

# PEMBROKE CITY COUNCIL

## MEETING MINUTES

January 13, 2020

The monthly meeting of the Pembroke City Council was held on Monday, January 13, 2020 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor Judy B. Cook; Councilmembers Ernest Hamilton, Karen Lynn, Diane Moore, Johnnie Miller and Tiffany Walraven. City Administrator Alex Floyd, City Attorney Dana Braun, and City Clerk Sharroll Fanslau were also present.

**CALL TO ORDER . . .** The meeting was called to order by Mayor Cook.

**INVOCATION . . .** The invocation was given by Johnnie Miller.

**PLEDGE OF ALLEGIANCE . . .** The Pledge of Allegiance was led by Megan Veitch.

**ADOPTION OF MINUTES . . .** A motion to adopt the minutes as presented of the December 9, 2019 council meeting was made by Tiffany Walraven; seconded by Diane Moore and agreed upon by all. A motion to adopt the minutes as presented of the December 30, 2019 council meeting was made by Diane Moore; seconded by Karen Lynn and agreed upon by all.

**OATH OF OFFICE . . .** Billy D. Reynolds, Sr. Probate Judge of Bryan County Judge Reynolds administered the Oath of Office to Mayor Judy B. Cook and then to the full council.

Following the ceremony, the Mayor recessed the meeting for a reception and announced that she would reconvene the meeting following the reception.

**RECONVENING OF MEETING . . .** Following the reception, Mayor Cook called the meeting back into order.

**PUBLIC COMMENTS** – none

**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 Johnnie Miller to appoint William Collins as 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 Sharroll Fanslau as City Clerk. Diane Moore seconded the motion and agreed upon by all.
- 3. City Attorney** – A motion was made by Tiffany Walraven to appoint Dana Braun as City Attorney. The motion was seconded by Johnnie Miller and agreed upon by all.

**CONTRACT APPROVALS . . .** New contracts were proposed for the following:

A motion was made by Diane Moore to contract with Richard McCoy as the Project Manager for the city. The motion was seconded by Karen Lynn and agreed upon by all.

A motion was made by Diane Moore to contract with Alex Floyd as the City Administrator for the city. The motion was seconded by Karen Lynn and agreed upon by all.

**DESIGNATION OF DEPOSITORIES . . .**

A motion to designate First Bank of Coastal Georgia as a depository for the City was made by Tiffany Walraven. A second was made by Ernest Hamilton and agreed upon by all.

A motion to designate Ameris Bank as a depository for the City was made by Johnnie Miller. A second was made by Karen Lynn and agreed upon by all.

**MAYOR'S FY 2020 COMMITTEE APPOINTMENTS**

<b>Police</b>	Lynn/Hamilton	<b>Fire</b>	Lynn/Hamilton
<b>Finance</b>	Lynn/Miller	<b>Recreation</b>	Walraven/Moore
<b>Street</b>	Hamilton/Moore	<b>Water</b>	Miller/Moore
<b>Mechanic</b>	Lynn/Walraven	<b>Cemetery</b>	Moore/Walraven
<b>Human Resource</b>	Miller/Walraven		

**COMPENSATION OF EMPLOYEES . . .**

A motion to adopt the compensation of employees as presented in the 2020 budget was made by Tiffany Walraven. A second was made by Johnnie Miller and agreed upon by all.

**2020 COUNCIL MEETING DATES**

The clerk presented the following dates for the 2020 Council Meeting Dates

**January 13, 2020**  
**February 10, 2020**  
**March 9, 2020**  
**April 13, 2020**  
**May 11, 2020**  
**June 8, 2020**  
**July 13, 2020**  
**August 10, 2020**  
**September 21, 2020**  
**October 12, 2020**  
**November 9, 2020**  
**December 14, 2020**

**PROCLAMATION . . . ARBOR DAY**

A proclamation was presented by Alex Floyd declaring the third Friday in February as Arbor Day.

**CEMETERY . . .** A motion to increase fees as proposed was made by Tiffany Walraven. A second was made by Diane Moore and agreed upon by all.

A motion to open two more sections in the cemetery as proposed was made by Diane Moore. A second was made by Karen Lynn and agreed upon by all.

**RESOLUTION . . .** A resolution was presented by Alex Floyd to apply for the upcoming CHIP Grant and authorize the Mayor and City Clerk to execute the documents; For it to further designate DuBois Square (Parcel #P07 11 001) and Morris Corner (Parcel #'s P07 12 003, P07 12 004, and P07 12 005) as eligible property for the Chip Grant and to execute a deed conveying said properties to the Downtown Development Authority; For it to further authorize HDRI to act as the grant writer and administrator of said grant; for it to give the Pembroke GICH Team and the DDA authorization to complete all necessary applications and attachments for this purpose.

A motion to approve the resolution was made by Diane Moore; A second was made by Johnnie Miller and agreed upon by all. Tiffany Walraven recused herself.

**ORDINANCE FOR SOIL & EROSION . . .** A motion to dispense of the reading of the entire ordinance and approve the 2nd reading and adoption was made by Tiffany Walraven; seconded by Diane Moore and agreed upon by all.

**SURPLUS REQUEST . . .** A request was made by the Street Department to surplus and dispose of scrap metal located at the city yard. A motion to declare the surplus and dispose of it was made by Johnnie Miller. A second was made by Tiffany Walraven and agreed upon by all.

**PLANNING AND ZONING / PUBLIC HEARING ...none**

**DEPARTMENT REPORTS**

**Police Department** – Chief Collins named 2019 Outstanding Officer of the Year to Norm Harvey and presented him with a plaque. Chief Collins also named Greg Kicklighter as 2019 Officer of the Year and presented him with a plaque. He then presented the Mayor and Council with a plaque thanking them for their support throughout the year.

All other written reports given by **Fire, Water, Street, Mechanic, Downtown Development Authority and City Clerk.**

**COMMITTEE REPORTS**

Cemetery Committee reported a bid closing for a contract on maintenance for the next three years. Alex Floyd reported that he received only one (1) qualified proposal. A motion to accept the bid from Ghost Coast Landscaping in the amount of \$14,496.00 was made by Tiffany Walraven. A second was made by Diane Moore and agreed upon by all.

**EXECUTIVE SESSION (if needed) – Discussion, Personnel, Litigation, Real Estate**

A motion was made by Johnnie Miller to enter Executive Session, seconded by Ernest Hamilton and agreed upon by all.

A motion to reconvene in regular council was made by Diane Moore, seconded by Ernest Hamilton and agreed upon by all.

**City of Pembroke**  
**January 13, 2020**  
**Minutes (continued)**  
**Page 4 of 4**

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

**ATTEST:**

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**Sharroll Fanslau, City Clerk**

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**Judy B. Cook, Mayor**