

CITY OF BROOKLET

104 CHURCH ST. BROOKLET, GA 30415 \*(912) 842-2137 \*FAX (912) 842-5877

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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

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CITY COUNCIL  
MEETING  
MINUTES  
May 18, 2023  
7:00 pm

1. **Call to order and welcome** - Mayor Grooms, III
  - a. Invocation
2. **Pledge of Allegiance to the United States Flag** - Mayor Grooms, III
3. **Consideration of a Motion to Approve or Amend the Agenda**  
**Motion to amend the agenda to add item# 13.E. Motion to Approve the Service Delivery Strategy Map changes provided by the City Consultant, Matt Morris.**  
**MOTION:** Brad Anderson  
**SECOND:** Nicky Gwinnett  
**AYES:** Rebecca Kelly, Nicky Gwinnett, Brad Anderson, and James Harrison  
**NAYES:** None  
**Motion carried 4-0**
4. **Consideration of a Motion to Approve the Consent Agenda**
  - a. Quote received for Custodial Services for the PD in the amount of \$170.00 per month to be paid from the PD fund and for PW Department in the amount of \$170.00 per month to be split three ways between streets, water, and sanitation.
  - b. RCR Services Invoice# 2794 in the amount of \$3,142.35 for six tires for the sanitation truck.
  - c. Quote received from Hodges Painting Plus, Inc. to paint the "new" police department offices at city hall in the amount of \$1,881.29 to be paid from PD fund.
  - d. Quote received from Motorola Solutions for a new server for the new body cameras in the amount of \$5,995.00 to be paid from the PD budget.**Motion to approve**

**MOTION:** Rebecca Kelly  
**SECOND:** Brad Anderson  
**AYES:** Rebecca Kelly, Nicky Gwinnett, Brad Anderson, and  
James Harrison  
**NAYES:** None  
**Motion carried 4-0**

5. **Consideration of a Motion to Approve the Minutes of the following City Council Meetings:**

- a. April 13, 2023 Work Session
- b. April 20, 2023 City Council meeting

**Motion to approve**

**MOTION:** Brad Anderson  
**SECOND:** Nicky Gwinnett

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

**NAYES:** None

**Motion carried 4-0**

6. **Consideration of a Motion to Approve the April Financial Reports as presented Motion to approve**

**MOTION:** Brad Anderson  
**SECOND:** Rebecca Kelly  
**AYES:** Rebecca Kelly, Nicky Gwinnett, Brad Anderson, and  
James Harrison  
**NAYES:** None

**Motion carried 5-0**

7. **Recognition of guest**

- a. Report from City Engineer, Wesley Parker – Projects Update
  - April 2023 Update Report is attached
- b. Report from City Consultant, Matthew Morris – Water/Sewer Project
  - Absent; due to being present at the May Work Session
- c. Seth Cannon – Brooklet Plantation Sign Landscaping Project
  - It was determined by City Clerk Phillips, a tap-in fee was never paid for but a tap was put in several years ago and because of that, the tap-in fee was waived and Mr. Cannon will pay a deposit of \$150.00 and the monthly water bill for the irrigation system at the entrance sign of Brooklet Plantation.

8. **Recognition of guest that signed in to speak**

- a. Patrick Couch – 308 Warrenton Place, Leefield Preserve
  - Mr. Couch has put in a couple of complaints after putting in a work order for Public Works, to clean out the out-fall areas. They are filled with mud and grass and leaves no room for the water to flow. The work order was signed as completed, but they did the wrong entrance, instead they did the main entrance, the ditch, and destroyed it, they dug a hole and dumped it back, this has created issues and continues to. The ditch needs to be cleaned out now. He believes this is a result of mis-communication and laziness. Its trash and he has been asking continuously to have it fixed but he keeps getting put off. Councilman Gwinnett

and Councilman Harrison will speak with Public Works to try to get this situation resolved.

**9. Reports from committee members**

a. Mayor Pro-Tem Anderson

- Had a conversation with Mayor Grooms in terms of the budget and we are still waiting on three departments, water, streets, and sanitation. The problem Mayor Grooms is running into is that he is the Budget Administrator for the city, and as the Budget Administrator, he is bound to have an approved budget by June 30<sup>th</sup> so what we have decided to do is have a called meeting next week on May 25<sup>th</sup> at 6:30 PM, so that we can pass a tentative budget, hold the required public hearings, and pass it before June 30<sup>th</sup>.

b. Councilman Gwinnett

- Before taking out the planters downtown, we need to have the city engineer, Mr. Parker look at it and give us his opinion on how to proceed due to the handicap parking places and the what the state requirements are concerning those.
- The hydro dig is going to need four back tires very soon.
- Councilman Gwinnett still does not understand why we do not charge to pick up yard trash.

c. Councilwoman Kelly

- Consider It Done Landscaping is doing a great job.
- The irrigation downtown has been repaired and are set on timers.
- The Garden Club has replanted the planters downtown and Mr. Jim is going to speak to BCDA about repairing the broken spout on the water fountain downtown.
- We added to the landscaping project in front of the PD office at city hall in order to cover the sprinkler heads.
- Would like to thank Public Works for repairing the flood light at the flag pole.
- The only thing we are waiting for are the doors, once we get them installed, Bulloch Solutions will come out to finish up and then the PD will be ready to move in.
- Councilwoman Kelly will be cleaning the carpet in the PD office tomorrow.

d. Councilman Harrison

- No Report

e. Councilman Graham

- Administration is doing great.
- Councilman Graham is going to go downtown this weekend and pull the weeds, spray, and pick up trash from the flower beds.

**10. Report from Police Chief**

a. Gary M. Roberts

- April PD report, they had 35 calls for service and 152 self-initiated calls for service.

- We are currently going through our audit through the GBI and we have already passed the initial part of it, now we have the physical part next week.
- Introduced Detective Richard Coleman, the new full-time hire, to the Mayor and Council.

**11. Report from Safety Coordinator**

a. Jim Stanoff

- Our FEMA contact has requested that we quit contacting them on a monthly basis and have placed us on an official notification list along with other communities and at this present time, everything is in the works.
- June 1<sup>st</sup> begins hurricane season, now is the time to get prepared.

**12. New Business**

a. Consideration of a Motion to authorize Mathew Morris and Hugh Hunter to negotiate on behalf of the City of Brooklet for a Sewer Service Intergovernmental Agreement (IGA) between City of Brooklet and the City of Statesboro and the area for potential service for the City of Brooklet in water and sewage with Bulloch County for the Service Delivery Area Agreement.

**Motion to approve**

**MOTION:** Brad Anderson

**SECOND:** Jonathan Graham

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

**NAYES:** None

**Motion carried 5-0**

b. Discussion and consideration of a Motion to Approve the Amendment to the Probation Service Contract between Judicial Alternatives and Brooklet Municipal Court. It is an amendment to the probation contract to increase fees due to cost of living and giving current employees pay raises. The Judge has approved the increase but stated he wanted the city to sign the agreement first.

**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**

c. Discussion and consideration of a Motion to Approve the First Reading of TA2023-008:

AN ORDINANCE TO AMEND CERTAIN PORTIONS OF THE ZONING ORDINANCE OF THE CITY OF BROOKLET TO COMPLY WITH THE REVISIONS TO "THE ZONING PROCEDURES LAW" REQUIRED BY HOUSE BILL 1405 PASSED DURING THE 2022 REGULAR SESSION OF THE GEORGIA GENERAL ASSEMBLY, AND OTHER REQUIREMENTS OF SAID BILL

**Motion to approve**

**MOTION:** Johnathan Graham

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

**13. Old Business**

- a. **SECOND READING AND ADOPTION OF AN ORDINANCE TO AMEND CHAPTER 50, ARTICLE II. – WATER TO PROVIDE FOR NEW WATER AND WASTEWATER RATES AND CHARGES IN THE CITY OF BROOKLET.**  
**Motion to approve to be effective June 1, 2023.**

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

- b. Consideration of a Motion to approve the invoice from Ninja Lawns for repairing the downtown irrigation in the amount of ~~\$1,960.43~~ \$1,896.55.

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

- c. Consideration of a Motion to approve the contract change order from Ellis Wood Contracting, Inc. in the amount of \$8,381.36 for the downtown striping. This is the contract for the 2022 Brooklet LMIG.

**Motion to approve and pay from TSPLOST**  
**MOTION:** Nicky Gwinnett  
**SECOND:** James Harrison  
**AYES:** Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham,  
and James Harrison  
**NAYES:** None  
**Motion carried 5-0**

- d. Motion to approve the preliminary engagement for MSRB regulatory purposes in order to put together a plan of finance, schedule, bid forms, etc. The engagement does not commit Brooklet to any financial obligation. This is for the sewer project and was discussed and agreed on at the April city council meeting, presented by Matthew Morris.

**Motion to approve**  
**MOTION:** Brad Anderson  
**SECOND:** Johnathan Graham  
**AYES:** Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham,  
and James Harrison

**NAYES:** None  
**Motion carried 5-0**

e. Motion to Approve the Service Delivery Strategy Map as drawn.

**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**

**14. Consideration of a Motion to adjourn**

**Motion to approve**

**MOTION:** Rebecca Kelly

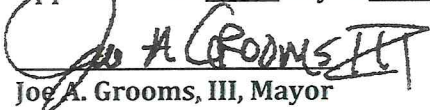
**SECOND:** Johnathan Graham

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

**NAYES:** None

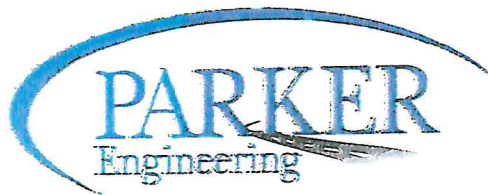
**Motion carried 5-0**

Approved this 15 day of June, 2023.

  
Joe A. Grooms, III, Mayor

  
Lori Phillips, City Clerk





City of Brooklet Projects Update  
Month & Year: April 2023

Items underneath the dashed line are items accomplished since the last report.

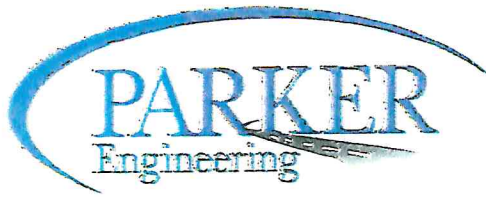
#### A. Well Project

##### Items Accomplished

1. Created a computer model of the City's water system which was used to evaluate prospective well sites.
  2. Evaluated several sites and recommended the Baptist Church site.
  3. Coordinated with surveyor to survey the Baptist Church site.
  4. Applied for an Office of Planning and Budget (OPB) grant to fund the well.
  5. Prepared a Phase 1 EPD report which will be used by EPD to evaluate the site.
  6. Submitted a groundwater permit modification request to EPD.
  7. Met on site with EPD to evaluate well site.
  8. Located septic facilities with Councilman Anderson.
  9. Provided a sketch to GDOT to evaluate with regards to a driveway access.
  10. Commissioned a topographical survey from Don Marsh.
  11. Don Marsh completed the topographical survey.
  12. Met City staff on site to discuss how they would like the well house and well site designed.
  13. Prepared a preliminary house design and site layout for the City to review.
  14. EPD has concurred with the well site.
  15. GDOT has provided a verbal ok with the driveway (it does not fall under normal driveway permitting, it is a utility driveway.)
  16. Design is 80% complete.
  17. Plans have been submitted to EPD.
  18. Architect suggested using a hipped roof and painted split face block to complement the church.
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19. The architect provided architectural plans.
  20. GA Power was consulted regarding 480 volt 3 phase power.

##### Next Steps:

1. Get electrical engineering design complete.
2. Bid project.



4. Called Contractor again regarding grass. The Contractor stated that it had been planted.
5. Called Contractor regarding grass and cleaning out the sediment inside the storm pipe.
6. Called Contractor regarding grass and cleaning out the sediment inside the storm pipe.

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7. Called Contractor regarding grass and cleaning out the sediment inside the storm pipe.

**Next Steps:**

1. Wait 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.

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7. Paved streets.

**Next Steps:**

1. Stripe streets and close out project.

**E. Brooklet to Statesboro Sewer**

**Items Accomplished:**

1. Matt Morris and Wesley Parker met with the Assistant City Manager and Utility Director of Statesboro to discuss capacity, rates, and service delivery.
2. 80% of environmental report is complete.
3. Parker Engineering has contacted the County trail engineer to ask him to provide plans of the trail.
4. Met with Assistant City Manager to discuss rates.
5. Matt Morris updated the financial model.
6. Created first draft of environmental study which is a requirement of the grant.

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7. Submitted environmental study to EPD.





Next Steps:

1. Matt Morris, Hugh Hunter, and Nicky Gwinnett to continue negotiating with the City of Statesboro.
2. Matt Morris, Hugh Hunter, and Nicky Gwinnett to work out SDS boundaries.