

**PEMBROKE CITY COUNCIL
MINUTES
MAY 9, 2022**

The regular meeting of the Pembroke City Council was held on Monday, May 9, 2022, at City Hall with the following members present: Mayor Judy Cook, Mayor Pro-Tem Tiffany Walraven, Councilmembers Ernest Hamilton, Karen Lynn, Diane Moore, and Johnnie Miller. Also present were City Administrator Toby Harris, Police Chief William Collins, Fire Chief Peter Waters, DDA Director Raul Secundino, and City Clerk Cathy Rushing. City Attorney Dana Braum was unable to attend.

CALL TO ORDER...Mayor Cook called the meeting to order at 7:03 pm.

INVOCATION...City Clerk Cathy Rushing gave the invocation.

PLEDGE OF ALLEGIANCE...Mayor Pro-Tem Walraven led the Pledge of Allegiance.

ADOPTION OF MINUTES...Councilwoman Moore made a motion to adopt the minutes from the meeting of April 11, 2022. Councilwoman Lynn seconded the motion and it passed.

PUBLIC COMMENTS...There were no public comments.

At this time Councilman Johnnie Miller introduced the new member of Planning and Zoning, Mr. Van Redcross. Mr. Redcross told council that he had been a resident of Pembroke for 40 years. He is retired and looks forward to serving on the P/Z Board. Council welcomed him and thanked him for his willingness to serve.

APPROVALS...City Clerk Cathy Rushing presented to council the Grant Administrator and Grant Engineer that the committee chose for the FY2022 ARPA Project Water and Sewer Infrastructure Improvements. She explained that only one proposal was sent in for Grant Administrator, which was ALGA. She said that the committee recommends approval of ALGA since we know them and know what kind of work they do. Mayor Pro-Tem Walraven made a motion to approve ALGA as the Grant Administrator for the FY2022 ARPA Project Water and Sewer Infrastructure Improvements. Councilwoman Lynn seconded the motion and it passed.

City Clerk Cathy Rushing then told council that two proposals were submitted for Grant Engineer, M.E. Sack Engineering and EMC Engineering Services. Using the Engineering/Architectural Ratings Criterion the committee scored M.E. Sack Engineering the highest rating and recommends that council approve M.E. Sack Engineering as the Grant Engineer. Mayor Pro-Tem Walraven then made a motion, with a second by Councilwoman Moore, to approve M.E. Sack Engineering as the Grant Engineer for the FY2022 ARPA Project Water and Sewer Infrastructure Improvements. The motion passed.

City Clerk Cathy Rushing presented the Georgia Department of Corrections Work Detail Agreement for 2022-2023. She explained that the agreement hasn't changed from the 2021-2022 agreement. Councilman Miller made a motion to approve the 2022-2023 Georgia Department of Corrections Work Detail Agreement. Councilman Hamilton seconded the motion. The motion passed.

Under Department Reports Police Chief Collins told council that they had moved in the renovated building and had held their first court in the new courtroom facility. He said that everything was really nice, and they have the space and technology that they need now, and he feels like his department is finally moving forward. He told council that he had filled the Police Clerk position and that Tina McGlamery will start on Wednesday.

Fire Chief Peter Waters had nothing to report at this time. City Administrator Harris told Council that Chief Waters had completed training and certification that will be very beneficial to the city.

DDA Director Raul Secundino reported that they are scheduled to go look at theatres in other cities to see what they did and find out how they funded their projects. Mayor Pro-Tem Walraven commented that DDA applied for a \$50,000 grant with the KIRBO Foundation. He also reported that t-shirts will be going on sale as a fundraiser for the tornado relief fund.

City Clerk Cathy Rushing told council that Farmer and Associates are the owners of property at 440 West Bacon Street, and they are considering entering into a lease agreement with Family Dollar Tree for the operation of a retail variety store at that location. Before they proceed further with this project and expend substantial resources, they are seeking council's acknowledgement that the City of Pembroke has no objection to the operation of a Family Dollar Tree. They ask that a representative of the city sign a letter that acknowledges and agrees that council has no objections. Mayor Pro-Tem Walraven made a motion to authorize the mayor to sign the letter stating that the City of Pembroke has no objections to the operation of a Family Dollar Tree. Councilwoman Moore seconded the motion and it passed.

City Administrator Toby Harris reported that the city is at 43% of it's budget for 2022. Ideally, we should be at 33% going into the 2nd Quarter of the year. He said that the departments will begin finance meetings soon for the 2023 Budget. He also reported that the city has advertised for bids for the removal of vegetative debris caused by the tornado. He said that we have also advertised for quotes from contractors to repair or replace city property that was damaged and destroyed. The insurance adjuster has started the claim process. Mr. Harris then thanked the mayor and council for all they do.

At this time Councilwoman Moore made a motion to go into Executive Session to discuss possible litigation, land acquisition, and personnel. Councilwoman Lynn seconded the motion and it passed.

Councilwoman Lynn made a motion, with a second by Councilwoman Moore, to go back into regular session. The motion passed.

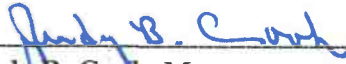
Councilwoman Moore then made a motion to authorize DDA to purchase property located at 51 Mary Street in the amount of \$10,000. Councilman Hamilton seconded the motion and it passed.

Councilman Miller then made a motion to adjourn. Councilman Hamilton seconded the motion and it passed. The meeting adjourned at 8:12 pm.

ATTEST:



Arlene Hobbs, City Clerk



Judy B. Cook, Mayor