

**PEMBROKE CITY COUNCIL**  
**MEETING MINUTES**  
**November 9, 2020**

The monthly meeting of the Pembroke City Council was held on Monday, November 9, 2020 at 7:00 p.m. with the following members present: Mayor Judy B. Cook; Councilmembers Ernest Hamilton, Karen Lynn, Johnnie Miller, Diane Moore and Tiffany Walraven. City Administrator Alex Floyd, Deputy City Clerk Arlene Hobbs, and City Attorney Dana Braun were also present.

**CALL TO ORDER . . .** The meeting was called to order by Mayor Cook.

**INVOCATION . . .** The invocation was given by Alex Floyd.

**PLEDGE OF ALLEGIANCE . . .** The Pledge of Allegiance was given by council.

**PUBLIC COMMENT . . .** None

**ADOPTION OF MINUTES . . .** A motion to approve the minutes of the regular council meeting held October 12, 2020 as presented was made by Tiffany Walraven, 2<sup>nd</sup> by Diane Moore, and agreed upon by all. A motion to approve the minutes of the called meeting held October 26, 2020 as presented was made by Diane Moore, 2<sup>nd</sup> by Karen Lynn, and agreed upon by all.

**ADOPTION OF LANGUAGE ACCESS PLAN FOR COMMUNITY DEVELOPMENT BLOCK GRANT – Alex Floyd . . .** As there is a new USDA directive to provide language access other than English, adoption of plan for CDBG required. A motion to adopt a language access plan was made by Tiffany Walraven, 2<sup>nd</sup> by Karen Lynn and agreed upon by all.

**ELECTION & SWEARING-IN OF CITY CLERK . . .** A motion to proceed with election and swearing-in of new City Clerk, Cathy Rushing, was made by Johnnie Miller, 2<sup>nd</sup> by Tiffany Walraven, and agreed upon by all. City Attorney Dana Braun administered the oath of office to Cathy Rushing.

**ADOPTION OF THE 2021 BUDGET CALENDAR . . .** A motion to adopt the 2021 Budget Calendar was made by Tiffany Walraven, 2<sup>nd</sup> by Diane Moore, and agreed upon by all.

**DEPARTMENT REPORTS**

**Police . . .** Chief Collins welcomed Cathy Rushing as the new City Clerk. He also reported briefly on Tropical Storm ETA which is expected to cause no significant issues to our area at this time. He also reported upon the new vehicles being delivered to the city. As well, he reported that there is now a Code Enforcement report that will be presented monthly to council.

**City of Pembroke  
Minutes (continued)  
November 9, 2020  
Page 2 of 3**

**Fire . . .** Chief Waters reported that Firefighter Veitch completed his testing and is now a Certified Firefighter. Firefighter Veitch is also an EMT.

**Planning & Zoning . . .** Alex Floyd reported that the water line on Ash Branch is coming along nicely. We also have drawings done for the Harry Hagan intersection at Judith Street. These are the only projects currently other than the new City Hall.

**Downtown Development Authority . . .** Renee Hernandez reported on the drive-in movie, Hocus Pocus, held on Friday October 30<sup>th</sup>. There was a big turn out of approximately 80 cars registering for the event. Except for a few technical difficulties, the community enjoyed the event. She would like to hold another movie for Christmas, Elf, at the community gym. There was no opposition from council to move ahead with this event.

The Trick or Treat Drive through held on Halloween from 6 – 8 pm was a huge success. We saw approximately 300 kids and a great time was had by all. The community comments were favorable and asked to see this event held again next year.

Christmas events will include our tree lighting on December 5<sup>th</sup> and a Letters to Santa project. There will be 6 mailboxes placed at different locations in town where children can send a letter to Santa. These letters will then be answered via return mail. There will also be a Face Book Live event with Santa and Mrs. Claus reading some of the children's letters. The Senior Center has expressed interest in having the tree decorating contest by showcasing the entries in their front windows.

Renee reports that there are new business's coming to town. Hot Spot Catering is open but hasn't begun to advertise yet. Stoner's Pizza is coming to the old Deano's Pizza location and a photographer will be moving into the Welcome Center. There is also a new restaurant coming to the Oaks Mann Plaza. Renee also reminded everyone about Carla's Furniture Grand Opening and Ribbon Cutting on Friday, November 13<sup>th</sup>.

Before moving on, Johnnie Miller commended Renee for a job well done.

**Camellia Row . . .** Tiffany Walraven reported that 3 of the 4 houses had been sold. They are waiting on closing papers. There is a potential offer on the 4<sup>th</sup> house. The DCA will be visiting on Friday, November 13<sup>th</sup> to tour the homes and to present the city with the next awarded grant in the amount of \$612,000 for DuBois Square.

**Water / Sewer...** Alex Floyd reported that the city has been awarded a \$750,000 CDBG grant for a sewer rehabilitation project.

**City of Pembroke  
Minutes (continued)  
November 9, 2020  
Page 3 of 3**

**EXECUTIVE SESSION . . .** A motion to go into executive session to discuss litigation, real estate and personnel was made by Tiffany Walraven, 2<sup>nd</sup> by Diane Moore, and agreed upon by all. Attorney Dana Braun recorded executive session minutes. A motion to resume regular meeting was made by Diane Moore, 2<sup>nd</sup> by Karen Lynn, and agreed upon by all.

Following the executive session, a motion to approve settlement for pending litigation was made by Tiffany Walraven, 2<sup>nd</sup> by Johnnie Miller, and agreed upon by all.

**ADJOURNMENT . . .** Having no further business to come before the City Council, a motion to adjourn the meeting was made by Diane Moore, 2<sup>nd</sup> by Karen Lynn, and agreed upon by all.

**ATTEST:**



**Arlene Hobbs, Deputy City Clerk**



**Judy B. Cook, Mayor**