

**PEMBROKE CITY COUNCIL MEETING MINUTES**  
**July 14 2014**

The monthly meeting of the Pembroke City Council was held on Monday July 14, 2014 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor, Mary Warnell; Councilmembers; Ernest Hamilton, Johnnie Miller, Tiffany Walraven and Kimberly McGhee. Absent: Diane Moore. Also in attendance: City Clerk, Betty Hill and City Attorney Richard Braun.

**CALL TO ORDER, INVOCATION AND PLEDGE . . . . .** The meeting was called to order by Mayor Warnell; the invocation was given by Rev. Matt Avera, Pastor of the Pembroke United Methodist Church; and the pledge to the flag was led by Pembroke Fire Department Volunteers.

**MINUTES . . . . .** A motion was made by Johnnie Miller and seconded by Ernest Hamilton to approve the minutes of the May 13, 2014 city council meeting as presented. The motion carried unanimously.

**RECOGNITION OF FIRE DEPARTMENT VOLUNTEERS . . . . .** Chief Waters announced that Volunteer Firefighters Samantha Fennell and Matt Fleming completed their in-house training as registered volunteer firefighters. Lt. Dalton Cook, who conducted the training, presented the two with their yellow helmets for achieving this certification. Chief Waters then presented Lieutenant Dalton Cook, Lieutenant Joseph Walraven, Firefighters Paul Doyle, Paul Rigo and Matt Fleming with their Medical First Responder Certificates for completing the 40 hour course.

**ADOPTION OF MINUTES . . . . .** Tiffany Walraven made the motion to accept the minutes of the June 9, 2014 meeting as presented. Johnnie Miller seconded the motion that carried unanimously.

**PUBLIC COMMENTS . . . . .** Matt Avera submitted a request to the council asking for permission to research the idea of organizing an annual Bar-B-Que Festival in Pembroke calling it "Smoke in the 'Broke". The Mayor suggested that Mr. Avera, coordinate with local cooks Ron Lewis and Joey Waters and host a trial barbeque as part of Pembroke's "Spooktacular" on October 25, 2014. It was the consensus of the council to host this trial event during the "Spooktacular" and grant permission to Mr. Avera to proceed with researching data to see if there is enough interest to support an annual "Smoke in the "Broke".

**USDA SEARCH GRANT RESOLUTION . . . . .** Mitsy Peterson, USDA Area Specialist presented the Letter of Conditions establishing requirements for the SEARCH grant awarded to the city to fund a Preliminary Engineering Report and Environmental Report for the installation of a new reliable well and potential water system improvements. Tiffany Walraven made a motion to adopt the resolution agreeing to the responsibilities of this grant as presented. Kim McGhee seconded the motion that was agreed upon by all.

**HOLLAND, HENRY & BROMLEY – FY 2013 Audit Presentation. . . . .** Taylor Mongin, Senior Audit Staff reviewed the required communications and highlighted items of the FY 2013 Audit performed for the City of Pembroke.

**PEMBROKE LODGE #469 F&AM . . . . .** The Council reviewed a letter submitted by the Pembroke Lodge requesting the use of DuBois Square on September 27, 2014 to host a car show. The purpose of the event is to raise funds to contribute to masonic charities. Councilman Walraven made a motion to grant the request to use the park on September 27, 2014 from 9:00 a.m. to 3:00 p.m. Ernest Hamilton seconded the motion that carried unanimously.

**BRYAN COUNTY FOOTBALL BOOSTER CLUB . . . . .** A request was submitted by the Bryan County Football Team asking permission to conduct a Bucket Brigade downtown on August 16, 2014 from 8:00 to 1:00 to raise funds for pre-game meals for the players. Johnnie Miller made a motion to grant the request. Ernest Hamilton seconded the motion that carried.

**STRICKLAND STREET WATER LINE IMPROVEMENT PROJECT . . . . .** Matthew Barrow reported to the council that the funding shortfall for the FY 12 CDBG Watermain Project has been eliminated therefore, monies obligated by council in January 2013 for this project can be utilized for an alternate project extending a 10" waterline to State Route 67 from Smith Street. This project was listed in the FY12 CDBG as an "alternate project" if CDBG funding was available. As those monies have been depleted, and this Strickland Street waterline extension is critical and will complete the upgrades needed in this area, Mr. Barrow recommends the council agree to proceed with this project under a separate contract. A motion was made by Tiffany Walraven to use

the Water Connection Fee Funds and Water/ Wastewater Operating Budget Funds that were previously obligated for the FY12 CDBG Watermain project, to fund the Strickland Street Water Line Improvement project and contract with Palm Coast Utilities in the amount of \$36, 389.00 to complete the watermain extension in this area. The motion was seconded by Ernest Hamilton and agreed upon by all.

**TREE ORDINANCE – 1<sup>st</sup> Reading of Amendments.** . . . . . As it is recommended that Tree Ordinances be updated every few years, amendments were drafted to bring the City’s Tree Ordinance up to date, with the assistance of a grant provided through the Circuit Rider Arborist Project and Jerry Holcomb, ISA Certified Arborist. These amendments have been reviewed by the City Staff, the Zoning Commission and the Keep Pembroke Beautiful Committee. This constitutes the first reading to make the needed amendments to this ordinance.

**SUBDIVISION REGULATION AMENDMENTS** . . . . . Due to the forthcoming amendments to the Tree Ordinance, the following changes are needed to the Subdivision Regulations:

1. **1<sup>st</sup> Reading to amend Article III Section 3.2** – In order to update the requirements for a tree survey, an amendment is needed for the definition. Therefore this amendment will delete the old definition of #50.) “Tree Survey” and replace it in its entirety with a new definition.
2. **1<sup>st</sup> Reading to amend Article VII Section 7.6.1** – The 1<sup>st</sup> reading to amend Article VII Section 7.6.1 of the Subdivision Regulations was held. This amendment will delete this section its entirety and adopt by reference Appendix D of the Zoning Regulations, in order to more clearly administer “Tree Requirements”.

**COASTAL REGIONAL COMMISSION APPOINTMENT** . . . . . A motion was made by Tiffany Walraven to reappoint Sean Register as the Non-Public Appointment to represent Bryan County on the Coastal Regional Commission. The motion was seconded by Johnnie Miller and approved by all.

**HOSPITAL BOARD APPOINTMENT** . . . . . The Hospital Board has selected Joyce Owens to fill the unexpired term of Geneva Wiggins, who resigned. Johnnie Miller made a motion that was seconded by Ernest Hamilton and agreed upon by all to approve Joyce Owens to the board. This term ends June 11, 2015.

**DEPARTMENT REPORTS** . . . . .

**Streets** – Ricky McCoy introduced Mr. Larry Todd, who began work today as the new Street Superintendent. Mr. McCoy went on to report that the Anderson Project is complete with the exception of grassing and repairing a man hole; the Strickland St. sidewalks are 90% complete; the repaving of Henry & Lewis Streets is complete. He has applied to the Dept. of Transportation for the repaving of Industrial Drive under the LMIG funding.

**Public Safety** – Director Collins reported that we have hired another Police Officer; they are working on relocating municipal court to the Harn Center; the A/C unit at Station 6 is broken; and he is researching the value of converting the pool to saltwater.

**Police** - Chief Strickland introduced the newly hired police officer, Mike Waters. He reported that once Officer Wayne will return in September from leave and that an Anti-Crime Unit has been established; having turned over the outstanding fines to Pioneer Collection Agency they have collected over \$1400.00 in the last two months; Code Enforcement has filed 69 cases for the month of June with 55 of those complying voluntarily.

**Fire** – Chief Waters reported that he personally has completed a Leadership II class.

**Recreation** – Ms. Toole reported that an onsite visit is scheduled to evaluate repairing the playground equipment; Sandy Hughes and Dan Feider have requested permission to implement a local baseball travel team; an outside vendor has been contacted to install the sinks in the pool house. Councilman Miller requested that garbage receptacles and benches be placed at the McFadden St. basketball court.

**DDA** – Sharroll Fanslau reported that the city would be participating at the “CAIR” event at Ft. Stewart. She also gave an update on the plans for Pembroke Night Out to be held on August 2, 2014 from 5:00 to 8:00.

**Clerk** – It was reported that the new website for the City went live on July 7, 2014. The online bill payment option should be operational in the next few days.

**COMMITTEE REPORTS** . . . . . No reports presented.

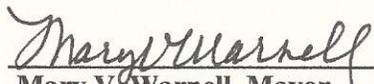
**EXECUTIVE SESSION – Land Acquisition** . . . . . A motion was made by Johnnie Miller to enter into executive session to discuss land acquisition. This was seconded by Ernest Hamilton and agreed upon by all.

Following the executive session, a motion was made by Johnnie Miller to exit the executive session and enter back into the open council meeting. The motion was seconded by Ernest Hamilton and approved by all.

No action was taken.

**ADJOURNMENT** . . . . . The motion to adjourn the meeting was made by Tiffany Walraven, seconded by Johnnie Miller and agreed upon by all.

ATTEST:  
  
Betty K. Hill, City Clerk

  
Mary V. Warnell, Mayor