PEMBROKE CITY COUNCIL
MINUTES
JULY 14, 2025

The regular meeting of the Pembroke City Council was held on Monday, July 14, 2025, at City Hall with the following members present Mayor Tiffany Zeigler, Mayor Pro-Tem Johnnie Miller, Councilmembers Sharon Lewis, Ernest Hamilton, Diane Moore, and Ed Bacon. Also present were City Administrator Chris Benson, City Attorney Dana Braun, City Clerk Arlene Hobbs, and City Engineers Marcus Sack and Logan Irvine.

CALL TO ORDER INVOCATION AND PLEDGE…Mayor Zeigler called the meeting to order at 7:00pm. The invocation was offered by Pastor James Davis of Lower Ash Branch Church. Mayor Pro-Tem Miller led the pledge of allegiance to the flag.

MINUTES… A motion was made by Diane Moore and seconded by Ernest Hamilton to approve the minutes of June 9, 2025; regular council meeting as presented. The motion carried unanimously.

PUBLIC COMMENTS

1. Ella Moore, 32 Clara Street, spoke about the canal located behind Clara Street and wanted to know who was responsible for maintenance. She presented the mayor and council with a letter addressing the concerns of all the residents on Lucious Drive, Clara Street and Garrison Street.
2. Ron Kinder of the Pembroke Flag Committee presented a Certificate of Appreciation for the support and dedication to the Flag Committee.

INTRODUCTION OF JUNIOR POLICE…Janice Mizell of the Police Auxiliary presented members of the Junior Police. They are Izzy Harvey, Rowan Shuman, Liam Shuman, Sadie Wise, and Mya France. The group is learning about bike safety, swimming safety and bus safety.

APPROVAL OF MEETING AGENDA…A motion to approve the meeting agenda as presented was made by Johnnie Miller, seconded by Ed Bacon. The motion carried unanimously.

CONSENT AGENDA…A motion to approve the consent agenda was made by Diane Moore, seconded by Sharon Lewis. The motion carried unanimously.

1. **Approval of the reappointment/appointment of Mr. Steven Asplund as the non-public representative for the City of Pembroke to serve on the CRC Council.**
2. **Approval of a Resolution of Acceptance from GeorgiaForward, Inc. for funding of the Mayor's Youth Council Placemaking Grant.**
3. **Approval of Park(ing) Day Proclamation.**
4. **Approval of the appointment of Anne Barton, Jeramie Thurston, Christina Waters, and Shalah Beckworth to the Pembroke Tree Board.**
5. **Approval of the Friends of Tos Theatre Summer Arts Extravaganza to be held on August 2, 2025, from 1pm to 6pm at the Mikell Foxworth Gym.**

PUBLIC HEARINGS

1. **Applicant, Amanda Fredette, is requesting a conditional use permit to operate a Home Occupation at 330 Bowers Street, Parcel #P04 03 010.** Derek Cathcart presented the applicant's request which is within guidelines for a home occupation permit. Staff and planning commission recommend approval.

ACTION AGENDA

1. **Approval of conditional use permit to operate a Home Occupation at 330 Bowers Street, Parcel #P04 03 010.** A motion to approve was made by Diane Moore and seconded by Johnnie Miller. The motion carried unanimously.
2. **Approval of the Intergovernmental Agreement between Bryan County, the City of Pembroke, and the City of Richmond Hill to collect FLOST (Floating Local Option Sales Tax) for the purpose of reducing property taxes.** A motion to approve was made by Diane Moore and seconded by Johnnie Miller. The motion was approved with Ed Bacon opposed.
3. **Approval of bid award for the Wastewater Treatment Plant Expansion to Southern Civil, LLC, contingent upon GEFA financing loan approval.** A motion to approve was made by Ed Bacon and seconded by Johnnie Miller. The motion carried unanimously.

DEPARTMENT REPORTS…

Police – Chief Tyson reported the department has a new officer, D'Kari Brown, who will be introduced at next month's meeting. She also reminded everyone about the National Night Out event being held at the elementary school on July 24, 2025, at 6pm. Back to school supplies will be available for those in need. A similar event will be held at Sawmill on July 19, 2025, at 10am. Mayor Pro-Tem Miller inquired about the window tint law and suggested we provide this information for public awareness.

Fire – Chief Waters reported that the department addressed 85 calls during the month of June. He also reported that the summer fire camp was again a success. The department has also been attending joint training with Evans and Bryan County in swift water rescue.

DDA – Fernanda reported on the working being done to the new website. She also reminded everyone about the 120-year anniversary of the city incorporation and is looking for volunteers to assist in planning a commemoration.

P&Z – Derek informed everyone that the regular meeting of the planning and zoning commission for July had been cancelled due to a lack of necessity. Mr. Hamilton inquired about the opening of the Huddle House, which is scheduled for August 5, 2025.

City Administrator – nothing to report.

City Attorney – nothing to report.

City Clerk – nothing to report.

COMMITTEE REPORTS…Mayor Pro-Tem Miller announced that Mayor Zeigler was recognized at the June GMA convention as one of nine officials with over 400 hours of training.

EXECUTIVE SESSION… none.

ADJOURNMENT…There being nothing further to discuss, at 7:38 pm a motion to adjourn the meeting was made by Johnnie Miller, seconded by Sharon Lewis. The motion passed unanimously.

ATTEST:

CITY OF PEMBROKE * BRYAN COUNTY, GA * SEAL

Arlene Hobbs, City Clerk

Tiffany M. Zeigler, Mayor