



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

CITY COUNCIL
CALLED MEETING
AGENDA
OCTOBER 5, 2023
6:30 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. **Approval of the 2023 millage rate be adopted at 6.0380 mills, equivalent to the rollback millage rate.**
Motion to Approve
MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____

4. **FIRST READING: AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF BROOKLET TO REZONE LOT 2 OF TRACT NUMBER 6 OF THE J. A. WARNOCK ESTATE SHOWN ON A PLAT DATED AUGUST 27, 1959, PLAT BOOK 11, PAGE 48, BULLOCH COUNTY RECORDS, FROM R-1 TO C-2, A COPY OF SAID PLAT BEING ATTACHED HERETO AS EXHIBIT "A", AND MADE A PART HEREOF**
Motion to Approve the First Reading as presented. (The second reading & approval will be October 19, 2023.)
MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____

5. **SECOND READING & APPROVAL: AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF BROOKLET TO REZONE A 1.565 ACRE LOT HAVING FRONTAGE ON BOTH CROMLEY ROAD AND ON PARKER AVENUE OWNED BY JENNIFER HORTON QUICK, AND BEING A PORTION OF TAX PARCEL 136 000039 000, AND BEING DEPICTED AS LOT NO. IA ON A PLAT OF SURVEY BY WILLIAM MARK GLISSON, SURVEYOR, DATED OCTOBER 27, 2022, A COPY OF WHICH IS ATTACHED HERETO AS EXHIBIT "A-1" THROUGH "A-2", AND IS MADE A PART HEREOF**
Motion to Approve

MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____

6. **Review and discussion of the Proposed Brooklet Water and Wastewater Ordinance**
(Nicky Gwinnett)

7. **Review and discussion of the Updated Fee Schedule**
(Nicky Gwinnett)

8. **Motion to Approve Resolution No. 2023-10-5 – Certified City of Ethics Recertification**
(Lori Phillips)

MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____

9. **Motion to enter into an Executive Session for the purpose of discussing personnel matters.**

MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____

10. **Motion to come out of the Executive Session and back into the Called Meeting.**

MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____

11. **Motion to Adjourn**

MOTION _____ SECOND _____ AYES _____ NAYS _____ AB _____

NOTICE

The City of Brooklet does hereby announce that the millage rate will be set at a meeting to be held at the Brooklet City Hall on October 5, 2023, at 6:30 PM and Pursuant to O.C.G.A. Section 45-5-32 does hereby publish the following presentation of the current year's digest and levy along with the history of the tax digest for the past 5 years.

CURRENT 2023 PROPERTY TAX DIGEST AND 5 YEAR HISTORY OF LEVY

COUNTY WIDE		2018	2019	2020	2021	2022	2023
C I T Y O f B R O O K L E T	Reel & Personal	42,064,798	45,092,848	46,338,145	51,584,461	60,940,593	71,835,660
	Motor Vehicles	942,500	708,760	646,150	658,760	649,500	697,250
	Mobile Homes	229,973	240,570	247,501	262,637	334,872	299,170
	Timber - 100%	0	0	0	0	0	0
	Heavy Duty Equipment	0	0	7,000	0	0	0
	Gross Digest	43,237,271	46,042,178	47,238,796	52,505,858	61,924,965	72,832,080
	Less Exemptions	989,687	1,342,717	1,390,588	1,451,416	1,660,336	2,221,094
	NET DIGEST VALUE	42,247,584	44,699,461	45,848,208	51,054,442	60,264,629	70,610,986
	Gross Maintenance & Operation Millage	7.6960	7.6960	7.5800	7.4500	6.8460	6.0380
	Less Rollback (Local Option Sales Tax)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
NET M&O MILLAGE RATE	7.6960	7.6960	7.5800	7.4500	6.8460	6.0380	
TOTAL M&O TAXES LEVIED	\$325,137	\$344,007	\$347,529	\$380,356	\$412,572	\$426,349	
Net Tax \$ Increase	\$18,481	\$18,870	\$3,522	\$32,826	\$32,216	\$13,777	
Net Tax % Increase	6.03%	5.80%	1.08%	9.45%	8.47%	3.34%	

PT-32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2023

COUNTY: **Bulloch** TAXING JURISDICTION: **City of Brooklet**

ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW

DESCRIPTION	2022 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2023 DIGEST
REAL	56,414,481	8,328,744	2,105,310	66,848,535
PERSONAL	4,526,112		461,013	4,987,125
MOTOR VEHICLES	649,500		47,750	697,250
MOBILE HOMES	334,872		(35,702)	299,170
TIMBER -100%	0		0	0
HEAVY DUTY EQUIP	0		0	0
GROSS DIGEST	61,924,965	8,328,744	2,578,371	72,832,080
EXEMPTIONS	1,660,336	0	560,758	2,221,094
NET DIGEST	60,264,629	8,328,744	2,017,613	70,610,986
	(PYD)	(RVA)	(NAG)	(CYD)
2022 MILLAGE RATE:	6.846		2023 MILLAGE RATE:	6.038

CALCULATION OF ROLLBACK RATE

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2022 Net Digest	PYD	60,264,629	
Net Value Added-Reassessment of Existing Real Property	RVA	8,328,744	
Other Net Changes to Taxable Digest	NAG	2,017,613	
2023 Net Digest	CYD	70,610,986	(PYD+RVA+NAG)
2022 Millage Rate	PYM	6.846	PYM
Millage Equivalent of Reassessed Value Added	ME	0.808	(RVA/CYD) * PYM
Rollback Millage Rate for 2023	RR - ROLLBACK RATE	6.038	PYM - ME

CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES

If the 2023 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c) (2)	Rollback Millage Rate	6.038
	2023 Millage Rate	6.038
	Percentage Tax Increase	0.00%

CERTIFICATIONS

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

 Chairman, Board of Tax Assessors Date

I hereby certify that the values shown above are an accurate representation of the digest values and exemption amounts for the applicable tax years.

 Tax Collector or Tax Commissioner Date

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. § 48-5-32.1 for the taxing jurisdiction for tax year 2023 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2023 is _____

CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2023 exceeds the rollback rate, I certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. §§ 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published "five year history and current digest" advertisement and the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2023 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

 Responsible Party Title Date

AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF BROOKLET TO REZONE LOT 2 OF TRACT NUMBER 6 OF THE J. A. WARNOCK ESTATE SHOWN ON A PLAT DATED AUGUST 27, 1959, PLAT BOOK 11, PAGE 48, BULLOCH COUNTY RECORDS, FROM R-1 TO C-2, A COPY OF SAID PLAT BEING ATTACHED HERETO AS EXHIBIT "A", AND MADE A PART HEREOF

PREAMBLE

There has been presented in proper form an application by C & J Rentals, LLC, to rezone Lot 2 of Tract Number 6 of the J. A. Warnock Estate shown on a plat dated August 27, 1959, and recorded in Plat Book 11, page 48, Bulloch County, Georgia Records, a copy of which is attached hereto as Exhibit "A", and is made a part hereof, from the present zoning of R-1 to C-2. After consideration of said application, and after public hearing thereon, and in consideration of the required factors in the zoning ordinance, the council has voted to approve such rezoning.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Brooklet, Georgia, and it is hereby ordained by authority of the same, that the zoning map of the City of Brooklet, Georgia, be, and the same is hereby amended, by changing the zoning of the hereinafter described property in the City of Brooklet from R-1 to C-2, said property being described as follows:

All that certain lot, tract or parcel of land, lying and being in the 1523rd GMD, Bulloch County, Georgia, fronting West on U. S. Highway 80 a distance of 84.25 feet and being designated as Lot 2, of Tract Number 6 of the J. A. Warnock Estate according to a subdivision plat made by Von Verle Vaughn, Jr., dated August 27, 1959, recorded in Plat Book 11, page 48, Bulloch County Records. Said tract being bound now or formerly as follows: Northerly by Lot Number 1 a distance of 193.90 feet; Easterly by Tract Number 7 of the J. A. Warnock Estate a distance of 79 feet; Southerly by Lot Number 3 of said plat a distance of 194.75 feet; and Westerly by said U. S. Highway 80 a distance of 84.25 feet.

1st reading -
October 5th
~~~~~  
2<sup>nd</sup> reading - E.  
motion - 10/19/23

The aforesaid plat and description thereon are by reference incorporated herein and made a part of this description.

Said land being the same land conveyed to Walter E. Lee and Evelyn Young Lee by warranty deed from Mrs. W. M. (Sophie B.) Jones and others, dated October 13, 1970, and recorded in Deed Book 320, page 284, and to Ronnie Emory Lee, Jr. on July 2, 1985, by warranty deed from Walter E. Lee and Evelyn Young Lee in Deed Book 452, pages 780-781, Bulloch County Records.

This is also the same property conveyed to C & J Rentals, LLC by Ronnie Emory Lee, Jr., by deed dated December 15, 2015, and recorded in Deed Book 2324, pages 818-19, Bulloch County, Georgia Records.

**EFFECTIVE DATE**

This ordinance shall become effective upon adoption.

**ZONING MAP TO REFLECT CHANGE**

The zoning administrator is hereby directed to reflect the zoning change on the official zoning map of Brooklet, Georgia, and to further reflect thereon the date that such amendment became effective.

This \_\_\_\_\_ day of \_\_\_\_\_, 2023.

BY: \_\_\_\_\_ (SEAL)  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk (SEAL)



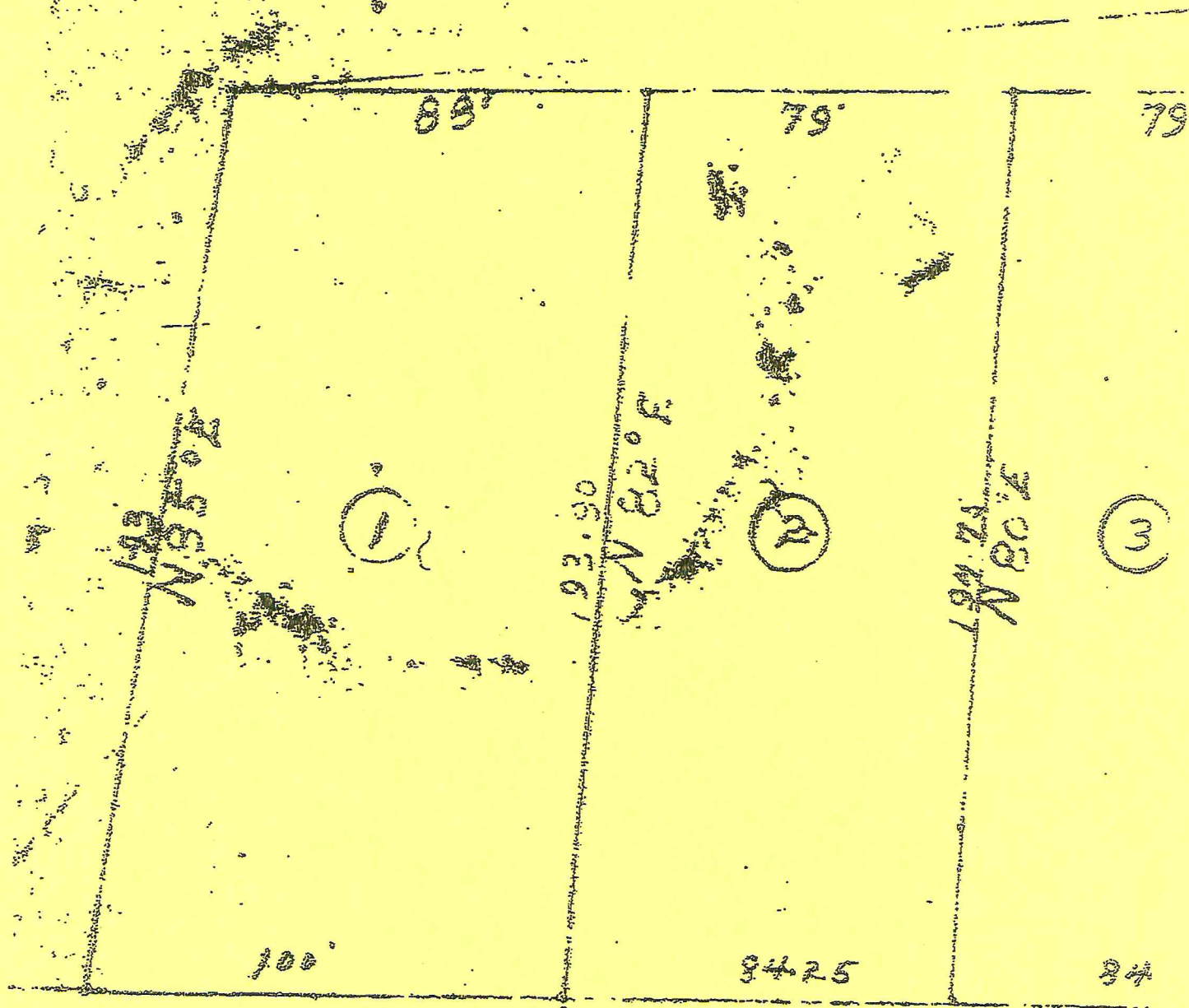


EXHIBIT "A"

AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF BROOKLET TO REZONE A 1.565 ACRE LOT HAVING FRONTAGE ON BOTH CROMLEY ROAD AND ON PARK AVENUE OWNED BY JENNIFER HORTON QUICK, AND BEING A PORTION OF TAX PARCEL 136 000039 000, AND BEING DEPICTED AS LOT NO. 1A ON A PLAT OF SURVEY BY WILLIAM MARK GLISSON, SURVEYOR, DATED OCTOBER 27, 2022, A COPY OF WHICH IS ATTACHED HERETO AS EXHIBIT "A-1" THROUGH "A-2", AND IS MADE A PART HEREOF

PREAMBLE

There has been presented in proper form an application by Jennifer Horton Quick to rezone a 1.565 acre parcel of land that has frontage on both Cromley Road and Park Avenue, and is depicted on a plat of survey by William Mark Glisson, Surveyor, dated October 27, 2022, a copy of which is attached hereto as Exhibit "A-1" through "A-2", and is made a part hereof, from the present zoning of A-1 to R-1. All the requirements of the comprehensive zoning ordinance and zoning procedures set forth in O. G. C. A. § 33-66-1 et seq. have been met.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Brooklet, Georgia, and it is hereby ordained by authority of the same, that the zoning map of the City of Brooklet, Georgia, be, and the same is hereby amended, by changing the zoning of the hereinafter described property in the City of Brooklet from A-1 to R-1, said property being described as follows:

All that certain tract or parcel of land situate, lying and being in the City of Brooklet, 1532<sup>nd</sup> G. M. District of Bulloch County, Georgia, being designated as Lot No. 1A, and containing 1.565 acres, all as shown on a plat of survey by William Mark Glisson, Surveyor, dated October 27, 2022, a copy of which is attached hereto as Exhibit "A-1" through A-2", and is made a part hereof. The Glisson plat is by reference expressly incorporated herein and made a part hereof. Said parcel has frontage on both Cromley Road and Park Avenue in the City of Brooklet.

add reading  
E. motion  
to approve



EFFECTIVE DATE

This ordinance shall become effective upon adoption.

ZONING MAP TO REFLECT CHANGE

The zoning administrator is hereby directed to reflect the zoning change on the official zoning map of Brooklet, Georgia, and to further reflect thereon the date that such amendment became effective.

This \_\_\_\_ day of \_\_\_\_\_, 2023.

BY: \_\_\_\_\_ (SEAL)  
Mayor

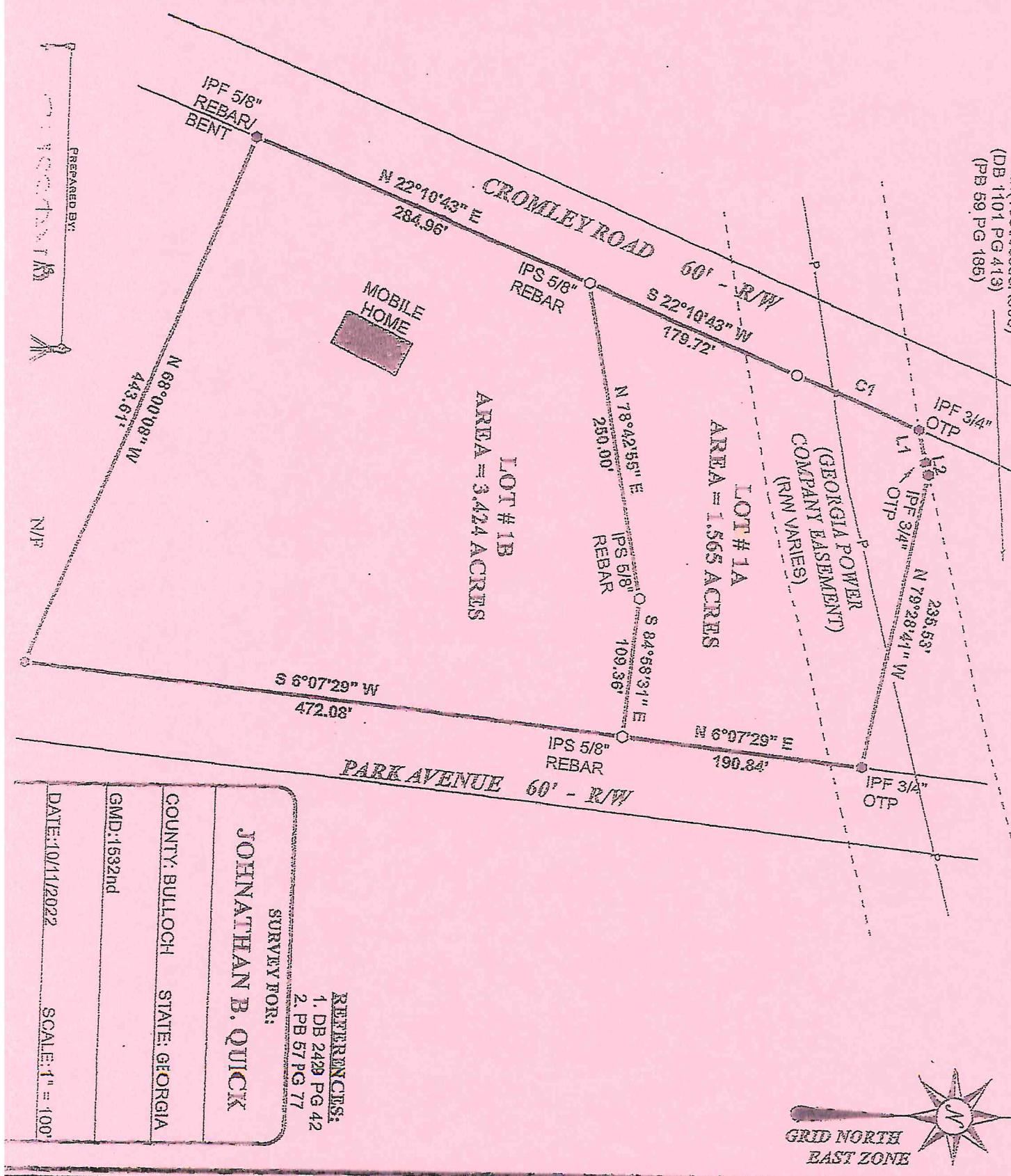
ATTEST:

\_\_\_\_\_  
Clerk (SEAL)

N/P  
 LANDMARK  
 HOLINESS CHURCH  
 PARCEL#: (136000039A000)  
 (DB 1101 PG 413)  
 (PB 59 PG 185)

1523<sup>RD</sup> G.M. DISTRICT OF BULLOCH COUNTY, GEORGIA

*3' X 1/2" A*



PREPARED BY:  
 (Signature)

**JOHNATHAN B. QUICK**  
 SURVEY FOR:

COUNTY: BULLOCH STATE: GEORGIA

GMD: 1532nd

DATE: 10/11/2022 SCALE: 1" = 100'

- REFERENCES:**
1. DB 2429 PG 42
  2. PB 57 PG 77

REGISTRATION  
 STATE OF GEORGIA  
 SURVEYING BOARD



A FLOOD HAZARD AREA

FLOOD ZONE:

"X" AREA OF MINIMAL FLOOD HAZARD ZONING:

A-1

RESERVED FOR THE CLERK OF COURT

1. THE FIELD DATA WAS COLLECTED USING A TOPCON ES TOTAL STATION, CARLSON RTX DATA COLLECTOR AND A CARLSON BRX0+ GPS.
2. THIS PROPERTY IS LOCATED IN A FEDERAL FLOOD AREA AS INDICATED BY THE F.L.R.M. OFFICIAL FLOOD HAZARD MAPS.
3. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 100,000 FEET.
4. "TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF ALL ANGLES, BEARINGS, MEASUREMENTS OF COURSES, DISTANCES AND MONUMENTS LOCATIONS ARE AS SHOWN, HAVE BEEN PROVEN BY A LAND SURVEY AND IN MY OPINION THIS IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF GEORGIA LAW 1978".
5. THIS SURVEY COMPLIES WITH BOTH THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND THE OFFICIAL CODE OF GEORGIA ANNOTATED (OCGA) 15-6-67 IN THAT WHERE A CONFLICT EXISTS BETWEEN THESE TWO SETS OF SPECIFICATIONS THE REQUIREMENTS OF THE LAW PREVAIL.
6. WILLIAM MARK GLISSON, THE LAND SURVEYOR WHOSE SEAL IS AFFIXED HERETO DOES NOT GUARANTEE THAT ALL EASEMENTS WHICH MAY AFFECT THE PROPERTY ARE SHOWN, THE CERTIFICATION, AS SHOWN HEREON, IS PURELY A STATEMENT OF PROFESSIONAL OPINION BASED ON KNOWLEDGE, INFORMATION AND BELIEF, AND BASED ON EXISTING FIELD EVIDENCE AND DOCUMENTARY EVIDENCE AVAILABLE. THE CERTIFICATION IS NOT EXPRESSED OR IMPLIED WARRANTY OR GUARANTEE.

**SURVEYOR CERTIFICATION**

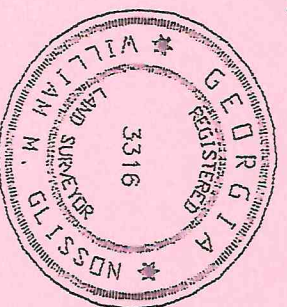
AS REQUIRED BY SUBSECTION (D) OF O.C.G.A. SECTION OF 15-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS FOR RECORDING AS EVIDENCED BY APPROVAL CERTIFICATIONS SIGNATURES, STAMPS, OR STATEMENTS HEREON. SUCH APPROVALS OR AFFIRMATIONS SHOULD BE CONFIRMED WITH THE APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OF THIS PLAT AS TO INTENDED USE OF ANY PARCEL FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS FOR PROPERTY GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67

WILLIAM MARK GLISSON RLS #3316

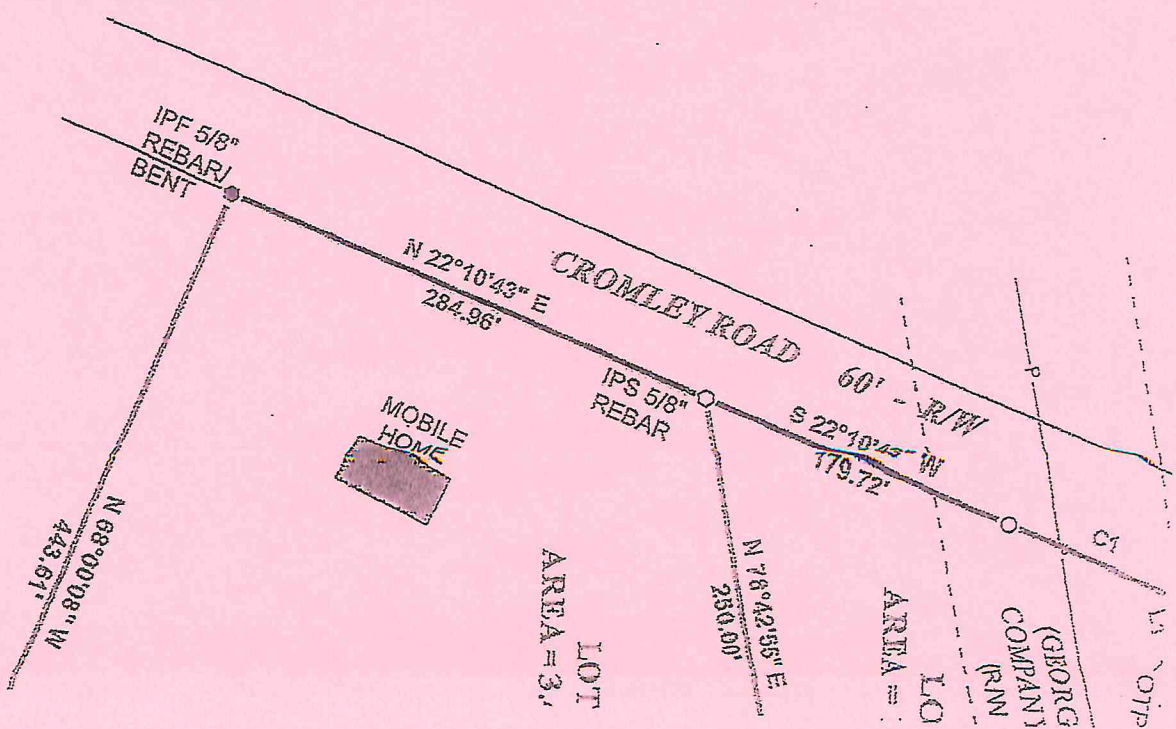


GRAPHIC SCALE 1" = 100'

DATE



STATE OF GEORGIA



PREPARED BY:

GLISSON M LAND SURVEYING

WILLIAM MARK GLISSON - REGISTERED LAND SURVEYOR

GEORGIA PLS # 3316 - SOUTH CAROLINA PLS # 31564

377 TUCKER ROAD, CLAYTON, GEORGIA 30417

RINGING (912) 826 - 5283 CLAYTON (912) 252 - 7052 WMGLISSON@BELL.SOUTH.NET

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## Chapter 50 UTILITIES

### ARTICLE I. IN GENERAL

#### Sec. 50-1. Permit required for connection to city service.

It shall be unlawful for any person to install or connect any outlet, hydrant, faucet or other device for diverting water, wastewater, electricity or other city service from the city, without first obtaining a permit therefor from the proper authority.

(Code 1986, § 16-29; Ord. of 3-16-1981)

Secs. 50-2—50-19. Reserved.

### ARTICLE II. WATER

#### *DIVISION 1. GENERALLY*

#### Sec. 50-20. [Commitment to water conservation and efficiency.]

- (a) Whereas, water conservation is defined as any beneficial reduction in water loss, waste of use and includes all measures or water use efficiency.
- (b) Whereas, water conservation is a sound water management tool and can result in long-term economic, social, financial, and environmental benefits.
- (c) Whereas, developing new sources of water infrastructure is typically more expensive than extending the life of existing supplies through water conservation and efficiency.
- (d) Whereas, when coupled, energy and water efficiency can result in significant financial and natural resource savings.
- (e) Whereas, the Town of Brooklet recognizes that through water conservation and efficiency, other cities have achieved significant reductions in water use; and the Town of Brooklet can benefit from setting water conservation benchmarks and goals.
- (f) Whereas, the mayor and council members of the Town of Brooklet recognize and accept the responsibility to be a leader and to implement water conservation and efficiency practices by (1) assessing the conservation potential in our own building fixtures, practices and policies; (2) retrofitting high water use fixtures in government buildings; (3) encouraging city employees to implement water conserving practices in their work.
- (g) Whereas, the Town of Brooklet recognizes that water loss and unaccounted for water can lead to problems in water availability, cost of services, and delivery reliability; therefore shall investigate the costs and benefits



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of implementing a thorough metering, leak detection and leak repair program for water treatment and delivery systems.

- (h) Whereas, the Town of Brooklet shall promote conservation and efficiency where practiced by (1) educating citizens on the many benefits and importance of conservation; and (2) empowering citizens to make sustainable decisions regarding indoor and outdoor water use.
- (i) Whereas, the Town of Brooklet shall investigate and adopt water conservation oriented ordinances to help the town and her citizens save water, save money and save time.
- (j) Whereas, the Town of Brooklet shall revisit all articles herein when new requirements and information become available.

(Ord. of 12-18-2008(2))

Editor's note(s)—Ord. of Dec. 18, 2008(2), did not specifically amend the Code. For purposes of classification, and at the editor's discretion, these provisions have been included as § 50-20.

### **Sec. 50-21. Inspections of water pipes, meters and fixtures.**

The director of public works, or his designated assistant, may enter the premises of any water taker at any reasonable time to examine the condition of the water pipes, meters, and fixtures.

(Code 1986, § 16-1)

### **Sec. 50-22. Application for water use; deposit.**

Application for the use of water shall be made to the city clerk by the owner or agent of the property to be benefited, designating the location of the property and stating the purpose for which the water may be required. A deposit in the amount established by the council (see fee schedule) shall be paid before water can be turned on.

(Code 1986, § 16-2)

### **Sec. 50-23. Water Service tap fees.**

The charge for making a water tap inside or outside the city shall be set forth in the schedule of fees, plus the cost of any and all street repairs required for the installation of the sewer tap. The schedule of fees shall also include the cost of the installation of a single water tap which will serve more than one residence, apartment, business or commercial unit.

### **Sec. 50-24. Size of service tap; exception.**

No service tap shall be more than five-eighths inch in diameter; however, the director of public works may grant special permission for larger taps where the water supply and service facilities are sufficient to permit such taps. Where a larger tap is permitted, the director shall fix the tapping charge therefor.

(Code 1986, § 16-4)

### **Sec. 50-25. Water meters.**

Each building or structure using city water shall have a water meter installed by the city, which may be installed either in a curb box or inside of the building at the option of the property owner. All such meters are the property of the city.



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(Code 1986, § 16-5)

**Sec. 50-26. Service line regulations.**

No more than one building shall be permitted to use a water service line. Each service line shall contain a stopcock and wastecock where the water may be turned off.

(Code 1986, § 16-6; Mo. of 4-13-1932)

**Sec. 50-27. Sprinkling restrictions.**

In case of water shortage or scarcity, the mayor and council may by resolution place any restrictions upon the use of water for irrigation or sprinkling purposes which such body deems necessary.

(Code 1986, § 16-8)

**Sec. 50-28. Water service charges.**

The rates, fees and charges for the services, facilities and commodities furnished by the city to its water customers within and without the limits of the city shall be as set forth in the schedule of fees and charges established by the mayor and city council. Determination of the number of gallons of water supplied to the user shall be based on a monthly reading of the user's water meter.

**Sec. 50-29. Due date; water utility board, powers and notice requirement.**

- (a) *General rule.* All water bills shall be due on or before the 20th day of the month following the reading of the meter, and if not paid by such date, a penalty (see Fee Schedule) shall be added thereto and paid by the customer.
- (b) *Water utility board.* There is hereby established a water utility board, which shall consist of two members of the city council, and one member from the city administration, all of whom shall be appointed by the mayor. The board shall meet at 6:30 p.m. on the 3rd Thursday of each month, or such other time or times as may be designated by the city clerk. The term of each utility board member shall be one year, provided that any member may hold over beyond such one-year term until a new member is appointed by the mayor. The mayor is further authorized to fill the vacancy of any member for such member's unexpired term.
- (c) *Powers of water utility board.* The water utility board is authorized to reasonably extend payment due dates and/or set up reasonable payment plans in cases that come before it in the following circumstances:
  - (1) Where the customer contends, and city water department confirms, that there has been a water leak on the customer's side of the meter; or
  - (2) The customer demonstrates financial hardship due to circumstances reasonably beyond the control of the customer.

The water utility board shall not have the power to forgive all or any portion of the bill in question.

- (d) *Written notice from customer required.* The water utility board shall have no jurisdiction or power to act unless the customer (or the customer's representative) files a written request with the city clerk prior to the due date of the utility bill in question. Otherwise, such utility bill shall be due in full on the original due date. If such written request is filed by the customer (or the customer's representative), the due date for the utility bill in question shall automatically be extended until the next meeting of the water utility board, at which



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time the board shall determine whether the payment due date should be further reasonably extended and/or whether a reasonable payment plan should be set up.

(Ord. No. 2018-4, 9-20-2018; Ord. of 1-16-2020(1), § 1)

Editor's note(s)—Ord. No. 2018-4, adopted Sept. 20, 2018, repealed the former section and enacted a new section as set out herein. The former section pertained to similar subject matter and derived from Code 1986, § 16-10; Ord. of 9-19-2014.

### **Sec. 50-30. Discontinuance of service; fine for turning on meter prior to payment of bill.**

Unless the water utility board defers the payment due date pursuant to section 50-29 above, the meters for water bills not paid by the 20th of the second billing month shall be locked until the entire bill due and owing at the time of unlocking is paid in full. Anyone turning the meter on before the entire bill is paid in full will be fined in an amount established by the city council (see Fee Schedule).

(Ord. of 1-16-2020(1), § 2)

Editor's note(s)—Ord. of 1-16-2020(1), § 2, adopted Jan. 16, 2020, repealed the former § 50-30 and enacted a new section as set out herein. The former § 50-30 pertained to similar subject matter and derived from Ord. No. 2018-4, adopted Sept. 20, 2018.

### **Sec. 50-31. Charges for turning water on.**

If the water supply to any premises is turned off for any reason, a charge in the amount established by the city (see fee schedule) shall be made for turning the water back on.

(Code 1986, § 16-12; Mo. 8-21-1978)

### **Sec. 50-32. Water service outside city limits.**

(a) Authorized. Property owners residing outside the limits of the city and desiring to use water to be furnished by the city shall make an application to the mayor to negotiate a water service agreement. If the city finds the request feasible, then the city will approve making water service available to property owners under the terms and conditions of the agreement. It shall be the policy of the city that any property that is within reasonable distance of the city limits should be annexed into the city prior to receiving water service.

(b) Payment of costs. The property owners shall pay all costs to make the water available to the property.

(c) Rates. The water rates to be paid by the property owner for the water shall be based upon prevailing rates set by the city.

(d) Form of agreement. A copy of the form of agreement to be executed between a property owner and the city for water service outside the corporate limits of the city is on file in the city clerk's office.

### **Secs. 50-32—50-50. Reserved.**

## ***DIVISION 2. OUTDOOR WATER USE<sup>1</sup>***

Chapter 50 - UTILITIES  
ARTICLE II. - WATER  
DIVISION 2. OUTDOOR WATER USE

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<sup>1</sup>Editor's note(s)—Ord. of Dec. 16, 2010 repealed former Division 2, §§ 50-51—50-56, and enacted a new Division 2 as set out herein. Former Division 2 pertained to similar subject matter and derived from Ord. of 12-18-2008(1), §§ ~~391-3-30-.01—391-3-30-.06~~.



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**Sec. 50-51. Restriction on outdoor watering of landscape.**

Outdoor watering for purposes of planting, growing, managing, or maintaining ground cover, trees, shrubs, or other plants may occur only between the hours of 4:00 p.m. and 10:00 a.m.; provided, however, that this limitation shall not create any limitation upon the following outdoor water uses:

- (1) Commercial raising, harvesting, or storing of crops; feeding, breeding, or managing livestock or poultry; the commercial production or storing of feed for use in the production of livestock, including, but not limited to, cattle, calves, swine, hogs, goats, sheep, and rabbits, or for use in the production of poultry, including, but not limited to, chickens, hens, ratites, and turkeys; producing plants, trees, fowl, or animals; or the commercial production of aquacultural, horticultural, dairy, livestock, poultry, eggs, and apiarian products or as otherwise defined in O.C.G.A. § 1-3-3;
- (2) Capture and reuse of cooling system condensate or storm water in compliance with applicable City of Brooklet Ordinances and state guidelines;
- (3) Reuse of gray water in compliance with O.C.G.A. § 31-5.2 and applicable local board of health regulations;
- (4) Use of reclaimed waste water by a designated user from a system permitted by the Environmental Protection Division of the Georgia Department of Natural Resources to provide reclaimed waste water;
- (5) Watering personal food gardens;
- (6) Watering new and replanted plant, seed, or turf in landscapes, golf courses, or sports turf fields during installation and for a period of 30 days immediately following the date of installation;
- (7) Drip irrigation or irrigation using soaker hoses;
- (8) Hand watering with a hose with automatic cutoff or handheld container;
- (9) Use of water withdrawn from private water wells or surface water by an owner or operator of property if such well or surface water is on said property;
- (10) Watering horticultural crops held for sale, resale, or installation;
- (11) Watering athletic fields, golf courses, or public turf grass recreational areas;
- (12) Installation, maintenance, or calibration of irrigation systems; or
- (13) Hydroseeding.

(Ord. of 12-16-2010)

**Sec. 50-52. Enforcement.**

- (a) No person shall use or allow the use of water in violation of the restrictions on outdoor water use contained in this division.
- (b) The mayor, or his designee, shall be the enforcement authority for this division. The mayor, or his designee, may also authorize other departments as may be deemed necessary to support enforcement.
- (c) Criminal and alternative penalties. Any violation of this section may also be enforced by a citation or accusation returnable to the municipal court or by any other legal means authorized by law.

(Ord. of 12-16-2010)

**ARTICLE III. SEWER**



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## DIVISION 1. GENERALLY

### **Sec. 50-53. Sewer tapping charge.**

The charge for making a sewer tap inside or outside the city shall be set forth in the schedule of fees, plus the cost of any and all street repairs required for the installation of the sewer tap. The schedule of fees shall also include the cost of the installation of a single sewer tap which will serve more than one residence, apartment, business or commercial unit.

### **Sec. 50-54. Service to multiple-unit dwellings, structures and developments.**

(a) The owner of any multifamily residence, apartment complex, apartment, business or commercial unit in existence as of September 1, 2023, and which contains a master-metered water meter, will pay for each unit not less than the minimum (base) water and sewer rate, plus consumption charges for water and sewer services, as applicable, regardless of whether the unit is occupied.

(b) Entities presently providing and maintaining their own sewer collection system which discharge to the city sewer collection system shall be defined as non-multiple-unit users. These entities will be charged one minimum (base) charge per metered connection plus consumption.

### **Sec. 50-55. Sewer service outside city limits.**

(a) Authorized. Property owners residing outside the limits of the city and desiring to use sanitary sewers to be furnished by the city shall make an application to the mayor to negotiate a sewer service agreement form for sanitary sewer service. If the city finds the request feasible, then the city will approve making sanitary sewer service available to property owners under the terms and conditions of the agreement. It shall be the policy of the city that any property that is within reasonable distance of the city limits should be annexed into the city prior to receiving sanitary sewer service, and sewer service shall not be provided without city water service

(b) Payment of costs. The property owners shall pay all costs to make the sanitary sewer service available to the property.

(c) Rate. All customers connected to the sewer system shall pay a monthly sewer service charge as set forth in the schedule of fees and charges.

(d) Standards of construction. All connections to the system by property owners must be made by a licensed plumber, who shall secure a city permit and abide by the city plumbing code effective at the time of the work.

(e) Form of agreement. A copy of the form of agreement to be executed between a property owner and the city for sewer service outside the corporate limits of the city is on file in the city clerk's office.

### **Sec. 50-56. Sewer service charges.**

Rates, tolls, fees and charges for the services, facilities and commodities furnished to the customers and users of the facilities of the city sewer system are to be set by the city council. Monthly rates for sewage services and the charges to be made and the amount collected therefore shall be as set forth in the schedule of fees and charges. Determination of the number of gallons of sewage discharged shall be based on a reading of the user's water meter. If the user is not supplied with water by the city and has no meter, the charge will be based on the amount of sewage discharged to the public sewers as recorded on a sewer flow meter. The charges will be assessed and billed on a monthly basis. The charges will be reviewed by the city council annually and adjusted to meet the requirements of the current fee schedule.

### **Sec. 50-57. Payment of sewer charge required when sewer facilities available, time limit for connection to public sewer.**



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Every customer shall commence paying a sewer charge as provided in this article within 30 days from the 10th day of the next ensuing month after sewer facilities have been made available, and each customer shall connect to the city sewer system within six months from the date such facilities are made available by the city.

**Sec. 50-58. Billing; termination of water service for nonpayment of charges, billing adjustments, and elderly low-income credit.**

- (a) **Billing.** All fees shall be billed monthly as part of a combined utility bill, unless the user does not have another utility service. In that case, single bills shall be sent. All bills shall be sent out using the billing cycle and schedule for payment as determined by the mayor and city council.
- (b) **Non-payment and termination of service.** All bills not paid by the due date are subject to the late payment charge, and then immediate cut-off on the date printed on the bill, unless other arrangements are made pursuant to the water and sewer billing procedures referenced below in subsection (d).
- (c) **New deposit required.** In the event of non-payment and service cut-off, the customer must pay the bill in full, the late payment charge, a cut-off charge if applicable, and pay a deposit if it was either waived, previously refunded, or was used to make the payment, late payment charge, and/or the cut-off charge.
- (d) **Adjustments.** Except for adjustments made pursuant to below subparts (e) through (h), all adjustments to water and sewer bills shall be governed by the water and sewer billing procedures which may be amended from time to time by resolution of the mayor and city council. A copy of these water and sewer billing procedures and any subsequent resolutions amending these procedures shall be kept on file with the city clerk for review by the public during the regular business hours of city hall. A copy of these water and sewer billing procedures and any amendments can be obtained through an open records request. The water and sewer billing procedures shall be administrated by the city clerk or her designer.
- (e) **Establishment of elderly/low-income credit.** There shall be established an elderly/low-income credit (billing reduction) in an amount approved in the schedule of fees and charges approved by the mayor and city council.
- (f) **Qualification.** The elderly/low-income credit shall be available to qualifying heads of households in whose name a residential water and/or sewer account is listed. This elderly/low-income credit shall not be available for residential accounts with a separate metered account for water used solely for irrigation purposes. Qualifying heads of household must have an attained age of 65 years and must have a total household income not exceeding 125 percent of the poverty levels for the number of occupants in the household as derived from the guidelines of the State of Georgia Division of Aging Services. Eligibility for the elderly/low-income credit shall be determined under city contract with a non-profit community organization capable of screening applicants according to the established criteria and reporting eligibility to the revenue department.
- (g) **Commencement.** The elderly/low-income credit shall be effective upon receipt and approval of all required information as identified in the application. Said credit shall be applied to the following month of collection service.
- (h) **Term.** The term of the elderly/low-income credit shall be three years from approval and commencement of credit. Continued eligibility shall be reestablished by application from the head of household.

**Sec. 50-59. Notification to city clerk of discontinuance of service.**

In all cases of discontinuance of water or sewer service, the party discontinuing services shall report such discontinuance to the office of the director of finance and administration.

**Sec. 50-60. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. All other words shall be construed as having the meaning defined in Glossary of Water and Sewage Control Engineering, published by the Water Pollution Control Federation, Washington D.C., or by their general usage if undefined.



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Biochemical oxygen demand or BOD means the quantity of oxygen used in the biochemical oxidation of organic matter under standard laboratory procedures in five days at 20 degrees Celsius.

Building sewer means the extension from the building drain to the public sewer or other place of disposal.

City means the City of Brooklet, or the governing body thereof.

City engineer means the city engineer of the City of Brooklet, or his authorized deputy, agent or representative.

Commercial user or contributor means a premises which or person discharges industrial wastes which are similar to domestic wastes in nature and do not exceed those parameters which define normal sewage, including volume.

Easement means an acquired legal right for specific use of land owned by others.

Garbage means solid wastes from the domestic and commercial preparation, cooking and dispensing of food and from the handling, storage and sale of produce.

Grease or oil means oil, fat or grease in a physical state such that it will separate by gravity from wastewater.

Industrial user or contributor means an industry which discharges wastewater having the characteristics of industrial wastes, as distinct from commercial or domestic wastes, and having a biochemical oxygen demand of 200 milligrams per liter or greater or total suspended solids of 200 milligrams per liter or greater.

Normal sewage means wastewater having characteristics of domestic wastewater such that the biochemical oxygen demand and suspended solids concentration do not exceed 200 milligrams per liter and no other pollutant or chemical constituents are present in amounts which will interfere with the treatment processes.

Properly shredded garbage means waste from the preparation, cooking and dispensing of food that had been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half inch in any dimension.

Public sewer means a sewer in which all owners of abutting properties have equal rights, and which is controlled by public authority.

Sewer means a pipe or conduit for carrying sewage.

Sewer surcharge means a charge for sewer service and treatment service for wastes having characteristics different from normal sewage and for which additional charges must be assessed in order to make compensation for additional expenses incurred.

Slug means any discharge of water, sewage or industrial waste which in concentration of any given constituent or in quantity of flow exceeds, for any period of duration longer than 15 minutes, more than five times the average 24-hour concentration discharged during normal operation.

Standard Methods means the examination and analytical procedures set forth in the most recent edition of Standard Methods for the Examination of Water and Wastewater, published jointly by the American Public Health Association, the American Water Works Association and the Water Pollution Control Federation.

Storm drain or storm sewer means a sewer which carries stormwater and surface water and drainage but excludes sanitary sewage and industrial wastes other than unpolluted cooling water.

Street includes the right-of-way of streets, avenues, drives, boulevards, roads, alleys, lanes and viaducts, and all other public highways.

Total suspended solids or TSS means solids that either float on the surface of or are in suspension in water, sewage or other liquids which are removable by laboratory filtering as prescribed in standard methods.

Total solids mean the sum of suspended matter, settleable matter and dissolved matter, both volatile and nonvolatile.

Watercourse means a channel in which the flow of water occurs, either continuously or intermittently.



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**Sec. 50-61. Violation of article.**

(a) Notice of violation. Any person found to be violating any provision of this article shall be served by the city with written notice stating the nature of the violation and providing a reasonable time limit for satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.

(b) Penalty. Any person who shall continue any violation beyond the time limit provided for in subsection (a) of this section shall be guilty of a misdemeanor, and on conviction thereof shall be fined for each violation. Each day on which such violation shall continue shall be deemed a separate offense.

(c) Liability for damage. Any person violating any of the provisions of this article shall become liable to the city for any expense, loss or damage caused by the city by reason of such violation.

**Sec. 50-62. Authority of inspectors.**

(a) Generally. The city engineer and other duly authorized employees of the city bearing proper credentials and identification shall be permitted to enter all properties for the purpose of inspection, observation, measurement, sampling and testing in accordance with the provisions of this article. The city engineer or his representative shall have no authority to inquire into any processes, including those of metallurgical, chemical, oil refining, ceramic, paper or other industries, beyond that point having a direct bearing on the kind or source of discharge to the sewers or waterways or facilities for waste treatment.

(b) Liability of city and sewer user. While performing the necessary work on private properties referred to in subsection (a) of this section, the city engineer or duly authorized employees of the city shall observe all safety rules applicable to the premises established by the company, and the company shall be held harmless for injury or death to the city employees. The city shall indemnify the company against loss or damage to its property by the city employees and against liability claims and demands for personal injury or property damage asserted against the company and growing out of the gauging or sampling operations, except as such may be caused by negligence or failure of the company to maintain safe conditions.

(c) Entry on easements. The city engineer and other duly authorized employees of the city bearing proper credentials and identification shall be permitted to enter all private properties through which the city holds a duly negotiated easement for purposes including but not limited to inspection, observation, measurement, sampling, repair and maintenance of any portion of the sewage works lying within the easement. All entry and subsequent work, if any, on the easement shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved.

**Sec. 50-63. Grievances and arbitration.**

(a) Right to hearing. Upon formal request by the sewer user, the mayor and city council may hear any required arbitration of differences or grievances between the sewer user and the city engineer on matters concerning interpretation and execution of the provisions of this article.

(b) Appointment of hearing board. If deemed necessary by the mayor and city council, an independent hearing board may be appointed for arbitration purposes. Such a board shall consist of at least three people. One of the members shall be a lawyer, and the other two members shall have technical knowledge of the provisions of this article. The cost of arbitration shall be equally divided between the city and the sewer user.

**Sec. 50-64. Tampering with or damaging facilities.**

No unauthorized person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the sewage works. Any person violating this section shall be subject to immediate arrest under a charge of disorderly conduct.

**Sec. 50-65. Unsanitary deposits prohibited.**



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It shall be unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the city, or in any area under the jurisdiction of the city, any human or animal excrement, garbage or other objectionable waste.

**Sec. 50-66. Discharge of polluted water to natural outlet.**

It shall be unlawful to discharge to any natural outlet within the city or in any area under the jurisdiction of the city any sewage or other polluted waters, except where suitable treatment has been provided in accordance with the provisions of this article.

**Sec. 50-67. Connection to public sewers required when sewer facilities available.**

(a) It shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for disposal of sewage where public sewers are reasonably available.

(b) The owner of any house, building or property used for human occupancy, employment, recreation or other purpose situated within the city or any area under the jurisdiction of the city, and abutting on any street, alley or right-of-way in which there is now or shall be located a public sanitary sewer of the city, is hereby required at his expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this article within 90 days after the date of written notice from the city engineer to the property owner requiring such property owner to make connection thereto, provided that the public sewer is within 100 feet of the property line.

**Sec. 50-68. Enforcement of requirement that property be connected to sanitary sewer.**

(a) Authority of city to make connection. If an owner of property shall fail to connect any water closet, urinal or other receptacle or drain to the sanitary sewers of the city when required to do so, the authorities of the city shall cause such connection to be made and provide all necessary fixtures therefor and assess the cost of such connection against the property owner.

(b) Issuance of execution. The city clerk shall issue, within ten days from the completion of such work as provided by subsection (a) of this section, execution against the property owner and against the real estate so improved, which shall be levied, and the property sold in the manner of the levy and sale of property under tax executions.

(c) Context of levy by property owner. Before such levy shall be made, such property owner shall be notified of the cost of such material and work for which execution is issued, and upon such levy being made such property owner may file his affidavit of illegality returnable to the superior court of the county to be tried therein as provided for illegalities by the laws of this state.

(d) Right of entry. The city authorities or any agent of the city shall have the right, power and authority to enter and go upon or into any private house or into any other building within the area required to connect to the sanitary sewers of the city for the purpose of inspecting the water closets, urinals and other drains and pipes, to remove such facilities whenever condemned, to insert the connections and fixtures, and to connect the facilities with the sanitary sewers of the city, without being deemed a trespasser or becoming responsible to the owner thereof or any tenant in possession of such property.

(e) Discontinuance of water service. If any property owner within the area required to connect to the sanitary sewers of the city shall fail and refuse to make the connection provided for in this section after the time expires for such connection, the city authorities may, in their discretion, sever water connections with such property until connection shall be made as provided by this section.

Sec. 50-69 – 50-79 Reserved

## **DIVISION 2. PRIVATE SEWAGE DISPOSAL SYSTEMS**



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**Sec. 50-80. Use generally.**

Where a public sanitary sewer is not available under the provisions of section the building sewer shall be connected to a private sewage system complying with the provisions of this division.

**Sec. 50-81. Permit for installation.**

Before commencement of construction of a private sewage disposal system such as a septic tank, privy, privy vault or cesspool, including one for a single-family dwelling, the owner shall first obtain a written permit signed by the city engineer. The application for such a permit shall be made on a form furnished by the city, which the applicant shall supplement by any plans, specifications and other information as are deemed necessary by the city engineer. A permit and inspection fee shall be paid to the city at the time the application for the permit is filed.

**Sec. 50-82. Inspection.**

A permit for a private sewage disposal system shall not become effective until the installation is completed to the satisfaction of the city engineer. The city's authorized representatives shall be allowed to inspect the work at any stage of construction, and, in any event, the applicant for the permit shall notify the city when the work is ready for final inspection and before any underground portions are covered. The inspection shall be made within two working days of the receipt of notice by the city engineer.

**Sec. 50-83. Specifications.**

The type, capacities, location and layout of a private sewage system shall comply with all recommendations of the state department of natural resources or other local or state agencies having jurisdiction. No septic tank or cesspool shall be permitted to discharge to any natural outlet.

**Sec. 50-84. Operation and maintenance.**

The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times at no expense to the city.

**Sec. 50-85. Connection with public sewer.**

At such time as a public sewer becomes available to a property served by a private sewage disposal system, a direct connection shall be made to the public sewer in compliance with this article. Any septic tanks, cesspools and similar private sewage disposal facilities shall be abandoned, cleaned of sludge and filled with clean bank run gravel or dirt within 60 days of notification to do so by the city engineer or other county or state agency having jurisdiction over such matters.

**Sec. 50-86. Compliance with state and county requirements.**

No statement contained in this division shall be construed to nullify any additional requirements that may be imposed by the appropriate state or county regulatory agencies having jurisdiction over such matters.

### **DIVISION 3. BUILDING SEWERS AND CONNECTIONS**

No person shall uncover, make any connections with or opening into, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the city engineer.

**Sec. 50-87. Application for connection permit.**

There shall be two classes of building sewer permits, one for residential and commercial service. In either case, the owner or his agent shall make an application on a special form furnished by the city. The permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the city engineer. When the application is filed, a permit and inspection fee for the building sewer shall be paid to the city as provided in the schedule of fees and charges.



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**Sec. 50-88. Payment of costs; indemnification of city.**

All costs and expenses incident to the installation and connection of the building sewer to the public sewer shall be borne by the owner. The owner shall indemnify the city from any loss or damage that may directly or indirectly be caused by the installation of the building sewer.

**Sec. 50-89. Separate connection required for every building, exception.**

A separate and independent sewer shall be provided for every building. Where one building stands to the rear of another on a single lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, courtyard or driveway, the city may grant permission for the building sewer from the front building to be extended to the rear building and the whole shall be considered as one building sewer, upon a showing by the applicant that it is not feasible that the two buildings so connected will ultimately be on separate building lots.

**Sec. 50-90. Use of old building sewers.**

Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the city, to meet all of the requirements of this article.

**Sec. 50-91. Specifications for building sewer.**

The size, slope, alignment and materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench, shall all conform to the requirements of the building and plumbing code or other applicable rules and regulations of the city. In the absence of code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the ASCE and WPCF Manual of Practice No. 9 shall apply.

**Sec. 50-92. Location and depth of building sewer.**

Whenever possible, the building sewer shall be brought to the building at an elevation below the basement or first floor. No building sewer shall be made parallel to or within three feet of any bearing wall which might thereby be weakened. The depth shall be sufficient to afford protection from live loads, such as automobiles and the like, which may be superimposed. The building sewer shall be made at uniform grade and in straight alignment, as far as possible. The building sewer shall be constructed to such point as directed by the city engineer.

**Sec. 50-93. Connection of sources of unpolluted water to sanitary sewers.**

No person shall maintain or make a connection of roof downspouts, exterior foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer.

**Sec. 50-94. Inspection of building sewer; connection to main.**

Before any underground portions thereof are covered, the applicant for a building sewer permit shall notify the city when the building sewer is ready for inspection and connection to the public sewer. The connection thereof shall be made to the public sewer by an authorized representative of the city and only after inspection.

**Sec. 50-95. Excavations.**

All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazards. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the city.

All work to which this division pertains shall meet pertinent OSHA requirements.

**Sec. 50-96. Record of connections.**

The city engineer shall keep a permanent and accurate record of the location, depth and direction of all new sewer connections, including such landmarks as may be necessary to make an adequate description.



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## DIVISION 4. USE OF PUBLIC SEWERS

### Sec. 50-97. Discharge of unpolluted water.

- (a) No person shall discharge or cause to be discharged any stormwater, surface water, groundwater, roof runoff or subsurface drainage into the sanitary sewer.
- (b) Uncontaminated cooling or condensing water shall be discharged to the storm drain system.

### Sec. 50-98. Prohibited discharges.

No person shall discharge or cause to be discharged any of the following waters or wastes to any public sewer.

- (1) Any gasoline, benzene, naphtha, fuel oil or other explosive liquid, solid or gas.
- (2) Any waters or wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any sewage treatment process, to constitute a hazard to humans or animals, to create a public nuisance, or to create any hazard in the receiving waters or in the treatment plant.
- (3) Any waters or wastes having a pH less than 6.0 or greater than 9.0 or containing heavy concentrations of salts or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the sewage works.
- (4) Solids or viscous substances in quantities or of such size capable of causing obstruction to the flow of sewage or other interference to the proper operation of the sewage works, such as but not limited to ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastic, wood, unground garbage, whole blood, paunch manure, hair, entrails, and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.

### Sec. 50-99. Restricted discharges.

No person shall discharge or cause to be discharged the following described substances, materials, waters or wastes to the public sewers if it appears likely in the opinion of the city engineer that such waste can harm either the sewers, sewage treatment process or equipment, have an adverse effect on the receiving stream, or otherwise endanger life, limb or public property or constitute a nuisance. In forming his opinion as to the acceptability of these wastes, the city engineer will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials of construction of the sewers, nature of the sewage treatment process, capacity of the sewage treatment plant, degree of treatability of wastes in the sewage treatment plant and other pertinent factors. The substances prohibited are:

- (1) Any liquid or vapor having a temperature higher than 104 degrees Fahrenheit or 40 degrees Celsius.
- (2) Any waters or wastes containing fats, wax, grease or oils, whether emulsified or not, in excess of 100 milligrams per liter or containing substances which may solidify or become viscous at temperatures between 32 and 150 degrees Fahrenheit or 0 to 65 degrees Celsius.
- (3) Any garbage that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor of three-fourths horsepower or greater shall be subject to the review and approval of the city.



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(4) Any waters or wastes containing strong acid, iron pickling wastes or concentrated plating solutions, whether neutralized or not.

(5) Any waters or wastes containing heavy metals in excess of the following:

Chromium (III) 0.5 mg/l

Lead 0.3 mg/l

Tin 0.5 mg/l

Copper 0.5 mg/l

Nickel 0.5 mg/l

Cyanide 0.5 mg/l

Cadmium 0.3 mg/l

A combination of such substances shall not exceed 0.5 milligrams per liter in the effluent, or when blended with the wastes in the interceptor have a combined concentration in excess of 0.1 milligrams per liter when the waste reaches the treatment plan, notwithstanding, nor shall such wastes exert an excessive chlorine requirement to such a degree that any such material received in composite sewage at the sewage treatment works exceeds the limits established by the city for such materials. Notwithstanding these upper limits, the city may require pretreatment of such waste discharges to the lowest practical and reasonable levels to comply with appropriate state or federal regulatory agency requirements, either for the treatment facility influent or effluent, or if otherwise found necessary to provide satisfactory and acceptable treatment of all wastewater.

(6) Any waters or wastes containing phenols or other taste- or odor-producing substances in such concentrations exceeding limits which may be established by the city as necessary after treatment of the composite sewage to meet requirements of the state, federal or other public agencies having jurisdiction over such discharge to the receiving waters.

(7) Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the city in compliance with applicable state and federal regulations.

(8) Any waters or wastes having a pH outside of the range of 6.0 to 9.0.

(9) Materials which exert or cause:

a. Unusual concentration of inert suspended solids, such as but not limited to fuller's earth, lime slurries and lime residues, or of dissolved solids, such as but not limited to sodium chloride and sodium sulfate.

b. Excessive discoloration, such as but not limited to dye wastes and vegetable tanning solutions.

c. The admission into the public sewers of any waters having a five-day biochemical oxygen demand greater than 200 milligrams per liter, or containing more than 200 milligrams per liter of suspended solids, or having an average daily flow of 5.0 percent of the average daily sewage flow to the plant. The admission of such waste will be subject to the review and approval of the city engineer. Where necessary in the opinion of the city engineer, the owner shall provide, at his expense, such preliminary treatment as may be necessary to reduce the biochemical oxygen demand to 200 milligrams per liter and the suspended solids to 200 milligrams per liter, or to reduce objectionable characteristics or constituents to within the maximum limits provided, or to control the quantities and rates of discharge of such water or wastes. Plans and specifications and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the city engineer, and no construction of such facilities shall be commenced until such approval is obtained in writing.

d. Unusual volumes of flow or concentrations of wastes constituting slugs.

(10) Waters or wastes containing substances which are not amenable to treatment or reduction by the sewage treatment processes employed or which are amenable to treatment only to such degree that the sewage



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treatment plant effluent cannot meet the requirements of state or federal agencies having jurisdiction over discharge to the receiving waters.

**Sec. 50-100. Acceptance of restricted wastes.**

(a) If any waters or wastes are discharged or are proposed to be discharged to the public sewers which contain the substances or possess the characteristics in which in the judgment of the city engineer may have a deleterious effect upon the sewage works, processes, equipment or receiving water or which otherwise may create a hazard to life or constitute a public nuisance, the city may:

- (1) Reject the wastes;
- (2) Require pretreatment to an acceptable condition before discharge to the public sewers;
- (3) Require control over the quantities and rates of discharge; or
- (4) Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges.

(b) If the city permits the pretreatment or equalization of waste flows, the design and installation of the plant and equipment shall be subject to the review and approval of the city engineer and subject to the requirements of all applicable codes, ordinances and laws.

**Sec. 50-101. Grease traps and interceptors for oil and sand**

(a) All new business entities in the city that generate waste water containing oil or sand must collect this waste water and discharge it into the city's sanitary sewer system. A city approved oil/sand interceptor must be installed on the sanitary sewer service line. The location of the oil/sand interceptor must be as per the Standard Plumbing Code. Existing businesses must install interceptors or be in compliance within six months from the enactment of this section.

(b) All food service operations in the city that discharge waste water containing grease must install a grease trap or interceptor.

(c) All grease traps and interceptors must be designed using standard engineering principles for sedimentation and floatation in gravity separators. All grease traps and interceptors must be approved by the engineering department of the city.

(d) All newly constructed food service establishments shall be required to install a grease interceptor sized at 20 gallons per food service seat, but not less than 1,000 gallons capacity.

(e) All existing food service establishments shall be required to install and establish grease handling traps and interceptors. Existing establishments operating without grease traps and interceptors shall have six months from the date of this section to render their establishment in compliance with this section. If an existing food service establishment cannot meet the outdoor type grease interceptor requirements, an alternate under-the-counter grease trap and interceptor may be used, if approved by the city engineer.

(f) Each entity or establishment governed by this section shall maintain a service log reflecting the maintenance of their grease trap and interceptor and/or oil or sand interceptor. The service log shall be available in a conspicuous location for appropriate review by city personnel.

(g) Food service operations that do not generate grease will not require a grease trap or interceptor. Any establishments that do not generate waste water containing grease or solids may request an exemption from the city engineer.

(h) Failure to comply with this section shall result in a penalty of \$100.00 per violation in the municipal court of the city as a code violation.



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**Sec. 50-102. Maintenance of pretreatment facilities.**

Where preliminary treatment or flow-equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner, at his expense.

**Sec. 50-103. Control manhole.**

- (a) Reserved for Industrial Waste

**Sec. 50-104. Measurements, tests and analyses.**

All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in this article shall be determined in accordance with the latest edition of Standard Methods for the Examination of Water and Wastewater, published by the American Public Health Association, and shall be determined at the control manhole provided, or upon suitable samples taken at the control manhole. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewage works and to determine the existence of hazards to life, limb and property.

**Sec. 50-105. Special agreements.**

No statement contained in this division shall be construed as preventing any agreement or arrangement between the city and any industrial concern whereby industrial waste of unusual strength or character may be accepted by the city for treatment, subject to payment therefor by the industrial concern.

**Sec. 50-106. Compliance with federal regulations.**

## **DIVISION 5. USER CHARGE SYSTEM; INDUSTRIAL COST RECOVERY**

**Sec. 50-107. Aid-to-construction fee.**

(a) Established; payment. In order to connect to the city's wastewater or water utility system, all users shall pay an aid-to-construction fee in addition to any tap fee or other fees required. The aid-to-construction fee shall be paid prior to connecting to the city's wastewater or water system. A written agreement between the city and each user will be executed upon payment of such fees and prior to construction of facilities.

(b) Purpose. The aid-to-construction fee shall be set by the city council as an aid to paying the cost of expanding the city's sanitary water and sewer facilities, including future expansion of the plant or facilities, including legal, engineering, construction and administrative costs.

(c) Basis for calculation. The aid-to-construction fee shall be calculated by the city and shall be based on the average daily consumption of each type of establishment as outlined in subsection (d) of this section.

(d) Water use standards. The following water use standards shall be used by the city in establishing the average daily consumption of users for the purpose of calculating the aid-to-construction fee. Where categories are not listed, the city engineer will calculate the project's contributory load factor (wastewater usage) and present the calculated load factor to the city council for approval.

**Sec. 50-109. General user charges.**

(a) Established. All persons discharging wastewater into the city public sewers shall be charged a sewer service charge which shall recover the operation and maintenance costs of the wastewater treatment facilities and sewer system, the local share of the capital costs of the treatment facility, and the costs of other capital improvements of the sewer facilities.

(b) Basis. The required annual revenue from sewer charges shall include the following:



- 
- (1) Billing costs.
  - (2) Operation and maintenance costs.
  - (3) Debt service.
  - (c) Billing.
  - (d) Specific charges. Specific charges are as follows:
    - (1) Billing charge. A billing charge divided equally among the billing periods will be assessed.
    - (2) Operation and maintenance. There is no minimum charge for the operation and maintenance user charge.
    - (3) Debt service. The required annual revenue for debt service will be obtained from service charges as set in a rate ordinance.

**Sec. 50-111. Rate ordinance.**

- (a) Adoption. A rate ordinance based on the user charge described in this division shall be adopted to recover costs for administration, operation and maintenance, debt service and miscellaneous expenses of the sewer system.
- (b) Review and amendment. The rate ordinance shall be reviewed annually and amended, as necessary, to generate adequate revenue to offset all expenses of the sewer system.
- (c) Notification of users. All users shall be notified at least annually of the rates in effect for sewer service, including a breakdown of the portion of the rate which is attributable to operation and maintenance costs. Such notice shall be transmitted to the user with a monthly bill.

**DIVISION 7. TRANSPORTATION AND DISCHARGE OF SCAVENGER WASTES**

**Sec. 50-112. Discharge generally.**

The city may require a formal permit for discharge of scavenger wastes after submission of an application on forms supplied by the city. For purposes of this division, scavenger wastes shall mean putrid or offensive matter such as the contents of privies, septic tanks or cesspools. Any other materials and substances, chemicals or chemical compounds or industrial wastes will not be permitted to be discharged into the public sewer system except as provided in this article.

**Sec. 50-113. Application for permit.**

All applicants for a permit under this division shall furnish the following information with each application:

- (1) The name and address of the applicant.
- (2) The volume of scavenger wastes for each numbered vehicle.
- (3) The number of scavenger vehicles in the collection service.

**Sec. 50-114. Disposal fee.**

Scavenger wastes will be admitted into the sewer system only by approval of the city and subject to payment of fees or charges fixed by the city. Such a fee or charge shall be based upon the full capacity of each scavenger vehicle for each discharge.



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**Sec. 50-115. Right of city to reject waste or terminate discharge.**

(a) The applicant for a permit under this division shall be the owner of the vehicle discharging such wastes. Any false, misleading or untruthful statements as to the nature of material shall be cause for rejection of any further discharge from the applicant.

(b) Discharges may also be suspended or terminated at any time by the city engineer for willful, continued or persistent violations of this article or upon such grounds as the city may deem proper.

**Sec. 50-116. Vehicles and equipment.**

All equipment such as trucks, tanks, pumps and hoses used in the collection or transportation of scavenger wastes shall be modern equipment in good repair. When more than one vehicle is used by an applicant, each vehicle shall bear an identifying number.

## **ARTICLE IV. PROTECTION OF UNDERGROUND UTILITIES**

**Sec. 50-117. Title of article.**

This article shall be known as the underground utility damage prevention ordinance.

**Sec. 50-118. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Damage means the substantial weakening of structural or lateral support of an underground utility, penetration or destruction of any protective coating, housing or other protective device of an underground utility, and the partial or complete severance of an underground utility.

Demolish or demolition means any operation by which a structure or mass of material is wrecked, razed, rendered, moved or removed by means of any tools, equipment or discharge of explosives.

Excavate or excavation means an operation for the purpose of the movement or removal of earth, rock or other materials in or on the ground by use of mechanized equipment or by discharge of explosives, including augering, backfilling, digging, ditching, drilling, grading, plowing-in, pulling-in, ripping, scraping, trenching and tunneling, but not including the tilling of soil for agricultural purposes.

Mechanized equipment means equipment operated by means of mechanical power, including trenchers, bulldozers, power shovels, augers, backhoes, scrapers, drills, cable and pipe plows and other equipment used for plowing-in or pulling-in cable or pipe.

Operator means any person who owns or operates a utility.

Utility means any line, system or facility used for producing, storing, conveying, transmitting or distributing communication, electricity, gas, petroleum, petroleum products, hazardous liquids, water, steam or sewage.

Working day means every day except Saturday, Sunday and national and legal state holidays.

**Sec. 50-119. Penalty for violation of article.**

Any person who violates any provision of this article shall be subject to a civil penalty of not to exceed \$1,000.00 for each such violation. Actions to recover the penalty provided for in this section shall be brought by the city attorney at the request of the mayor and city council, in the city or county in which the cause or some part thereof arose or in which the defendant has its principal place of business or resides. All penalties recovered in any such action shall be paid into the general fund of the city. This article does not affect any civil remedies for personal injury or property damage except as otherwise specifically provided in this article.

**Sec. 50-120. Applicability of article to holders of excavation or demolition permits.**



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A permit issued pursuant to law authorizing excavation or demolition operations shall not be deemed to relieve a person from the responsibility for complying with the provisions of this article.

**Sec. 50-121. Duty to determine location of utilities.**

No person may excavate in a street, highway or public space, in a private easement of an operator, or near the location of a utility installed on the premises of a customer served by such utility, or demolish a building, without having first ascertained in the manner prescribed from the City Engineer.

**Sec. 50-122. Filing requirements for utility operators.**

(a) No later than 30 days before the effective date of this article, each operator having underground utilities in the city or in areas served by utilities of the city shall file with the city engineer a list containing the name of every city, village, township and section within the township in the county in which it has underground utilities, including those utilities that have been abandoned in place by the operator but not yet physically removed, the name of the operator, and the name, title, address and telephone number of its representative designated to receive the written or telephonic notice of intent required.

(b) Changes in any of the information contained in the list filed under subsection (a) of this section shall be filed by the operator with the city engineer within five working days of the change.

**Sec. 50-123. Notice of intent to excavate or demolish.**

(a) Before commencing any excavation or demolition operation, each person responsible for such excavation or demolition shall serve written or telephonic notice of intent to excavate or demolish, at least three but not more than ten full working days in advance of the proposed excavation or demolition, on each operator which has filed a list indicating that it has underground utilities located in the proposed area of excavation or demolition.

(b) The written or telephonic notice required by subsection (a) of this section must contain the name, address and telephone number of the person filing the notice of intent, and, if different, the person responsible for the excavation or demolition, the starting date, anticipated duration and type of excavation or demolition operation to be conducted, the location of the proposed excavation or demolition, and whether or not explosives are to be used.

(c) If the notification required by this section is made by telephone, an adequate record of such notification shall be maintained by the operators notified to document compliance with the requirements of this article.

**Sec. 50-124. Response to notice of intent to excavate or demolish.**

Each operator or designated representative shall, not less than two working days in advance of the proposed excavation or demolition, unless a shorter period is provided by agreement between the person responsible for the excavation or demolition and the operator or designated representative, supply, by use of maps when appropriate, the following information to the person responsible for the excavation or demolition:

(1) The approximate location and description of all of its underground utilities which may be damaged as a result of the excavation or demolition;

(2) The location and description of all utility markers indicating the approximate location of the underground utilities; and

(3) Any other information that would assist that person in locating and thereby avoiding damage to the underground utilities, including providing adequate temporary markings indicating the approximate location of the underground utility in locations where permanent utility markers do not exist.



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For purposes of this section, the approximate location of underground utilities is defined as a strip of land at least three feet wide, but not wider than the width of the utility plus one-half foot on either side of the utility.

**Sec. 50-125. Emergency excavation or demolition.**

Compliance with the notice is not required of persons responsible for emergency excavation or demolition to ameliorate an imminent danger to life, health or property; provided, however, that such persons give, as soon as practicable, oral notice of the emergency excavation or demolition to each operator having underground utilities located in the area where such excavation or demolition is to be performed and request emergency assistance from each operator so identified in locating and providing immediate protection to its underground utilities. For purposes of this section, the approximate location of underground utilities is defined as a strip of land at least three feet wide, but not wider than the width of the utility plus one-half foot on either side of the utility.

**Sec. 50-126. Emergency excavation or demolition.**

Compliance is not required of persons responsible for emergency excavation or demolition to ameliorate an imminent danger to life, health or property; provided, however, that such persons give, as soon as practicable, oral notice of the emergency excavation or demolition to each operator having underground utilities located in the area where such excavation or demolition is to be performed and request emergency assistance from each operator so identified in locating and providing immediate protection to its underground utilities.

**Sec. 50-127. Precautions to avoid damage.**

Each person responsible for any excavation or demolition operation shall:

- (1) Plan the excavation or demolition to avoid damage to or minimize interference with underground utilities in and near the construction area;
- (2) Maintain a clearance between an underground utility and the cutting edge or point of any mechanized equipment, taking into account the known limit of control of such cutting edge or point, as may be reasonably necessary to avoid damage to such utility; and
- (3) Provide such support for underground utilities in and near the construction area, including during backfill operations, as may be reasonably necessary for the protection of such utilities.

**Sec. 50-128. Required actions when work results in damage.**

(a) Except as provided in subsection (b) of this section, each person responsible for any excavation or demolition operation that results in any damage to an underground utility shall, immediately upon discovery of such damage, notify the operator of such utility of the location and nature of the damage and shall allow the operator reasonable time to accomplish necessary repairs before completing the excavation or demolition in the immediate area of such utility.

(b) Each person responsible for any excavation or demolition operation that results in damage to an underground utility permitting the escape of any flammable, toxic or corrosive gas or liquid shall, immediately upon discovery of such damage, notify the operator and the police and fire departments, and take any other action as may be reasonably necessary to protect persons and property and to minimize the hazards until arrival of the operator's personnel or personnel of the police and fire departments.

**Sec. 50-129. Required locator wire on water/sewer service lines.**

For all new facilities connecting to the city water and sewer system and any facility replacing their existing water and/or sewer services lines, the customer shall require their plumber to extend a 12-gauge THHN solid copper locator wire from the customer's building to the connection to city water or sewer and connect to the city's locator wire utilizing a water tight wire connector 3M model DBR connector. At the point where the customer's water or sewer service enters the building, the plumber shall terminate the locator wire in a six-inch irrigation type valve



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box. If there is no locator wire present on the city's water service line or sewer main, the plumber shall terminate the customer's locator wire in the water meter box or at the point he connects to the city's sewer main.



**SCHEDULE OF FEES AND CHARGES FOR THE CITY OF**

**BROOKLET**

**Building Permit Fee Schedule**

**Residential: New Construction**

Single Family Dwelling: Climate Controlled – \$.23 per sq ft  
Single Family Dwelling: Non-climate Controlled – \$.10 per sq ft  
Multiple Unit Dwelling: Climate Controlled – \$.23 per sq ft  
Multiple Unit Dwelling: Non-climate Controlled – \$.10 per sq ft  
Manufactured Home – \$.15 per sq ft  
Certificate of Occupancy – \$75

**Nonresidential: New Construction**

Commercial: Climate Controlled – \$.36 per sq ft  
Commercial: Non-climate Controlled – \$.15 per sq ft  
Warehouse: 0 – 50,000 sq ft – \$.12 per sq ft  
Warehouse: > 50,000 sq ft (additional) – \$.15 per sq ft  
Barns/Storage with Electricity and/or Plumbing – \$.10 per sq ft  
Barns/Storage without Electricity and/or Plumbing – \$.06 per sq ft  
Pole Barn – \$.05 per sq ft  
Education, Government and Religious – \$.17 per sq ft  
All Other Structures – \$.17 per sq

**Pool Permit**

\$25.00 Permit  
\$225.00 Plumbing & Electrical Inspections

**Addition and Renovation**

Addition: Climate Controlled – \$.31 per sq ft  
Addition: Non-climate Controlled – \$1.05 per sq ft

**Renovation**

Cost \$0 – \$1,000 – \$80  
Cost \$1,001 – \$5,000 – \$100.00  
Cost \$5,001 – \$10,000 – \$120.00  
Cost per additional \$1,000 above \$10,000 – \$5



**Other Inspections**

Moving House – \$125 *plus all inspections required*  
Moving in a Mobile Home - \$75 *plus \$600.00 for all inspections*  
Residential Inspection – \$75 per inspection  
Commercial Inspection – \$75 per inspection  
Non-permitted Inspection – \$100 per inspection  
Re-inspections – \$100 per inspection  
Same Day Inspection – \$100 per inspection  
Water Connection Inspection Fee - \$150 per inspection  
Sewer Connection Inspection Fee - \$150 per inspection  
*Failure to obtain permit prior to construction the fee is doubled.*

**Cemetery Lot Rates**

For Single Grave Lot \$ 600.00

**Signs and Permits**

Permanent Sign \$100  
Special Event / Temporary Sign \$30.00  
Appeal \$100

**Garbage Fees**

Sanitation Deposit \$50.00 (refundable)  
Garbage Residential (in city limits) \$18.00 PER CART  
Garbage Residential (out of city limits) \$25.00 PER CART  
Garbage Commercial \$25.00 PER CART  
Additional Cart \$10.00 PER CART

**Water and Sewer Account Fees**

Water Deposit – 2.5x Monthly Bill or \$100 Minimum (refundable)  
Sewer Deposit – 2.5x Monthly Bill or \$100 Minimum (refundable)  
Account Establishment Fee - \$50.00  
Reconnect Fee \$75.00  
Administrative Fee \$2.00



## Water and Sewer Rates

### Residential or Commercial Water Rates – Inside City Limits

|                      |                        |                          |
|----------------------|------------------------|--------------------------|
| 1 <sup>st</sup> Unit | 0 - 2,000 gallons      | \$11.75 Base             |
| 2 <sup>nd</sup> Unit | 2,001 – 5,000 gallons  | \$4.00 per 1,000 Gallons |
| 3 <sup>rd</sup> Unit | 5,001 – 10,000 gallons | \$4.25 per 1,000 Gallons |
| 4 <sup>th</sup> Unit | 10,001-20,000 gallons  | \$4.50 per 1,000 Gallons |
| 5 <sup>th</sup> Unit | 20,001-50,000 gallons  | \$4.75 per 1,000 Gallons |
| 6 <sup>th</sup> Unit | Over 50,000 gallons    | \$5.00 per 1,000 Gallons |

### Residential or Commercial Sewer Rates – Inside City Limits

|                      |                    |                          |
|----------------------|--------------------|--------------------------|
| 1 <sup>st</sup> Unit | 0 – 2,000 gallons  | \$20.00 Base             |
| 2 <sup>nd</sup> Unit | Over 2,000 gallons | \$5.00 per 1,000 Gallons |

### Residential or Commercial Water Rates – Outside City Limits

|                      |                        |                          |
|----------------------|------------------------|--------------------------|
| 1 <sup>st</sup> Unit | 0 - 2,000 gallons      | \$15.00 Base             |
| 2 <sup>nd</sup> Unit | 2,001 – 5,000 gallons  | \$4.25 per 1,000 Gallons |
| 3 <sup>rd</sup> Unit | 5,001 – 10,000 gallons | \$4.50 per 1,000 Gallons |
| 4 <sup>th</sup> Unit | 10,001-20,000 gallons  | \$4.75 per 1,000 Gallons |
| 5 <sup>th</sup> Unit | 20,001-50,000 gallons  | \$5.00 per 1,000 Gallons |
| 6 <sup>th</sup> Unit | Over 50,000 gallons    | \$5.25 per 1,000 Gallons |

### Residential Sewer Rates – Outside City Limits

|                      |                    |                          |
|----------------------|--------------------|--------------------------|
| 1 <sup>st</sup> Unit | 0 – 2,000 gallons  | \$25.00 Base             |
| 2 <sup>nd</sup> Unit | Over 2,000 gallons | \$5.25 per 1,000 Gallons |

### Commercial Sewer Rates – Outside City Limits

|                      |                       |                          |
|----------------------|-----------------------|--------------------------|
| 1 <sup>st</sup> Unit | 0 – 2,000 gallons     | \$30.00 Base             |
| 2 <sup>nd</sup> Unit | 2,001-20,000 gallons  | \$5.25 per 1,000 Gallons |
| 3 <sup>rd</sup> Unit | 20,001-50,000 gallons | \$5.50 per 1,000 Gallons |
| 4 <sup>th</sup> Unit | Over 50,000 gallons   | \$6.00 per 1,000 Gallons |



**Water Meter Equipment Fees**

|                     |          |
|---------------------|----------|
| Meter Equipment Fee | \$700.00 |
|---------------------|----------|

|                      |          |
|----------------------|----------|
| Irrigation Meter Fee | \$800.00 |
|----------------------|----------|

*Meter Equipment Fee is for a standard ¾" water meter. Other meter sizes will be charged based on market price at time of request.*

|                           |         |
|---------------------------|---------|
| Meter Box Lid Replacement | \$40.00 |
|---------------------------|---------|

**Water and Sewer Aid to Construction Fees**

|               |                               |            |
|---------------|-------------------------------|------------|
| Water ATC Fee | 1 Equivalent Residential Unit | \$1,000.00 |
|---------------|-------------------------------|------------|

|               |                               |            |
|---------------|-------------------------------|------------|
| Sewer ATC Fee | 1 Equivalent Residential Unit | \$3,500.00 |
|---------------|-------------------------------|------------|

*ATC fee rates may vary for locations outside the City Limits based on water and sewer agreements.*

**Water and Sewer Tap Fees**

|                                         |          |
|-----------------------------------------|----------|
| (a) Standard Water 1 Inch Tap (no bore) | \$750.00 |
|-----------------------------------------|----------|

|                                         |          |
|-----------------------------------------|----------|
| (b) Standard Sewer 1 Inch Tap (no bore) | \$750.00 |
|-----------------------------------------|----------|

*Any tap requiring boring under roadway will be charged based on market price at time of request.*

**Tap-In/Capital Recovery Fees for Fire Protection**

|                 |    |           |
|-----------------|----|-----------|
| 1" Connection   | \$ | 1,000.00  |
| 2 " Connection  | \$ | 3,000.00  |
| 3 " Connection  | \$ | 5,000.00  |
| 4 " Connection  | \$ | 8,000.00  |
| 6 " Connection  | \$ | 12,500.00 |
| 8 " Connection  | \$ | 18,500.00 |
| 10 " Connection | \$ | 20,500.00 |
| 12 " Connection | \$ | 25,000.00 |

**Sprinkler System**

Per Month \$15.00 (Outside City up to 10,000 sq ft.)

Additional \$1.50 per 1,000sq ft

**Hydrant Meter**

\$950 Deposit (refundable)

\$34 monthly rental fee

Water rates apply.

**Bulk Water**

\$34 base charge

Water rates apply.



**Installation Fees:**

|                  |                        |
|------------------|------------------------|
| Staging          | \$300 per installation |
| Labor            | \$100 per hour         |
| Backhoe          | \$225 per hour         |
| Trencher         | \$75.00 per hour       |
| Dewatering Pump  | \$45.00 per hour       |
| Air Compressor   | \$45.00 per hour       |
| Other            | Cost                   |
| Work After Hours | Cost + 50%             |

**Other Fees**

|                                                           |               |
|-----------------------------------------------------------|---------------|
| Tamper Fee                                                | \$150.00      |
| Account Establishment                                     | \$50.00       |
| Returned Check                                            | \$50.00       |
| Meter Locate                                              | \$40.00       |
| Cut On/Off Customer Request (No Homeowner Valve)***       | \$40.00       |
| Cut On/Off Customer Request (Homeowner Valve)             | \$75.00       |
| Emergency Cut On or Off (per trip, No Homeowner Valve)*** | \$60.00       |
| Emergency Cut On or Off (per trip, Homeowner Valve)       | \$115.00      |
| Second and Subsequent Reread (each)*                      | \$40.00       |
| Remove & Meter Test (meets specs)                         | \$Market Rate |
| Remove & Meter Test (does not meet specs)                 | \$No charge   |
| Meter Turn-off for Delinquency                            | \$40.00       |
| Meter Lock for Delinquency                                | \$75.00       |
| Meter Removal for Delinquency                             | \$100         |
| Jumper Removal                                            | \$200         |
| Water Main Cut Off                                        | \$350.00      |

\*Reread fees do not apply *if a* regularly scheduled meter read is determined to be incorrect.

\*\*Fees apply when water cannot be left on during normally scheduled turn-on times.

\*\*\*Fee will not be assessed when the turn-on/turn/off is for the installation of a homeowner valve.

**Deposits:**

Deposits shall be two and one-half (2½) times the monthly bill for all services, as estimated by the City Clerk (in consultation with any needed professionals, including the City Engineer) using whatever data may be available, with a minimum deposit of one hundred (\$100.00) per unit for water and seventy-five dollars (\$75.00) per unit for sewer.

**Equivalent Residential Units:**

An Equivalent Residential Unit is that portion of a user's facility that has an impact on the water



and wastewater system equivalent to a single-family residence. The determination of a facility's Equivalent Residential Units shall be based on estimated water consumption as shown in the guidelines below. Peak water consumption of three hundred (300) gallons per day is equivalent to one (1) residential unit. The standards in the table below shall be used in the determination of water consumption. If the table does not provide information for a particular application, the estimated water consumption shall be as calculated by the City Clerk (in consultation with any needed professionals, including the City Engineer) in accordance with sound engineering practices using information available from Georgia EPD, USEPA, or standard reference materials commonly used for estimating flows.

For any water meter used for purposes of irrigation only, the following table shall be used to determine Equivalent Residential Units for purposes of establishing fixed charges on monthly bills.

| <u>ERUs</u> |  |   |
|-------------|--|---|
| 3/4" Tap    |  | 1 |
| 1" Tap      |  | 2 |
| 1½" Tap     |  | 4 |
| 2" Tap      |  | 8 |



| Type of Establishment                 | Wastewater Usage (gallons per day) |
|---------------------------------------|------------------------------------|
| <b>Assembly Halls</b>                 | 3 per seat                         |
| <b>Airports</b>                       |                                    |
| Employees                             | 10 per person                      |
| Passengers                            | 5 per person                       |
| <b>Barbershops &amp; Beauty Shops</b> | 125 per chair                      |
| <b>Boardinghouses</b>                 | 100 per room                       |
| <b>Bowling Alleys (no restaurant)</b> | 125 per lane                       |
| <b>Camps</b>                          |                                    |
| Resort (luxury)                       | 100 per person                     |
| Summer                                | 50 per person                      |
| Day                                   | 35 per person                      |
| Travel Trailer                        | 175 per site                       |
| <b>Churches</b>                       | 3 per seat                         |
| <b>Clinics</b>                        | 150 per exam room                  |
| <b>Correctional institutions</b>      | 175 per bed                        |
| <b>Country clubs</b>                  | 50 per member                      |
| <b>Day care centers</b>               |                                    |
| Without prepared meals                | 15 per person                      |
| With prepared meals                   | 20 per person                      |
| <b>Dental offices</b>                 | 200 per chair                      |
| <b>Department stores</b>              | 10 per 100 square fee              |
| <b>Drugstores</b>                     |                                    |
| No fountain service or meals          | 500 per store                      |
| With fountain service                 | 2,000 per store                    |
| With meals                            | 50 per seat                        |
| <b>Factories</b>                      |                                    |
| No showers                            | 25 per employee                    |
| With showers                          | 35 per employee                    |
| With kitchen                          | 40 per employee                    |
| <b>Fairgrounds</b>                    | 5 per average attendance           |
| <b>Food service operations</b>        |                                    |
| Ordinary restaurant (not open 24hrs)  | 70 per seat                        |
| 24-hour operation                     | 100 per seat                       |
| Drive-in                              | 50 per car space                   |
| Carryout/fast food                    | 75 per seat                        |
| <b>Hospitals</b>                      |                                    |
| Patients                              | 250 per bed                        |
| Employees                             | 100 per employee                   |
| <b>Hotels (no restaurant)</b>         | 100 per room                       |



|                                         |                                  |
|-----------------------------------------|----------------------------------|
| <b>Laundries</b>                        |                                  |
| Self-service                            | 400 per machine                  |
| Commercial                              | 1,000 per machine                |
| <b>Mobile home parks</b>                | 300 per site                     |
| <b>Motels (no restaurant)</b>           | 100 per room                     |
| <b>Nursing homes</b>                    |                                  |
| No laundry                              | 100 per bed                      |
| With laundry                            | 150 per bed                      |
| <b>Offices</b>                          | 30 per 100 square feet           |
| <b>Physician's offices</b>              | 200 per exam room                |
| <b>Picnic parks</b>                     | 10 per average attendance        |
| <b>Prisons</b>                          | 60 per person                    |
| <b>Rest homes</b>                       |                                  |
| No laundry                              | 100 per bed                      |
| With laundry                            | 150 per bed                      |
| <b>Schools</b>                          |                                  |
| No showers, gym or cafeteria            | 10 per person                    |
| With cafeteria, no gym or showers       | 15 per person                    |
| With cafeteria, gym and showers         | 20 per person                    |
| <b>Service stations</b>                 |                                  |
| Fuel and oil only                       | 300 per fueling station          |
| Full service                            | 850 plus 300 per fueling station |
| Carwash                                 | 1,000 per stall                  |
| <b>Shopping centers (no restaurant)</b> | 200 per 1,000 square feet        |
| <b>Stadiums</b>                         | 2 per seat                       |
| <b>Swimming pools (with showers)</b>    | 10 per person                    |
| <b>Theatres</b>                         |                                  |
| Drive-in                                | 5 per stall                      |
| Indoor                                  | 5 per seat                       |

For establishments with kitchens/restaurants additional usage should be considered based upon "Food Service Operations" guidelines.

For example: Service Station, No Carwash, with a non-24 hour kitchen/deli and carry out – Usage shall be calculated based on 300 gallons per fueling station plus 75 gallons per seat.

**SCHEDULE OF FEES AND CHARGES FOR PLANNING & ZONING DEPARTMENT**



OF THE TOWN OF BROOKLET, GEORGIA

PLANNING & ZONING

|                                                                                              |                |
|----------------------------------------------------------------------------------------------|----------------|
| Fee for processing a Rezoning Request                                                        | \$150.00       |
| Fee for processing a Conditional Use Request                                                 | \$150.00       |
| Fee for processing a Variance Request                                                        | \$150.00       |
| Charge for a Copy of the Zoning Ordinance                                                    | \$.25 per page |
| Charge for a Copy of the Subdivision Ordinance                                               | \$.25 per page |
| <b>Application Review for Telecommunications &amp; Antennae Tower</b>                        |                |
| \$ 1,000.00 for the First 100 feet in height a                                               |                |
| \$ 5.00 for each Foot over 100 feet                                                          |                |
| \$ 500.00 Lump sum of Co-Location on an existing tower, structure, water tower, or building. |                |

**SUBDIVISIONS**

**Fee for a Sketch Plan Review**

|                                              |          |
|----------------------------------------------|----------|
| (4 lots or less)                             | \$ 50.00 |
| (5 to 50 lots)                               | \$100.00 |
| (51 to 100 lots)                             | \$150.00 |
| (100 lots or more)                           | \$200.00 |
| Fee for Preliminary Plat Review              | \$100.00 |
| Plus, an additional for each Subdivision Lot | \$ 10.00 |
| Final Plat Approval                          | \$ 50.00 |

**FLOOD ZONE**

|                                              |          |
|----------------------------------------------|----------|
| Verification Letter (require GPS site visit) | \$ 50.00 |
| Verification Letter _____                    | \$ 20.00 |



**OTHER FEES & SERVICES**

|                                      |                   |
|--------------------------------------|-------------------|
| Notary Fee                           | \$ 5.00           |
| Fax                                  | \$ 1.00           |
| Black/White Copy                     | \$ .20            |
| Color Copy                           | \$ 1.00           |
| Shredding Fee                        | \$ 1.25 per pound |
| Laminating Fee                       | \$ 1.00           |
| Police Reports                       | \$ 5.00           |
| Business License                     | \$ 135.00         |
| Business License (pro-rated)         | \$ 67.50          |
| Application Fee                      | \$ 10.00          |
| Return Check Fee                     | \$50.00           |
| Qualifying Fee (Council)             | \$54.00           |
| Qualifying Fee (Mayor)               | \$90.00           |
| Combined Pouring License Beer & Wine | \$1,500.00        |
| Liquor Pouring License               | \$3,000.00        |
| Retail Beer & Wine Package Only      | \$2,000.00        |



**City of Brooklet, Georgia**  
**RESOLUTION NO.: 2023-10-5**

**WHEREAS** the Board of Directors of the Georgia Municipal Association (GMA) has established a Certified City of Ethics program; and,

**WHEREAS** the City of Brooklet, wishes to be re-certified as a Certified City of Ethics under the GMA Program; and,

**WHEREAS** part of the re-certification process requires the Mayor and Council to subscribe to the ethics principles approved by the GMA Board;

**NOW THEREFORE BE IT RESOLVED** by the governing authority of the City of Brooklet, Georgia, that as a group and as individuals, the governing authority subscribes to the following ethics principles and pledges to conduct its affairs accordingly:

Serve Others, Not Ourselves  
Use Resources with Efficiency and Economy  
Treat All People Fairly  
Use The Power of Our Position for The Well Being of Our Constituents  
Create An Environment of Honesty, Openness, and Integrity

**RESOLVED** this 5th day of OCTOBER, 2023.

\_\_\_\_\_  
Joe A. Grooms, Mayor

\_\_\_\_\_  
Councilmember Rebecca Kelly

\_\_\_\_\_  
Councilmember Bradley Anderson

\_\_\_\_\_  
Councilmember Nicky Gwinnett

\_\_\_\_\_  
Councilmember Johnathan Graham

\_\_\_\_\_  
Councilmember James Harrison

\_\_\_\_\_  
ATTEST: Lori Phillips, City Clerk