

**PEMBROKE CITY COUNCIL**  
**MEETING MINUTES**  
**August 14, 2017**

The monthly meeting of the Pembroke City Council was held on Monday, August 14, 2017 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor Judy B. Cook; Councilmembers Ernest Hamilton, Karen Lynn, Tiffany Walraven, Diane Moore and Johnnie Miller. Attorney Dana Braun and City Clerk, Sharroll Fanslau were also present.

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

**INVOCATION & PLEDGE . . .** Johnnie Miller gave the invocation and led the pledge.

**PLEDGE OF ALLEGIANCE . . .** Nani Miller of The American Legion Post #164 led the pledge.

**ADOPTION OF MINUTES . . .** A motion to adopt the July 3, 2017 minutes as presented was made by Johnnie Miller; a second was made by Ernie Hamilton and agreed upon by all.

**PUBLIC COMMENTS . . .** Puanani (Nani) Miller, Adjutant for The American Legion Post #164, Pembroke recognized the ceremony for Viet Nam Veterans held on July 8, 2017 in Pembroke. She presented certificates and pins to two members who were not in attendance. Randy Alexander, Army and Ernest Hamilton, Army.

**REQUEST . . .** The American Legion Post #164 requested permission to hold a bucket brigade on Friday, October 27, 2017 from 1 pm until 6 pm. A motion to approve was made by Tiffany Walraven, a second by Karen Lynn and agreed upon by all.

**REQUEST . . .** BCHS Band Boosters requested a bucket brigade on November 4, 2017 from 9:00 a.m. until 2:00 p.m. in downtown Pembroke. November 18, 2017 would be a backup date. A motion to approve was made by Tiffany Walraven; a second by Diane Moore and agreed upon by all. A note was made that this would require parents and other adults to collect. No one under 18 would be allowed.

**REQUEST TO CLOSE ROAD . . .** A request was received from Carlene Fields to close Poplar Street on September 23, 2017 from 3 pm until 10 pm for a Memorial for her late husband, Lyman Fields. Johnnie Miller will speak with Carlene Fields regarding the time frame explaining it would be a limited time only. Attendees may park at the church. He will speak with her for a time for officers to assist with traffic on Poplar rather than closing the street and include Chief Alexander and Ricky McCoy in the conversation. A motion was made by Johnnie Miller to allow an officer to assist for up to one hour without the closing of the street, a second was made by Diane Moore and agreed upon by all.

**RESOLUTION TO DISPOSE OF LAND SURPLUS . . .** A motion was made by Tiffany Walraven to dispense with the entire reading of the resolution, a second was made by Diane Moore and agreed upon by all. This constitutes the first reading.

**RESOLUTION . . .** A motion was made by Johnnie Miller to dispense with the entire reading of the resolution, a second was made by Ernest Hamilton and agreed upon by all.

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The clerk was directed to have a survey and plat performed as well as possibly an appraisal. This constitutes the first reading.

**CHARTER AMENDMENT . . . 1<sup>ST</sup> reading** Amendment of Art. III, Sec. 12(b) of the City Charter. An explanation of the proposed changing of the “home rule” was given by Attorney Dana Braun to council and attendees. A motion to dispense with the reading of the entire Charter as presented was made by Tiffany Walraven; second by Diane Moore. This constitutes the first reading.

**INTERGOVERNMENTAL AGREEMENT . . .** An intergovernmental agreement was presented to Council for the upcoming SPLOST proposal on November’s ballot. The agreement is between Bryan County, the City of Richmond Hill, and the City of Pembroke. A motion was made to authorize the Mayor to sign the agreement by Diane Moore; second by Tiffany Walraven and agreed upon by all.

**MILLAGE RATE FOR 2018 . . .** The City Clerk presented council with the proposed millage rate for 2018. Being capped at 10.000 as per our Charter, it was recommended this be our 2018 millage rate. A motion was made by Johnnie Miller to set the 2018 millage rate at 10.000; a second was made by Diane Moore and agreed upon by all.

### **PLANNING AND ZONING . . .**

- 1) **CONDITIONAL USE PERMIT – Matthew Byrd –** A conditional use permit was presented by Planning and Zoning to allow Mr. Byrd to operate a home office for transportation service for elderly/infirm/veterans. The question was presented by Tiffany Walraven as to what the vehicle cap would be before this would be considered a business rather than an office. The motion was then presented by Diane Moore to allow Mr. Byrd a conditional use permit providing a maximum of three vehicles. At that point this permit would have to be reconsidered and property rezoned as business use. A second was made by Johnnie Miller and agreed upon by all.
- 2) **PROPOSED AMENDMENT TO BUILDING REQUIREMENT SECTION 3-19.2(g) –** tabled until September
- 3) **PROPOSED AMENDMENT TO BUILDING REQUIREMENT SECTION 3-19.2(d) –** tabled until September

### **DEPARTMENT REPORTS . . .**

Streets and Water – no report

Police – no report – Johnnie Miller confirmed with the Chief that the Council has the right to approve or deny any gatherings

Fire – no report

Public Safety – FEMA – Keith’s wastewater claim is completed; all FEMA claims have been received and should be finished.

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**BUDGET WORKSHOP DATES SET . . .** Preliminary workshop – Thursday, September 14 @ 6 pm  
First budget meeting – Thursday, October 5 @ 6 pm

**COMMITTEE REPORTS . . .**

Fire – Tiffany Walraven made a motion to purchase 2 firetrucks for a total of \$486,596.00 as presented by Chief Peter Waters, second by Johnnie Miller and agreed upon by all.

Recreation – A dedication of the gym is set for Sunday, September 10 @ 2 pm.

Water – Matthew Barrow announced that the USDA/CDBG project is progressing well. We should receive approval by the first part of September, then from EPD and USDA in 2 -3 months for approval to bid out in December; by January approval for bid and start project in February if all continues to go well.

**EXECUTIVE SESSION (if needed) –** Discussion, Personnel, Litigation, Real Estate . . . Diane Moore made a motion to go to executive session; Johnnie Miller made a second and all agreed.  
A motion was made to return to general session by Karen Lynn; a second was made by Ernest Hamilton and all agreed.

**FINANCE . . .** A motion was made by Diane Moore to adopt a new pay scale as presented to council effective August 9, 2017; a second was made to Tiffany Walraven and agreed upon by all. A motion was made by Diane Moore that the pay scale include cost of living and merit increases as presented, a second was made by Ernest Hamilton 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, seconded by Karen Lynn and agreed upon by all.

**ATTEST:**

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**Sharroll Fanslau, City Clerk**

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**Judy B. Cook, Mayor**