

PEMBROKE CITY COUNCIL MEETING MINUTES
November 10, 2014

The monthly meeting of the Pembroke City Council was held on Monday November 10, 2014 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor, Mary Warnell, Councilmembers; Ernest Hamilton, Johnnie Miller, Diane Moore, Tiffany Walraven and Kimberly McGhee. Also in attendance: City Attorney Richard Braun and City Clerk, Betty Hill.

CALL TO ORDER, INVOCATION AND PLEDGE The meeting was called to order by Mayor Warnell; a moment of silence was observed for the invocation which was followed by the pledge to the flag.

MINUTES A motion was made by Johnnie Miller to approve the minutes of the October 13, 2014 city council meeting as presented. The motion was seconded by Ernest Hamilton and agreed upon by all.

PUBLIC COMMENTS No requests were submitted.

INDUSTRIAL BLVD RESURFACING CONTRACT – Construction Bid Award. Matthew Barrow reported that two bids were submitted for resurfacing of Industrial Boulevard which included alternate prices to use thermoplastic striping instead of paint. Based on the project budget, it was the recommendation of P. C. Simonton & Associates to award the base contract, with paint striping, to Sikes Brothers, Inc. in the amount of \$42,435.60. Diane Moore made the motion to award the bid as recommended to Sikes Brothers, Inc. in the amount of \$42,435.60. Tiffany Walraven seconded the motion that carried unanimously.

PLANNING & ZONING – Home Occupation Permit/Susie Bulloch The Planning Commission reviewed a Conditional Use application submitted by Susie Bulloch, requesting a Home Occupation Permit. The purpose of the application was to operate a cleaning service (office only) from her residence located at 151 Poplar Street. The property is currently zoned R-1 (Single Family Residential) and is listed on the Bryan County Tax Digest as P02-08-003. The Commission recommended that council approve the home occupation with the stipulation that the permit would be for office use only. Diane Moore made the motion to approve the Home Occupation as recommended by the Commission. Tiffany Walraven seconded the motion that carried.

GMEBS PENSION COMMITTEE APPOINTMENT. Ricky McCoy currently serves as an employee representative on the GMEBS Pension Committee. Due to his pending retirement, he will need to be replaced. Johnnie Miller made a motion to appoint Downtown Development Coordinator, Sharroll Fanslau to replace Ricky McCoy effective January 1, 2015. Diane Moore seconded the motion that was agreed upon by all.

FY 2014 BUDGET AMENDMENT RESOLUTION. The Council reviewed a recommendation from the Clerk to amend the FY 2014 Budget to provide for the structuring of the Drug Free Coalition, property purchases, and unexpected building maintenance. A motion was made by Tiffany Walraven and seconded by Ernest Hamilton to adopt the resolution amending the 2014 Budget (see attached) as presented. The motion to adopt the resolution carried unanimously.

PUBLIC SAFETY DIRECTOR – Contract. A motion was made by Tiffany Walraven to approve an agreement (see attached) with William E. Collins providing services to the City of Pembroke as the Public Safety Director. The motion was seconded by Diane Moore and agreed upon by all to approve the contract.

SURPLUS – Playground Equipment. The recreation department requested permission to dispose of the playground equipment set at the City Park at 91 Lanier St. Following some discussion, Johnnie Miller made a motion to place the equipment on the GovDeals Auction site and accept bids to sell the equipment fully erected. It would be the responsibility of the buyer to tear down and remove the equipment. Ernest Hamilton seconded the motion that carried unanimously.

DEPARTMENT REPORTS Interim Chief Strickland reported that the F. O. Miller Police Precinct is open and operational.

Sharroll Fanslau reported that the Spooktacular was a success, netting \$1,646 in proceeds towards the fitness trail project; the BBQ cook-off was a huge success; and the Quilt Exhibit had approximately 250 visitors. The Christmas activities will kick off on December 6, 2014 with the Tree Lighting and the opening of the “Festival of Trees” exhibit at the Art Center.

COMMITTEE REPORTS A motion was made by Diane Moore to approve the employee Holiday Schedule as presented by the Mayor. The motion was seconded by Johnnie Miller and agreed upon by all.

EXECUTIVE SESSION – Land Acquisition & Personnel A motion was made by Tiffany Walraven to enter into executive session to discuss land acquisition and personnel. This was seconded by Johnnie Miller and agreed upon by all.

Following the executive session, a motion was made by Johnnie Miller to exit the executive session and enter back into the open council meeting. The motion was seconded by Ernest Hamilton and approved by all.

Tiffany Walraven made a motion to direct the City Clerk to advertise for a City Administrator employment position. Johnnie Miller seconded the motion that carried unanimously.

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

ATTEST:

Betty K. Hill
Betty K. Hill, City Clerk

Mary V. Warnell
Mary V. Warnell, Mayor