

**PEMBROKE CITY COUNCIL
MINUTES
NOVEMBER 14, 2022**

The regular meeting of the Pembroke City Council was held on Monday, November 14, 2022, at City Hall with the following members present: Mayor Judy Cook, Mayor Pro-Tem Tiffany Zeigler, Councilmembers Ernest Hamilton, Karen Lynn, Diane Moore, and Johnnie Miller. Also present were City Administrator Toby Harris, Fire Chief Peter Waters, Police Chief Bill Collins, City Attorney Dana Braun, and City Clerk Arlene Hobbs.

CALL TO ORDER, INVOCATION AND PLEDGE... Mayor Cook called the meeting to order at 7:02 pm; City Administrator Toby Harris gave the invocation, followed by the pledge of allegiance to the flag.

MINUTES... A motion was made by Karen Lynn and seconded by Johnnie Miller to approve the minutes of the October 17, 2022; regular council meeting as presented. The motion carried unanimously.

PUBLIC COMMENTS... There was one public comment request. Mr. Andrew Williams of D&D Lawn Service and Landscaping introduced himself to the mayor and council and spoke about his business and interest in the Pembroke community.

APPROVALS...

1. **GMEBS Health & Life Insurance Renewal for 2023** – a motion to approve the 2023 renewal was made by Diane Moore, seconded by Karen Lynn. The motion carried unanimously.
2. **BCHS wrestling team bucket brigade on Saturday, December 17, 2022, from 8am to 12pm** – Tiffany Zeigler made a motion to approve the bucket brigade, seconded by Ernest Hamilton. The motion passed unanimously.
3. **DDA Board Appointment – Brandy Shuman of Shuman Electric** – Tiffany Zeigler reported that Ms. Shuman met the qualifications as required and recused herself from the vote as she is the DDA Chairperson. A motion to approve the appointment of Brandy Shuman to the DDA Board was made by Johnnie Miller, seconded by Ernest Hamilton. The motion carried unanimously.
4. **2022 Surplus list for all departments, various equipment and vehicles, approval to surplus and/or sell for scrap metal** – A motion to approve the 2022 surplus/scrap metal list as presented was made by Diane Moore, seconded by Karen Lynn. The motion carried unanimously.

PLANNING & ZONING...

Public Hearing – Conditional Use Permit for Michele Price at 300 N. College St., Apt. 3H for a home occupation license to operate a computer-based retail business – A public hearing was held on this topic presented by Steve Scholar who recommended approval. Michele Price, the owner of Healing CovenTree, was in attendance and presented mayor and council with samples of the items she will be selling on-line. There were no other public comments. Frieda Quick, the property owner, was in attendance.

APPROVALS...

1. **Conditional Use Permit for Michele Price at 300 N. College St., Apt. 3H for a home occupation license to operate a computer-based retail business called Healing CovenTree –** Johnnie Miller made a motion to approve the conditional use permit for Michele Price, seconded by Karen Lynn. The motion carried unanimously.

DEPARTMENT REPORTS...

Police – Chief Collins reported Officer Raul Secundino will be graduating on December 9, 2022. Officer Rekowski will be back to full time regular duty by the end of November. He also reported that Officer Doherty has resigned.

Fire – Chief Waters reported that the department had 60 calls during the month of October. He also reported that the department will be hosting Santa again this year between December 5th and the 8th. The department will also be participating in the Mayor's motorcade on December 7th.

DDA – Tiffany Zeigler reported that the meetings for the DDA Board will be moving to the first Tuesday of each month at 6:30pm. There will also be a Volunteer/Youth Advisory Committee meeting at 5:30pm. She also called for a review of the DDA/Mainstreet job description. Diane Moore made a motion to approve review of the DDA/Mainstreet job description, seconded by Karen Lynn. The motion passed unanimously.

Administrator – Mr. Harris reported that the community Christmas Tree Lighting will be held on Saturday, November 26th at 6pm. The Christmas parade planning is coming along with 40 vendors participating so far. He also reported that the 2023 budget was being finalized for approval, and that the city was approximately 2% over budget for 2022. Considering the unplanned expenses due to the tornado in April, he was pleased with the overall 2% overage.

City Clerk – Arlene Hobbs reported that HR was completing open enrollment for employee insurance and assisting the Deputy Clerk with this process. She also reported that the plaque for the Adams family had been completed. We are now in the process of having it mounted to the downtown gazebo.

COMMITTEE REPORTS...

Mayor Cook announced that the Grand Marshall of the 2022 Christmas parade will be Rep. Jan Tankersley.

Johnnie Miller suggested we begin recognizing the elderly among our community in some manner, such as an announcement in the monthly newsletter.

ADJOURNMENT... There being nothing further to discuss a motion to adjourn was made by Tiffany Zeigler, seconded by Johnnie Miller. The motion carried unanimously.

ATTEST:



Arlene Hobbs, City Clerk

Judy B. Cook, Mayor