

**CITY OF PINE LAKE
COUNCIL MEETING MINUTES
JANUARY 26, 2010**

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 7:34 PM, and led the Pledge of Allegiance.

ANNOUNCEMENTS:

Monday	02/01	PLEAS Meeting	7:30 PM	Beach House
Tuesday	02/02	ARB	7:00 PM	Club House
Thursday	02/04	PLAIN	7:30 PM	Club House
Friday	02/05	1 st Friday Coffee House	8:00 PM	Beach House
Saturday	02/06	PLAIN Pancake Breakfast	8:30 AM	Beach House
Saturday	02/06	Town Hall Meeting	11:00 AM	Beach House
Sunday	02/07	Pet Clinic	3:30 PM	Club House
Sunday	02/07	Census Meeting	5:00 PM	Club House

Mayor Pro-Tem deNobriga stated that the Lakefest Planning Committee meetings had been planned for the First Sunday of the month at 6:00 PM in the Club House.

COMMUNICATIONS:

Mayor Zarus reported encouraged Council members to sign up for the Snapfinger Watershed Alliance.

Mayor Pro-Tem deNobriga reported on her recent attendance at a Municipal Finance I class and handed out a her report of the class, as well as her meeting with Sabrina Cape, former Carl Vinson Institute instructor on municipal finance. She stated that she would like to attend the Municipal Finance II class in Savannah in June. The Clerk was requested to find out if and when the Municipal Finance I class will be offered again. Lastly, she requested that an item be added to the February 8, 2010 agenda to discuss procedures for selection of an auditor.

MINUTES:

Motion to approve the minutes of the January 11, 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.

COMMITTEE REPORTS:

PLEAS – No report

DDA – Mayor Zarus reported that Ella Blackmon had been appointed the fill the vacant director’s seat. Her husband, Oscar, will serve as her designee. Task committees have been formed for banner, signs and streetscape efforts. Lastly, Mayor Zarus stated that he and Mr. Howland would be meeting with representatives of Mercy House.

ARTS & CULTURE – Mayor Pro-Tem deNobriga presented a draft Facility Use Policy for individuals as well as instructors, (to be discussed under New Business). She also reported the Lakefest Committee would begin meeting to plan this year’s event. She stated that a 5K run around the Lake was being planned as a fundraiser.

CENSUS – Council member Hammet announced the approval of one of the two applications that had been submitted for partnership support. This will fund t-shirts and banners. Events have been planned for 3:00 PM on the third Sunday in March and at 10:00AM on the last Saturday in March. She anticipates renting a flatbed trailer, posting banners on the side and having a band in the trailer. Projected expenses would be \$115 for printing and approximately \$500 for the two bands. She requested funding from the City.

TAB – Mayor Pro-Tem deNobriga pointed out that there was a need for appointment of a Council representative to the Board. Council member Diamond volunteered to serve in that capacity.

CENSUS – Council member Hammet reported that the census forms would not be mailed to resident’s post office boxes, thereby making it extremely difficult to ensure a proper count for the community.

ARB – Report made at 01/11/10 meeting.

PUBLIC COMMENTS:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Facility Use Policy

Mayor Pro-Tem deNobriga distributes a revised version of the proposed policy changes, and outlined changes from the current policy. Two policies were brought forth for consideration; the individual rental, and rental for classes. Council member Diamond questioned enforcement. Mayor Pro-Tem deNobriga states the changes were drafted to guide behavior on the front end rather than toward enforcement on the back end. Discussion ensued regarding the key deposit, cleaning fees and table/chair delivery. Council member Diamond asked about use of the kitchen areas and briefly discussed liability. Also discussed was parking for club house rental, possible striping of the parking lot, and table and chair placement. With respect to instructors collecting participant fees and paying the city based upon the number of participants, Mr. Howland requested a "sign in" sheet be required. Motion to approve the draft policies, including rate changes, for the first quarter was made by Council member Hammet. This motion was seconded by Council member Pitts and was unanimously approved.

Town Hall Meeting Agenda

It was the consensus of Council to place the following items on the agenda for the Town Hall meeting scheduled for February 6, 2010 at 11:00AM:

- Census
- Budget
- Police

GEFA/ARRA Budget

Mr. Howland reported that Mayor Zarus had penned the proposed budget and requested that he modify it as required. He explained he had not had time to prepare the Capital Improvements Budgets, but explained that this budget was needed to support the Memorandum of Understanding with DeKalb County that was recently signed by the Mayor. He went on to explain that he was having difficulty determining the scope of the work, was experiencing delays receiving quotes from contractors. He anticipated another thirty days to complete the budgets. Several adjustments to the proposed budget were made (as per the attached). The discussion then evolved into other capital projects and not proceeding with those projects until the appropriate capital improvement budgets are adopted. Mayor Zarus stated that Mr. Howland, or he would have the capital improvement budgets by the next meeting on February 8, 2010. Motion to approve the GEFA/ARRA budget as amended was made by Council member

Diamond, and seconded by Council member Pitts. Upon call of the question, the motion passed 3-0-1 with Council members Diamond, Pitts and Hammet voting in favor and Mayor Pro-Tem de Nobriga abstaining.

Budget Adjustments to reflect FEMA funds

Ms. Caldwell presented the proposed budget adjustments reflecting receipt of the FEMA funds and explained how they were reflected as revenues and expenditures in both the General Fund and Stormwater budgets. Motion to approve was made by Mayor Pro-Tem deNobriga, second by Council member Pitts and was unanimously approved.

Donations of Service and Space Agreement for Census

Council member Hammet presented a request for donation of space for the Census Bureau. The purpose behind the request is to have a local venue available, staffed with Census personnel, to facilitate citizens requiring assistance in completion of the forms. Following a brief conversation, it was determined that the Courtroom would be made available Monday through Sunday from 9:00 AM – 3:00 PM commencing February 1, 2010 and ending April 30, 2010.

PUBLIC COMMENTS:

Gayle Austin encouraged Mayor and Council to “keep up the good work.”

COUNCIL COMMENTS:

Council designated the following items for inclusion in the February 8, 2010 meeting agenda:

- Capital Improvements Budget
- Procedures for Selection of City Auditor

There being no further business, the meeting adjourned at 9:24 PM upon unanimous approval of motion made by Mayor Pro-Tem deNobriga and second by Council member Pitts.

Valerie Caldwell, City Clerk