



**Pembroke Downtown Development Authority
Pembroke Better Hometown
Meeting Minutes**

Wednesday, September 6th, 2023

City Hall

12:00 noon

☐ **Call to Order**

Tiffany Zeigler called to order.

☐ **Attendance**

Board Members: Tiffany Zeigler, Jordon McCoy, Jeremy Myers, Dana Dudley, Stephanie Morrison

Staff Members: Fernanda Camacho Hauser

Additional attendance: 4 Members of the public

☐ **Approval of Minutes**

Jeremy Motioned for the approval of the minutes; Jordon McCoy seconded.

☐ **Old Business:**

o Historic walking tour update

- Fernanda Camacho Hauser provided an update on the status of the historic walking tours: the grant application process has been started with the aid of Dr. Cornett to be turned in by the grant application end.

o Property Redevelopment Update:

- Fernanda Camacho Hauser provided an update on the redevelopment of the Old Baseball Field which has had an ALTA to be conducted by Abe Eason ordered and as well as appraisal services to an estimated \$1,500.00 by Brandon Boyce from Belfast River.
- Jeremy Myers requested to know if at this time an environmental study has been ordered or will be ordered for the property. Fernanda Camacho Hauser will respond via email to the board after the meeting once Chris Benson, City Administrator, has been consulted on the matter.

☐ **New Business:**

o Ribbon cutting Bait & Tackle shop, 8th at 9 am

- Fernanda Camacho Hauser provided an update on the new business opening in the downtown area where board members were encouraged to attend the ribbon cutting.



- o October Events:
 - The city-wide trick or treating will be approved for the day of Tuesday, October 31st by the city council in their monthly meeting on Monday, September 11th.
 - Halloween event partnership
 - Fernanda Camacho Hauser requested Board approval to move forward with partnering with the Pembroke Public Library for a drive thru trick or treat event on Saturday, October 21st from 6 to 8 pm on Railroad Street.
 - The event was approved pending final approval from the city council for road closures and rerouting.
 - Movie event facilitation for the Bryan County Sheriff's department
 - The Bryan County sheriff's department requested the use of Dubois Square in order to host a movie night in association with their Faith & Blue event on Friday, October 13th. Fernanda Camacho Hauser is requesting to provide assistance with facilitating the event through requesting use and associated road closures from city council as well as event promotions. The board approved the request. Use of Dubois Square and associated road closures pending approval of the City Council.
- o November Wreaths
 - The November wreaths were suggested to get the public involved with the decorating of the downtown. This was repurposed in spirit by approving the creation of a committee to put together criteria and the judge houses and business fronts based on their Christmas decorations in categories such as best wreath, best lights, best overall, etc. Pending approval by the city council.
- o December Events
 - Pick a date for Christmas Parade
 - Based on the date and time selected by the department heads of a Saturday, December 9th evening Christmas parade, the board has selected Saturday, December 2nd to be the date of the annual Christmas tree lighting. This was selected based on its proximity between the Thanksgiving holiday and the selected date of the Christmas parade.
 - Fernanda Camacho Hauser was given board approval to move forward with the planning process of the two events pending the time selection and approval by the City Council.



- o Start Vendor Registration process/system
 - Fernanda Camacho Hauser requested permission to start reviewing the vendor and parade entrée registration process to be put into place and made publicly available should the City Council approve the dates, select times, and then approve the times for the Christmas tree lighting and the following Christmas Parade and adjoining Christmas Market.
 - Should approvals be granted by the city council the board will review the prices of the vendors and parade participation via email to make a decision whether prices will remain the same or be changed from the previous years.
 - They will receive the previous years prices via email sent by Fernanda Camacho Hauser, make a decision over the phone following the bylaws of how board decisions are made, and based on the final decision Fernanda Camacho Hauser will make corresponding adjustments to create the 2023 Christmas Parade and Vendor registration form to be made publicly available as soon as possible.

☐ **Open Discussion**

- o Tiffany Zeigler, in her capacity as a Board Member, requested the revival of the GICH committee to aid in the development of the necessary affordable housing for both the existing Pembroke population as well as the projected growth Pembroke is expected to receive with the construction of the Hyundai Mega Site in Ellabell.
- o Tiffany Zeigler, in her capacity as a Board Member, requested that Fernanda Camacho Hauser review existing business welcome packages to create updated ones for the incoming businesses.
- o Board members provided Fernanda Camacho Hauser with other parts of the city of Pembroke Christmas festivities including the local schools and churches for music as well as a Santa Clause for Christmas tree lighting.
- o Beulah Baptist Church and First Baptist Church would like their individual trick or treating events to be promoted along with the partnership with the Pembroke Public Library.