

**CITY OF PINE LAKE  
SPECIAL CALL ACTION AGENDA  
December 19<sup>th</sup>, 2023 at 7:00 PM  
Council Chambers  
459 Pine Drive, Pine Lake, GA**

**Call to Order:** Mayor Melanie Hammet called the Special Call Session to order at 7:00pm.

Present: Mayor Melanie Hammet, Mayor Pro Tem Jean Bordeaux, Council Member Tracey Brantley, Council Member Nivea Castro, and Council Member Augusta Woods. Also present were City Manager ChaQuias Miller-Thornton, Chief of Police Sarai Y'hudah-Green, City Attorney Susan Moore, Administrative Coordinator Missye Varner, and Assistant City Clerk Ned Dagenhard.

**Adoption of Agenda of the Day**

Mayor Hammet asked to amend the Agenda of the Day to include New Business item number 6, Resolution R-29-2023. Council Member Castro moved to adopt the agenda of the day as amended; Mayor Pro Tem Bordeaux seconded, and the motion passed unanimously.

**Adoption of the Minutes**

- Regular Meeting – December 12<sup>th</sup>, 2023

Council Member Woods moved to adopt the Minutes from the December 12<sup>th</sup> 2023 Regular Meeting; Council Member Castro seconded, and the motion passed 3-0-1.

**Old Business**

**None.**

**New Business**

- 1. Presentation of FY2022 Audit Report – James Whitaker P.C.**

The City's Auditor James Whitaker presented the FY2022 Audit Report. No action was taken by City Council.

- 2. 2024 Appointment – City Auditor and Letter of Engagement – Auditor Services - For year ending December 31, 2023 – James Whitaker P.C.**

City Manager Miller-Thornton presented a Letter of Engagement for continued partnership with the current City Auditor James Whitaker for financial audit and reporting services relevant to the 2023 fiscal year. Council Member Castro moved to approve the Letter of Engagement dated December 18, 2023 and to approve the 2024 Appointment; Mayor Pro Tem Bordeaux seconded, and the motion passed unanimously.

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**3. 2024 Appointment - City Solicitor – Jonathan Kester**

City Manager Miller-Thornton requested Council consideration for continued partnership with the current City Solicitor Jonathan Kester. Council Member Woods moved to approve the 2024 Appointment; Council Member Castro seconded, and the motion passed unanimously.

**4. Resolution R-27-2023 – FY2024 Budgets Adoption**

City Manager Miller-Thornton presented the FY2024 Budget, with references to all revisions made from initial presentation to date. Mayor Pro Tem Bordeaux moved to approve the FY2024 Budget Resolution R-27-2023; Council Member Castro seconded, and the motion passed unanimously.

**5. Resolution R-28-2023 – Confirmation of December 12, 2023 Executive Session**

Council Member Woods moved to approve Resolution R-28-2023 confirming the December 12<sup>th</sup>, 2023 Executive Session; Mayor Pro Tem Bordeaux seconded, and the motion passed 3-0-1 with Mayor Pro tem Bordeaux, Council Member Castro and Council Member Woods voting in favor of the motion. No members voted against the motion and Council Member Brantley abstained.

**6. Resolution R-29-2023 – FY2023 Budget Amendment**

City Manager Miller-Thornton presented a FY2023 Budget Amendment for the purpose of reconciling the Capital Improvements Fund. Mayor Pro Tem Bordeaux moved to adopt Resolution R-29-2023; Council Member Castro seconded, and the motion passed unanimously.

**Adjournment:** Council Member Brantley motioned for adjournment at 8:25pm.

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Ned Dagenhard  
Assistant City Clerk

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ChaQuias Miller-Thornton  
Acting City Clerk