



## BROOKS TOWN COUNCIL MEETING

### MINUTES

July 15, 2024

The Mayor Pro Tempore led the Invocation and the Pledge, and then the meeting was called to order at 6:30 p.m.

Mayor Pro Tempore: Scott Israel

Council Members Present: Ted Britt  
Kay Brumbelow  
Todd Speer

Mayor Absent: Daniel Langford

Council Members Absent: Brian Davis

The proposed Agenda for Monday, July 15, 2024, was emailed to the Mayor and Council Members for review before tonight's meeting. Mayor Pro Tempore Israel asked for a motion to approve the agenda; Council Member Ted Britt made a motion to approve the agenda as presented; Council Member Todd Speer seconded the motion. The vote was unanimous.

The draft Council Meeting Minutes for Monday, June 17, 2024, were emailed to the Mayor and Council Members for review before tonight's meeting. Mayor Pro Tempore Israel asked for a motion to approve the Council Minutes; Council Member Kay Brumbelow made a motion to approve the minutes of June 17, 2024, as presented; Council Member Ted Britt seconded the motion; Council Member Todd Speer abstained.

#### **Public Hearing:**

#### **Annexation Request – Parcel ID 0409064 – First Reading:**

Mayor Pro Tempore Israel opened the public hearing at 6:32 p.m.

M. Ungaro stated that the applicant seeks to annex an 8-acre landlocked parcel with no existing point of access. The property is bounded by Agriculture Residential zoning in the County to the north and west and adjacent to Residential Agriculture zoning in the town to the east and south. The applicant wishes to annex the 8-acre parcel for the purpose of a single-family lot. The proposed annexation/rezoning would have no impact on traffic safety or congestion and no impact on safety from fire or other danger. It will not be a deterrent to the value of the adjacent properties. The requested zoning is consistent with the county zoning and is identical to the town zoning in place on adjacent land. No action is to be taken this evening as it is the first reading; the second reading and proposed adoption will be on Monday, August 19, 2024.

Mayor Pro Tempore Israel asked if there were any questions from the council or the public. With hearing none, Mayor Pro Tempore Israel closed the public hearing at 6:37 p.m.

**New Business:**

**Annexation Request – Parcel ID 0409064:**

M. Ungaro stated that no action was required this evening. Mayor Pro Tempore Israel asked if the council had any questions, and hearing none, Mayor Pro Tempore Israel moved to the next agenda item.

**FY2024 Audit Letter of Understanding:**

L. Spohr explained that the FY2024 Audit Letter of Understanding is required by the state of Georgia, which requires annual audits of the financial affairs and transactions of all funds and activities of local governments for each fiscal year. The letter of understanding presented this evening is between James Whitaker, CPA, and the Town of Brooks; the estimated audit cost will be between \$15k and \$17k.

Mayor Pro Tempore Israel asked if there were questions or comments. After hearing none, Mayor Pro Tempore Israel requested a motion regarding the Letter of Understanding. Council Member Kay Brumbelow motioned to approve the Letter of Understanding as presented, and Council Member Todd Speer seconded the motion. The vote was unanimous.

**Hardy Hall:**

**Request to Amend the FY2025 Capital Improvement Budget:**

L. Spohr explained that the original FY2025 Capital Improvement Budget was \$15k based on roof estimates received in December 2023. Unfortunately, those estimates were no longer valid once the vendors were contacted to confirm pricing in July 2024. It was determined that the original budgeted amount for capital improvements needed to be increased by \$8k to support the revised quotes. Fund Balance dollars will be used to fund the requested \$8k.

**Request to Approve Hardy Hall Roof Replacement:**

L. Spohr explained the scope of work which includes removing all existing shingles (some of the roof areas have two layers), the felt and nails from the existing deck, re-nail all loose decking and deck boards, replacing all rotted decking, installing new aluminum pre-painted drop edges along the eaves and rakes, install ice/water shield along walls, valleys, vent stacks, install GAF timberline HDZ shingles, install new “Perma Boots,” lifetime rated pip boots – PVS vents and remove and replaced plywood decking as needed. The current roof is approximately 25 years old, and replacement is recommended due to its age, wear, and condition upon inspection.

L. Spohr reviewed both quotes: Quote 1 is for \$24,853; the company has a single owner and has been in business for over 17 years, has a 4.8 overall rating, and includes a 10-year workmanship warranty; Quote 2 is for \$23,020; the company is family-owned with over 20 years experience, a 5-star rating, and a 10-year workmanship warranty. Each quote includes potential add-ons, including removing the second layer of roofing as needed and removing and replacing all damaged plywood decking as needed.

The Town Manager and Finance Office recommend that Quote 2 be approved due to its overall rating, roofing history, and price. All companies carry a certificate of liability insurance and worker's compensation.

Council Member Todd Speer asked if three quotes were required; L. Spohr replied no, but a third quote was received. However, once the quote was thoroughly reviewed, it was found to be unacceptable, as the vendor increased the quoted price for supposed additional work, but the updated quote had no additional work to support the increase.

Mayor Pro Tempore Israel asked if there were any questions or comments. L. Spohr commented that the price of the shingles would increase effective August 1<sup>st</sup>. L. Spohr requested that two motions be voted on this evening: a motion to approve the FY2025 Capital Improvement budget to \$23k and a motion to approve one of the roof quotes.

Mayor Pro Tempore asked if the budget amendment must specify a dollar amount; L. Spohr replied yes, as the budget will be amended to the amount approved by the council.

Mayor Pro Tempore Israel asked if the council had any questions and, after hearing none, asked if there was a motion to amend the FY2025 Capital Improvement budget to \$23k. Council Member Kay Brumbelow motioned to increase the budget to \$23k; Council Member Todd Speer seconded the motion. The vote was unanimous.

Mayor Pro Tempore Israel asked if there was a motion to approve Quote 2 as presented this evening. Council Member Ted Britt motioned to approve Quote 2 for \$23,020 as presented, and Council Member Todd Speer seconded the motion. The vote was unanimous.

### **Committee Reports:**

#### **Mayor's Report:**

Mayor Langford was not in attendance this evening.

#### **Planning and Zoning:**

M. Ungaro reported that Brooks Christian Church had installed a ramp with rails for handicapped access. They have been notified that the ramp and rails were improperly installed and did not meet ADA requirements, so their contractor is fixing the ramp to comply with the requirements and will review it once the corrections have been made. Mayor Pro Tempore Israel asked about the status of the Woods culvert; M. Ungaro replied the town is waiting on SPLOST funds.

#### **Recreation:**

D. Holliman was not in attendance this evening.

#### **Library:**

K. Bradley reported that the Brooks Library Summer Book Bingo has slowed down, but that is to be expected as summer continues with vacations, etc. A notice was made on the Town's Facebook page that items not allowed in or around the cemetery lots per the town's rules and regulations would be removed and available for pick up at Town Hall.

**Town Clerk Report:**

L. Spohr reported that a few residents experienced missed pickups in June, and AmWaste typically resolves them within the same week.

**Finance Officer's Report:**

L. Spohr reviewed the June financials; LOST increased compared to June 2023. LOST YTD has increased by 8.11%. May 2023, SPLOST was up 5.90% compared to last year's 2017 SPLOST, and for YTD, the 2023 SPLOST is up 2.52% compared to the previous year's 2017 SPLOST. The unaudited results for LOST, TAVT, and Rental Income exceeded the budgetary goals, while Property Tax revenue came in at 91% of the fiscal goal.

**Town Manager Report:**

**Transportation:**

M. Ungaro reported that he met with the County Engineer to discuss options for both the Hwy 85 Connector/Morgan Mill intersection and the Hwy 85 Connector/Brooks Rd intersection. The engineer agreed that other options exist for the Hwy 85 Connector/Brooks Rd site. While the county is not officially weighing in, these professional insights are helpful. We will continue to look at alternatives and schedule a work session for the public to attend to discuss the intersection in either September or October of this year.

**Stormwater:**

The installed cell tower site stormwater stabilization project partially collapsed due to the rain on Friday, July 5th, when the town experienced approximately four inches of rain. The contractor, Lawnsmith, has started reconstructing the failed portion.

**Brooks Market:**

The Market will be held this coming Saturday, July 20<sup>th</sup>, with approximately 18 vendors in attendance. It is held rain or shine.

**Any Other Business:**

None

**Adjourn:**

With no further business to discuss this evening, Mayor Pro Tempore Israel requested a motion to adjourn. Council Member Todd Speer offered the Motion, and Council Member Kay Brumbelow seconded it. The vote was unanimous. The meeting was adjourned at 7:09 p.m.

Respectfully Submitted,

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Lorey Spohr  
Town Clerk