

**CITY OF PINE LAKE  
COUNCIL MEETING MINUTES  
SEPTEMBER 14, 2009**

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**COUNCIL MEMBERS PRESENT:** Mayor Greg Zarus  
Mayor Pro-Tem Kathy DeNobriga  
Councilmember Greg Creech  
Councilmember Bitsy Pitts  
Councilmember Melanie Hammet

**STAFF PRESENT:** City Administrator Phil Howland  
City Clerk Valerie Caldwell  
Police Chief Y'hudah-Green

Mayor Zarus called the meeting to order at 7:30 PM and led the Pledge of Allegiance.

**ANNOUNCEMENTS:**

Tuesday	09/15	7:30 PM	ARB	Clubhouse
Friday	09/18	12:30 PM	DDA	Take 2
Saturday	09/19	5:30 PM	International Dinner	Beach House
Sunday	09/20	3:30 PM	Pet Clinic	Clubhouse
Tuesday	09/29	6:30 PM	TAB	Beach House
Tuesday	09/29	7:30 PM	City Council Work Session	City Hall

**AMENDMENTS TO THE AGENDA:**

The following amendments were made to the agenda:

Budget Discussion and Appointment of ARB Position items were tabled for future consideration; Atlanta Regional Commission Wage and Classification Study was moved ahead to precede Communications; and addition of an item of New Business for Clubhouse renovation discussion.

**ATLANTA REGIONAL COMMISSION WAGE AND CLASSIFICATION STUDY:**

Ashlee Phillips and Drew Nichols presented an overview of the process by which the study would be conducted and explained the study was a beneficial tool in the recruitment and retention of qualified employees.

**COMMUNICATIONS:**

Mayor Zarus stated that the letter received notifying the City that no ARRA money would be forthcoming had been mailed in error and that the City was still hopeful.

Councilmember Creech stated that he and Faye Ridling were selected as “Champions of the Week” by the Champion Newspaper for their work with the Neighborhood Watch Program. Congratulations were offered.

**REVIEW OF MINUTES:**

None

**PUBLIC COMMENTS:**

There were no public comments at this time

**DEPARTMENTAL REPORTS:**

Chief Green disseminated the monthly Police Department report. She stated that her department was in the process of budget preparation for the next fiscal year. She also reported that one additional road safety check was scheduled.

Councilmember Creech stated that the Court Clerk was doing an excellent job and discussed the possibility of retaining the officer’s cameras after the trial period expired. He also stated that the House Watch Form had been placed on the city’s website.

Councilmember Hammet reported bow hunters practicing in the front yard as well shooting at targets across the street. This matter will be handled by the Police Department.

Councilmember Pitts thanked the Chief for quick response to a recent incident.

Administrator Howland reported the following:

- He would be closing out the 319h grant and the city should be receiving additional funds from that source.
- The city had begun seeding and covering up part of the trail, which should be completed in approximately six weeks.

**PUBLIC COMMENTS:**

Mike Stuckey advised Council of the benefits of providing cameras for the Police Department opining they will make officers more professional and deter frivolous lawsuits.

**UNFINISHED BUSINESS:**

Vacation/Comp Time Discussion

Councilman Creech requested this item be placed back on the agenda for further discussion. It was determined that the mathematical calculation for vacation time required correction. A discussion ensued regarding comp time versus overtime. It was the consensus of Council that a subcommittee be established, consisting of Mayor Pro-tem deNobriga and Councilmember Creech, who would meet with staff to go through the Employee Handbook and present recommendations for consideration by Council.

**NEW BUSINESS:**

Discussion of Clubhouse Renovations

Councilmember Pitts distributed drawings of the clubhouse and discussed what was needed to not only renovate the facility, but bring the building into compliance with current codes; i.e., gutting the kitchen, properly anchoring the HVAC unit and repairing the sag in the ceiling, possibility of adding a new bathroom and relocating the door on the existing bathroom, tiling the bathroom floor. Mayor Pro-Tem deNobriga requested that Councilmember Pitts consult with Elise Witt regarding lighting issues. Bids are being procured by Councilmember Pitts for inclusion in a Capital Improvements Budget for the upcoming year.

Employee Insurance Coverage

Ms. Caldwell presented an alternate to the present insurance coverage for employees which provided additional coverage at a lower cost to the City. Council requested a meeting be set up for the affected employees and have a representative present to answer any relative questions. Should there be no objections from the employees; the proposed change is to be implemented.

Amendment to Codes for Property Maintenance

The proposed amendment would require exposed wood surfaces to be painted within a fourteen month time frame. The major discussion point was the locations for inclusion in the code; i.e., under the nuisances section, or in the Zoning section. Also discussed was the appropriate length of time before which enforcement action should be taken. This item was referred to the Architectural Review Board for recommendation.

Discussion of Public Use Space

This item involved the placement of a fire ring so as to allow campfires at the lake. Mr. Howland suggested postponing until after the upcoming Lakefest event. It was determined that the area proposed for the ring should be appropriately marked and description of the fire ring be available prior to Lakefest in order to solicit public input.

Contract for City Arborist

With the proposed contract amount being \$12,000 and the Forestry grant being only \$8,500, Mr. Howland was directed to request a reduction in the price, or overall scope of the contract. Mayor Pro-Tem deNobriga directed that the issue of work sessions be addressed with more specificity. Following additional discussion, this matter is to be turned over to the Tree Authority Board for review and recommendation.

Items to be placed on the upcoming agenda:

- Employee Handbook

In his capacity as City Administrator, Mr. Howland stated that if time is managed well, there should be very little or no comp time or overtime.

- Police Cameras
- Appointment to ARB
- Revised Budget Schedule

Councilmember Creech suggested a candidate forum. It was determined this would be more appropriately handled by PLAIN. He also stated that Mr. Paul Gumz and \_\_\_\_ McAllister should be honored. Mayor Pro-Tem deNobriga suggested thinking of appropriate ways to honor these individuals and revisiting this topic. Councilmember Hammet thanked Diane Johnson for placing house number on the Beach House, thereby assisting 911 responders. Lastly, Mayor Pro-Tem deNobriga reminded Council they would be cooking breakfast on November 7<sup>th</sup> at the Beach House.

Motion to adjourn was made by Councilmember Pitts, seconded by Councilmember Hammet and unanimously approved. 9: 23 PM