

PEMBROKE CITY COUNCIL MEETING MINUTES
January 13, 2014

The monthly meeting of the Pembroke City Council was held on Monday January 13, 2014 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor, Mary Warnell; Councilmembers, Johnnie Miller, Diane Moore, Ernest Hamilton, Tiffany Walraven and Kimberly McGhee. Also in attendance; City Attorney, Richard Braun and City Clerk, Betty Hill.

CALL TO ORDER, INVOCATION AND PLEDGE The meeting was called to order by Mayor Warnell; the invocation was given by Rev. Michael Altman, Pastor of the Crossway Worship Center; followed by the pledge of allegiance to the flag.

MINUTES A motion was made by Tiffany Walraven and seconded by Johnnie Miller to approve the minutes of the December 9, 2013 regular council meeting and the December 30, 2013 called meeting as presented. The motion carried unanimously.

PUBLIC COMMENTS No comments were presented.

ELECTION OF MAYOR PROTEM A motion was made by Tiffany Walraven and seconded by Diane Moore to elect Johnnie Miller to serve as Mayor Pro-tem. The motion carried unanimously.

APPOINTMENTS

1. **Police Chief** - A motion was made by Diane Moore to appoint Stacy Strickland as Interim Chief of Police. The motion was seconded by Ernest Hamilton and agreed upon by all.
2. **City Clerk** - Tiffany Walraven made the motion to appoint Betty Hill as City Clerk. Kim McGhee seconded the motion that carried.

MAYOR'S FY 2014 COMMITTEE APPOINTMENTS Mayor Warnell stated that she has elected to continue the committees as set in 2013.

COMPENSATION OF EMPLOYEES Diane Moore made a motion to set the salaries for employees as set forth in the FY2014 Budget. The motion was seconded by Johnnie Miller and agreed upon by all.

CVIQG – CLASSIFICATION & COMPENSATION PRESENTATION Alex Daman gave a power point presentation reviewing the objectives in the development of the employee classification and salary scale for the City of Pembroke as set forth in the contract with the Carl Vinson Institute. Councilmembers will review the plan prior to adoption.

FY 2012 AUDIT PRESENTATION - HOLLAND HENRY & BROMLEY, LLP Ms. Taylor Mongin, Senior Audit Staff reviewed the required communications and highlighted items of the FY 2012 Audit performed for the City of Pembroke and issued an unqualified clean opinion. She stated that there were no material weaknesses or deficiencies to report to the State of Georgia.

PLANNING & ZONING COMMISSION

1. **Home Occupation/Shannon Thurston** - The Planning Commission reviewed a Conditional Use application submitted by Mr. Shannon Thurston, requesting a Home Occupation Permit. The purpose of the application was to operate a graphics design business from his residence located at 585 Camellia Street. The property is currently zoned R-1 (Single Family Residential) and is listed on the Bryan County Tax Digest as P10-01-005. Following some discussion, the Commission agreed to recommend that council approve the home occupation with the stipulation that the utilities be put in the owner's or occupant's name and removed from the estates name, and that the approval is with the understanding that the business is being operated out of an accessory building. Tiffany Walraven made the motion to approve the Home Occupation as recommended. Diane Moore seconded the motion that carried.

2. **1st Reading of Ordinance #2014-01 to Amend Article III, Section 3-13(1)** - Coming as a recommendation from the Planning Commission, the Council held the first reading to amend Article III, Section 3-13(1) allowing home occupations to be operated in an existing accessory building providing that they meet existing building codes, lot coverage requirements and environmental standards.

2012 CDBG WATERMAIN PROJECT – Construction Bid Award Mayor Warnell and Councilmember Miller recused themselves from the meeting at this time as they have conflicts of interest in the project area. Diane Moore took over as chair for this item on the agenda. Ms. Moore then called on City Engineer, Matthew Barrow to make a report to the council on the bids received for the construction of the watermain rehabilitation project. Mr. Barrow reported that the bid opening was held on January 12, 2014 and 6 bids were received. Upon tabulating the bids and confirming all of the requirements have been met, he recommended that the bid be awarded to Palm Coast Utilities for Target Area #1 and #2 in the amount of \$532,339.00. A motion was made by Tiffany Walraven to award the bid to Palm Coast Utilities for the amount of \$532,339.00. The motion was seconded by Ernest Hamilton and carried. Voting Yes: Walraven, McGhee and Hamilton. Moore served as chair and Miller was recused from the meeting. Mr. Barrow reported that the project should be under construction in 30 - 40 days.

The Mayor and Councilman Miller rejoined the council meeting following the bid award.

GEORGIA CLASSIC MAIN STREET PROGRAM – Memorandum of Understanding Ms. Fanslau reported to the Council that the “Betterhometown” title is no longer being used by the Department of Community Affairs. If a government were a Betterhometown it is now considered a “Classic Mainstreet” which implies that it held an original Betterhometown title. The Council then reviewed the Georgia Classic Main Street Programs Memorandum of Understanding with the City of Pembroke.

ARBOR DAY PROCLAMATION. The Mayor presented the proclamation designating February 21, 2014 as Arbor Day in Pembroke. Ms. Fanslau reported that this will be the 10th year that Pembroke has been awarded the “Tree City USA” designation. A tree planting ceremony will be held at DuBois Square at 10:30 a.m.

DEPARTMENT REPORTS Several reports were issued updating the Council on ongoing projects. Fire Chief, Waters reported that the ISO Inspectors held an audit of the Fire Department and will have the results in approximately 3 months. The Inspectors reported that they were very impressed with the department as all of the paperwork was readily available for their evaluations.

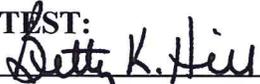
COMMITTEE REPORTS No reports presented.

EXECUTIVE SESSION – Property Acquisition & Litigation A motion was made by Diane Moore to exit regular session and enter into executive session to discuss property acquisition and litigation. This was seconded by Tiffany Walraven and carried by unanimous vote.

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 agreed upon by all.

No action was taken.

ADJOURNMENT. A motion was made by Diane Moore, seconded by Tiffany Walraven and agreed upon by all to adjourn the meeting.

ATTEST:


Betty K. Hill, City Clerk



Mary V. Warnell, Mayor