

PEMBROKE CITY COUNCIL MEETING MINUTES
February 8, 2016

The monthly meeting of the Pembroke City Council was held on Monday, February 8, 2016 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor, Judy B. Cook; Councilmembers; Diane Moore, Tiffany Walraven, Ernest Hamilton, Johnnie Miller and Karen Lynn. Also in attendance: City Clerk, Betty Hill and City Attorney, Thomas Branch.

CALL TO ORDER & AMENDMENT OF AGENDA . . . The meeting was called to order by Mayor Cook, who requested that the agenda be amended to include a letter of commendation. A motion was made by Tiffany Walraven to amend the agenda as requested. Diane Moore seconded the motion that carried unanimously.

INVOCATION & PLEDGE The invocation was given by Adjutant Ernie Mitchell, retired Navy Command Master Chief of the American Legion Post 164; Bryan County Elementary School BETA Club Member, Julian Nicholson led the pledge to the flag.

ADOPTION OF MINUTES The motion to adopt the minutes of the January 11, 2016 regular meeting was made by Johnnie Miller, seconded by Ernest Hamilton and agreed upon by all. Diane Moore made a motion to approve the minutes of the January 20, 2016 called meeting. The motion was seconded by Tiffany Walraven and approved by all. Tiffany Walraven made the motion to approve the January 28, 2016 called meeting minutes as presented. Karen Lynn seconded the motion that carried unanimously.

PUBLIC COMMENTS The Mayor opened the floor for public comments. No comments were presented.

LETTERS OF COMMENDATION At this time, Chief Alexander presented Letters of Commendation to Corp. William Wayne and Sgt. Warren Millikan (unable to attend) for their participation in the investigation and solving of several cases of entering autos and theft of property.

AMERICAN LEGION FLAG COMMITTEE – Holiday Flag Display Request Flag Committee Secretary, Sharroll Fanslau presented a request for permission to post the flag display in the downtown area (see attached). The motion to approve the request was made by Tiffany Walraven and seconded by Ernest Hamilton. Upon opening the floor for discussion, Councilman Walraven requested clarification about why the Memorial Day request stated that flags would only be posted for deceased individuals. Ms. Fanslau stated that in the past, when the Auxiliary was considering not to purchase anymore flags, 7 living residents purchased flags. The motion was agreed upon by all.

Johnnie Miller proposed to recruit the services of the ROTC to erect the flags as a community service project and to contact Karen Lynn as a liaison.

DOWNTOWN DEVELOPMENT AUTHORITY – Street Closure Requests The DDA submitted a street closure request for 2016 events (see attached). Diane Moore made a motion to approve the street closure requests as submitted. Johnnie Miller seconded the motion that carried unanimously.

DUBOIS SQUARE – Designation as a City Park The Mayor reported that the City purchased this property several years ago from the DuBois Family but has never officially named the park. Tiffany Walraven made a motion to designate the park as DuBois Square. Diane Moore seconded the motion that carried unanimously. The Mayor reported that staff will gather information to purchase and erect a sign on the property. The motion carried unanimously.

ARBOR DAY PROCLAMATION The Mayor read the proclamation designating February 19, 2016 as Arbor Day in Pembroke. Ms. Fanslau reported that a tree planting ceremony is scheduled at the City Municipal Park at 10:00 a.m. on the 19th.

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COMMUNITY DEVELOPMENT BLOCK GRANT – Selection of Grant Administrator Upon review of the proposals submitted by Bob Roberson and Associates, Inc. and Associates in Local Government Assistance, Inc. and the evaluation scores compiled by the Review Committee, a motion was made by Tiffany Walraven to accept the Associates in Local Government Assistance to administer the grant. The motion was seconded by Ernest Hamilton and agreed upon by all.

REVOCABLE LICENSE/IDEMNITY AGREEMENT – Recreational Use of Ballfield Following the action of the Council at the January 28, 2016 called council meeting, allowing Sandy Hughes to prep and use the City Ballfield, the Attorney advised that an Indemnity Agreement be officially approved. A motion was made by Tiffany Walraven to ratify the Mayor’s actions in signing the Agreement. The motion was seconded by Diane Moore and approved by all.

DEPARTMENT REPORTS Chief Alexander reported that community surveys have been distributed asking for data from the citizens and he is in receipt of 45 thus far. Street Superintendent Larry Todd reported on several projects including the pouring of 107’ of sidewalk on Benton Street. The Clerk called attention to the public hearing scheduled for February 9, 2016 at 1:00 to hear questions and comments on the CDBG Grant application. She also reminded city residents to complete the CDBG surveys in support of the grant application. Johnnie Miller relayed to the Fire Chief that he was made aware of a free smoke detector program. The Chief reported that he was in the process of applying for it. Mr. Miller also reported that he and Mandy Toole have been working with Hendrix Park about some integrated recreation programs.

COMMITTEE REPORTS The Water Committee met and agreed to recommend an amendment to Schedule of Fees as it relates to the Reconnection Fees. Tiffany Walraven made a motion to amend the Schedule to reduce the Reconnection Fee from \$50.00 to \$35.00 with a reevaluation in 6 to 12 months. The Attorney reported that he will work on an amendment to the ordinance and also wanted to clarify the motion before it was seconded that the comparison will be to see if the arrearages continue to change or grow. The motion was seconded by Johnnie Miller and approved by all.

MAYOR’S REPORT As stated at the last meeting, the Mayor presented a list of her goals for 2016. This list will be reviewed at the Staff Meeting on February 9th. She asked the Council to please let her know if they had anything they wished to add.

EXECUTIVE SESSION – Land Acquisition A motion was made by Tiffany Walraven to enter into executive session to discuss land acquisition. This was seconded by Diane Moore and agreed upon by all.

Following the executive session, a motion was made by Diane Moore to come out of the executive session and enter back into the open council meeting. The motion was seconded by Ernest Hamilton and approved by all.

ADJOURNMENT The motion to adjourn the meeting was made by Tiffany Walraven, seconded by Johnnie Miller and agreed upon by all.

ATTEST:

Betty K. Hill, City Clerk

Judy B. Cook, Mayor