

**CITY OF PINE LAKE
AGENDA
December 8, 2020
7:00 PM
VIA ZOOM**

Call to Order

Announcements/Communication

Adoption of Agenda

CONSENT AGENDA

Adoption of the City Council Meeting and Executive Session Minutes for November 24, 2020.

OLD BUSINESS

COVID-19 Pandemic Report – Mayor Hammet

NEW BUSINESS

Amendment #1 to Employment Agreement

Amendment #1 to the Employment Agreement extends the term of the agreement for professional services of Peggy Merriss as Acting City Administrator to April 4, 2021.

Resolution Confirming Executive Session

Public Comments

Mayor's Comment

Council Comment

Adjournment

Residents can access this meeting by calling:

Conference line 1 929-205-6099

Meeting ID 997 0511 7505

**CITY OF PINE LAKE
CITY COUNCIL MINUTES
NOVEMBER 24, 2020
7:00 PM
VIA ZOOM**

Call to Order at 7:00pm by Mayor Melanie Hammet.

Present: Mayor Melanie Hammet, Mayor Pro-Tem Jean Bordeaux and Council members Brandy Beavers, Tracey Brantley, Brandy Hall and Augusta Woods. Also present were Acting City Administrator Peggy Merriss, Administrative Assistant Missye Varner, City Attorney Susan Moore and Chief Sarai Y'Hudah-Green.

Announcements/Communication

- The streetsweeper is now operating and leaf debris will be cleaned prior to Thanksgiving in anticipation of bad weather arriving later in the week.
- Council member Beavers announced that the Food Pantry is feeding approximate eight families for Thanksgiving. She also recommended discussion of a timeline for the operation of the streetsweeper.
- Mayor Hammet announced that on November 25th the First Responder Food Truck will be in the Police Department parking lot through the end of January 2021. Stephanie Morales is the Operations Manager of the food truck and donations are welcome.
- Mayor Hammet, Ms. Merriss, Chief Y'Hudah-Green and resident Leigh Scott met with Georgia Power Company staff to get clarity on the tree removal associated with relocation of a transmission pole that was part of the Rockbridge Road project.
- Council member Hall communicated that she received a proposal for updating the Tree Ordinance to be considered for funding in the 2021 budget. She added that she had spoken with Leigh Scott regarding education and information for the ordinance.

Adoption of Agenda

Mayor pro Tem Bordeaux requested an amendment to the agenda to add an item under New Business for discussion of the 2021 budget process.

On motion by Mayor Pro Tem Bordeaux; seconded by Council member Hall, the amended agenda was approved unanimously.

CONSENT AGENDA

Adoption of the City Council Meeting Minutes for August 11, 2020; August 25, 2020; September 8, 2020; September 29, 2020; October 13, 2020; October 27, 2020; and, November 10, 2020.

Adoption of the Special Called City Council Meeting Minutes of August 17, 2020,
Adoption of the City Council Retreat Meeting Minutes of November 1, 2020.
On motion by Council member Brantley; seconded by Council member Woods, the Consent Agenda was approved unanimously.

OLD BUSINESS

COVID-19 Pandemic Report – Mayor Hammet stated that the weekly calls with Georgia mayors continue and that corona virus cases are on the rise and that Georgia is a hot spot. She encouraged everyone to continue to practice social distancing, wearing masks and washing hands to help in the rapid spread of COVID-19.

NEW BUSINESS

Discussion of the 2021 for Budget Schedules.
There will be a Special Called Meeting and Public Hearing on December 22nd and consideration of the adoption of the 2021 Budget at the regularly scheduled meeting on December 29th.

Public Comments

Cindy Brown, resident, inquired about the upcoming budget regarding how revenue from fines and fees would be included. Ms. Brown asked if the City will continue to budget for funds coming from these fees. Ms. Merriss replied that the City needed to account for all revenues received even if the revenues were subsequently passed on to other organizations.

Shirley Kinsey, resident, commented that she had met with the arborist at Davie's Tree Group regarding their Urban Forest Management Program and will provide information to anyone that is interested.

Mayor's Comment

There were no mayoral comments.

Council Comment

Council member Beavers followed up on Ms. Brown's comment regarding her budget question and Mayor Hammet provided clarification.

EXECUTIVE SESSION

On a motion by Mayor pro tem Bordeaux, 2nd by Council member Brantley and all voting "aye," the meeting moved at 7:25pm to Executive Session for the purpose of personnel matters.

On a motion by Mayor pro tem Bordeaux, 2nd by Council member Hall and all voting "aye," the meeting adjourned at 7:45pm from Executive Session.

On a motion by Council member Hall, 2nd by Mayor pro tem Bordeaux and all voting "aye," the meeting adjourned at 7:46pm.

DRAFT

**EMPLOYMENT AGREEMENT FOR PROFESSIONAL SERVICES
OF ACTING CITY ADMINISTRATOR
AMENDMENT #1**

WHEREAS, AN EMPLOYMENT AGREEMENT ("Agreement") was entered into on October 15, 2020 by and between the City of Pine Lake, Georgia ("City") for the professional services of Peggy Merriss, an individual who the Mayor was appointed as Acting Director of Administration of the City ("Acting City Administrator") and confirmed by the City Council.

NOW THEREFORE, in consideration of the mutual covenants stated herein, the parties hereby agree to the following Amendment #1:

1. **SECTION 3. TERMINATION** is replaced in its entirety with the following:

SECTION 3. TERMINATION

The employment of Peggy Merriss as Acting City Administrator shall terminate no later than April 4, 2021 unless extended in writing by the Mayor and Peggy Merriss subject to confirmation by the City Council. Additionally, the parties acknowledge that Section 3.13 of the City Charter provides a process for the termination of a City Administrator's services. The Acting City Administrator agrees to waive the procedures and requirements for termination set forth in Section 3.06 of the City Charter during the term of this Agreement. If the City desires to terminate the services of the Acting City Administrator prior to the end of the term of this Agreement, the City shall merely provide at least fourteen (14) days' prior written notice to the Acting City Administrator and such termination shall be immediate or otherwise effective upon the date set forth in the notice.

Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Acting City Administrator to resign at any time from her position with the City and terminate this Agreement; provided, however, the Acting City Administrator shall give the City at least fourteen (14) days' prior written notice, unless the parties otherwise agree in writing.

2. **SECTION 4. TERM** is replaced in its entirety with the following:

SECTION 4. TERM

The parties acknowledge that the Acting City Administrator's employment is to fill, temporarily, the City Administrator position as of October 19, 2020. Therefore, the term of the Agreement shall begin on the Effective Date and continue through a period not to exceed April 4, 2021.

3. **SECTION 6. COMPENSATION AND ALLOWANCES**, Letter A is replaced in its entirety with the following:

SECTION 6. COMPENSATION AND ALLOWANCES

A. Base Compensation. The base compensation for the Acting City Administrator shall be \$26,800 for the period of December 14, 2020 through April 4, 2021 paid in installments through the City's existing payroll system.

IN WITNESS WHEREOF, the parties have executed this Amendment 1 to the Agreement through their duly authorized representatives.

CITY OF PINE LAKE, GEORGIA

By: _____
Melanie Hammet, Mayor

Date of Execution: _____

Attest:

City Clerk

Approved as to form:

City Attorney

ACTING CITY ADMINISTRATOR

By: _____
Peggy Merriss

Date of Execution: _____

RESOLUTION
R-08-2020

WHEREAS, the City Council of the City of Pine Lake, Georgia, entered into executive session on November 24, 2020 as allowed by O.C.G.A. §50-14-4 for the purpose of discussing personnel matters; and,

WHEREAS, at the close of discussion of each subject, the City Council of the City of Pine Lake, Georgia, did vote to close the executive session and begin open session; and,

WHEREAS, the members present were: Mayor Hammet; Mayor pro tem Bordeaux; and, Council members Beavers, Brantley, Hall and Woods.

WHEREAS, the members voting for closure were: Mayor Hammet; Mayor pro tem Bordeaux; and, Council members Beavers, Brantley, Hall and Woods.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved, by the City Council of the City of Pine Lake, Georgia, that:

- 1) Each member of the City Council of the City of Pine Lake, Georgia present for the meeting does hereby confirm that to the best of his or her knowledge, the said subject matter of the executive sessions were devoted to matters within the relevant exception as set forth above; and,
- 2) That the actions taken in executive session and discussion of the same are hereby ratified; and,
- 3) That the City Council of the City of Pine Lake, Georgia does hereby authorize and direct the Mayor to execute an affidavit in order to comply with O.C.G.A. §50-14-4(b); and,
- 4) That the affidavit be included and filed with the official minutes of the meetings and shall be in a form which substantially complies with the requirements of the statute.

This ____ day of _____, 2020.

Mayor

ATTEST: _____
Peggy Merriss, Acting City Clerk