

**PEMBROKE CITY COUNCIL
MINUTES
JULY 11, 2022**

The regular meeting of the Pembroke City Council was held on Monday, July 11, 2022, at City Hall with the following members present: Mayor Judy Cook, Mayor Pro-Tem Tiffany Walraven, Councilmembers Ernest Hamilton, Karen Lynn, Diane Moore, and Johnnie Miller. Also present were City Administrator Toby Harris, Fire Chief Peter Waters, Attorney Bubba Hughes, and City Clerk Arlene Hobbs.

CALL TO ORDER, INVOCATION AND PLEDGE... Mayor Cook called the meeting to order at 7:00 pm; the invocation was given by Councilmember Johnnie Miller; followed by the pledge of allegiance to the flag.

MINUTES... A motion was made by Karen Lynn and seconded by Diane Moore to approve the minutes of the June 13, 2022; regular council meeting as presented. The motion carried unanimously.

PUBLIC COMMENTS... No comments were presented.

APPROVALS...

1. **Amend Agenda** – Diane Moore made a motion to amend the agenda to include item 6a – Mobile Vending Permit, seconded by Johnnie Miller. The motion passed unanimously.
2. **Bucket Brigade for Pembroke Police Auxiliary Saturday, July 16, 2022, from 9am – 12pm** – a motion to approve was made by Tiffany Walraven, seconded by Diane Moore. The motion carried unanimously.
3. **First Baptist Church request for street closure to host community summer picnic on Wednesday, July 20, 2022, from 5pm – 9pm** – Walraven made a motion to approve the street closure on Church Street from the church property to Smith Street, seconded by Karen Lynn. The motion carried unanimously.
4. **2022 Millage Rate** – Tiffany Walraven made a motion to adopt the 10-mil millage rate with no rollback. Diane Moore seconded, and the motion carried unanimously.
5. **First Reading of Package Sales Ordinance** – Diane Moore made a motion to dispense with the reading of the ordinance, seconded by Karen Lynn. This constitutes the first reading of the Package Sales Ordinance. The motion carried unanimously.
6. **Increase to Building Permit Fee** – A motion to increase the building permit fee to \$275.00 effective August 1, 2022, was made by Diane Moore, seconded by Karen Lynn. The motion carried unanimously.
7. **Land Disturbing Permit Fee** - Walraven made a motion to approve the Land Disturbing Permit Fee of \$50.00 plus \$3.00 per acre. Karen Lynn seconded. The motion carried unanimously.
8. **Mobile Vending Permit** – A motion to approve the Mobile Vending Permit Fee to \$200 per calendar year was made by Tiffany Walraven, seconded by Johnnie Miller. The motion passed unanimously.

DEPARTMENT REPORTS...

Fire – Chief Waters reported updates on the community center and pool repairs and renovations caused by the tornado. Receiving quotes for the pool, roof will be completed this week on the community center. The Curtis Cooper building has been completely torn down and removed. Summer camp has begun with a full house of twenty-three campers this week.

Administrator – Mr. Harris thanked Chief Waters for his diligence and hard work keeping up with the many projects going on due to the tornado damage. The city has requested RFPs for our health insurance. Staff is working on 2023 budget. He reported that the tornado debris clean-up located across the street from City Hall will be completed this week.

City Clerk – Arlene reported that the 2021 financial report should be complete by the end of July per our auditor. There is an ARPA conference this week, and an appointment to establish NEU account verification to receive our next round of funds. The city received notification regarding our 8.6 mil grant for water sewer infrastructure and forwarded to the city engineer. CHIP bank accounts have been correct to satisfy DCA requirements.

COMMITTEE REPORTS...

Gym Lease – Karen Lynn made a motion to approve the Mikell Foxworth Gym Lease for recreational purposes only at \$50.00 per day plus a refundable \$100.00 security deposit, seconded by Johnnie Miller. The motion passed unanimously.

ADJOURNMENT...There being nothing further to discuss a motion to adjourn was made by Tiffany Walraven, seconded by Johnnie Miller.

ATTEST:



Arlene Hobbs, City Clerk

Judy B. Cook, Mayor