



CITY of POOLER
— GEORGIA —

CITY COUNCIL REGULAR MEETING – MINUTES

January 16, 2024 at 4:00 p.m. | 100 US Highway 80 SW, Pooler, GA 31322

I. ROLL CALL

Present: Karen Williams, Mayor
Wesley Bashlor, Councilmember
Michael Carpenter, Councilmember
Aaron Higgins, Councilmember
Tom Hutcherson, Councilmember *via teleconference*
Shannon Valim, Councilmember
John Wilcher, Councilmember
Matthew Saxon, Assistant City Manager
Craig Call, City Attorney
Chris Lightle, Finance Officer
Kiley Fusco, Clerk of Council

Absent:

II. CALL TO ORDER

Mayor Karen Williams called the meeting to order at 4:00 p.m.

III. INVOCATION

Pastor Jeff Hubbard gave the invocation.

IV. PLEDGE OF ALLEGIANCE

Pastor Jeff Hubbard led the pledge.

Councilmember Aaron Higgins moved to amend the agenda to add New Business, Item E. Appointment of the Interim City Manager.

Motion to Amend; PASSED (7-0-0)

MOVER: Higgins

SECONDER: Valim

AYES: Bashlor, Carpenter, Higgins, Hutcherson, Valim, Wilcher

NAYS:

V. ANNOUNCEMENTS

Mayor Karen Williams read aloud the standing committee assignments for this council term: Finance - Councilmember Tom Hutcherson, Public Safety - Councilmember John Wilcher, Streets and Drainage - Councilmember Shannon Valim, Water and Sewer - Councilmember Wesley Bashlor, Building and Zoning -

Councilmember Aaron Higgins, and Recreation - Councilmember Michael Carpenter.

She reported on the Parliamentary Procedure review held at the retreat, and noted an upcoming change to regular council meetings henceforth allowing public comment for every agenda item, with a limit of two minutes per person. A sign-up sheet will be provided in Council Chambers prior to each meeting for those wishing to speak, along with a form to be completed prior to speaking.

Councilmember Aaron Higgins moved to amend the agenda, moving Consent Agenda, Item A. City Council Meeting Minutes of December 18, 2023 and Item B. City Council Executive Session Minutes of December 18, 2023 from the Consent Agenda to New Business.

Motion to Amend; PASSED (7-0-0)

MOVER: Higgins

SECONDER: Hutcherson

AYES: Bashlor, Carpenter, Higgins, Hutcherson, Valim, Wilcher

NAYS:

VI. CONSENT AGENDA

A. New Alcoholic Beverage License Application for Ruby Tuesday Operations, LLC at 110 Pooler Parkway

B. New Alcoholic Beverage License Application for Moonlight BP Station, LLC at 2020 Pooler Parkway

C. Release of Sidewalk Performance Bond for Westbrook Glen, Phase II in the Amount of \$108,337.50, Subject to City Attorney Approval

D. Release of Maintenance Bond for Forest Lakes, Phase 9 in the Amount of \$157,401.00, Subject to City Attorney Approval

E. Department Reports

1. Public Works

2. Finance

3. Fire-Rescue Services

4. Police

5. Recreation

6. Planning & Development

Councilmember Shannon Valim moved to approve the Consent Agenda as amended.

Motion to Approve; PASSED (7-0-0)

MOVER: Valim

SECONDER: Wilcher

AYES: Bashlor, Carpenter, Higgins, Hutcherson, Valim, Wilcher

NAYS:

VII. ORDINANCES, PROCLAMATIONS, RESOLUTIONS

Mayor Karen Williams noted that the proclamation and resolution under Ordinances, Proclamations, and Resolutions on the agenda would be moved to

the end of New Business.

VIII. NEW BUSINESS

A. Election of Mayor Pro Tem

Councilmember Michael Carpenter moved to elect Councilmember Aaron Higgins as Mayor Pro Tempore.

Motion to Elect; PASSED (7-0-0)

MOVER: Carpenter

SECONDER: Wilcher

AYES: Bashlor, Carpenter, Higgins, Hutcherson, Valim, Wilcher

NAYS:

B. Council Meeting Start Times

Councilmember Michael Carpenter moved to change the start time of all regular council meetings from 4:00 p.m. to 6:00 p.m.

Motion to Change; PASSED (7-0-0)

MOVER: Carpenter

SECONDER: Higgins

AYES: Bashlor, Carpenter, Higgins, Hutcherson, Valim, Wilcher

NAYS:

C. Pooler Tennis Complex Construction Progression

Assistant City Manager Matthew Saxon presented the previously approved plans for reconsideration. Parks & Recreation Director Hugh Elton reported that six courts would be required for sanctioned tennis tournaments and eight pickleball courts would likely be sufficient for tournaments. Councilmember Aaron Higgins moved to allow City Staff to investigate the potential costs associated with a Pooler Tennis Complex Construction change order for a layout of six tennis courts and eight pickleball courts (from the previously approved four tennis courts and sixteen pickleball courts).

Motion to Allow; PASSED (7-0-0)

MOVER: Higgins

SECONDER: Carpenter

AYES: Bashlor, Carpenter, Higgins, Hutcherson, Valim, Wilcher

NAYS:

D. Acceptance of Firehouse Subs Public Safety Foundation Grant in the Amount of \$47,104.80

Assistant City Manager Matthew Saxon presented the grant for consideration. Chief Wade Simmons reported on the Firehouse Subs quarterly public safety grant program, noting that funds would be used to replace the boat used by the City's Search and Rescue Team. Councilmember Shannon Valim moved to accept the Firehouse Subs Public Safety Foundation Grant in the Amount of \$47,104.80.

Motion to Accept; PASSED (7-0-0)

MOVER: Valim
SECONDER: Wilcher
AYES: Bashlor, Carpenter, Higgins, Hutcherson, Valim, Wilcher
NAYS:

E. Interim City Manager Appointment

Councilmember Aaron Higgins moved to appoint Assistant City Manager Matthew Saxon as Interim City Manager.

Motion to Appoint; PASSED (7-0-0)
MOVER: Higgins
SECONDER: Valim
AYES: Bashlor, Carpenter, Higgins, Hutcherson, Valim, Wilcher
NAYS:

F. City Council Meeting Minutes of December 18, 2023

No action was taken.

G. City Council Executive Session Minutes of December 18, 2023

No action was taken.

H. Proclamation for Human Trafficking Prevention Month

Mayor Karen Williams read aloud the Proclamation for Human Trafficking Prevention Month and presented representatives from Tharros Place with a copy.

I. Resolution R2024-01.A – Authorizing Withdrawal of Municipal Public Moneys

Assistant City Manager Matthew Saxon presented the resolution for consideration. Finance Officer Chris Lightle reviewed the resolution for those present. Councilmember Aaron Higgins moved to approve Resolution R2024-01.A – Authorizing Withdrawal of Municipal Public Moneys.

Motion to Approve; PASSED (7-0-0)
MOVER: Higgins
SECONDER: Hutcherson
AYES: Bashlor, Carpenter, Higgins, Hutcherson, Valim, Wilcher
NAYS:

IX. EXECUTIVE SESSION

With no further public business to conduct, Councilmember Michael Carpenter moved to enter Executive Session. Mayor and Council entered at 4:54 p.m.

Motion to Enter; PASSED (7-0-0)
MOVER: Carpenter
SECONDER: Valim
AYES: Bashlor, Carpenter, Higgins, Hutcherson, Valim, Wilcher
NAYS:

Mayor Karen Williams called the meeting back to order at 5:39 p.m.

X. ADJOURNMENT

Councilmember Shannon Valim moved to adjourn the meeting.

Motion to Adjourn; PASSED (7-0-0)

MOVER: Valim

SECONDER: Wilcher

AYES: Bashlor, Carpenter, Higgins, Hutcherson, Valim, Wilcher

NAYS:

The meeting adjourned at 5:40 p.m.

The foregoing minutes are true and correct and are approved on this

_____ day of _____, _____.

CITY OF POOLER, GEORGIA

Karen L. Williams, Mayor

ATTEST:

Kiley Fusco, Clerk of Council