

**PEMBROKE CITY COUNCIL MEETING MINUTES
JULY 18, 2016**

The monthly meeting of the Pembroke City Council was held on Monday, July 18, 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, Betty Hill and City Clerk elect, Sharroll Fanslau were 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 Mrs. Becky Davis, Ministry Team Leader, The Bridge Church; the Pledge of Allegiance was led by Jesse France, Pembroke Police Auxiliary Chaplain.

CITY CLERK – Mayor Cook made the announcement of retirement of City Clerk, Betty K. Hill with many thanks and a presentation of appreciation for service from Mayor and Council. Arlene Hobbs, Deputy City Clerk thanked Mrs. Hill and presented her a gift as well on behalf of the employees of the city.

CITY CLERK – Appointment of City Clerk. A motion was made to appoint Sharroll Fanslau as the City Clerk. A second to the motion was made by Diane Moore and agreed upon by all. Judge Sam Davis was introduced, read the Oath of Office to and swore in Mrs. Fanslau.

ADJOURNMENT FOR BRIEF RECEPTION – A light reception was given to say good-bye to former City Clerk Betty Hill.

RETURN TO COUNCIL MEETING – Following a twenty-minute break, the Mayor and Council returned to session.

ADOPTION OF MINUTES A correction to the minutes of June 13, 2016 was requested by Diane Moore. Mrs. Moore pointed out a correction to her statement on behalf of the Finance Committee last month. The clerk will make the request change. The motion to adopt the minutes with the change of the June 13, 2016 council meeting was made by Tiffany Walraven, seconded by Johnnie Miller and agreed upon by all.

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.

Phillip Haynes/Home Occupation – Mr. Haynes filed an application requesting a Home Occupation Permit to operate a trucking business in his residence located at 150 Garrison St, Pembroke Ga. Said property is listed on the Bryan County tax maps as Parcel #P03-008. It was the recommendation of the Planning Commission to approve the application. The Mayor called the question, “Should the recommendation of the Planning Commission be upheld?”. The recommendation carried unanimously.

Vanessa Hamilton/Home Occupation – Ms. Hamilton filed an application requesting a Home Occupation Permit to operate a craft sales business in her residence located at 64 Singleton Lane, Pembroke, Ga. Said property is listed on the Bryan County tax maps as Parcel #P0111-066-01. It was the recommendation of the Planning Commission to approve the application. The Mayor called the question, “Should the recommendation of the Planning Commission be upheld?”. The recommendation carried unanimously.

DJ Desai – Rezoning/1st Reading – 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. The second reading and adoption of the rezoning will be held at the August council meeting.

Pembroke Council Minutes

July 18, 2016

Page 2 of 3

PUBLIC COMMENTS No comments were presented.

BRYAN COUNTY HIGH SCHOOL FOOTBALL – Request for Bucket Brigade. Allen Cartwright, Head Football Coach for Bryan County High School submitted a written request for a bucket brigade on Saturday, August 6, 2016 from 8 a.m. to 12 p.m. to be held in downtown Pembroke. The proceeds will be used to benefit the local high school football team. A motion to approve the bucket brigade was made by Johnnie Miller, seconded by Karen Lynn and agreed upon by all.

LANIER, WESTERFIELD, DEAL & PROCTOR – 2015 City of Pembroke Audit Report. The report was given to Mayor and Council in their individual packets. The city clerk requested that the Mayor and Council review and evaluate the report. If anyone has any questions, please inform the city clerk so she may be able to obtain an answer and report back at next council meeting. There were only three negative findings, all of which have been resolved since 2015 and should be able to pass with no issues in 2016. A motion was made by Diane Moore to accept the 2015 Audit Report as presented. A second to the motion was made by Karen Lynn, all agreed upon the motion and it was passed.

PENSION COMMITTEE APPOINTMENT – Due to a vacancy in our pension committee, there is a need to appoint a replacement on the committee. It has been recommended that Alex Floyd be appointed. A motion was made by Tiffany Walraven to appoint Alex Floyd to the Pension Committee. A second was made by Diane Moore and agreed upon by all.

CHARTER AMENDMENT – 1ST reading.... An amendment to the Charter of the City of Pembroke was presented and read by the City Clerk to 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 Diane Moore to approve the 1st reading. A second to the motion was made by Karen Lynn and agreed upon by all.

POLICE VEHICLE REQUEST – 1st reading.... Chief Randy Alexander presented to council a vehicle purchase proposal for the Police Department. The proposal is for a lease through the Master Lease which the City holds with Georgia Municipal Association. The lease would be for a 2016 Ford Explorer completely fitted for the police at a cost of \$44,401.77 to be financed through GMA on a 5-year amortization with 1-year deferment. Payments would be \$9,811.89 each on an annual basis. This price includes \$12,000 + for technology equipment required and necessary on the police vehicles. A motion to declare this as first reading was made by Mayor Judy Cook with the dispensing of the reading made by Tiffany Walraven, seconded by Johnnie Miller and agreed upon by all.

RECORDS DISPOSAL – Record retention requirement has expired for a total of 12 boxes (see attached list). It has been recommended that these records be disposed of properly, on site, by Shred-It Company. A motion was made by Tiffany Walraven to approve the disposal and direct the City Clerk to contact Shred-It for proper disposal. A second was made by Ernie Hamilton and agreed upon by all.

FINANCE – Payroll Adjustment Approval.... This item was tabled for this meeting with no discussion.

DOWNTOWN DEVELOPMENT AUTHORITY – Surplus disposal request per DDA's request.... An amended copy of removable property (see attached list) located at the old "Bryan County Elementary School", which is now in possession of the Downtown Development Authority was presented to council for transfer approval to other departments of the city and the county as recommended and approved by the Board of the Downtown Development Authority on July 14, 2016. The motion to approve this transfer of value was made by Johnnie Miller. A second to the motion was made by Karen Lynn and approved by all. Tiffany Walraven recused herself.

DEPARTMENT REPORTS

Police: Chief Alexander announced that due to some drug seizure funds, we may be able to purchase hard armor for our officers. National Night Out is scheduled for Tuesday, August 2. The Chief mentioned that he is considering having a "Coffee with the Chief" each month.

Fire: Chief Waters reported that he has sent an application for smoke detectors to be installed in homes which are in need to our city attorney for approval.

Downtown Development Authority: Alex Floyd reported that he is continuing working on the surplus and will be listing large items on gov-deals with smaller items being auctioned at a later date.

Planning and Zoning: Dain Reams reported he is currently working on GSI mapping for police and fire.

Water, Sewer, Projects: Ricky McCoy reported that Keith Cook and Larry Todd have both turned in their reports; the gutter work on the box factory is going well. The Garrison project should be completed in late August per the contractor. He met with DOT for Bowers and Hwy 67 project. DOT will be replacing the pipe next to City Hall across Hwy 67 within a month. Our LMIG increased from \$31,000 to \$41,000.

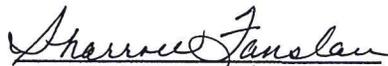
COMMITTEE REPORTS None

SCHEDULED WORKSHOP – Mayor and Council has scheduled a workshop for pending activities to be held on Thursday, July 21, 2016 at 6:00 p.m. at City Hall. This workshop will be open to the public.

EXECUTIVE SESSION None needed

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

ATTEST:


Sharroll Fanslau, City Clerk


Judy B. Cook, Mayor