

PEMBROKE CITY COUNCIL MEETING MINUTES
December 14, 2015

The monthly meeting of the Pembroke City Council was held on Monday, December 14, 2015 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor, Mary Warnell; Councilmembers; Diane Moore, Tiffany Walraven, Ernest Hamilton, Johnnie Miller and Kimberly McGhee. Also in attendance: City Administrator, Dustin Peebles and City Clerk, Betty Hill.

CALL TO ORDER, INVOCATION & PLEDGE Mayor Warnell called the meeting to order. A moment of silence was held for the invocation that was followed by the pledge to the flag.

ADOPTION OF MINUTES The motion to approve the minutes of the November 9, 2015 council meeting was made by Tiffany Walraven, seconded by Ernest Hamilton, and agreed upon by all.

PUBLIC COMMENTS No comments were presented.

ORDINANCE TO AMEND THE CHARTER – Second Reading & Adoption The second reading to amend Article III Section 14(a) (b) and deleting 14(c) of the City Charter (see attached) by Home Rule was held. This amendment addresses the appointment and dismissal of the chief of police or other police officers. A motion was made by Tiffany Walraven to adopt the ordinance to change the Charter by Home Rule. The motion was seconded by Diane Moore and agreed upon by all.

PUBLIC SAFETY DIRECTOR – Contract Upon Mr. Collins receiving the \$625,000 Grant, and the City of Pembroke serving as the fiscal agent for this Drug Free Coalition Program grant, a motion was made by Johnnie Miller to approve the agreement (see attached) with William E. Collins providing services to the City of Pembroke. The motion was seconded by Ernest Hamilton and agreed upon by all to approve the contract.

PUBLIC SAFETY COMPLEX – Components Requirements Prior to this council meeting a Fire and Police committee meeting was held to review the component requirements for the proposed Public Safety Complex. Diane Moore presented the recommendation from the committee to accept the Public Safety Building Components requirements submitted by Stewart, Cooper, Newell dated November 24, 2015 as presented. The recommendation carried unanimously.

FY 2016 COMMUNITY DEVELOPMENT BLOCK GRANT – Funding Application Resolution. . .
The City Administrator reported that the City will need an additional funding to assist with the \$2,000,000 funding applied for under the USDA for a Water Well & Storage Tank. The project is needed to plan for future use as the city is in a zone where we cannot drill for any more water therefore we will need to approach a neighboring county for assistance.

A motion was made by Tiffany Walraven to accept the resolution authorizing the submission of a FY 2016 Community Development Block Grant to the Dept. of Community Affairs for funding under Title 1 of the Housing and Community Development Act to assist with funding this project. The motion was seconded by Ernest Hamilton and approved by all.

FIRST BANK OF COASTAL GEORGIA – CDBG Basin #1 Borrowers Resolution A motion was made by Johnnie Miller to approve the Borrowers Resolution (see attached) in the amount of \$577,890.74 at a fixed rate of 3.00% providing for the incurring of indebtedness with First Bank of Coastal Georgia for refinancing of the Basin #1 Community Development Block Grant Project. Diane Moore seconded the motion that carried.

URBAN REDEVELOPMENT BOARD – Appointments The contract with the Coastal Regional Commission requires that members be appointed to the Urban Redevelopment Board. The Mayor presented the following recommendations to the board: Tiffany Walraven, Doyce Mullis, Jackie Butler, Myra Ammermon and Wilson Pickett. The motion to accept the five names submitted for the board was made by Diane Moore and seconded by Ernest Hamilton. The motion carried with Walraven recusing herself from the vote since she was a candidate. The first meeting will be held on January 7, 2016.

KEEP GEORGIA BEAUTIFUL – “Bring One For The Chipper Day” The Mayor read the proclamation (see attached) supporting the program participation and proclaiming January 2, 2016 as “Bring One for the Chipper Day”. The City will accept Christmas trees for recycling at the city maintenance yard from December 28th until January 2, 2016. A motion to accept the proclamation was made by Tiffany Walraven, seconded by Johnnie Miller and agreed upon by all.

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DOWNTOWN DEVELOPMENT AUTHORITY

1. **Member Appointment** – Diane Moore made the motion to accept the appointment of Christy Burton to the DDA board effective January 7, 2016. This term will end December 2019. Tiffany Walraven seconded the motion that was unanimously approved.
2. **Lease Agreements** – Sharroll Fanslau presented the following two lease agreements (see attached) between the City of Pembroke and the Downtown Development Authority:
 - a. This will be a new lease for the building currently used as the North Bryan Chamber of Commerce located at 18 East Bacon Street. As the Landlord of this property, the DDA will have the ability to apply for Historic Preservation Grants to renovate this building. Diane Moore made the motion to approve the Lease Agreement with DDA for this building. Tiffany Walraven seconded the motion that carried.
 - b. The second, is a lease renewal for the TOS Theater, adjacent apartment and Art Center located at 44 West Bacon, 102 Church Street and 38 West Bacon. The motion to approve the lease was made by Diane Moore seconded by Johnnie Miller and agreed upon by all.
3. **GA Classic Main Streets Memorandum of Understanding** – A motion was made by Johnnie Miller to enter into the 2016 Georgia Classic Main Streets Memorandum of Understanding agreeing to follow the rules in order to maintain the city’s designation. Ernest Hamilton seconded the motion that was approved by all.

GMEBS LIFE & HEALTH PROGRAM – 1ST Reading of Ordinance The first reading of the ordinance to provide for participation in the Georgia Municipal Employees Benefit System Life and Health Insurance Program was held. Due to the increase of costs associated with health insurance, GMEBS Blue Cross Blue Shield Insurance Coverage bid came in with significantly lower rates. However GMEBS requires that the City adopt an ordinance agreeing to participate in the Trust Fund. The second reading and adoption will be held at the January meeting.

JOB DESCRIPTION – Planner 1 A motion was made by Tiffany Walraven to adopt the job description for a Planner 1. This will provide for a professional planner to assist with new developments and long term plans. The salary scale is designated on the job description and is a separate job from the City Administrator position. Diane Moore seconded the motion that carried unanimously.

FY 2016 MEETING SCHEDULE The Clerk submitted a calendar outlining scheduled meeting dates for FY 2016. A motion was made by Tiffany Walraven to approve the dates as presented for the Pembroke City Council, Planning & Zoning Commission and Downtown Development Authority. Johnnie Miller seconded the motion that was agreed upon by all. It was mentioned that the Urban Redevelopment meetings should follow the DDA meeting.

DEPARTMENT REPORTS

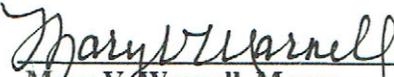
- Police** – Chief Alexander introduced the newest officer hired to the force, David Mizell.
- Recreation** – Ms. Toole reported that Outdoor Construction Co. will begin installation of the new playground as soon as GameTime delivers it on the 16th. The mulching and complete construction is slated to be complete by the week before Christmas.
- Clerk** – The Clerk reported that she received a request this morning from The Revolution Cheer & Tumbling Teams of Claxton asking for permission hold a Bucket Brigade on January 2, 2016 from 9 a.m. – 2 p.m. Johnnie Miller made a motion to approve the Bucket Brigade as requested. Ernest Hamilton seconded the motion that carried with Walraven recusing herself from the vote since her daughter is a member of the team.

COMMITTEE REPORTS None presented.

ADJOURNMENT Having no further business to come before the City Council, the meeting was adjourned by the Mayor.

ATTEST:


Betty K. Hill, City Clerk



Mary V. Warnell, Mayor