

**PEMBROKE CITY COUNCIL MEETING MINUTES
AUGUST 8, 2016**

The monthly meeting of the Pembroke City Council was held on Monday, August 8, 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, Karen Lynn and Johnnie Miller. City Clerk, Sharroll Fanslau was also present. Attorney Tommy Branch was absent.

CALL TO ORDER, INVOCATION & PLEDGE The meeting was called to order by Mayor Cook; the invocation was given by Ricky McCoy, City Project Manager; the Pledge of Allegiance was led by American Legion Post 164 Sr. Vice Commander Marvin Miller.

ADOPTION OF MINUTES A motion to adopt the minutes as presented of the July 18, 2016 council meeting was made by Tiffany Walraven, seconded by Karen Lynn and agreed upon by all.

PUBLIC COMMENTS No comments were presented.

AMERICAN LEGION POST 164 Bill Anderson, Commander of American Legion Post 164 submitted a written request for a bucket brigade on Friday, October 28, 2016 from 2:00 p.m. to 6:00 p.m. to be held in downtown Pembroke. The proceeds will benefit the local Chapter of the American Legion. A motion to approve the bucket brigade was made by Johnnie Miller, seconded by Ernie Hamilton and agreed upon by all.

CHARTER AMENDMENT – 2nd reading and adoption An amendment to the Charter of the City of Pembroke was presented for adoption which would provide for the adoption of resolutions by a single reading and vote by city council instead of two readings. The amendment will modify Art. III, Sec. 12 (b) of the Charter. A motion was made by Tiffany Walraven to dispense of the reading of the amendment, seconded by Diane Moore and agreed upon by all. A motion was then made by Tiffany Walraven to approve and adopt the amendment as presented, a second was given by Diane Moore and agreed upon by all.

POLICE VEHICLE REQUEST – 2nd reading and adoption A motion to dispense of the reading was made by Diane Moore, seconded by Tiffany Walraven and agreed upon by all. A motion was then made to approve and adopt the request as presented authorizing the Mayor to sign the necessary paperwork. The motion was made by Tiffany Walraven, second by Karen Lynn and agreed upon by all.

RURAL FIRE DEFENSE COOPERATIVE LEASE AGREEMENT AND MEMORANDUM OF UNDERSTANDING – Georgia Forestry Commission and Pembroke Fire Department A motion to approve and authorize the Mayor to sign the necessary paperwork was made by Diane Moore, second by Ernie Hamilton and agreed upon by all.

CHANGE OF SEPTEMBER COUNCIL MEETING A request was made by the City Clerk to move the September 12, 2016 council meeting to September 19, 2016 due to a mandatory training out of town which the clerk will need to be at. A motion to approve the change was made by Tiffany Walraven, a second was then made by Karen Lynn and agreed upon by all.

FY 2016 BUDGET AMENDMENT RESOLUTION A motion was made to move \$10,000.00 from the 2016 budget item for repairs and maintenance of the Welcome Center to the Street Department repairs and maintenance for the non-budgeted street repairs needed on the Bowers Street project. The motion was made by Tiffany Walraven, second by Karen Lynn and agreed upon by all.

A motion was made by Tiffany Walraven to move \$1500.00 from the line item of equipment under the Police Department budget to the uniform line item under Police Department budget. A second was made by Johnnie Miller and agreed upon by all.

MILLAGE RATE SET A motion to set the millage rate for the 2017 budget to be set at 10.0% was made by Diane Moore, a second was made by Johnnie Miller and agreed upon by all.

NOTARY FEE It was the recommendation of the City Clerk to begin charging for notary services at City Hall. A suggestion of \$2.00 per notary stamped page was made. A motion to charge \$2.00 per notarized page

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effective Monday, August 15, 2016 was made by Tiffany Walraven, a second was made by Diane Moore and agreed upon by all.

CEMETERY LOT PRICE INCREASE A motion to increase the sales price of cemetery lot prices at Northside Cemetery was made by Diane Moore, a second was made by Johnnie Miller and agreed upon by all. The 10x10 which is currently \$500.00 will increase to \$750.00, the 10x20 which is currently \$1000.00 will increase to \$1200.00. The price increase will take effect on October 1, 2016. Notice will be placed in the monthly newsletter and the funeral homes will be notified. All were in agreement.

LMIG GRANT ANNOUCEMENT Ricky McCoy announced that the city had applied on July 16 to DOT for lights and sidewalks at the elementary school. A letter was received on July 21 for approval. We will be contracting out the sidewalk work. Thanks to Jan Tankersley for helping push this through.

DEPARTMENT REPORTS....

PLANNING AND ZONING / PUBLIC HEARING – Mayor Cook read a statement addressing the public hearing for the following permit applications. Following Mayor Cook, Dain Reams, Planning and Zoning Administrator presented the following with the recommendation of the Planning and Zoning Committee meeting on July 7, 2016.

DJ Desai – Rezoning/2nd Reading and Adoption - An application to rezone parcel #012-009 located at 709 W Bacon St., Pembroke, Ga. was submitted to the Planning & Zoning Commission from D J Desai. Upon review of the application, the Commission voted to recommend the Council rezone the property from B2 to I-1. The Mayor called the question, “Should the recommendation of the Planning Commission be upheld?”. The recommendation carried unanimously for the second reading and adoption of the rezoning. All were in favor.

Changes to Article X – Dain Reams presented proposed changes and explanations for each
Changes to fees – Dain Reams presented proposed changes and explanations for each.
Accessory Dwelling Units Ordinance Draft - Dain Reams presented proposed changes and an explanation. Council recommended that these be stick built units and that design guidelines be followed. Council also recommend that we include a limited number of people allowed.
Cottage Housing Development Ordinance - Dain Reams presented proposed changes and an explanation. He noted that this would require a new zoning district and be similar to “tiny homes”.

DEPARTMENT REPORTS

Police: Chief Alexander announced that National Night Out held on Tuesday, August 2 was a huge success. The estimated attendance was between 150-200.

COMMITTEE REPORTS None

EXECUTIVE SESSION None needed

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

ATTEST:


Sharroll Fanslau, City Clerk


Judy B. Cook, Mayor