

**CITY OF PINE LAKE
AGENDA
May 11, 2021
7:00 PM
VIA ZOOM**

Call to Order

Announcements/Communication

Adoption of Agenda

CONSENT AGENDA

Adoption of the Minutes of the regular meeting of April 27, 2021 and the Special Called Meeting of May 7, 2021.

OLD BUSINESS

COVID-19 Pandemic Report – Mayor Hammet

NEW BUSINESS

Opening of Beach and Lake.

Approval of Proposal for replacement of iron railing at Courthouse.

Approval of Proposal to for opening City Hall to the general public.

REPORTS AND OTHER BUSINESS

Public Comments

Staff

Mayor and City Council

Information for “The Pine Lake News” eblast.

Adjournment

Residents can access this meeting by calling:

Conference line 1 929-205-6099

Meeting ID 967 0462 7805

CITY OF PINE LAKE
CITY COUNCIL MEETING MINUTES
April 27, 2021
7:00 PM
VIA ZOOM

CALL TO ORDER

The meeting was called to order at 7:00 pm by Mayor Melanie Hammet. Present were 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, Chief Sarai Y'Hudah-Green and City Attorney Susan Moore.

ANNOUNCEMENTS/COMMUNICATIONS

Mayor Hammet communicated that on April 20th approximately forty-five individuals attended the second community conversation in the series "One City, Many Voices: A Pine Lake Conversation about Racism, Belonging, and Civic Life" focused on Policing and Public Safety in Pine Lake. The Mayor stated that she received an array of interesting, thought provoking and positive feedback.

Mayor Hammet announced that the final of the three-part series of "One City, Many Voices", a Pine Lake Conversation about Racism, Belonging and Civic Life will be on Thursday, May 13th from 6:00PM -7:30PM via Zoom and registration information could be found at www.pinelakega.net. The final topic will be "Belonging and Community in Pine Lake". The series will be facilitated by Dr. Ed Lee, Emory University and will include District 87 State Representative Viola Davis and Pine Lake Business Owner Roger Boyd who will start the evening with Dr. Lee, providing context and perspective.

ADOPTION OF AGENDA

On a motion by Council member Brantley, second by Council member Woods and all present voting "aye," the agenda was adopted.

CONSENT AGENDA

Adoption of the Meeting Minutes for April 13, 2021 and the "One City, Many Voices" Meeting of April 20, 2021.

On a motion by Mayor Pro Tem Bordeaux, second by Council member Hall and all present voting "aye," the agenda was adopted.

OLD BUSINESS

COVID-19 Pandemic Report – Mayor Hammet reported that during the last two weekly statewide mayoral calls, COVID-19 information has been provided by a pediatrician and a COVID researcher. Mayor Hammet also stated that the CDC Transmission Report and Amber Schmidtke's report are great resources, especially for Georgia. The Mayor reported that Georgia still ranks high in transmission cases of the virus especially in suburban areas. She said that Georgia is improving with 23% of adults over 18 years old fully vaccinated.

WORK SESSION

Acting City Administrator Peggy Merriss opened the discussion with an overview of how work sessions are used and provided examples such as Mayor and Council discussions on items before final recommendations are made for consideration, directions to staff, presentation of information, and educational sessions on current issues or topics.

Discussion followed among the Mayor and Council members regarding issues to be considered to determine if the beach and lake should be reopened.

Mayor and Council discussed the following topics:

- ❖ Capacity, which is to be determined.
- ❖ Monitoring and limiting crowds.
- ❖ Hours of operation: having specific morning and afternoon/evening hours.
- ❖ The financial burden because the reopening of beach/lake is not in 2021 budget.
- ❖ Scheduling gaps or a day for the beach and lake to be closed.
- ❖ Parking especially for the weekends and holidays for social distancing.
- ❖ Date of a regular opening versus a soft opening.
- ❖ Utilizing volunteers instead of hiring beach monitors on Saturday and Sundays.
- ❖ Discussion of lake liability issues was led by City Attorney Moore.
- ❖ Availability of public bathrooms.
- ❖ Accessibility and a roll out mat to be used when beach is open.

- ❖ COVID-19, social distancing and the wearing of face coverings and other safety factors regardless of vaccination status.

Additional information will be gathered regarding costs and other details in the next two weeks and a vote will be considered at the May 11th meeting.

NEW BUSINESS

Designation of second meeting of each month as a work session.

Council member Brantley stated that there is value to having the work session on the last Tuesday of the month.

Mayor Pro Tem Bordeaux agreed that work sessions can be valuable but indicated that they should be scheduled as needed instead of designating the second meeting of the month because there may not always be relevant topics.

REPORTS AND OTHER BUSINESS

Public Comments

Resident Keri Loomis commented that she appreciated the discussion regarding the beach and lake reopening and urged Mayor and Council to look at the big picture over the long term as it relates to COVID-19, noise, the health of the lake and crowds. Ms. Loomis said that it is important to find a way to avoid crowds and recommended swim time from 7:00 AM until 12:00 PM. and to have police officers make sure that the attendees at the beach vacated at noon and that a port-a-john would not be needed. She also stated that the crowds generally come after 1:00 PM and that scheduling can be complicated. Ms. Loomis mentioned the cost of testing and recommended a go fund me account to finance the testing and to have volunteers clean the beach. She also talked about signage and suggested having at least two signs. Ms. Loomis stated that swimmers should swim at their own risk to decrease liability for the city.

Resident Deborah Twail recommended swimming be allowed from dawn to 1:00 pm. Ms. Twail stated that she appreciated the information provided and recommended keeping the information signs simple. She also commented on COVID-19 capacity and that she liked the idea of having red flags out when the water quality test numbers are high. Ms. Twail talked about mask wearing at the lake and that when masks get into the water, they cause issue with wildlife and that there needed to be further discussion regarding the bathrooms.

Resident Brandon Dunaway requested consideration for people who get off work after 5:00pm and have hours that are open in after work. He suggested closing at 8:00pm.

Resident Calvin Burgamy commented that he would like for the beach/lake to be open three days per week with short hours and to require mandatory life jackets for children. Mr. Burgamy recommended no standing fishing and only boat fishing be allowed to protect people and wildlife.

Resident Sarah Spencer commented that she was a prior lifeguard and that parents may want to come with their children during adult swim times.

Resident Deborah Twail recommended having a donation box for collecting funds to benefit the beach/lake and suggested limiting days that the beach is open to decrease capacity overage.

Resident Megan Pulsts commented that while a member of City Council she worked on signage that was color coded for the beach and lake. Ms. Pulsts stated that she was happy to share the information to assist with any new signage.

Staff

There were no staff reports.

Mayor and City Council

Mayor Pro tem Bordeaux announced that The Pine Lake News was the latest communications outlet and this week's news is as following:

- 1) Comprehensive Plan - On April 28th at 7:00pm to discuss the results of the surveys.
- 2) No appointment Free COVID-19 vaccines at Blueprint Baptist Church parking lot on Thursday April 29th at 12:00pm.
- 3) One City, Many Voices Series – A Pine Lake Conversation about Racism, Belonging and Civic Life on Thursday May 13 at 6 pm. Dr. Lee's final conversation in the series will be with Representative Viola Davis and Pine Lake business owner Roger Boyd, inspiring a discussion on belonging and community.

Adjournment - On motion by Mayor Pro tem Bordeaux, seconded by Council member Woods, adjournment was approved unanimously at 9:42 pm.

Missye Varner, Administrative Coordinator

DRAFT

**CITY OF PINE LAKE
EMERGENCY SPECIAL CALLED MEETING**

May 7, 2021

1:00 PM

VIA ZOOM

Call to Order – The meeting was called to order at 1:02 pm by Mayor Melanie Hammet. Present were Mayor Melanie Hammet, Mayor pro tem Jean Bordeaux, and Council members Brandy Beavers and Tracey Brantley. Also present were Acting City Administrator Peggy Merriss and Administrative Coordinator Missye Varner.

NEW BUSINESS

Approval of Proposal for replacement box culvert for stormwater management at the lake.

Recommend approval of a proposal in the amount of \$15,150 from The Dickerson Group, Inc. for replacement box culvert for stormwater management at the lake and a total project budget of \$18,000.

Acting City Administrator Peggy Merriss gave an overview of the situation that had started on Thursday afternoon when the bottom of the existing box collapsed which led to water flowing out of the lake back into the eastern wetlands. Ms. Merriss explained that Public Works Staff had managed a temporary solution but that no fresh water would be entering the lake until a repair was made.

Ms. Merriss indicated that there were available funds in the Stormwater Fund Budget fund balance to cover the proposed cost. Ms. Merriss also recommended a total project budget of \$18,000 be approved to cover unknown conditions that might be found in the field.

Mayor pro tem Bordeaux asked how it would be determined if a project should be covered by the stormwater utility versus the general fund. Ms. Merriss responded that if a project involved the stormwater system, then it was appropriate to fund it from the stormwater utility but that the general fund could also be used.

On a motion by Council member Brantley, second by Mayor pro tem Bordeaux, and all voting “aye” the proposal and the project budget were approved.

Peggy Merriss, Acting City Administrator



Memo

To: Mayor and City Council

From: Peggy Merriss, Acting City Administrator

Date: May 6, 2021

Re: Replacement of Handrails at Courthouse Entrance

A handwritten signature in black ink that reads "Peggy Merriss".

The purpose of this memorandum is to recommend approval of a quote from the low proposer, MWO Custom, in the amount of \$1,700 to replace the existing handrails at the entrance to the Courthouse. The existing handrails are in poor condition and need to be replaced to improve needed functionality. Funds are available in Public Works budget for this project.

Attached is an email from Public Works Supervisor providing the reasons why MWO Custom is the preferred provider. Their work can be viewed at www.MWOcustoms.com.

A copy of the recommendation and the three quotes follow.

From: Raoul Martinez <raoulmartinez@pinelakega.net>
Sent: Thursday, May 6, 2021 12:15 PM
To: Peggy Merriss <PeggyMerriss@pinelakega.net>
Subject: Hand rail for court house

Good afternoon. Out of the contractors who bid the handrails for the courthouse. Public Works recommendation is for Matthew Odom of MOW Custom, LLC. For several reasons.

1. The thickness of the material he plans to use to remake the handrails.
2. The ornate style of the handrails which will closely match the original design of the Courthouse.
3. The willingness to bring the head rail pass the last step to the Landing to meet code.
4. He is a certified Mig and Tig welder.

Raoul Martinez
Public Works Supervisor

Sent from my iPad



City Hall Handrail #0000004

5 May 2021

Bill To: Raúl City Of Pine Lake

Expiration Date: 5 June 2021

\$1,700.00 USD

ACCEPT

DECLINE

Service or product	Quantity & Rate	Discount	Total
Complete Handrail System	1 x \$1,700.00	-	\$1,700.00
Subtotal			\$1,700.00
Grand Total			\$1,700.00 USD

Terms & Conditions



Dear Raúl,

Thank you for contacting us. Please review the estimate and approve it online at your earliest convenience. Looking forward to doing business with you,
Matthew Odom.

City Hall Handrail #0000004

More details

Total: \$1,700.00 USD

Expiration date: Jun 05

Notes: Included in price will be upgraded materials from the existing. Aesthetic accents as in escutcheons for covering the plates at the bottom of posts. I will be extending the railing down to the bottom landing for safety and making adjustments for elevation change at the top landing for safety also and visual effect. It will also include increasing the handrail height so that it is within code. Additional aspects are also available for increased visual appeal upon request.

Estimate

for
City of Pine Lake
459 Pine Dr
Pine Lake, Ga 30072
404-308-5631

Job Site:
459 Pine Dr
Pine Lake, Ga 30072

Yoland Metal Works
PO Box 326
Lithonia, GA 30058
678-691-4390
www.yolandmetalworks.com

Estimate No. 762 Issued on Tue May 4, 2021

Qty	Unit Name	Description	Rate	Amount	Tax
23	Handrail	Fabricate and install standard style handrail 42" high on the landing and 36" on the stairs. (per linear foot)	\$75.00	\$1,725.00	Tax

Tax	\$138.00
Deposit Due	\$745.20
Deposit Paid	\$0.00
Estimated total	\$1,863.00

NOTE:

THANK YOU

 for considering Yoland Metal Works

QUESTIONS? CONTACT US

info@yolandmetalworks.com
678-691-4390

TERMS & CONDITIONS

We accept payment by check, cash and credit. Please send checks to our P O Box address or call with credit card info.

You can pay for this estimate by clicking on this link [Pay Online](#)

National Iron Works
 4823 Shallow Creek Dr NW
 Kennesaw, GA 30144 US
 7703096681
 nironworks@hotmail.com

Estimate

ADDRESS
City of Pine Lake 459 Pine Dr. Stone Mountain, GA

SHIP TO
City of Pine Lake 459 Pine Dr. Stone Mountain, GA

ESTIMATE #	DATE
2058	05/04/2021

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Handrails	20 ft of handrails with custom design 1" square posts 1/2" vertical balusters 1 3/4" molded top rail 1 1/2" OD pipe for grab rail Price includes powder coating and installation	20	110.00	2,200.00

TOTAL **\$2,200.00**

Accepted By

Accepted Date



Memo

To: Mayor and City Council

From: Peggy Merriss, Acting City Administrator

Date: May 6, 2021

Re: City Hall Open Hours and Work Schedule

A handwritten signature in black ink that reads "Peggy Merriss".

The purpose of this memorandum is to recommend that City Hall be open to the public beginning Monday, May 17, 2021 from 8:30am – 12:30pm and 1:30pm – 4:30pm, Monday through Thursday with services available on Friday remotely.

In addition to Friday being an all-staff remote workday, the Administrative Coordinator would also work remotely on Monday and the Acting City Administrator would also work remotely on Thursday. Remote work during the pandemic has resulted in many processes being handled electronically with good results and positive feedback from constituents. To the best of my knowledge, work has been getting done efficiently and effectively in the remote environment.

The contract Court Clerk, Faye Brantley, will be working Monday and Wednesday from 7am to close of court on Thursday. Ms. Brantley has reported good feedback on the earlier morning hours, indicating that people like being able to take care of court business before they go to work.

If approved, the hours would be posted on the website and at City Hall. Also, appropriate signage regarding health safety would be posted.

Your approval is recommended.