

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

The regular meeting of the Pembroke City Council was held on Monday, November 13, 2023, at City Hall with the following members present: Mayor Judy Cook, Mayor Pro-Tem Tiffany Zeigler, Councilmembers Diane Moore, Karen Lynn, Ernest Hamilton, and Johnnie Miller. Also present were City Administrator Chris Benson, City Attorney Dana Braun, Deputy City Clerk Lawquina Gilliard, and Steve Scholar for Planning and Zoning. City Clerk Hobbs was unable to attend.

CALL TO ORDER, INVOCATION AND PLEDGE... Mayor Cook called the meeting to order at 7:00 pm; Councilmember Johnnie Miller gave the invocation. The pledge of allegiance to the flag was led by our local Bryan County 4-H students.

MINUTES... A motion was made by Johnnie Miller and seconded by Karen Lynn to approve the minutes of the October 16, 2023; regular council meeting as presented. The motion carried unanimously.

PUBLIC COMMENTS

1. Tami Jo Hill had a comment and concern about the road entrance into Northwood Apartments on Smith and Mikell Streets. The curbing is barely noticeable and the large oak tree roots are spreading into the road making the entrance narrow. The concern will be addressed by City Administrator Chris Benson.

PROCLAMATION – Georgia Arbor Day – reading by Deputy City Clerk Lawquina Gilliard proclaiming February 16, 2024, as Georgia Arbor Day in Pembroke.

RESOLUTION – Certified City of Ethics – reading by Deputy City Clerk Lawquina Gilliard. A motion to approve was made by Tiffany Zeigler, seconded by Diane Moore. The motion carried unanimously.

RESOLUTION – A Resolution Pledging to Practice and Promote Civility in the City of Pembroke – reading by Deputy City Clerk Lawquina Gilliard. A motion to approve was made by Diane Moore, seconded by Karen Lynn. The motion carried unanimously.

RESOLUTION – 2023 Christmas Parade Grand Marshal – Thomas Waters, a longtime citizen of Pembroke, GA has been named Grand Marshal of the 2023 Christmas Parade. A motion to approve was made by Johnnie Miller, seconded by Ernest Hamilton. The motion carried unanimously.

RESOLUTION – A Resolution to recognize Bryan County High School Head Varsity Football Coach Cherard Freeman, Head Varsity Volleyball Coach Melissa Adams, and JROTC Raiders leader Colonel David Lewis for their outstanding contributions to the community and achievements within each of their competitive sports. A motion to approve was made by Tiffany Zeigler, seconded by Karen Lynn. The motion carried unanimously.

APPROVALS...

- 1. Bryan County High School Boys Soccer team requested to hold a bucket brigade on Saturday, December 2, 2023, from 8am to 12pm - a motion to approve was made by Tiffany Zeigler, seconded by Karen Lynn. The motion carried unanimously.**
- 2. Bryan County High School Girls Basketball team requested to hold a bucket brigade on Saturday, November 18, 2023, from 8am to 12pm – a motion to approve was made by Johnnie Miller, seconded by Diane Moore. The motion carried unanimously.**
- 3. Request approval of Annexation/Rezoning Fee - \$1000 per application plus \$30.00 per acre for requests over 10 acres – A motion to approve was made by Tiffany Zeigler, seconded by Karen Lynn. The motion carried unanimously.**
- 4. Request acceptance and approval of FY 2022 Audit (Lanier, Deal, Proctor & Bloser) – a motion to approve was made by Johnnie Miller, seconded by Tiffany Zeigler. The motion carried unanimously.**
- 5. Request approval to declare playground equipment as surplus and donation of swing set to Pembroke Christian Church – a motion to approve was made by Diane Moore, seconded by Karen Lynn. The motion carried unanimously.**

PLANNING & ZONING

A. Public Hearings

- 1. For a conditional use request to allow a manufactured home to be placed at 530 W. Burkhalter, Pembroke, Ga. as an accessory dwelling unit. The property is zoned AR-1, the parcel number is 012-004 and the applicant is Jackie Butler. No comments or discussion.**
- 2. For a conditional use request for a home occupation permit to operate a home office at 199 Harn Street, Pembroke, Ga. Property is zoned R-1, Parcel is 02-03-012-01 and the applicant is Aaron Thomas. No comments or discussion.**

B. Approvals

- 1. Approval/Disapproval of a conditional use request to allow a manufactured home to be placed at 530 W. Burkhalter, Pembroke, Ga. as an accessory dwelling unit. The property is zoned AR-1, the parcel number is 012-004 and the applicant is Jackie Butler. A motion to approve was made by Diane Moore, seconded by Karen Lynn. The motion carried unanimously.**
- 2. Approval/Disapproval of a conditional use request for a home occupation permit to operate a home office at 199 Harn Street, Pembroke, Ga. Property is zoned R-1, Parcel is 02-03-012-01 and the applicant is Aaron Thomas. A motion to approve was made by Tiffany Zeigler, seconded by Karen Lynn. The motion carried unanimously.**

3. **Approval/Disapproval of placing a manufactured home at 266 Garrison Street. Property is zoned R-1. Parcel is 03-01-4 and the applicant is E. Rawls.** A motion to approve was made by Johnnie Miller, seconded by Tiffany Zeigler. The motion carried unanimously.

DEPARTMENT REPORTS...

Police – Chief Collins reported on the department’s officer shortage. He also reported on new tag readers being ordered to replace old and outdated equipment.

Fire – Chief Waters reported that the department has been awarded a grant to help pay for turn out gear and that his office was presented with a coffee bar by the Woodsmen of the World.

DDA – Tiffany Zeigler presented the DDA report. Fernanda has been busy attending a community housing retreat, meeting with the UGA Library to assist in creating a historical newspaper project. The trick or treat drive-thru was a great success.

City Administrator – Chris Benson reported on the search for a new planning and zoning director. We hope to have interviews completed and the position filled by year end.

City Clerk – Lawquina Gilliard reported on the new Utility Clerk Emily Edwards and her completion of human resource training through GMA.

COMMITTEE REPORTS...nothing to report.

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

ATTEST:



Arlene Hobbs, City Clerk



Judy B. Cook, Mayor

