Pembroke City Council
Workshop Agenda
August 11, 2025
6:00 P.M.

1. **Occupational License – change to section 40-61 of the ordinance regarding Occupational Licenses – change to the amount of penalty and interest (Arlene).**
2. **Nuisance Law (Ed Bacon).**
3. **Executive Session (if necessary).**

Please come in time to eat before the 7:00 council meeting.

Sec. 40-61. Due date, penalties and interest.

A penalty is imposed on each business and practitioner of an occupation which or who fails to apply for and obtain appropriate registration and to pay any and all regulatory and occupation taxes required by this chapter prior to March 1 of each year. Said penalty shall be in the amount of ten percent of the regulatory and occupation tax determined to be due and owing under the provisions of this chapter. Such delinquency shall also bear interest at the rate of one percent for each month or partial month of such delinquency. Penalties provided herein shall be in addition to any other penalties, civil or criminal, which may be applicable.

(Code 2005, § 2-5-37)

CHANGE REQUESTED

10% TO 25%

1% TO 10%

Pembroke City Council
Agenda
August 11, 2025
7:00 P.M.

A. Call to Order

B. Invocation – Senior Elder Solomon Smith of Branches of Faith Community Church

C. Pledge of Allegiance

D. Adoption of Minutes – July 14, 2025

E. Public Comments

F. Presentation – Police Department - Lexipol Public Safety Policy Management System

G. Proclamation – Mayor's Reading Club

H. Approval of Meeting Agenda

I. Consent Agenda
1. **Approval of the Bryan County High School JROTC to hold a boot drive on Saturday, September 6, 2025, from 9am to 12pm.**
2. **Approval of the Bryan County Band Boosters to hold a bucket brigade on Saturday, October 11, 2025, from 9am to 12pm. Backup rain date will be October 18, 2025.**

J. Action Agenda
1. **Approval of the appointment of Chris Howard to the Pembroke Tree Board.**

K. Department Reports

L. Committee Reports

M. Executive Session for the purpose of discussing personnel, land acquisition, and/or litigation as allowed by O.C.G.A., Title 50, Chapter 14.

N. Adjournment

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:

Arlene Hobbs, City Clerk

Tiffany M. Zeigler, Mayor

Lexipol Presentation

Greeting Mayor and council. Tonight, I would like to discuss Lexipol policy and training benefits.

The cost of this program is $35,000 to implement. The benefits of this program are limited liability through vetted policies. This service reviews and modifies our current policies to meet all local, state and federal guidelines. Once policies are reviewed and updated, Lexipol attorneys will defend our department in any lawsuit that challenges our policy. If an officer and city are sued Lexipol attorneys will defend the officer and city at no cost. (Lexipol has not lost a case defending policy to date.) That alone is worth the money in my opinion. Lexipol currently has over 11,000 agencies they support.

Another part of these services is the online training program which is recognized by Georgia P.O.S.T. council. This means that the online training they receive will go toward their required yearly training hours. This will save money by having online training vs sending them to other locations for training.

I could continue to write a summary of all the things they offer but to make it easier I will list them in bullet points. If you have any questions, I will answer them as I read.

- ✓ Yearly review of our policies to make sure they are updated for any changes in the laws which are required by G.A.C.P and C.L.E.A.
- ✓ If the law changs, they send us updates for the officers it updates our policy once we review and accept it.
- ✓ Asst with report writing through training.
- ✓ This service also has a wellness program for our police officers.
- ✓ Training meets Georgia P.O.S.T requirements.
- ✓ They provide monthly training bulletins for our officers.
- ✓ Field training program is provided. (No travel required.)
- ✓ Once our policies are complete and revised, they will meet required standards for Georgia Chiefs and C.L.E.A. certification.

If approved, this program will be implemented in 2026.

Pembroke
CITY OF PEMBROKE
EST. 1905

GeorgiaForward

PROCLAMATION

WHEREAS, literacy is not just an education issue. It is an economic, workforce, and quality of life issue; and

WHEREAS, research shows that children who cannot read proficiently by the end of third grade are more likely to experience poor health, have discipline problems, and drop out of high school; and

WHEREAS, each year in the United States, low literacy levels are linked to hundreds of billions of dollars in non-productivity, healthcare, and judicial costs; and

WHEREAS, 68% of Georgia fourth graders do not read proficiently; and

WHEREAS, collaborative efforts and strategic partnerships must be undertaken to address literacy issues; and

WHEREAS, the Mayor's Reading Club program is offered through Georgia*Forward*, a Georgia Municipal Association managed nonprofit; and

WHEREAS, the goal of the program is to improve literacy skills and overall success with early reading among children and youth in Georgia cities through encouragement, support, and leadership from city mayors; and

WHEREAS, Georgia*Forward* has commissioned a children's book series to use as part of the program to teach young readers about local government and a copy of the first three books in the series titled, *Georgia Caroline Visits City Hall, Georgia Caroline Visits Our Hometown Heros, and Georgia Caroline Visits the Water Treatment Plant* is provided in the program starter-kit; and

WHEREAS, the Mayor's Reading Club is flexible and can be delivered in person or virtually and promotes partnerships and collaboration between the city, county, schools, public libraries, local nonprofits, and business community.

NOW, THEREFORE, I, Tiffany M. Zeigler, Mayor of the City of Pembroke, do hereby join the Mayor's Reading Club program and proclaim September 1, 2025 as:

"MAYOR'S READING CLUB DAY"

in Pembroke, Georgia and encourage all residents, businesses, and community partners to help promote and elevate literacy as a community priority and support the Mayor's Reading Club to improve Georgia's economic vitality one book at a time.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 8th day of August 2025.

_____

Tiffany M. Zeigler, Mayor

Arlene Hobbs

From: David Lewis <dlewis@bryan.k12.ga.us>
Sent: Wednesday, July 23, 2025 10:17 AM
To: Arlene Hobbs
Subject: Re: <External Source>RE: <External Source>RE: Boot Drive Request

Yes Please, thank you!

David F. Lewis
LTC (Ret), Ed D
Senior Army Instructor
Bryan County High School
1234 Camellia Dr.
Pembroke, GA 31321
912-626-5060
dlewis@bryan.k12.ga.us

"If you want to shine like a diamond, you gotta get cut like a diamond" Eric Thomas

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From: Arlene Hobbs <Clerk@pembrokega.net>
Sent: Wednesday, July 23, 2025 10:16 AM
To: David Lewis <dlewis@bryan.k12.ga.us>
Subject: <External Source>RE: <External Source>RE: Boot Drive Request

[EXTERNAL EMAIL] This email is from an EXTERNAL source. Do not click any links or open attachments unless you know the sender and you are sure the content is safe. If you see this message this email did NOT come from anyone at Bryan County Schools.

That day is available. May I put you on the agenda for this date?

Arlene Hobbs
City Clerk
City of Pembroke
912-653-4413 office
912-653-4424 fax
PO Box 130, 353 N Main St
Pembroke, GA 31321

From: David Lewis <dlewis@bryan.k12.ga.us>
Sent: Wednesday, July 23, 2025 10:08 AM
To: Arlene Hobbs <Clerk@pembrokega.net>
Cc: Sean Berry <sberry@bryan.k12.ga.us>
Subject: Re: <External Source>RE: Boot Drive Request

Ma'am,
Is Saturday 6 Sep available from 9-12?
Thanks
David

David F. Lewis
LTC (Ret), Ed D
Senior Army Instructor
Bryan County High School
1234 Camellia Dr.
Pembroke, GA 31321
912-626-5060
dlewis@bryan.k12.ga.us

"If you want to shine like a diamond, you gotta get cut like a diamond" Eric Thomas

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From: Arlene Hobbs <Clerk@pembrokega.net>
Sent: Tuesday, July 22, 2025 3:31 PM
To: David Lewis <dlewis@bryan.k12.ga.us>
Subject: <External Source>RE: Boot Drive Request

[EXTERNAL EMAIL] This email is from an EXTERNAL source. Do not click any links or open attachments unless you know the sender and you are sure the content is safe. If you see this message this email did NOT come from anyone at Bryan County Schools.

Hello Mr. Lewis,

There is already a drive being held on August 16th by the Volleyball team. Are you interested in any other dates? The next council meeting is Monday, August 11th.

Arlene Hobbs
City Clerk
City of Pembroke
912-653-4413 office
912-653-4424 fax
PO Box 130, 353 N Main St
Pembroke, GA 31321

From: David Lewis <dlewis@bryan.k12.ga.us>
Sent: Tuesday, July 22, 2025 3:21 PM
To: Arlene Hobbs <Clerk@pembrokega.net>
Cc: Sean Berry <sberry@bryan.k12.ga.us>
Subject: Boot Drive Request

Good afternoon Ms Hobbs,

Hope you are enjoying your summer.
Request to hold a Boot Drive for the Bryan County HS JROTC on Saturday 16 Aug 2025 from 0900-1200 in downtown Pembroke.
v/r
David Lewis

David F. Lewis
LTC (Ret), Ed D
Senior Army Instructor
Bryan County High School
1234 Camellia Dr.
Pembroke, GA 31321
912-626-5060
dlewis@bryan.k12.ga.us



"If you want to shine like a diamond, you gotta get cut like a diamond" Eric Thomas

Arlene Hobbs

From: Secretary Booster <secretary.bchsbb@gmail.com>
Sent: Tuesday, August 5, 2025 6:54 PM
To: Arlene Hobbs
Subject: Band bucket brigade

Good evening

The Bryan County Band Boosters would like to request permission to hold a bucket brigade at the red light in Pembroke on October 11th 2025 with a backup rain date of October 18th 2025.

Please let me know if we have permission to host the event on these dates.

Thank you so much!

Thank you, Jen Parker
BCH Band Boosters Secretary
email: secretary.bchsbb@gmail.com

Booster Remind: https://www.remind.com/join/@btreas

Web Site: Band

This report is prepared by the City of Pembroke Department of Development staff to provide information to the Pembroke City Council for assistance in making an informed decision on this matter.

Request: Appointment of Tree Board Member.

EXECUTIVE SUMMARY:

The City of Pembroke has received one new applicant to fill an open seat on the city's Tree Board. Article II of the Tree Ordinance establishes the Tree Board, including Authority, Power, and Terms of Office. The members of the Tree Board consist of the Planning Commission Chair, Keep Pembroke Beautiful Director, and 6 appointed board members of Keep Pembroke Beautiful. The Tree Board currently has 4 appointed members, with two open seats for existing Keep Pembroke Beautiful members. The 6 appointed Keep Pembroke Beautiful members are to be approved by City Council. The appointed board member will serve a three year term, and in the event of a vacancy, a successor shall serve a full three year term.

The Duties & Responsibilities of the Board are listed as follows:

It shall be the responsibility of the Board to, but not limited to, the following:

1) Study, investigate, counsel, develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal, or disposition of trees and shrubs in parks, cemeteries, along streets, and in other public areas. The plan will be presented annually to the City Council and, upon their acceptance and approval, shall constitute the official comprehensive tree plan for the city.

2) Advise the City on all tree related issues.

3) Seek and apply for grant funding from public and privates sources for conducting urban forestry projects.

4) Review the Tree Ordinance and Arboricultural Specification Manual every two years to keep it current on industry changes and provide recommendations for changes to the Mayor and City Council.

5) Provide tree care educational programs and information on benefits of trees and Best Management Practices to City staff and citizens.

VII. STAFF RECOMMENDATION:

Staff recommends City Council appoint the following Keep Pembroke Beautiful Member to the City's Tree Board:

Chris Howard.

Planning and Zoning Inputs for August 11 City Council meeting

Consent Agenda

1. Appointment of Chris Howard to the Pembroke Tree Board.