

**CITY OF PINE LAKE**  
**REGULAR MEETING ACTION AGENDA**  
**December 12<sup>th</sup>, 2023 at 7:00 PM**  
**Council Chambers**  
**459 Pine Drive, Pine Lake, GA**

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

Present: Mayor Melanie Hammet, Mayor Pro Tem Jean Bordeaux, 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, and Assistant City Clerk Ned Dagenhard. Council Member Tracey Brantley and Administrative Coordinator Missye Varner were not in attendance.

**Public Hearing – FY2024 Budget Proposal**

City Manager Miller-Thornton presented the amended draft FY2024 Budget proposal to City Council and attendees. No action was taken by Council

**Adoption of Agenda of the Day**

Council Member Castro moved to adopt the agenda of the day; Mayor Pro Tem Bordeaux seconded, and the motion passed unanimously.

**Adoption of the Minutes**

- Regular Meeting – November 28<sup>th</sup>, 2023

Mayor Pro Tem Bordeaux moved to adopt the minutes from the November 28<sup>th</sup> Regular Meeting; Council Member Castro seconded, and the motion passed unanimously.

**Consent Agenda**

**1. 2024 Appointments**

- a. City Attorney – Susan J. Moore**
- b. City Engineer – Rich Edinger, Clarke Patterson Lee**
- c. Legal News Organ – Champion Newspaper**

Mayor Hammet introduced the Consent Agenda, and discussed each of the 2024 Appointments. Council Member Woods moved to approve the Consent Agenda; Mayor Pro Tem Bordeaux seconded, and the motioned passed unanimously.

**Old Business**

**1. FY2024 Budget Proposal**

No action was taken by Council.

**New Business**

**1. Memorandum of Understanding between Pine Lake Association of Interested Neighbors and the City of Pine Lake**

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Mayor Hammet introduced the MOU, and emphasized that no substantial changes had been made to the agreement relative the previous years. Mayor Pro Tem Bordeaux moved to approve the MOU; Council Member Castro seconded, and the motion passed unanimously.

**2. Employment Agreement between the City of Pine Lake and Judge L’Erin Barnes Wiggins; 2024 Appointment as Municipal Court Judge**

City Manager Miller-Thornton introduced the renewal of Judge Wiggins’ employment contract with the City of Pine Lake. Council Member Woods moved to adopt the Employment Agreement; Mayor Pro Tem Bordeaux seconded, and the motion passed unanimously.

**3. Resolution R-23-2023 – Declaring Results of the November 7, 2023 Election**

Mayor Pro Tem Bordeaux moved to declare the results of the November 7<sup>th</sup>, 2023 City of Pine Lake Municipal Election; Council Member Castro seconded, and the motion passed unanimously.

**4. Resolution R-24-2023 – 2024 Qualifying Fees**

Council Member Castro moved to adopt the 2024 Qualifying Fees for elected office; Council Member Woods seconded, and the motion passed unanimously.

**5. Resolution R-25-2023 – City of Pine Lake Holiday Schedule**

Mayor Pro Tem Bordeaux moved to adopt the 2024 City of Pine Lake Holiday Schedule; Council Member Woods seconded, and the motion passed unanimously.

**6. Resolution R-26-2023 – FY2023 Budget Amendment**

City Manager Miller-Thornton introduced an FY2023 Budget Amendment for the purpose of reconciliation. Mayor Pro Tem Bordeaux moved to adopt the Budget Amendment; Council Member Castro seconded, and the motion passed unanimously.

**7. Executive Session to Discuss Personnel**

Mayor Hammet proposed amending the Agenda of the Day, moving the Executive Session to immediately precede adjournment. Council Member Castro moved to approve the amendment; Council Member Woods seconded, and the motion passed unanimously.

Councilmember Bordeaux made a motion to enter into executive session at 8:09pm; seconded by Councilmember Woods; motion passed unanimously.

*Executive session held.*

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Councilmember Bordeaux made a motion to adjourn executive session and to reconvene regular session at 8:28pm; seconded by Councilmember Woods; motion passed unanimously.

Mayor and Council continued Old Business item no. 1, FY2024 Budget Proposal. Mayor Pro Tem Bordeaux made a motion to use an equitable amount of proposed general fund reserve to issue a one-time, lump sum payout of excessive compensatory time allocations, in lieu of cost of living adjustments for 2024. Comp time payout will exclude comp time held by the City Manager position.

**Adjournment:** Council Member Castro motioned for adjournment at 8:36pm.

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Ned Dagenhard  
Assistant City Clerk

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ChaQuias Miller-Thornton  
Acting City Clerk