

**PEMBROKE CITY COUNCIL  
MEETING MINUTES  
FEBRUARY 12, 2018**

The monthly meeting of the Pembroke City Council was held on Monday, February 12, 2018 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor Judy B. Cook; Councilmembers Johnnie Miller, Ernest Hamilton, Karen Lynn, Diane Moore and Tiffany Walraven. Attorney Dana Braun and City Clerk, Sharroll Fanslau were also present.

**CALL TO ORDER . . .** The meeting was called to order by Mayor Cook.

**INVOCATION** – Jim Sullivan, Pastor Pembroke Christian Church

**PLEDGE OF ALLEGIANCE . . .** Mayor and Council led the Pledge of Allegiance

**ADOPTION OF MINUTES . . .** A motion to adopt the minutes as presented of the January 12, 2018 council meeting was made by Tiffany Walraven, seconded by Diane Moore and agreed upon by all.

**APPOINTMENT AND CONTRACT OF CITY ADMINISTRATOR . . .** A motion was made by Tiffany Walraven to appoint Paul Alex Floyd as City Administrator and to enter into a contract with him as submitted. The motion was seconded by Johnnie Miller and agreed upon by all.

**BREAK**

**RETURN FROM BREAK**

**PUBLIC COMMENTS . . .** None

**PLANNING AND ZONING / PUBLIC HEARING . . .** Rezoning Amendment – 1088 Hwy 280 W. – A motion to wave the entire reading of the amendment was made by Karen Lynn, a second by Johnnie Miller and agreed upon by all. A motion to adopt the amendment was made by Johnnie Miller, a second by Karen Lynn and agreed upon by all. This constitutes the 2<sup>nd</sup> reading and adoption of the Rezoning Amendment as presented.

**ARBOR DAY PROCLAMATION . . .** The Mayor read the proclamation designating February 16, 2018 as Arbor Day in Pembroke. Alex Floyd reported that starter trees would be available for purchase at City Hall on Friday all day.

**BRYAN COUNTY HIGH SCHOOL BAND BOOSTERS** – A request for bucket brigade on March 3, 2018 was read by Sharroll Fanslau. A motion to approve the request was made by Tiffany Walraven, a second by Karen Lynn and agreed upon by all.

**FINAL APPROVAL – RIGHTSPOT GIS SERVICES . . .** A motion was made by Tiffany Walraven to approve the RightSpot GIS Services contract as presented. A second was made by Diane Moore and approved by all.

**DEPARTMENT REPORTS . . .**

Police Department – no report

Fire Department – Chief Waters announced a new nature trail which is 2/10 mile by the upcoming new Public Safety Complex has been completed.

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### DEPARTMENT REPORTS (continued)

Downtown Development Authority – Alex Floyd announced the winner of the Valentine’s Day Contest as Raymond and Rose Oliver. Mr. Floyd also announced that there will be 250 tree starts available for purchase on Friday at City Hall. March 1 will be the next meeting and a Comprehensive Plan hearing will be held on February 22, 2018 at 6:30 p.m. at the J. Dixie Harn Center. The next one will be held on March 12, 2018.

### COMMITTEE REPORTS

Human Resources – Tiffany Walraven announced the recommendation from the Downtown Development Authority to advertise for a part-time MainStreet Director. A motion was made by Tiffany to approve the job description present and adopted by DDA. A second was made by Johnnie Miller and agreed upon by all.

Water – A motion was by Diane Moore to increase the new customer water deposit to \$150.00 plus a \$15.00 administration fee. A second was made by Ernest Hamilton and agreed upon by all.

Recreation – A motion was made by Johnnie Miller to increase the rental of the J. Dixie Harn Community Center to \$200.00, no deposit refund, and no use for a minimum one year if not left in proper condition as noted on the agreement to rent. A second was made by Karen Lynn and agreed upon by all.

**EXECUTIVE SESSION** (if needed) . . . Discussion, Personnel, Litigation, Real Estate – Diane Moore made a motion to go to executive session; Ernest Hamilton made a second and all agreed. A motion was made to return to general session by Karen Lynn; a second was made by Tiffany Walraven and all agreed.

**PROPERTY ACQUISITION** . . . A motion was made by Johnnie Miller to deed the property known as the “V” located at Highway 67 and Strickland Street, to the Downtown Development Authority. A second was made by Diane Moore and agreed upon by all. Tiffany Walraven recused herself.

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

**ATTEST:**

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Sharroll Fanslau, City Clerk

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Judy B. Cook, Mayor