

PEMBROKE CITY COUNCIL MEETING MINUTES

JANUARY 11, 2021

The monthly meeting of the Pembroke City Council was held on Monday, January 11, 2021 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor Judy Cook and Mayor Pro-Tem Johnnie Miller; Councilmembers: Ernest Hamilton, Karen Lynn, Diane Moore and Tiffany Walraven. Also in attendance were City Attorney Dana Braun and City Clerk Cathy Rushing.

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

INVOCATION.... The invocation was given by Mayor Pro-Tem Johnnie Miller.

PLEDGE OF ALLEGIANCE.... The Pledge of Allegiance was led by Lilly, Maddie and Jeremiah Walraven.

ADOPTION OF MINUTES.... A motion was made by Karen Lynn and seconded by Tiffany Walraven to approve the minutes of the regular meeting held December 14, 2020. The motion carried.

PUBLIC COMMENTS.... There were no public comments.

AGENDA AMENDMENT.... Mayor Cook presented 2 items that needed to be added to the agenda. Tiffany Walraven made a motion to amend the Agenda to place as Item 13 the discussion of the St. Joseph's building and Gamble Building.

ELECTION ON MAYOR PRO-TEM.... Current Mayor Pro-Tem Johnnie Miller made a motion to elect Tiffany Walraven as Mayor Pro-Tem. He stated that it was time for someone with new and younger connections to the Atlanta crew to have this position. He says he feels that is it essential to the City. Diane Moore seconded the motion. It was agreed upon by all.

APPOINTMENTS.... Tiffany Walraven made a motion to appoint William Collins as Police Chief for 2021. Ernest Hamilton seconded the motion, and it was agreed upon by all.

Johnnie Miller made a motion to appoint Cathy Rushing as City Clerk. Mayor Cook stated that this would be a 2-year appointment. Karen Lynn seconded the motion. It was agreed upon by all.

Diane Moore made a motion to appoint Dana Braun as City Attorney for 2021. Karen Lynn seconded the motion, and it was agreed upon by all.

DESIGNATION OF DEPOSITORIES.... Tiffany Walraven made a motion to designate First Bank of Coastal Georgia as a depository for 2021. Karen Lynn seconded the motion. The motion was agreed upon by all.

Tiffany Walraven made a motion to designate Ameris Bank as a depository for 2021. Diane Moore seconded the motion, and it was agreed upon by all.

MAYOR'S FY 2021 COMMITTEE APPOINTMENTS.... Mayor Cook presented the following Committee Appointments for 2021:

Public Safety	Hamilton/Walraven
Finance	Lynn/Moore
Street	Hamilton/Moore

Water	Miller/Walraven
Human Resources	Lynn/Miller
Cemetery	Miller/Walraven
Mechanic Shop	Hamilton/Moore
Recreation	Lynn/Miller

APPROVAL OF COMPENSATION OF EMPLOYEES.... Tiffany Walraven made a motion to approve the compensation of employees as set forth in the 2021 Budget. Karen Lynn seconded the motion, and it was approved by all.

2021 COUNCIL MEETING DATES.... Mayor Cook presented the following dates for the 2021 Council Meetings:

January 11, 2021	July 12, 2021
February 8, 2021	August 9, 2021
March 8, 2021	September 13, 2021
April 12, 2021	October 11, 2021
May 10, 2021	November 8, 2021
June 14, 2021	December 13, 2021

PEMBROKE 2020 ROAD & WATER IMPROVEMENTS PROJECT BID AWARD.... Mayor Cook presented the bids for the 2020 Road and Water Improvements project. M.E. Sack recommends award of the project to the lowest responsible bidder, Y-Delta, Inc., based on provided credentials as well as a competitive and thorough bid estimate. This project includes the Harry Hagan Intersection, Circle Drive and Judith Street, and Camellia Drive. Diane Moore made a motion to award the bid for the 2020 Road and Water Improvement project to Y-Delta, Inc. in the amount of \$375,667.96. Karen Lynn seconded the motion. The motion was approved by all.

DISCUSSION OF ST. JOSEPH'S BUILDING AND GAMBLE BUILDING.... A recommendation was received from M.E. Sack Engineering to waive the water and sewer connection fees of \$2,923.80 and the water and sewer tap fees for a 2" meter in the amount of \$3,540.00, for a total of \$6,463.80. This will reduce the cost to St. Joseph Candler to develop the new infusion center in the City. St. Joseph's is considering a 6" line instead of a 2" line, at their expense, which would benefit the City of Pembroke. Tiffany Walraven made a motion to waive the fees for the St. Joseph's building in the amount of \$6,463.80 pending the approval of the City Attorney after he researches whether the Council has the authority to waive these fees. Karen Lynn seconded the motion, and it was approved by all.

The Downtown Development Authority requested, on behalf of JN Gamble Group, tap and connection fee abatement for a new restaurant that will be occupying two bays at 175 S. Railroad Street (Oak Mann Plaza), in the amount of \$4,900.00. The DDA is hopeful that Council will approve this fee abatement so that future developments do not find the tap and connection fees cost prohibitive. Johnnie Miller made a motion to waive the fees for the Gamble Building in the amount of \$4,900.00 pending the approval of the City Attorney after he researches whether the Council has the authority to waive these fees. Diane Moore seconded the motion, and it was agreed upon by all.

DEPARTMENT REPORTS.... Fire Chief Peter Waters, DDA Executive Director Renee Hernandez and City Clerk Cathy Rushing, gave reports from each of their departments.

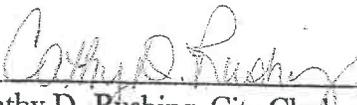
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COMMITTEE REPORTS.... Tiffany Walraven gave a report on the CHIP project and how all four homes have sold, and the City has received \$438,623.36. These funds will go right back into the next project that will be 6 new constructions on Dubois Square site.

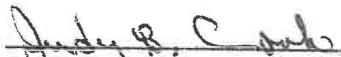
Johnnie Miller gave a report on the Ash Branch Manor Open House that will be January 13th & 14th from 11:00 a.m. to 3:00 p.m.

ADJOURNMENT.... With no further business, Mayor Cook asked for a motion to adjourn. Tiffany Walraven made a motion, with a second by Karen Lynn, to adjourn. The motion was agreed upon by all.

ATTEST:



Cathy D. Rushing, City Clerk



Judy B. Cook, Mayor