurance Renewal for 04/04/2024
 - b. Updated fees to use the Randy Newman Community Center, Pavilion, and Festival Grounds as follows: Half a Day (4 hrs.) \$175; Full Day (8 hrs.) \$275; Hourly Rate \$40 per hour; Pavilion (10X10 spot) \$10 each.
 - c. Prince & Son Tree Specialist Inv# 250 - Council approved this on February 15th at the \$4500 rate; an additional invoice was received for \$500 for one tree to be removed, which has increased it to \$5000 as it is one job...since it was quoted and then added to it, it exceeds the variance threshold.
 - d. Invoice #01W1587 for \$1,387.70 received from SWAT – Solid Waste Applied Technologies Inc., for servicing the Sanitation Truck
 - e. Quote received from Core & Main in the amount of \$12,423.60 for Water Meters.

MOTION _____ **SECOND** _____ **AYES** _____ **NAYS** _____ **AB** _____

- 8. **Consideration of a Motion to Approve the February Financial Reports as presented.**

MOTION _____ **SECOND** _____ **AYES** _____ **NAYS** _____ **AB** _____

- 9. **Report from the City Engineer**

- a. Wesley Parker

- 10. **Report from the City Consultant**

- a. Matthew Morris

- 11. **Reports from committee members**

- a. Mayor Pro-Tem Kelly
- b. Councilman Anderson
- c. Councilman Harrison
- d. Councilman Roughton

- 12. **Report from Police Chief**

- a. Gary M. Roberts

- 13. **Report from the Safety Coordinator**

- a. Jim Stanoff

- 14. **DISCUSSION ITEMS:**

- 14.1. Motion to Approve a Resolution Celebrating 75 Years of the Kiwanis Club of Brooklet, GA.

MOTION _____ **SECOND** _____ **AYES** _____ **NAYS** _____ **AB** _____

- 14.2. Motion to Approve the Resignation of I Cain Smith as the City Solicitor & City Attorney, effective February 28, 2024.

MOTION _____ **SECOND** _____ **AYES** _____ **NAYS** _____ **AB** _____

- 14.3. Motion to Approve the Resignation of Johnathan Graham, Council Seat #5, effective March 1, 2024.

MOTION _____ **SECOND** _____ **AYES** _____ **NAYS** _____ **AB** _____

- 14.4. Motion to Appoint Hugh Hunter as the City Attorney through June 30, 2024, and to ratify him being hired on or about February 28, 2024, to assist with two grievances filed by employees and issues related to those grievances.
MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____

- 14.5. Motion to Appoint Robby Mock, Jr. as the City Solicitor.
MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____

- 14.6. Motion to Appoint Debra Alexander as Chairman of Planning & Zoning.
MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____

- 14.7. Discussion and Motion to Authorize the City Attorney to update the Zoning Ordinance under ARTICLE XV. - PLANNING COMMISSION, Sec. 15-1. – Creation of planning commission and Sec. 15-4. – Reporting to city council.
MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____

- 14.8. Discussion and Motion to Authorize the City Attorney to Prepare an Ordinance for Food Truck Vendors and for a Farmers Market.
MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____

- 14.9. Motion to approve Estimate #4783 from Ninja Lawns for \$1,170.94, the estimate will address the immediate Spring Annuals Install for landscaping in front of City Hall.
MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____

- 14.10. Motion to approve Estimate #4784 Ninja Lawns for \$618.95, the estimate will address the immediate Spring Annuals Install for landscaping in front of City Hall.
MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____

- 14.11. Discussion and Review of a quote received for the purchase of a Caterpillar 301.7 Excavator for \$43,311.00
MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____

- 14.12. Discussion and Motion to Approve a Quote for the Purchase of thirty (30) Sign Posts, two quotes were received and they are as follows:
 - 1. Traffic Safety Direct - \$1,738.00
 - 2. GCI (Georgia Correctional Intuition - \$1,655.00**MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____**

- 14.13. Discussion and Motion to Approve Fencing around Well #3 Property.
MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____

- 14.14. Discussion and Motion to Approve the Job Description to add to the Employee Handbook, for an Equipment Operator and Water System Maintenance Technician with a beginning hourly rate of \$21.50 plus benefits.
MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____

15. Consideration of a Motion to adjourn

Motion to Approve

MOTION _____ **SECOND** _____ **AYES** _____ **NAYS** _____ **AB** _____

Approved this _____ day of _____, _____.

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

Lori Phillips, City Clerk