

**PEMBROKE CITY COUNCIL
MINUTES
MARCH 13, 2023**

The regular meeting of the Pembroke City Council was held on Monday, March 13, 2023, 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 Chris Benson, City Attorney Dana Braun, and City Clerk Arlene Hobbs.

CALL TO ORDER, INVOCATION AND PLEDGE... Mayor Cook called the meeting to order at 7:00 pm; Councilmember Johnnie Miller gave the invocation, 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 February 13, 2023; regular council meeting as presented. The motion carried unanimously.

PUBLIC COMMENTS...

1. Paul Thurston of 88 Byrd Temple Road spoke on behalf the Dingle Building and thanked the Mayor and Council for the city's support of the plan to revitalize the building and area. He commented about the school building located right next to the Dingle building and how great it would be to have a technical school in this space.

APPOINTMENTS...

1. **City Administrator** – Tiffany Zeigler made a motion to move Chris Benson from interim to permanent City Administrator, seconded by Johnnie Miller. The motion passed unanimously.
2. **City Engineer** – Tiffany Zeigler made a motion to appoint Marcus Sack of M.E. Sack Engineering as the City Engineer for FY 2023. The motion was seconded by Diane Moore and passed unanimously.

APPROVALS...

1. **Approval of Intergovernmental Agreement with Bryan County to conduct municipal elections and serve as election superintendent for 2023** - a motion to approve was made by Diane Moore, seconded by Karen Lynn. The motion carried unanimously.
2. **Approval to appoint Arlene Hobbs, City Clerk, as Qualifying officer for the 2023 municipal elections** – a motion to approve was made by Johnnie Miller, seconded by Karen Lynn. The motion passed unanimously.
3. **The Intergovernmental Automatic Aid Agreement Between Pembroke and Bryan County approved last month be revised to correct minor errors in the introductory paragraph, in Section 8.0 and in Section 12.1 and to correct any typographical errors, none of which affect the substantive provisions of the Agreement, and that the Mayor, City Manager and Fire Chief, be authorized to sign upon approval of the revisions by the City Attorney** – a motion to approve

was made by Tiffany Zeigler, seconded by Karen Lynn. The motion passed unanimously.

4. **Approval to proceed with A/E Design on the Dingle Building at 166 Harn Street with Lott Naugle Architects up to a cost of \$200,000** – Johnnie Miller made a motion to approve, seconded by Ernest Hamilton. The motion carried unanimously.

PLANNING & ZONING...

1. **Approval for Carmen Harvey to place a new manufactured home on parcel P02 07 006 on T Fields Street, zoned R-1, with approval recommended by the P&Z Commission** – a motion to approve was made by Tiffany Zeigler, seconded by Johnnie Miller. The motion passed unanimously.

DEPARTMENT REPORTS...

Fire – Chief Waters reported the department responded to 77 calls in February. The department collected \$900 in false alarm fees. There have been 81 hand tags to warn residents about the trash can ordinance. He also reported that he is now Level I Certified in Code Enforcement and working on his Level II status.

Administrator – Chris Benson reported on the upcoming Easter Egg Hunt planned for April 8th from 10am – until at DuBois Square.

Police – Chief Collins reported on staff losses, with the Court Clerk leaving and two officers out on leave due to medical issues.

COMMITTEE REPORTS...

TOS Theatre – Tiffany Zeigler reported on current renovations at the theatre and the tentative open house coming up on April 14th from 5:00 to 7:00pm.

Community Center – Johnnie Miller made a comment about how nice the center has turned out since the post tornado renovations. He spoke of the importance for those using the center for events be sure to keep it clean so that it stays in a pristine condition.

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

ATTEST:



Arlene Hobbs, City Clerk


Judy B. Cook, Mayor