

**PEMBROKE CITY COUNCIL
MINUTES
JUNE 13, 2022**

The regular meeting of the Pembroke City Council was held on Monday, June 13, 2022, at City Hall with the following members present: Mayor Judy Cook, Mayor Pro-Tem Tiffany Walraven, Councilmembers Ernest Hamilton, Karen Lynn (by phone), and Johnnie Miller. Also present were City Administrator Toby Harris, Police Chief William Collins, DDA Director Raul Secundino, City Attorney Dana Braun, and City Clerk Arlene Hobbs. Councilmember Moore was unable to attend.

CALL TO ORDER, INVOCATION AND PLEDGE... Mayor Cook called the meeting to order at 7:01 pm; the invocation was given by City Administrator Toby Harris; followed by the pledge of allegiance to the flag.

MINUTES... A motion was made by Johnnie Miller and seconded by Ernest Hamilton to approve the minutes of the May 9, 2022; regular council meeting as presented. The motion carried unanimously.

PUBLIC COMMENTS... No comments were presented.

APPOINTMENTS...

City Clerk – Tiffany Walraven made the motion to appoint Arlene Hobbs as City Clerk. Johnnie Miller seconded the motion and agreed upon by all. City Attorney Dana Braun then administered the Oath of Office to Arlene Hobbs.

APPROVALS...

1. **Revision to the Planning and Zoning Fee Schedule** – a motion to table this item was made by Tiffany Walraven and seconded by Johnnie Miller. The motion carried unanimously.
2. **Consideration to approve a bid for Tornado Debris Removal** – Toby Harris presented three bids to council for tornado debris removal. Walraven made a motion to approve the bid from TFR Enterprises, Inc., in the amount of \$3.75 per cubic yard (approximate cost of \$80K), seconded by Johnnie Miller. The motion carried unanimously.
3. **Bucket Brigade for BCHS Saturday, June 25, 2022, from 8am – 12pm** – Walraven made a motion to approve, seconded by Johnnie Miller. The motion carried unanimously.
4. **Pregnancy Care Center of Rincon Free Mobile Services** – Johnny Miller made a motion to approve the Pregnancy Care Center of Rincon Free Mobile Services on Wednesday's from 9am – 1pm, seconded by Ernest Hamilton. The motion carried unanimously.
5. **Reappointment of Steven Asplund as the non-public representative to the Coastal Regional Commission Council for the 2022-2023 term** – A motion to approve the reappointment of Steven Asplund to the CRC was made by Johnnie Miller, seconded by Ernest Hamilton. The motion carried unanimously.
6. **Conditional Use Home Occupation Permit to Operate a Cleaning Business at 47 Oak Street for Natasch Murray** – Steve Scholar reported no opposition by the P&Z

Board. A motion to approve was made by Tiffany Walraven, seconded by Johnnie Miller. The motion carried unanimously.

- 7. Consideration of the rezoning of P012 003 on North Main Street from R-1 to R-3, carried over from the April meeting when a conceptual plan was requested –** Tiffany Walraven recused from voting. Petitioner was not present and has not provided a conceptual plan. A motion to deny was made by Johnnie Miller, seconded by Ernest Hamilton. The motion carried unanimously.

DEPARTMENT REPORTS...

Chief of Police – Chief Collins reported that Officer Harvey has returned to work. He also reported that the department has six vehicles ready for surplus, three patrol cars and three seized. The three patrol vehicles have been dismantled of equipment for use with new vehicles to arrive later in the year. The Chief will work with Mr. Harris on the best method to use for surplus. Mr. Miller asked for a description of Community Policing, to which the Chief explained the importance of our officers being active with youth groups, our annual National Night Out event, and being a daily presence in the community. Mr. Miller asked to have newly hired officers presented to council. Mr. Miller also inquired about the loss of officers to Bryan County due to differences in pay scales. Chief Collins reported the difference of \$1.10 less per hour.

DDA – Raul reported on an event coming up this week on Thursday June 16, 2022, from 3pm – 7pm, a collaboration of our DDA with the Hinesville DDA to celebrate the 247th birthday of the U.S. Army. He also reported that he had attended a Main Street Leadership Summit for training that allowed him many networking opportunities. He reported on the TOS Theater project and the formation of a five-member committee to assist with the grant process through Fox historic preservation.

Administrator – Mr. Harris reported that staff is working on plans for the destroyed Curtis Cooper facility, along with updating the HR policy and Purchasing policy. As well, the city will begin seeking RFPs for our health insurance. He reported that the city is looking at approximately 33% over budget due to unexpected expenses for storm damage.

City Clerk – Arlene reported current staff changes going smoothly, with continued cross training.

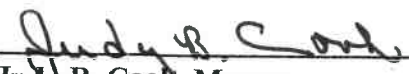
COMMITTEE REPORTS...none issued.

ADJOURNMENT...There being nothing further to discuss a motion to adjourn was made by Johnnie Miller, seconded by Ernest Hamilton.

ATTEST:



Arlene Hobbs, City Clerk



Judy B. Cook, Mayor