CITY OF PINE LAKE
SUMMARY ACTION AGENDA
February 9, 2021
7:00 PM
VIA ZOOM

CALL TO ORDER- at 7:00 pm 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 Coordinator Missye Varner and Chief of Police
Sarai Y'Hudah-Green. City Attorney Susan Moore was not present.

Announcements/Communication
There were not any announcements or communications at this time.

Adoption of Agenda
On motion by Council member Hall and seconded by Council Member Woods, the Agenda was
approved unanimously.

CONSENT AGENDA
Adoption of the City Council Meeting Minutes for January 26, 2021.

On motion by Council member Woods and seconded by Council member Beavers the Consent
Agenda was approved unanimously.

OLD BUSINESS
COVID-19 Pandemic Report – Mayor Hammet
Mayor Hammet stated that there were two calls this week instead of one and that Mayor Pro
tem Bordeaux was on one of them. The Mayor reported that the main topic of the call was the
impacts of the variant viruses as there are currently three types that are of great concern
because they are more transmissible. She also said that she has great concern for the city staff
and that the variants cause more infections. Hammet stated that she will get the vaccine when it
becomes available and continues to encourage wearing masks, social distancing, washing hand
and to simplify lifestyles.

Merriss commented that the working schedules had been readjusted to limit the number of
people in the office. City Hall staff are working two days in the office and three days from home
with the Court Clerk working early morning hours on two days. The Police Department has
begun to have one officer per shift, staggering their hours and having their daily briefs in the
parking lot. The Court Department's readjustment includes a twenty-person case load
maximum, adding extra plexiglass shielding and other alternative dockets in session for fewer
people. Merriss stated that Judge L'Erin Wiggins is exploring the opportunity of having virtual

court and that she is open to make sure that people are served in a safe and responsible manner.

Presentation of Fiscal Year 2019 Audit – Jimmy Whitaker
Mr. Whitaker presented an overview of the audit with explanations. There was discussion with questions answered by Mr. Whitaker.

NEW BUSINESS
Approval of Proposal for Phase 1 of the Dam and Wetland Repair Project.
Recommend approval of a proposal from CPL Architecture Engineering & Planning for Phase 1 services in the amount of $20,770.
On motion by Council Member Hall and seconded by Mayor Pro Tem Bordeaux the Proposal for Phase 1 was approved unanimously.

Approval of Proposal for Professional Services for Oak Drive Repair and Repaving Project.
Recommend approval of a proposal from CPL Architecture Engineering & Planning for professional in the amount of $4,500.
On motion by Mayor Pro Tem Bordeaux and seconded by Hall the proposal was approved unanimously in an amount not to exceed $4,500.

REPORTS AND OTHER BUSINESS
Public Comments
Resident Shirley Kinsey commented on the auditor's presentation and thanked the Mayor and Council for their stewardship and responsibility and all that they do for the city.

Acting City Administrator – Server Installation Update
Acting City Administrator Merriss stated that she met with the cable contractor last week and that there will a cabinet with a door that locks for security of the server. The cost for the cabling and cabinet installation is $1,400. Also, the server will be installed by the end of February at the cost of $2,400. Both installations were approved in the 2021 budget.

Mayor and City Council Comments
Mayor Hammet commented that is was a pleasure having council meetings with results of tasks accomplished.

Council Comments
There were not any council comments.

Adjournment On motion by Council member Beavers second by Council member Woods, the adjournment was approved unanimously at 8:15pm.