

Pembroke City Council
Workshop Agenda
February 10, 2025
6:00 P.M.

- 1. Call to Order**
- 2. Budget Amendment**
- 3. Council Calendars (scheduling a Strategic Planning Session)**
- 4. Executive Session**

Please come in time to eat before the 7:00 council meeting.

Pembroke City Council

Agenda

February 10, 2025

7:00 P.M.

- A. Call to Order**
- B. Invocation**
- C. Pledge of Allegiance**
- D. Adoption of Minutes – January 13, 2025**
- E. Public Comments**
- F. Proclamation – Proclamation Recognizing February 2025 as Black History Month**
- G. Resolution – To Enter into Contract with Goodwyn Mills Cawood for services related to Disaster Relief Assistance related to filing applications with FEMA for reimbursement related to Hurricane Helene**
- H. Approval of Meeting Agenda**
- I. Consent Agenda**
 - 1. 2025 Budget Amendment**
 - 2. Request to surplus damaged pole barn materials for destruction and/or salvage**
 - 3. Approval of GMC Contract for Public Assistance for Disaster Relief**
- J. Public Hearings**
- K. Ordinance Readings**
 - First Readings**
 - 1. Noise Ordinance**
- L. Action Agenda**
- M. Department Reports**
- N. Committee Reports**
- O. Executive Session for the purpose of discussing personnel, land acquisition, and/or litigation as allowed by O.C.G.A., Title 50, Chapter 14.**
- P. Adjournment**

**PEMBROKE CITY COUNCIL
MINUTES
JANUARY 13, 2025**

DRAFT

The regular meeting of the Pembroke City Council was held on Monday, January 13, 2025, at City Hall with the following members present: Mayor Tiffany Zeigler, Mayor Pro-Tem Johnnie Miller, Councilmembers Diane Moore, Sharon Lewis, Ernest Hamilton, and Ed Bacon. Also, present were City Administrator Chris Benson, City Attorney Dana Braun, City Clerk Arlene Hobbs, and City Engineers Marcus Sack and Logan Irvine.

CALL TO ORDER, INVOCATION AND PLEDGE... Mayor Zeigler called the meeting to order at 7:00 pm. Deacon Dale Smith of Crossway Worship Center offered the invocation. Mayor Pro-Tem Miller led the pledge of allegiance to the flag.

MINUTES... A motion was made by Diane Moore and seconded by Ernest Hamilton to approve the minutes of the December 16, 2024; regular council meeting as presented. The motion carried unanimously.

PUBLIC COMMENTS...None

RESOLUTION – HOUSE BILL 581...City Administrator Benson gave a brief overview of the bill. A motion to approve was made by Diane Moore and seconded by Johnnie Miller. The motion passed with councilmember Ed Bacon opposed.

APPROVAL OF MEETING AGENDA...A motion to approve the meeting agenda with the addition of Item J was made by Diane Moore, seconded by Johnnie Miller. The motion carried unanimously.

CONSENT AGENDA...A motion to approve the consent agenda was made by Johnnie Miller, seconded by Ernest Hamilton. The motion carried unanimously.

- 1. Appointment of Chris Benson as City Administrator**
- 2. Appointment of Dana Braun as City Attorney**
- 3. Appointment of Arlene Hobbs as City Clerk**
- 4. Appointment of Marcus Sack as City Engineer**
- 5. Appointment of William Collins as Chief of Police**
- 6. Appointment of Brenda Tyson as Assistant Chief of Police**
- 7. Appointment of Robert F. Pirkle as Municipal Court Judge**
- 8. Appointment of Mayor's 2025 Committee Members**
- 9. Designation of Depositories – First Bank of Coastal Georgia and Ameris Bank**
- 10. Approval of 2025 Council Meeting Dates**
- 11. Approval of 2025 Holiday Schedule**
- 12. Approval of 2025 Employee Compensation as presented in the 2025 Budget.**
- 13. Approval of Pay Rate Changes for the Police Department**
- 14. Approval of 2025 Alcohol License Renewal for Food Lion**
- 15. Approval of 2025 Alcohol License Renewal for Enmarket**
- 16. Approval for First Baptist Church of Pembroke to use old ballfield for event parking on February 1-2, 2025, and again February 7-9, 2025.**

- 17. Approval for BCMHS Tennis Team to hold a bucket brigade on Saturday, March 1, 2025, from 9am to 12pm.**

PRESENTATION OF STAFF PROMOTIONS FOR THE PEMBROKE POLICE DEPARTMENT...A motion to approve was made by Diane Moore and seconded by Ernest Hamilton. The motion carried unanimously. Mayor Tiffany Zeigler presented each officer with a certificate and uniform bars signifying their new roles within the department.

- 1. Brenda Tyson – Assistant Chief of Police**
- 2. David Mizell – Master Sergeant**
- 3. Raul Secundino – Sergeant**
- 4. Dohnovan Patterson – Star Corporal**
- 5. Tracy Smith – Star Corporal**

SWEARING-IN CEREMONY FOR POLICE OFFICER JAYDEN WILCHER...Newly appointed Assistant Chief of Police Brenda Tyson administered the Oath of Office to Officer Wilcher.

PUBLIC HEARINGS

- 1. Applicant, Dana Sheetz, is requesting a variance to reduce the minimum lot width by 5' for two lots in a proposed subdivision on Mikell Street, Parcel #P06 17 004.** Derek Cathcart presented the applicant's request to reduce the minimum lot width by 5'. Staff and the planning commission recommend approval. Councilmember Bacon voiced his concerns about the drainage in this area and questioned what he feels to be poor engineering of the project.

ORDINANCE READINGS...none.

ACTION AGENDA

- 1. Approval of a variance to reduce the minimum lot width by 5' for two lots in a proposed subdivision on Mikell Street, Parcel #P06 17 004.** A motion to approve was made by Diane Moore, seconded by Johnnie Miller. Ed Bacon again addressed concerns regarding the project. The developer assured council this approval will be for variance only and that the drainage and any other concerns will be addressed in the design and engineering stage. After discussion, the motion passed unanimously.
- 2. Approval of a final plat for a two-lot subdivision for Darlene Suman, Parcel #0161 073, at 1357 Camellia Drive.** A motion to approve was made by Diane Moore, seconded by Johnnie Miller. The motion passed unanimously.

DEPARTMENT REPORTS...

Police – Assistant Chief Brenda Tyson thanked the Mayor and Council for their confidence in her ability to perform the duties to which she has been tasked. She reported that the department has hired a new Municipal Court Clerk, Meghan Vaughn.

Fire – Fire Chief Peter Waters reported that there were 71 calls in December, and a total of 898 for FY2024. He also reported on the Santa Run which was successful again this year and enjoyed by the community.

City Administrator – Chris reported on the progress of the FEMA reporting for hurricane debris. This has been nearly completed, and we are awaiting reimbursement.

DDA – Fernanda reported on the next upcoming Coffee & Conversation and Let’s Discuss meetings offered to the community with Mayor Zeigler and City Administrator Benson.

City Attorney – nothing to report.

City Clerk – nothing to report.

City Engineer – Marcus Sack reported that our LMIG/LRA paving project was currently in the bidding stages. The Mechanic Shop is in the contract stage. Our CDBG project will be bidding at the end of the month, and the Anne Street Canal project has obtained signed easements.

COMMITTEE REPORTS – nothing to report.

EXECUTIVE SESSION... none.

ADJOURNMENT... There being nothing further to discuss, at 8:05pm a motion to adjourn the meeting was made by Ed Bacon, seconded by Sharon Lewis. The motion passed unanimously.

ATTEST:

Arlene Hobbs, City Clerk



Tiffany M. Zeigler, Mayor



PROCLAMATION RECOGNIZING FEBRUARY 2025 AS BLACK HISTORY MONTH

WHEREAS, During Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, Dr. Carter Godwin Woodson, noted Black scholar and son of former slaves, initiated Black History Week on February 12, 1926 and Black History Month grew out of this establishment; and

WHEREAS, the observance of Black History Month calls our attention to the continued need to battle racism and build a society that lives up to its democratic ideals; and

WHEREAS, Black History Month also celebrates the achievements and contributions that African Americans have made in shaping our country, society, and communities; and

WHEREAS, the 2025 national theme for the observance is “African Americans and Labor;” and focuses on the many ways in which different forms of labor—free and unfree, skilled and unskilled, vocational and voluntary—have shaped the collective experiences of Black Americans; and

WHEREAS, the work Black people do and have done has been instrumental in shaping the lives, cultures, and histories of Black people and the societies in which they live; and

WHEREAS, the City of Pembroke continues to work toward becoming an inclusive community in which all citizens—past, present, and future—are respected and recognized for their contributions and potential contributions to our community, the state, the country, and the world; and

WHEREAS, the City of Pembroke is proud to honor the history and contributions of African Americans in our community, throughout our state, and nation.

NOW, THEREFORE, I, Mayor Tiffany Zeigler, do hereby proclaim February 2025 as Black History Month in the City of Pembroke and urge all citizens to celebrate our diverse heritage and culture, and continue our efforts to create a world that is more just, more peaceful, and more prosperous for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Pembroke, Georgia to be affixed this 4th day of February, 2025.

Tiffany Zeigler, Mayor

Attest:

Arlene Hobbs, City Clerk



RESOLUTION 2025__

RESOLUTION TO ENTER INTO CONTRACT WITH GOODWYN MILLS CAWOOD FOR SERVICES RELATED TO DISASTER RELIEF ASSISTANCE RELATED TO FILING APPLICATIONS WITH FEDERAL EMERGENCY MANAGEMENT AGENCY FOR REIMBURSEMENT RELATED TO HURRICANE HELENE

WHEREAS, the City of Pembroke has been impacted by Hurricane Helene with storm damage to city property and incurred expenses related to the storm and cleanup; and

WHEREAS, the City of Pembroke opened a Request for Proposal 24-015 for services related to assisting the City of Pembroke with filing applications and/or claims with the Federal Emergency Management Agency;

WHEREAS, the City of Pembroke has/will enter into a contract with Goodwyn Mills Cawood for services to assist with filing out applications with the Federal Emergency Management Agency for reimbursements of approved expenses;

WHEREAS, the current contract is set to expire once closeout of the applications and payments have been received by the City of Pembroke from the Federal Emergency Management Agency and/or the appropriate state agency;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PEMBROKE, GEORGIA, as the governing body of the City, that the City of Pembroke, Georgia hereby supports the contract with Goodwyn Mills Cawood for services related to Hurricane Helene Disaster Relief.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

ADOPTED AND APPROVED by the Mayor and City Council of Pembroke, Georgia, this 10th day of February 2025.

CITY OF PEMBROKE

By: _____
Tiffany Zeigler, Mayor

[SEAL]

Attest: _____
Arlene Hobbs, City Clerk

**STATE OF GEORGIA
 COUNTY OF BRYAN
 CITY OF PEMBROKE**

**RESOLUTION NO. 2025-02
 BUDGET ADOPTION AND APPROPRIATIONS ACT
 FOR FISCAL YEAR 2025
 AMENDED JANUARY 30, 2025**

A RESOLUTION TO PROVIDE FOR ADOPTION OF A BUDGET CONTAINING ESTIMATES OF PROPOSED REVENUES AND EXPENDITURES OF THE CITY OF PEMBROKE, GEORGIA, AND TO PROVIDE FOR THE LEVY OF TAXES FOR EXPENSES OF SAID CITY FOR THE YEAR BEGINNING JANUARY 1, 2025.

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF PEMBROKE, GEORGIA:

Section 1. That for the expenses of the government and its activities for the fiscal year, beginning January 1, 2025, and ending December 31, 2025, and the amounts in the following sections are hereby appropriated:

Section 2. That for the said fiscal year these is hereby appropriated out of the General Fund the following:

Governing Body	\$ 62,487
Election	\$ 0
General Fund	\$487,114
Municipal Court	\$ 80,846
Police Department	\$976,359
Street Prison Detail	\$ 70,030
Fire Department	\$375,012
Street/Sanitation	\$788,745
Mechanic Shop	\$166,643
Cemetery	\$ 19,100
MainStreet/DDA Program	\$ 5,535
Recreation Department	\$ 86,089
Planning & Zoning	\$ 170,208
Code Enforcement	\$ 31,344
Downtown Development Authority	<u>\$ 97,443</u>
Total	\$3,416,955

Section 3. That for the said fiscal year there is hereby appropriated out the Proprietary Fund (Utility Fund) the following:

Proprietary Fund	\$1,625,042
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Section 4. That for the said fiscal year there is hereby appropriated for special projects, estimated funding for the following:

SPLOST 7 & 8 Projects	\$3,342,500
TSPLOST	\$575,000

Arlene Hobbs

From: Dalton Cook
Sent: Monday, February 3, 2025 1:57 PM
To: Arlene Hobbs
Subject: Council agenda

Follow Up Flag: Follow up
Flag Status: Flagged

Can you please add these items to the agenda for surplus please? Steel, Lumber, Tin









Dalton Cook
City of Pembroke, Street Superintendent



**TASK ORDER NO. 1-GMC:
CITY OF PEMBROKE, GA**

Client: City of Pembroke, GA
Prime: Goodwyn Mills & Cawood LLC (GMC)
Project: Consulting Services Hurricane Helene
FEMA PA #: DR-4830-GA
Location: City of Pembroke, GA

Effective Date: February ____, 2025
Estimated End Date: February 2026
Subcontract Type: Time and Materials (T&M)

The services to be provided under this Task Order shall be in accordance with the terms and conditions of the Master contract between GMC and the City of Pembroke, GA, dated February ____, 2025. This Task Order only authorizes the provision of the following services described below for Hurricane Helene. A separate Task Order is required to provide work on any other project.

Any changes to payment terms must be authorized in writing. Verbal authorizations will not be binding.

Scope of Work: GMC shall provide personnel to support the City of Pembroke, GA in the following key functional areas on an as needed basis:

- **Scoping and Planning:** GMC shall work with the City to understand costs that are eligible for reimbursement, whether via FEMA, Insurance, HUD or from other sources of funding in accordance with the Master Contract.
- **Project Formulation & Project Worksheet Preparations:** GMC will coordinate the development of project worksheets and versions as required by GEMA and FEMA including scope changes, appeals, and assistance with all FEMA public assistance (PA) categories in accordance with the Master Contract in accordance with the Master Contract.
- **Project Mitigation:** GMC will work with the city to identify potential mitigation projects throughout the damaged area. Once projects are identified, GMC will provide an engineering cost estimate and develop the proper paperwork required to qualify FEMA 406 and GEMA 404 mitigation funding for the project in accordance with the Master Contract.
- **Other Services:** Services included in the Emergency Disaster Recovery and FEMA Public Assistance agreement executed on October 4, 2024

It is anticipated that the quantity of personnel required for each position will vary at different stages of the project. GMC will assess the quantity of personnel being provided and will adjust staffing levels as necessary. Any adjustments to staffing levels will be determined by GMC.

Compensation:

GMC will be compensated on the position and hours of services furnished multiplied by the rate listed in the Master Contract. **GMC Consulting shall not exceed a total cost of Fifty Thousand (\$50,000.00) dollars** for all project related labor, including any costs incurred under the Emergency PA agreement executed on October 4, 2024. Non-labor expenses shall be billed as follows: 1) Travel expenses including airfare, car rental and lodging shall be invoiced at cost, without mark-up; 2) Meals and incidentals shall be invoiced at the GSA per diem rate (no receipts are required); 3) mileage shall be invoiced at the federal published rate; 4) Other non-labor expenses as may be applicable to the project and preapproved by GMC and the City shall be invoiced at cost, without mark-up.

Due to uncertain nature of the scope of the work, scale and duration, the Not-To-Exceed value reflected in the Task Order is not guaranteed, but only a current estimate of the level of effort expected of GMC.



**TASK ORDER NO. 1-GMC:
CITY OF PEMBROKE, GA**

Invoicing:

GMC shall invoice the City of Pembroke, GA for services rendered in accordance with the Master Contract. Each invoice shall reference the above Project Number.

Acceptance:

**OWNER:
CITY OF PEMBROKE, GA**

**CONSULTANT:
GOODWYN MILLS CAWOOD, LLC**

Name: _____

Name: _____

Title: _____

Title: _____

Sec. 28-4. Noise.

- (a) *General prohibition.* The creating of any unreasonably loud or disturbing noise within the limits of the city is prohibited. ~~Plainly audible~~ noise of such character, intensity or duration as to be unreasonably detrimental to the life or health of reasonable persons, or that unreasonably disturbs the public peace and welfare, is prohibited.
- (b) *Specific acts declared in violation.* The following acts, among others, are declared to be unreasonably loud and disturbing noises in violation of this section, but this enumeration shall not be deemed to be exclusive, namely:
- (1) *Horns.* The sounding of any horn or signal device on any automobile, motorcycle, bus, or other vehicle, while not in motion except as a danger signal if another vehicle is approaching apparently out of control, or, if in motion, only as a danger signal; the creation by means of any such signal device of any unreasonably loud or harsh sound or the sounding of that device for an unreasonable period of time.
 - (2) *Musical instruments.* The playing of any radio, phonograph, or any musical instrument in such an unreasonable manner or ~~plainly audible~~ with such unreasonable volume during the hours between ~~12:00 p.m. midnight~~ and 7:00 a.m. as to unreasonably disturb the quiet, comfort, or repose of persons in any office, hospital, or in any dwelling, hotel, or other type of residence, or any persons in the vicinity, except this subsection shall not apply to schools of music between the hours of 7:00 a.m. and 10:00 p.m.
 - (3) *Voices.* Yelling, shouting, hooting, whistling, or singing on the public streets between the hours of ~~12:00 midnight p.m.~~ and 7:00 a.m., or at any time or place as to unreasonably disturb the quiet, comfort or repose of persons in any hospital, dwelling, hotel or other type of residence, or any persons in the vicinity.
 - (4) *Noisy vehicles.* The use of any automobile, motorcycle or vehicle so out of repair, so loaded or in any manner as to create unreasonably loud grating, grinding or rattling, or other noise.
 - (5) *Steam whistles.* The blowing of any steam whistle attached to any stationary boiler, except to give notice of the time to begin or stop work, or as a warning of fire or danger, or upon request of proper city authority.
 - (6) *Exhausts.* To discharge into the open air the exhaust of any stationary steam engine, stationary internal combustion engine, motor vehicle or motorboat engine, except through a muffler or other device which will effectively prevent loud or explosive noises therefrom.
 - (7) *Construction work.* The erection (including excavation), demolition, alteration or repair of any building in any residential district or section, the excavation of streets and highways in any residential district or section, other than between the hours of 7:00 a.m. and 6:00 p.m. on weekdays, except in cases of urgent necessity, and then only with a permit from the city, which permit may be granted for a period not to exceed 60 days while the emergency continues.
 - (8) *On streets of institutions requiring quiet.* The creation of any unreasonably excessive noise on any street adjacent to any school, institution of learning, church or court while same are in session, or adjacent to any hospital, which unreasonably interferes with the workings or sessions thereof.
 - (9) *Loudspeakers on vehicles.* The use of mechanical loudspeakers or amplifiers on trucks or other moving or standing vehicles for advertising or other purposes.
 - (10) *Animals, birds.* The keeping of any animal or bird which shall disturb the comfort or repose of any persons in the vicinity by making unreasonably long, continual or frequent noise.
- (c) *Exceptions.* None of the foregoing terms or prohibitions shall apply to or be enforced against:

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- (1) Any vehicle of the city while engaged in necessary public business;
 - (2) Excavations or repairs of bridges, streets or highways, by or on behalf of the city, county or state during the night season, when the public welfare and convenience renders it impossible to perform that work during the day, nor shall same apply to work performed by public utility companies under like conditions and circumstances, or when there is urgent necessity therefor; and
 - (3) The reasonable use of amplifiers or loudspeakers in the course of public addresses which are noncommercial in character.
- (d) *Parades, celebrations or performances exempt.* The prohibitions shall not be applicable to any parade, celebration or performance for which a written permit has been obtained prior thereto from the clerk.
 - (e) *Loudspeakers, sound trucks and amplifiers unlawful.* It shall be unlawful to use, maintain or operate loudspeakers, sound trucks, amplifiers or other mechanical or electrical devices for increasing the volume of sound upon the streets, sidewalks, parks or other public places of the city, provided that nothing in this section shall apply to the United States of America, the state, the county, the city, or to public agencies.

(Code 2005, § 9-1-4)