

**PEMBROKE CITY COUNCIL
MINUTES
SEPTEMBER 12, 2022**

The regular meeting of the Pembroke City Council was held on Monday, September 12, 2022, at City Hall with the following members present: Mayor Judy Cook, Mayor Pro-Tem Tiffany Walraven, Councilmembers Karen Lynn, and Diane Moore and Johnnie Miller. Councilmember Ernest Hamilton was unable to attend. Also present were City Administrator Toby Harris, Fire Chief Peter Waters, Police Chief Bill Collins, City Attorney Dana Braun, and Utility Clerk Larisha Hucks.

CALL TO ORDER, INVOCATION AND PLEDGE... Mayor Cook called the meeting to order at 7:00 pm; the invocation was given by City Administrator Toby Harris; 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 August 8, 2022 regular council meeting as presented. A motion was made by Tiffany Walraven and seconded by Karen Lynn to approve the minutes of the August 17, 2022 called meeting as presented. Both motions carried unanimously.

PUBLIC COMMENTS... No comments were presented.

APPROVALS...

1. **LOST Distribution Percentage** – a motion to approve the 8% LOST Distribution was made by Tiffany Walraven, seconded by Johnnie Miller. The motion carried unanimously.
2. **2022 Millage Rate Verbiage in Charter** – Diane Moore made a motion to dispense with the reading of the millage rate document, seconded by Johnnie Miller. This constitutes the first reading of the millage rate verbiage in Charter. The motion passed unanimously.
3. **Amended Personnel Policy** – Diane Moore made a motion to adopt the amended personnel policy, seconded by Karen Lynn. The motion carried unanimously.
4. **Bryan County High School 2022 Homecoming Parade** – This year's parade will be held on October 27, 2022 at 6pm. Staging will begin at the Pembroke Christian Church. A motion to approve was made by Johnnie Miller, seconded by Tiffany Walraven. The motion carried unanimously.

PLANNING & ZONING...

1. **Consideration of Home Occupation Permit at 1089 N. Highway 67** – Tiffany Walraven made a motion to approve, seconded by Johnnie Miller. The motion carried unanimously.
2. **Consideration of Rezoning Request for 190 S. College St from R-1 residential to B2 general commercial** – A motion to approve was made by Tiffany Walraven and seconded by Johnnie Miller. The motion carried unanimously.
3. **Consideration of site plan and building elevations for the Family Dollar/Dollar Tree retail facility at the corner of W. Bacon Street and N. Poplar Street** – A motion to approve was made by Johnnie Miller, seconded by Karen Lynn. The motion carried unanimously.

- 4. Consideration of site plan for the Select Precast facility at 144 S. Industrial Blvd**
– A motion to approve was made by Johnnie Miller and seconded by Diane Moore.
The motion carried unanimously.

DEPARTMENT REPORTS...

Police – Chief Collins reported on the passing of former City of Pembroke Police Chief Pat Kile. He also reported on training for our court clerks and a new soon-to-be police officer who will complete his basic training in December this year.

Fire – Chief Waters updated council on the repairs and renovations being done on the community center, which is 90% complete. Code Enforcement currently working on seven violations requiring certified letters. Recent raffle raised \$3,000 for the fire department!

Administrator – Mr. Harris reported on the community center and how good it looks. Plans to have an open house / ribbon cutting upon completion. 2022 budget currently on target for this time of year. Plans to have the 2023 budget available for review in November. Department heads compiling a list of surplus items. Meeting with GDPT regarding round about. Good news is that it will happen, but the project appears to be about 3 years out. He also reported new comp plan meetings being scheduled for October.

COMMITTEE REPORTS...

Recreation Committee – Approval to expand the HYPE program as requested by Coach Allen Wallace – Karen Lynn and Johnnie Miller both recommended that approval of this item be put on hold until further information can be obtained from Coach Wallace.

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

ATTEST:





Arlene Hobbs, City Clerk



Judy B. Cook, Mayor