

**PEMBROKE CITY COUNCIL MEETING MINUTES
APRIL 11, 2016**

The monthly meeting of the Pembroke City Council was held on Monday, April 11, 2016 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor, Judy B. Cook; Councilmembers; Diane Moore, Tiffany Walraven, Ernest Hamilton, Johnnie Miller and Karen Lynn. Also in attendance: City Clerk, Betty Hill and City Attorney, Thomas Branch.

CALL TO ORDER, INVOCATION & PLEDGE The meeting was called to order by Mayor Cook; the invocation was given by Isaac Marriott, Boy Scout Troop #141; the pledge was led by Jesus Gonzales, Boy Scout Troop #141.

ADOPTION OF MINUTES The motion to adopt the minutes of the March 14, 2016 council meeting was made by Tiffany Walraven, seconded by Johnnie Miller and agreed upon by all.

PUBLIC COMMENTS No comments were presented.

STIFEL, NICOLAUS, & CO. INC - Propriety Fund Debt Refinancing. Trey Monroe, Finance Director for Stifel, Nicolaus, & Co., Inc., reviewed with the Council, a Refunding Analysis offering options to refinance the City's current Water/Sewer debt, saving the City a significant amount of money due to lower interest rates. The options included financial scenarios of public versus private bonds. Mr. Monroe informed the Council that in the scenarios presented, the current USDA LAS Reserve Account of \$196,000 will not be applied to the debt and may be released from its current obligation under the USDA LAS Bond Referendum. However, if the City chooses to, these funds may be used to pay down on the debt or to keep for future needs. Mr. Monroe verified that this refinancing will not have an impact on the current/upcoming bond issuance for the USDA Well & Tank project.

A motion was made by Tiffany Walraven to instruct the City Clerk to pay down on the First Bank of Coastal Georgia CDBG Basin #1 loan with the balance of the SPLOST V account #041186, SPLOST V Money Market account #801-059136 and the SPLOST V Certificate of Deposit #1350318855 prior to refinancing the loan with Stifel. Karen Lynn seconded the motion that carried unanimously.

Following some discussion, a motion was made by Tiffany Walraven, seconded by Diane Moore and agreed upon by all to enter into an agreement with Stifel to refinance the balance of Pembroke's USDA Bond Debt and the loan with First Bank for the CDBG Basin #1 project with private bonds, contingent on verifying that upcoming USDA Well and Tank Project will not be affected.

THE BAZAAR, LLC An application was submitted by Subhash Diwan requesting a Packaged Alcohol License for sales at The Bazaar, LLC located at 186 N. Main St., Pembroke. As Mr. Diwan is a new member under the LLC a new application had to be submitted for this existing business. Following a review of the application, Chief Alexander recommended approval of the license. A motion was made by Johnnie Miller, seconded by Ernie Hamilton and agreed upon by all to approve the Packaged Alcohol License as requested by Mr. Diwan.

ETHICS BOARD APPOINTMENT The Clerk informed the Council that Mr. Wilbur Polite's term on the Ethics Board will expire on April 14, 2016 and is non-renewable. This position is a committee appointment, however to date no names have been submitted by the committee. A motion to move this issue to the May council meeting was made by Tiffany Walraven, seconded by Johnnie Miller and agreed upon by all.

INTERGOVERNMENTAL AGREEMENT - Bryan County Planning & Zoning As a result of an on-site visit from NFIP to assist the City with flood insurance rates for property owners, it was recommended by Sue Hopfensperger, ISO/CRS Specialist, that an updated and detailed agreement be executed with Bryan County Planning and Zoning Department. The current agreement is 10 years old and does not currently detail required specifics. In order to implement the agreement, an SOP for drainage was drafted and submitted with the agreement for review. Larry Todd, Street Superintendent, reviewed the SOP with the Mayor and Council. The Council reviewed the new agreement which clarifies the required responsibilities between the City and the County for NFIP and SFHD requirements. Diane Moore made a motion to approve the agreement as presented. Johnnie Miller seconded the motion that was agreed upon by all.

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DISTILLED SPIRITS Attorney Branch reported on his findings regarding needed procedures to allow the sale of distilled spirits by the drink within the City. He presented a resolution for consideration to add a “yes or no” question on the November Ballot for the sales of distilled spirits. He explained further that if the referendum is approved by the voters that an ordinance will need to be adopted to provide for the licensing. A motion to approve the 1st reading of the resolution to place the question on the November ballot was made by Johnnie Miller, seconded by Ernie Hamilton and agreed upon by all.

PLANNING & ZONING - Conditional Use Permit The Planning Commission reviewed a Conditional Use application submitted by Susie Bulloch, requesting a Home Occupation Permit. Ms. Bulloch had a permit at her former residence but has since moved therefor she needs to reapply at her new address. The permit requested is to operate a cleaning service (office only) from her new residence located at 144 Gorham Street. The property is currently zoned R-1 (Single Family Residential) and is listed on the Bryan County Tax Digest as P02-05-009. The Commission recommended approval of the home occupation permit as presented. The Mayor called for the acceptance of recommendation of Zoning Commission. The recommendation to approve the Conditional Use for Ms. Bulloch was agreed upon by all.

BRYAN COUNTY SCHOOL BOARD/DDA-Possession of Elementary School The DDA received a letter from Marc Bruce, Attorney for the Bryan County Board of Education informing them that they needed to accept possession of the Elementary School site on Ash Branch Road. The letter stated that the lease payments are to begin May 1, 2016 and maintenance and operations costs would then be the responsibility of the DDA. The DDA met earlier in the day to discuss this issue and agreed for Attorney Branch to relay to the Board that due to an issue with a third party taking possession of the building, the DDA is requesting that payments be deferred for one year. A motion made by Diane Moore authorizing the City Attorney to communicate on behalf of the DDA and to continue to negotiate a final agreement between the two entities regarding the deferment of the promissory note of the old Elementary School and request a final, formal walk-thru. The motion was seconded by Johnnie Miller and carried, with Walraven abstaining due to her position on the DDA Board.

LAND ACQUISITION – Carroll Mack, Jr. The Attorney requested that the Council ratify the decision to negotiate the purchase of parcel #P07- 08-011 from Carroll Mack, Jr. as discussed in Executive Session. A motion was made by Tiffany Walraven to ratify the purchase of the parcel owned by Carroll Mack, Jr. for \$5,000.00. This parcel is located on Ware Street and is adjacent to the City’s Basketball Court. The motion was seconded by Karen Lynn and approved by all.

DEPARTMENT REPORTS Sharroll Fanslau reported that the Keep Pembroke Beautiful Committee received the Governor’s Circle Award again this year. Ms. Fanslau and Larry Todd reported on the new “Tip n Toss” project across Ga. due to concerns of stagnant waters and the ZIKA virus spread by mosquitoes. Larry reported that no ZIKA cases have been reported in the State of Georgia, except for those reported due to travelers coming back into the States from out of the country.

Mr. Todd also reported that the mosquito sprayer was repaired and his crew should be out spraying for mosquitoes starting Tuesday, April 12, 2016. In addition to spraying, they will also begin placing tablets in ditches and drainage areas where there may be standing water.

Betty Hill, City Clerk suggested that the July City Council meeting be moved forward to July 18 due to vacation schedules. A motion to move the July meeting to the 18th was made by Johnnie Miller, seconded by Tiffany Walraven and agreed upon.

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COMMITTEE REPORTS The Human Resources Committee announced that they had met and approved appointment of Sharroll Fanslau as City Clerk. She will officially be appointed at the July City Council meeting due to current City Clerk's, Betty Hill, retirement schedule. It was further recommended that Ms. Fanslau's position as DDA/MainStreet Director be advertised beginning this week.

Tiffany Walraven thanked the city department heads for their participation during the Bryan County Elementary School 2nd grade class tour of city facilities.

Ricky McCoy reported that four trees were taken down due to their hazardous and unsafe conditions. Also, the DOT Highway 119 Resurfacing Project, #M005053 in August will include water valve and sewer cover adjustments.

ADJOURNMENT Having no further business to come before the City Council, a motion to adjourn the meeting was made by Diane Moore, seconded by Tiffany Walraven and agreed upon by all.

ATTEST: Betty K. Hill
Betty K. Hill, City Clerk

Judy B. Cook
Judy B. Cook, Mayor