

**CITY OF PINE LAKE  
COUNCIL MEETING MINUTES  
DECEMBER 15, 2009**

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**COUNCIL MEMBERS PRESENT:**

Mayor Greg Zarus  
Mayor Pro-Tem Kathie DeNobriga  
Council member Greg Creech  
Council member Brent Walker  
Council member Melanie Hammet

**STAFF PRESENT:**

City Administrator Phil Howland  
City Clerk Valerie Caldwell

Mayor Pro-Tem deNobriga called the meeting to order at 7:30 PM, and led the Pledge of Allegiance.

**ANNOUNCEMENTS:**

Thurs & Fri. 12/24 & 25                      Offices closed in observance of Christmas

Mayor Pro-tem deNobriga announced that per Mayor Zarus, the DDA meeting scheduled for 12/18 had been cancelled. Council member Walker announced the TAB scheduled for 12/22 had also been cancelled. It was announced the Council will hold an organizational meeting on 01/11/10 at which time final budget adjustments for 2009 were anticipated.

**COMMUNICATIONS:**

None

**MINUTES:**

Motion to approve the minutes of the 12/07 Work session and regular meeting as presented was made by Council member Hammet, seconded by Council member Walker and was unanimously approved.

**AMENDMENTS TO THE AGENDA:**

Motion to amend the agenda to add an Executive Session (to discuss personnel) was made by Mayor Pro-Tem deNobriga, seconded by Council member Hammet and was unanimously approved.

**PUBLIC COMMENTS:**

None

**COMMITTEE REPORTS:**

Neighborhood Watch: Council member Creech reported a productive meeting with the Chief delivering a good report. A follow-up meeting has been scheduled for 01/21/10.

DDA: Mayor Zarus reported a subcommittee had been formed to discuss signage.

Mayor Pro-Tem deNobriga stated she would like to convene a small group of citizens to revisit the Rental and Use policy for City facilities. Council member Walker stated he would assist.

TAB: Council member Walker stated the Board was currently dormant. He is currently ending his term of office on Council and reported that pursuant to TAB by-laws, his position must be held by a member of Council. As he will no longer be on Council as of January, 2010 and there are no vacant positions on the board into which he could move his service on the Board would end.

ARB: Council member Hammet stated the Board was currently working on the definition of "dormer" as well as the proposed ordinance regarding unpainted structures. She stated she hoped to have the ordinance, as well as the ARB Procedures revision ready for presentation and the next meeting of Council.

**PUBLIC COMMENTS:**

None

**UNFINISHED BUSINESS:**

2010 Maintenance & Operations and Stormwater Budgets:

Council member Hammet asked if there had been feedback from the various department heads on what they felt could be cut from their budgets. The Clerk stated that Mayor Zarus had sent out an e-mail requesting input but no suggestions had been forthcoming. Council member Hammet stated she had wanted dialogue with the department heads as they had a better feel for what was necessary to run their respective departments. Mayor Pro-Tem deNobriga concurred. Mayor Zarus stated the City had experienced unprecedented increases in workers' comp, liability and other insurances, and those costs made up one-third of the budget. He stated the alternative was to cut back on services; i.e., replacement of curbstones, flood mitigation, stormwater management, sweeping of leaves,

reclassification of Public Works employees to part-time, cancelling the services of the Beach Manager, elimination of the third shift for the Police Department. A lengthy discussion ensued as to the purpose of the bond, and its effect on future annual operating budgets. Mayor Pro-Tem deNobriga stated that she felt the designated uses for the bond proceeds were different than what had originally been presented to Council. Mayor Zarus stated that the presentation had been simplified for the purpose of understanding. Mayor Pro-Tem deNobriga stated it had been simplified to the point that Council misunderstood.

Mayor and Council reviewed the proposed budget. It became apparent that any significant reduction in the budget would involve elimination of jobs or services to the citizens. The feasibility of outsourcing Public Works functions was discussed as a possible cost saving measure. At the suggestion of the Mayor, certain reductions were made reducing the proposed increase in millage from 3 mils to 2.5 mils.

Motion was made by Mayor Pro-Tem deNobriga to approve the proposed budgets as amended with further review to take place prior to setting the millage rate. This motion was seconded by Council member Walker and was unanimously approved.

#### **NEW BUSINESS:**

Authorization for Employee Bonuses: Motion to approve by Council member Walker, second by Mayor Pro-Tem deNobriga and was unanimously approved.

2009 Budget Amendments: Mayor Zarus discussed various proposed budget amendments. Motion to approve by Council member Walker, second by Council member Hammet and was approved 3-0-1 with Mayor Pro-Tem deNobriga abstaining.

#### **PUBLIC COMMENTS:**

None

#### **COUNCIL COMMENTS**

Mayor Pro-Tem deNobriga stated that she was undertaking the following endeavors in the upcoming year: (a) facility policy review; (b) charter review; and (c) employee handbook. She also stated she would like to see about funding codification of the code (allocation removed from the proposed budget prior to approval). Council member Hammet stated she would like to get a handle on the "moving targets", glean a better understanding of the budget and be more persistent in the pursuit of explanations of things not understood. Council member Creech stated he had offered to assist with both Quick Books and Excel, however no one had availed themselves of his offer. Staff was requested to contact Sabrina Cape and schedule a meeting in January for her to "walk us thru the process behind the product" as it relates to the establishment of an annual operating budget.

Motion to go into executive session to discuss a personnel matter was made by Council member deNobriga, seconded by Council member Walker and was unanimously approved. Present in Executive Session were Mayor Zarus, Mayor Pro-Tem deNobriga, Council members Creech, Hammet and Walker.

Motion to adjourn executive session and reconvene in regular session was made by Council member Creech, seconded by Council member Walker and was unanimously approved.

Motion to adjourn by Council member Hammet seconded by Council member Walker and was unanimously approved. 11:05 PM.

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Valerie Caldwell, City Clerk