

PEMBROKE CITY COUNCIL MEETING MINUTES
June 8, 2015

The monthly meeting of the Pembroke City Council was held on Monday June 8, 2015 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor, Mary Warnell; Councilmembers; Johnnie Miller, Diane Moore, Tiffany Walraven, Ernest Hamilton and Kimberly McGhee (7:06). Also in attendance: City Administrator, Dustin Peebles and City Clerk, Betty Hill.

CALL TO ORDER, INVOCATION & PLEDGE The meeting was called to order by Mayor Warnell; the invocation given by Apostle Belinda Thomas of the I Believe God Ministries; and the pledge to the flag was led by Vietnam Veteran, Retired Sgt. 1st Class, Paul Fanslau in commemoration of the 50th anniversary of the Vietnam War.

PROCLAMATION COMMEMORATING THE 50TH ANNIVERSARY OF THE VIETNAM WAR A proclamation was read by the Mayor in commemoration of the 50th anniversary of the Vietnam War and in tribute to the service men and women who served. The Mayor then invited Veteran's and their families to attend a ceremony to be held in their honor at Cotrell Field on June 16, 2015

ADOPTION OF MINUTES A motion was made by Diane Moore to approve the minutes of the May 11, 2015 council meeting as presented. The motion was seconded by Tiffany Walraven and agreed upon by all.

PUBLIC COMMENTS No comments were presented.

DOWNTOWN DEVELOPMENT AUTHORITY – Reappointment A motion was made by Tiffany Walraven to accept the recommendation of the DDA to reappoint Doyce Mullis to the Downtown Development Authority Board for an additional term. The motion was seconded by Ernest Hamilton and agreed upon by all.

ETHICS COMMITTEE – Mayor’s appointment As Mr. Johnnie Hagans’ second term on the Ethics Committee expires on 7-11-2015 and this position is the “Mayor’s Appointee” that can only serve for two consecutive terms, Mayor Warnell reported that she has selected Catherine Smokes to replace Mr. Hagans’ on the Board. Ms. Smokes’ term will expire July 11, 2017.

PEMBROKE FIRE DEPT. MUTUAL AID AGREEMENTS Upon review of a recommendation from Chief Waters, Diane Moore made a motion to approve the Mutual Aid Agreements (see attached) as presented with Bulloch, Evans and Effingham County Fire Departments for mutual aid services. Ernest Hamilton seconded the motion that carried unanimously.

I BELIEVE GOD INT’L MINISTRIES - Tent Revival Request The Council reviewed a request submitted from I Believe God International Ministries requesting to hold a tent revival June 26-28, 2015 at DuBois Park. The motion to approve the request was made by Tiffany Walraven, seconded by Johnnie Miller and agreed upon by all.

CODE OF ORDINANCES AMENDMENTS – Second Reading & Adoption

1. **#2015-01 General Government - Boards and Commissions 2-6-24** The second reading of Ordinance #2015-01 making changes to the Downtown Development Authority Area was held. A motion was made by Tiffany Walraven to approve Ordinance #2015-01 as presented. The motion was seconded by Johnnie Miller and agreed upon by all.

2. **#2015-02 Downtown Design Guidelines – Definitions 6-8-2 & Appendix 1.** The second reading of Ordinance #2015-02 was held. Diane Moore made the motion to approve Ordinance #2015-02 making changes to the Planning & Zoning Downtown Design Guidelines in order to differentiate commercial and mixed use structures from residential. Johnnie Miller seconded the motion that carried unanimously.

CITY OF PEMBROKE- Organizational Chart In an effort to more clearly outline a chain of command for personnel, the City Administrator presented an organizational chart for the city of Pembroke. It was noted that a position was added for Police Lieutenant after the first draft was sent out. A motion was made by Tiffany Walraven to approve the City of Pembroke Organizational Chart. The motion was seconded by Diane Moore and approved by all.

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DEPARTMENT REPORTS Chief Alexander reported that the Police Department was loaned a vehicle tag reader on a trial basis, and in 14 days generated approximately \$15,000 in citations. He reported that the police department is seriously considering purchasing a tag reader, which can identify many violations at a non-personal level. The cost unit cost is about \$20,000 but can be financed with 10% down.

Mandy Toole reported that Pembroke was awarded the \$25,000 State Farm Grant towards the purchase of playground equipment and an additional \$15,000 has been donated thus far.

Dustin Peebles reported that he has been working towards updating the City Charter, Planning & Zoning fee structure and Mobile Home Ordinance.

The Clerk, reminded the Mayor and Councilmembers that their Personal Financial Disclosures are due by July 1, 2015.

COMMITTEE REPORTS None issued.

EXECUTIVE SESSION Land Acquisition A motion was made by Johnnie Miller and seconded by Ernest Hamilton to enter into an executive session to discuss land acquisition. The motion carried unanimously.

Following the executive session, a motion was made by Tiffany Walraven to exit the executive session and enter back into the open council meeting. The motion was seconded by Diane Moore and agreed upon by all.

A motion was made by Tiffany Walraven to authorize Dustin Peebles, City Administrator to draw up a contract for a land purchase as discussed in executive session. The motion was seconded by Johnnie Miller and agreed upon by all.

ADJOURNMENT The motion to adjourn the meeting was made by Johnnie Miller, seconded by Ernest Hamilton and agreed upon by all.

ATTEST:



Betty K. Hill, City Clerk



Mary V. Warnell, Mayor