

**CITY OF PINE LAKE  
COUNCIL MEETING MINUTES  
FEBRUARY 8, 2010**

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**COUNCIL MEMBERS PRESENT:**

Mayor Greg Zarus  
Mayor Pro-Tem Kathie deNobriga  
Councilmember Bitsy Pitts  
Councilmember Cindy Diamond  
Councilmember Melanie Hammet

**STAFF PRESENT:**

City Administrator Phil Howland  
City Clerk Valerie Caldwell

Mayor Zarus called the meeting to order at 7:15 PM, and led the Pledge of Allegiance.

**ANNOUNCEMENTS:**

Tuesday	02/16/10	ARB	7:00 PM	Club House
Friday	02/19/10	DDA	12:30 PM	Take 2
Saturday	02/20/10	Chili/Soup Cook Off	5:00 PM	Beach House
				Club House
Tuesday	02/23/10	TAB	6:30 PM	Beach House
Tuesday	02/23/10	Council Work Session	7:30 PM	Court Room
Tuesday	03/02/10	ARB	7:00 PM	Club House
Thursday	03/04/10	PLAIN Meeting	7:30 PM	Club House
Friday	03/05/10	First Friday Concert	8:00 PM	Beach House
Saturday	03/06/10	PLAIN Pancake B'fast	8:30 AM	Beach House
Sunday	03/07/10	Pet Clinic	3:30 PM	Club House
Sunday	03/07/10	Census Meeting	5:00 PM	Club House
Sunday	03/07/10	Lakefest Planning Cmte.	6:00 PM	Courtroom

**COMMUNICATIONS:**

Mayor Zarus reported that proposed charter changes and annexations could prove to be competing local legislation in the next legislative session. He stated he had talked to Representative Henson who stated she would work toward approval of the annexation if Pine Lake was to present this session. Following a brief discussion, it was decided to defer to the 2011 legislative session.

Mayor Pro-Tem deNobriga presented a brief report on the recent Town Hall meeting, attended by she, Mayor Zarus, Council members Pitts and Diamond, Chief Green and the City Administrator.

Council member Hammet stated that although Pine Lake was certainly one of the smaller cities, with only one committee devoted to census matters, the City's census representative reported that Pine Lake had the most active committee.

#### **MINUTES:**

Motion to approve the minutes of the January 26, 2010 meeting was made by Mayor Pro-Tem deNobriga. The motion was seconded by Council member Pitts and was unanimously approved.

#### **AMENDMENTS TO AGENDA:**

There were no amendments to the agenda.

#### **PUBLIC COMMENTS:**

There were no public comments at this time.

#### **DEPARTMENTAL REPORTS:**

Chief Y'hudah-Green distributed monthly reports, announcing a couple of cases had "gone cold", however she was anticipating securing warrants being issued for other cases. She also reported expecting bids on DDA camera system to be funded by the bond. Mayor Pro-Tem deNobriga spoke of more detailed statistics and requested the additional information be provided for dissemination to the public through PLAINTALK. Council member Hammet briefly discussed the route to be taken by the flatbed trailer to advertise for the Census. The Chief stated she would have an officer clear the route. Council member Creech stated he would assist with the issues involved in utilizing PayPal for the payment of fines. He also inquired about code enforcement statistics decreasing from fifteen warnings to only five. Council member Diamond asked about the procedure for code enforcement.

Administrator Howland reported working on the following issues:

- Assisting resident Laura Smith with the application for a stream buffer variance to allow the raising on her home a total of 9'
- Assisting with flood plain and tree issues at the Weiss residence
- FEMA Flood Plain buyout for Scott and Crystal Harrison
- Meeting with representatives of Mercy House and will assist in evaluation of services and demographics
- Working with Pine Lake Baptist Church for annexation purposes

Mr. Howland then presented two checks for capital projects requesting approval for payment. Council reviewed the 2009 Capital Improvements Budgets for Trails and 319h. It appearing there was an error in the recording of the transactions; motion was made by Council member Hammet to redistribute \$20,000 in contract labor expenses in line item 52.4000 in the 319h budget to line item 52.4000 in the Trails budget. This motion was seconded by Council member Diamond and was unanimously approved. The checks were then signed for payment to the contractors.

## **UNFINISHED BUSINESS:**

### Capital Improvement Budgets

Mr. Howland reported he had not prepared the capital budgets and stated that work would be suspended on the capital projects until the 09 budgets had been properly amended and the 10 budgets prepared.

### Facility Rental Agreement

Mayor Pro-Tem stated that she had been apprised by individual instructors that the imposition of a \$5 up charge on non residents would prove a hardship for them. Council member Pitts stated she was not in favor of waiving the up charge and Council member Hammet stated that the rental rates are far below what is reasonable, thereby leaving the taxpayers to subsidize the facility usage. Mayor Pro-Tem stated she felt it would severely limit instructors, and Council member Diamond suggested that it be tried during this trial quarter and re-evaluate next quarter. Council members Pitts and Diamond presented a handout that outlined the research they had done on facility rental, including comparison prices, and verbiage on liability, terms and conditions of use, complete with a checklist. Consideration will be given to incorporating some of these items into the current rental agreements. It was noted that the Club House will be closed May 1<sup>st</sup> through July 31<sup>st</sup> for renovation.

## **NEW BUSINESS:**

### Procedure for Appointment of Auditor

With the Requests for Proposal for auditing services being due back on February 19, 2010, it was decided that a three member committee would be formed to evaluate responses and formulate a recommendation for consideration by Council at the March 8, 2010 meeting. The committee is to consist of Council member Diamond, resident Michael Day, and City Clerk Valerie Caldwell.

### Letter of Support for Mercy House

Council reviewed a draft letter of support outlining the basic details of the project. Mayor Zarus stated that no action was needed at this time. He stated that the Mercy House representatives would need to make a presentation to Council prior to any formal action.

### Arbor Day Declaration

Motion to approve the declaration as presented was made by Council member Hammet, seconded by Council member Diamond and was unanimously approved.

## **PUBLIC COMMENTS:**

There were no public comments

**COUNCIL COMMENTS:**

None

Motion to go into Executive Session to discuss a personnel matter was made by Mayor Pro-tem deNobriga, second by Council member Diamond and was unanimously approved. Present in Executive Session were Mayor Zarus and all members of Council. Motion to reconvene in regular session was made by Mayor Pro-tem deNobriga, second by Council member Creech and was unanimously approved. Motion to adjourn was made by Council member Hammet, second by Council member Pitts and was unanimously approved. 10:05 PM

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Valerie Caldwell, City Clerk