

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

COUNCIL MEMBERS PRESENT:

Mayor Greg Zarus
Council member Greg Creech
Council member Bitsy Pitts
Council member Cindy Diamond
Council member Melanie Hammet

STAFF PRESENT:

City Clerk Valerie Caldwell

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

ANNOUNCEMENTS:

Sunday	03/14/10	Census Meeting	5:00 PM	Club House
Tuesday	03/16/10	ARB	7:00 PM	Club House
Friday	03/19/10	DDA	12:30 PM	Take 2
Sunday	03/21/10	Census	3:00 PM	Beach House
Thursday	03/25/10	Neighborhood Watch	7:00 PM	Beach House
Saturday	03/27/10	Census	10:00 AM	Beach House
Tuesday	03/27/10	TAB	6:30 PM	Beach House
Tuesday	03/30/10	Council Work Session	7:30 PM	Court House
Thursday	04/01/10	PLAIN	7:30 PM	Club House
Friday	04/01/10	First Friday	8:00 PM	Beach House
Saturday	04/03/10	Easter Egg Hunt	8:00 AM	Beach House
Saturday	04/03/10	Pancake Breakfast	8:30 AM	Beach House
Sunday	04/04/10	Pet Clinic	3:30 PM	Club House
Sunday	04/04/10	Lakefest Planning Cmte.	6:00 PM	Club House

COMMUNICATIONS:

Mayor Zarus updated Council on the current status of the ongoing Service Delivery Strategy. He stated that the previous agreement had not been extended and although sanctions had been put into place, any grant projects currently underway would not be affected. He stated that recertification would be necessary and felt that all would agree to recertify if it is put before the General Assembly.

MINUTES:

Motion to approve the minutes of the February 23, 2010 meeting as amended was made by Council member Pitts. The motion was seconded by Council member Creech and was approved 4-0.

AMENDMENTS TO AGENDA:

Upon motion made, seconded and approved 4-0 the agenda was adopted with the following amendments:

- Removal of Acceptance of Annexation Requests(s)
- Moving the Public Hearing for the Variance Request to the next agenda item

PUBLIC HEARING ON VARIANCE REQUEST

This variance request was instituted on behalf of property owner Laura Smith, 4649 Willow Road, for purposes of flood mitigation. Presenting the variance request was applicant's contractor, Kevin Cotter, who reported the State had approved a stream buffer variance for this particular piece of property and that he would be raising the house out of the flood plain. He reported that he would be utilizing a double row of type "C" silt fence for erosion control. No one present spoke in either favor or opposition to the request. Council member Hammet cited the extraordinary conditions pertaining to this piece of property. There being no further discussion, motion to approve the requested variance was made by Council member Creech, seconded by Council member Pitts and was approved 4-0.

PUBLIC COMMENTS:

There were no public comments at this time.

UNFINISHED BUSINESS:

Budget Revisions

Streetscapes

Mayor Zarus presented a brief overview of the project and submitted a proposed budget amendment which would place administration salaries in an intergovernmental/interfund transfer. He encouraged moving forward with this while funding is still available stating he would be closely monitoring the project. Council member Hammet questioned the amount of time represented by the dollar amount allocated to salary. Following a brief discussion, motion to approve the suggested revision presented by Mayor Zarus was made by Council member Pitts, seconded by Council member Diamond and approved 4-0.

Stormwater

Citing inadequate information on contract services and questioning rationale for inclusion in the capital improvements budgets, motion to table was made by Council member Diamond, seconded by Council member Hammet and approved 4-0.

Trails

Council member Hammet questioned the time line for project completion. Mayor Zarus estimated two to three months. Council member Hammet questioned the basis for the salary allocation as it relates to project time. Mr. Howland was not present to address this inquiry. Following a brief discussion, motion to approve the 2010 suggested budget as presented by Mayor Zarus was made by Council member Hammet, seconded by Council member Pitts and was approved 4-0.

GEFR/ARRA – 319(H)

It appearing this was anticipated for FY 2011, motion to table was made by Council member Pitts, seconded by Council member Diamond and approved 4-0.

Western Wetlands

Mayor Zarus presented a revision to the proposed budget indicating salary funding be handled through an intergovernmental/interfund transfer. Motion to approve the budget revision as submitted by Mayor Zarus was made by Council member Hammet, seconded by Council member Creech and was approved 4-0.

Beach House

It was noted that the sole funding source for this project appeared to be from the City's bond, however there was no clear cut expenditure allocations. Mayor Zarus cautioned that the bond payments would need to be funded even after all the expenditures were made, and it was projected to be a two year time frame before the expenditures began generating sufficient revenue to offset the bond payments. He suggested that there were portions of the proposed budget yet to be determined. Also discussed was bidding out the general contracting of the project. Motion to table was made by Council member Pitts, seconded by council member Hammet and was unanimously approved.

Club House

Mayor Zarus presented his proposed amendment to the budget, again funding salaries through an intergovernmental/interfund transfer. Due to the Administrator's current workload, it was the consensus of Council that the general contracting of this project, as well as the beach house project, should be put out for bid. Mayor Zarus stated that the Administrator possessed good institutional knowledge and could be an asset in the bid review process. Council member Pitts stated she had contacted an architect that was preparing plans so the project could be bid. She reported it would be ready to bid in three weeks. Also discussed was the need to advertise, and hold a pre-bid conference. Motion to accept the proposed budget amendment presented by Mayor Zarus with the intergovernmental/interfund transfer being reduced from \$6,000 to \$4,000 and a line item for Professional Services in the amount of \$2,000 be included to fund the architect was made by Council member Creech, seconded by Council member Hammet and approved 4-0.

Sidewalk

Mayor Zarus presented his proposed budget amendment to the sidewalk budget funding salaries through and intergovernmental/interfund transfer. This project spans a two year time frame. Mayor Zarus explained he had also changed the amount of bond funding as a revenue source for the project, and reiterated his concern relative to future bond payments. Following a brief discussion, motion to approve Mayor Zarus' suggested revision "A" for 2010 was made by Council member Hammet, seconded by Council member Creech and was approved. 4-0.

DEPARTMENTAL REPORTS:

Chief Green presented the Public Safety monthly report to Council. In general discussion, dumping and other code enforcement issues were discussed as well as limited line of site issues caused by overgrown bushes.

NEW BUSINESS:

Auditor Recommendation Council member Diamond reported that the review team had met and discussed the two audit proposals received for the City's 2009 audit. Due to the time constraints and the late start to the process, the committee recommended the previous city auditor be requested to restructure his proposal to include a three phase payment plan tied to certain benchmarks in the audit preparation, as well as presenting any estimates for cost overruns so that staff could seek council approval prior to the work being completed. Council member Diamond stated that references would be checked for the other respondent to the RFP and possibly Council could revisit for the 2010 audit. This would allow time for certain financial/purchasing policies to be put into place prior to any change in auditor. Motion to conditionally approve Cohen Colvard to perform the City's 2009 audit pursuant to the committee recommendation was made by Council member Diamond, seconded by Council member Hammet and was approved 4-0.

Discussion of Contracting and Bidding Procedures

In discussion of on bidding procedures and contracting of services, the need for a purchasing policy was discussed. Council member Diamond confirmed that projects over \$50,000 must be advertised for bid. Alternate advertising sources were identified in addition to The Champion, the city's legal organ. Also discussed was holding a pre-bid conference as well as requiring certificates of insurance, and bid bonds. Motion was made by Council member Creech to send out an RFP for general contracting services for the club house renovations. This motion was seconded by Council member Pitts and was approved 4-0.

PUBLIC COMMENTS:

There were no public comments

COUNCIL COMMENTS:

There were no council comments. Motion to adjourn was made by Council member Creech, seconded by Council member Pitts and was approved 4-0. 9:45 PM

Valerie Caldwell, City Clerk