

**PEMBROKE CITY COUNCIL MEETING MINUTES**  
**January 11, 2016**

The monthly meeting of the Pembroke City Council was held on Monday, January 11, 2016 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor, Mary Warnell; Councilmembers; Diane Moore, Tiffany Walraven, Ernest Hamilton, Johnnie Miller and Kimberly McGhee. Also in attendance: City Clerk, Betty Hill; Mayor Elect, Judy B. Cook and Councilmember Elect, Karen Lynn.

**CALL TO ORDER, INVOCATION & PLEDGE . . . . .** Mayor Warnell welcomed attendees and called the meeting to order; the invocation was given by Rev. Jim Sullivan, Pastor of the Pembroke Christian Church; the pledge to the flag was led by American Legion-Junior Vice Commander, Marvin Miller.

**MINUTES . . . . .** A motion was made by Diane Moore and seconded by Tiffany Walraven to approve the minutes of the December 14, 2015 city council meeting. The motion carried.

The motion to approve the minutes of the December 21, 2015 called meeting was made by Johnnie Miller, seconded by Ernest Hamilton, and agreed upon by all.

**OATH OF OFFICE . . . . .** Prior to introducing Judge Davis, Mayor Warnell addressed the audience, stating that when elected as mayor she pledged to continue to follow the 4-H Motto to, "To Make the Best Better." She then reviewed accomplishments made during the last four years, thanks to the hard work of the city council, employees, volunteers and representatives. She expressed her gratitude stating that, "It has been an honor and a privilege to serve as Mayor for the City of Pembroke."

On behalf of the City Council and employees, Johnnie Miller presented a hand painted depiction of the "Art Centre", commissioned by Carol Duggar, to Mayor Warnell and thanked her for her service to the City.

At this time, the Mayor introduced Probate Judge, Sam Davis who 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 Mayor Cook would reconvene the meeting following the reception.

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

**PUBLIC COMMENTS . . . . .** No comments were presented.

**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 Tiffany Walraven to appoint Randy Alexander as Chief of Police. The motion was seconded by Ernest Hamilton and agreed upon by all.
2. **City Clerk** - Diane Moore made the motion to appoint Betty Hill as City Clerk. Johnnie Miller seconded the motion that carried.
3. **City Attorney** - A motion was made by Johnnie Miller to appoint Carol Miller as Interim City Attorney. The motion was seconded by Diane Moore and approved by all.

**MAYOR'S FY 2016 COMMITTEE APPOINTMENTS . . . . .** Mayor Cook appointed the following committees:

POLICE - LYNN, HAMILTON	FIRE - MOORE, WALRAVEN
FINANCE - MOORE, MILLER	RECREATION - MILLER, LYNN
STREET - HAMILTON, MOORE	WATER - MILLER, WALRAVEN
HUMAN RESOURCE - LYNN, WALRAVEN	CEMETERY - MOORE, HAMILTON

**COMPENSATION OF EMPLOYEES . . . . .** Tiffany Walraven made a motion to set the salaries for employees for 2016 as presented. The motion was seconded by Johnnie Miller and agreed upon by all.

**FIRST BANK OF COASTAL GEORGIA – Resolution . . . . .** Johnnie Miller made a motion to approve a resolution (see attached) authorizing the mayor to be listed as a signatory on City of Pembroke finance agreements. Tiffany Walraven seconded the motion that was agreed upon by all.

**GMEBS LIFE & HEALTH PROGRAM – 2nd Reading & Adoption of Ordinance . . . . .** A motion was made by Tiffany Walraven to dispense with the entire reading of the ordinance. Ernest Hamilton seconded the motion that carried. The motion to adopt the ordinance to provide for participation in the Georgia Municipal Employees Benefit System Life and Health Insurance Program was made by Tiffany Walraven, seconded by Diane Moore and agreed upon by all.

**RAY BUTLER – Old Mill Apartments Variance Request and Phase II Contract Agreement . . . . .**

1. A motion was made by Tiffany Walraven to approve the variance for Phase II of Old Mill Apartments as requested by Ray Butler (see attached). The motion was seconded by Ernest Hamilton and approved by all.
2. Diane Moore made a motion to enter into the agreement with Ray Butler (see attached) which outlines the existing debt for fees incurred for Phase I of \$55,000 and Phase II fees and connection timeline. Johnnie Miller seconded the motion that carried unanimously.

**RICHARD E. McCoy – Project Coordinator Agreement . . . . .** Councilmember Walraven reviewed a contract between the City of Pembroke and Mr. McCoy to provide services a Project Coordinator overseeing special projects within the City. A motion was made by Johnnie Miller to approve the agreement (see attached) with Mr. McCoy as presented. The motion was seconded by Karen Lynn and carried, with Walraven abstaining from the vote.

**CREDIT CARD POLICY . . . . .** The Clerk reported that the Georgia General Assembly established guidelines providing that governments authorize the issuance and establish policies regarding the use of credit cards for elected officials. The motion to approve the City of Pembroke Purchasing Card Policy (see attached) was made by Diane Moore and seconded by Johnnie Miller. The motion carried unanimously.

**PLANNING & ZONING . . . . .** Charlotte Bacon, Chairman of the Planning Commission presented the following recommendations taken at their last meeting:

1. **Conditional Use Permit – Rachel Kendrick** - The Planning Commission reviewed a Conditional Use application submitted by Rachel Kendrick, requesting a Home Occupation Permit. The application is requesting approval to establish an online women's accessories boutique service (office only) from her residence located at 580 Mason Road. The property is currently zoned R-1 (Single Family Residential) and is listed on the Bryan County Tax Digest as 0111-032-01. The Commission recommended approval of said application. Ernest Hamilton made a motion to accept the recommendation of the Planning Commission and approve the Home Occupation Permit. Johnnie Miller seconded the motion that carried unanimously.
2. **Commission Member Reappointments** – The Planning Commission recommended that Johnny Tuten and Dave Williams be reappointed to serve another term on the Commission as their terms expire this month. Tiffany Walraven made a motion to reappoint Johnny Tuten and Dave Williams to the Planning & Zoning Commission for an additional four years. Diane Moore seconded the motion that passed unanimously.

**DEPARTMENT REPORTS . . . . .**

**Clerk** – The Clerk reminded the elected officials of the Personal Financial Disclosure and Campaign Contribution reporting requirements.

She also reported that Shandolyn Smith with the Rural Development office called and requested that a meeting be scheduled to approve the USDA Well & Tank Grant/Loan project. It was agreed to schedule a called meeting for either January 20<sup>th</sup> at 3:30 or the 21<sup>st</sup> at 3:30. The Clerk will present the two dates to the USDA and when a date is agreed upon will notify all parties and schedule the meeting.

**COMMITTEE REPORTS . . . . .** The Mayor advised the Committees that if they have anything they would like to address to please notify her so meetings can be scheduled. The Clerk reminded them that a meeting of two or more councilmembers constitutes an open meeting and must be advertised and opened to the public.

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

**ATTEST:**

Betty K. Hill  
Betty K. Hill, City Clerk

Judy B. Cook  
Judy B. Cook, Mayor