

PEMBROKE CITY COUNCIL MEETING MINUTES

March 10, 2014

The monthly meeting of the Pembroke City Council was held on Monday March 10, 2014 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor, Mary Warnell; Councilmembers; Diane Moore, Ernest Hamilton, Johnnie Miller and Kimberly McGhee. Councilmember Tiffany Walraven joined the meeting just prior to going into executive session. Also in attendance: City Clerk, Betty Hill.

CALL TO ORDER, INVOCATION AND PLEDGE The meeting was called to order by Mayor Warnell; a moment of silence was held for the invocation; and the pledge to the flag was led by Master Brennan Bishop member of the Bryan County Boy Scout Troop #141.

MINUTES A motion was presented by Diane Moore and seconded by Ernest Hamilton to approve the minutes of the February 10, 2014 city council meeting as presented. The motion carried unanimously.

PUBLIC COMMENTS No requests for comments were presented.

CRUISE-IN FOR A CAUSE The Mayor and Council reviewed a request submitted by Mr. Barrett Van Meter asking for permission to use the municipal parking lot on the 4th Saturday of each month from 5p.m. to 10p.m. The purpose is to host an antique car/bike show to raise funds for various causes in the local community. A motion was made by Johnnie Miller to approve the use of the municipal parking lot for Cruise-In For A Cause on the 4th Saturday of each month from 5p.m. to 10p.m. The motion was seconded by Diane Moore and agreed upon by all.

RELAY FOR LIFE – BCES Team Bucket Brigade Request The Bryan County Elementary School Relay for Life team requested permission to hold a bucket brigade downtown to raise funds for the American Cancer Society. A motion was made by Ernest Hamilton to approve the fundraiser to be held on March 31, 2014. Johnnie Miller seconded the motion that was passed by all.

POLICE AUXILIARY – Bucket Brigade Request The Pembroke Police Auxiliary Unit submitted a request to conduct a bucket brigade downtown on March 29, 2014 from 8:00 a.m. until 1: p.m. to raise support money for the unit. The motion to approve the request as submitted was made by Diane Moore, seconded by Kim McGhee and agreed upon by all.

ZONING ORDINANCE AMENDMENT – 1ST Reading to Amend Appendix D “City of Pembroke Tree Ordinance”. The council held the first reading of the proposed amendment to Appendix D of the City of Pembroke Tree Ordinance. The amendment will make revisions to the Tree Board member requirements. The second reading and adoption will be held at the April meeting.

PLANNING & ZONING

- 1. Paul Owens – Conditional Use Permit/Home Occupation -** The Planning Commission reviewed a Conditional Use application submitted by Mr. Paul Owens, requesting a Home Occupation Permit. The purpose of the application was to operate a contractors business (office only) from his residence located at 89 Anne Street. The property is currently zoned R-1 (Single Family Residential) and is listed on the Bryan County Tax Digest as P11-01-002. Coming as a recommendation from the Planning Commission, a motion was made by Johnnie Miller to approve the home occupation permit for Mr. Owens. Ernest Hamilton seconded the motion that was agreed upon by all.
- 2. Jeffrey and Samantha Fellin - Conditional Use Permit/Home Occupation –** The Planning Commission reviewed this request to operate a commercial riding stable and horse boarding from their residence located at 200 E. Dubois St. The properties are zoned A-5 and listed on the tax digest as 012-082 & 012-082-01. Following some discussion with the property owners about the distance requirements from other homes, and the amount of horses permitted per acre, the owners verified that they would not have more than 12 horses and would not be holding horse shows at this location. The Commission recommended approval of the Home Occupation Permit application. The motion to approve the Fellin’s Conditional Use permit was made by Diane Moore, seconded by Johnnie Miller and agreed upon by all.
- 3. Janell O’Neal - Conditional Use Permit/Home Occupation –** Mrs. O’Neal submitted an application to operate an income tax preparation service from her home located at 903 N. Main St. The property is currently zoned R-1 and listed on the tax digest as 0121-081. The approval of the application comes as a recommendation from the Planning Commission. A motion was made by Johnnie Miller to approve the Home Occupation permit for Mrs. O’Neal as recommended by the Commission. Ernest Hamilton seconded the motion that carried unanimously.

JOB DESCRIPTION – Amendment to Code Enforcement Description In order to streamline the Code Enforcement Department, the Public Safety Director and Police Chief recommended that the Code Enforcement Officer be a POST Certified Police Officer. This will allow the officer to issue citations and process them through the court system as well as be a more versatile employee of the department. The Mayor and Council reviewed an amended job description drafted by the Carl Vinson Institute of Government to include the proposed requirements. The motion to adopt the new Police Officer – Code Enforcement job description was made by Johnnie Miller, seconded by Diane Moore and approved by all.

DEPARTMENT REPORTS

Street – Mr. Pollett reported that his department has been repairing signs; removing limbs and decaying trees and will coordinate a controlled burn with the fire department to dispose; inventorying and numbering garbage cans; and has scheduled repairs to a collapsing pipe under Ash Branch Road for March 17th. He also requested from the Council, permission to trade in aging lawnmowers to Durden’s Rental & Sales for credit towards the purchase of a new lawnmower and weed eaters. Following some discussion, a motion was made by Diane Moore to approve the trade in of 2 mowers with the understanding that Mr. Pollett would provide the serial numbers of the aging mowers to the Clerk for the records. Councilman Hamilton seconded the motion that carried unanimously.

DDA – Ms. Fanslau reported that Mr. Pollett would be meeting with members of the Keep Pembroke Beautiful Committee to conduct a litter index; Pembroke will participate in the Ft. Stewart Showcase on the 11th; gave an overview of the activities scheduled for Georgia Cities Week; and thanked everyone for helping with the Arbor Day Celebration.

Projects – Mr. McCoy reported that the USDA contractor is compiling a cost analysis to connecting water to the few houses in the project area and that the completion date for the project is May 1st; the Anderson Lane storm drain project will require traffic detours scheduled to begin on March 17th; and the 2012 CDBG water rehabilitation construction will begin in two weeks. Mr. McCoy also reported that he has obtained quotes to re-sod the front lawn at City Hall with the lowest quote being #3100.00. He also obtained quotes to install an irrigation system with a timer at McEachin Park. The lowest quote for the irrigation system was \$1200.00. Diane Moore asked what department this would be funded from. The Clerk reported that if approved, expenses related to City Hall are split between the General and the Water departments. Following some discussion, a motion was made by Johnnie Miller to approve the expense to re-sod the front lawn at City Hall and install the irrigation at the park. The motion was seconded by Ernest Hamilton and agreed upon by all.

Other reports were issued and are on file.

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 Ernest Hamilton and approved 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. Having no further business to discuss, the motion to adjourn the meeting was made by Diane Moore, seconded by Tiffany Walraven and agreed upon by all.

ATTEST:



Betty K. Hill, City Clerk



Mary V. Warnell, Mayor