

**CITY OF PINE LAKE**  
**AGENDA**  
**October 12, 2021**  
**7:00 PM**  
**Council Chambers**  
**459 Pine Drive Pine Lake, GA**

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Call to Order

Announcements/Communication

Adoption of Agenda

**CONSENT AGENDA**

Adoption of the Minutes of the regular meeting of September 28, 2021.

**NEW BUSINESS**

Adoption of Resolution R-09-2021 Providing Final Approval of the Comprehensive Plan.

Recommend adoption of Resolution R-09-2021 providing final approval of the 2021 Comprehensive Plan.

Approval of Proposal for Tree Removal.

Recommend approval of a proposal from North Star Tree Service, in the amount of \$4,500 for the removal of three trees impacting the stormwater system at 459 Spruce Drive.

**OLD BUSINESS**

Food Well Grant Program

**REPORTS AND OTHER BUSINESS**

Public Comments

Staff

Mayor and City Council

Information for "The Pine Lake News" eblast.

Adjournment

**CITY OF PINE LAKE  
CITY COUNCIL MINUTES  
September 28, 2021  
7:00 PM  
Council Chambers  
459 Pine Drive Pine Lake, GA**

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**Call to Order**

The meeting was called to order at 7:00PM by Mayor Melanie Hammet. Present – Mayor Melanie Hammet, Mayor pro tem Jean Bordeaux, Council members Tracey Brantley, Brandy Hall and Augusta Woods. Also, present were Acting City Administrator Peggy Merriss and Administrative Coordinator Missye Varner. Council member Brandy Beavers, Police Chief Sarai Y’Hudah-Green and City Attorney Susan Moore were not in attendance.

**Announcements/Communication**

Mayor Pro tem Bordeaux communicated that she and Council member Woods met with resident Kim Fugate regarding the ROKS Bar-Be-Que Cookout at the new Poplar Park which is adjacent to her house. Ms. Woods stated that Ms. Fugate is fine with it. Ms. Bordeaux recommended demarcating her property from Poplar Park and suggested installing plantings to separate the two properties. The event is scheduled for Saturday, November 6<sup>th</sup> from 11:00 am – 2:00 pm.

Council member Woods announced that the Makers Mart Event will be at various resident homes on Sunday, November 7<sup>th</sup> from 11:00am – 4:00pm and a Food Truck will be at the Club House.

Mayor Hammet communicated that she has spoken with several residents, and they said that the 2021 Beach Policy was brilliant and that the abbreviated version of the beach season was enjoyable. Mayor Hammet thanked Council and Acting City Administrator Merriss for their diligent work on the policy.

Mayor Hammet thanked resident Jennifer Galen, Lt. Robert Palms and Officer Jason Cooper and the entire Pine Lake community for assisting in the location of a missing child. She also thanked Chief Green for posting the information on the public safety section of the website.

**Adoption of Agenda**

Mayor Hammet amended the agenda by adding to New Business the purchase of a Kubota 48” Zero Turn Mower to replace a 2006 John Deere Zero mower.

On a motion by Council member Woods, seconded Council member Hall, and all council members present voting "aye," the amended agenda was adopted.

## **CONSENT AGENDA**

Adoption of the Minutes of the regular meeting of September 14, 2021, and the report of the September 19, 2021, Planning Retreat.

On a motion by Mayor Pro tem Bordeaux, seconded by Council member Woods, and all council members present voting "aye," the consent agenda was adopted.

## **NEW BUSINESS**

Adoption of the Budget to Implement the Food Well Grant Program.

Recommend adoption of the proposed budget to implement the Food Well grant program. Funding is available from the grant.

Council member Hall presented an updated version of the plan and an accompanying budget, followed by discussion. The adoption of the budget to Implement the Food Well Grant Program was deferred pending additional information for the carpentry scope of work and inclusion of bird habitat as it relates to the project that could be supported by the McAllister Fund. There may be some adjustments to the project as it relates to the carpentry. Also, the role of volunteers was discussed and will need to be clarified along with scheduling.

Adoption of a Service Agreement with Xfinity/Comcast.

Recommend adoption of a service agreement with Xfinity/Comcast for consolidated phone and internet services for City Hall, the Police Department, Club House and Beach House.

On a motion by Council member Hall, second by Mayor Pro tem Bordeaux and all present voting "aye," the quote was approved.

Adoption of Resolution R-08-2021 Supporting "GEORGIA CITIES WEEK."

Recommend adoption of Resolution R-08-2021 Supporting "GEORGIA CITIES WEEK."

On a motion by Mayor Pro tem Bordeaux, second by Council member Brantley and all council members present voting "aye," Resolution R-08-2021 Supporting "GEORGIA CITIES WEEK" was adopted as recommended.

Approval of a Quote from Lashley Kubota to purchase a Kubota 48" Zero Turn Mower to replace a 2006 John Deere Zero mower that is no longer operable.

Recommend approval of a quote from Lashley Kubota to purchase a Kubota 48" Zero Turn Mower to replace a 2006 John Deere Zero mower.

On a motion by Council member Brantley, second by Council member Woods and all present voting "aye," quote was approved.

## REPORTS AND OTHER BUSINESS

### Public Comments

Shirley Kinsley, 579 Spruce Drive commented on the carpentry portion of the Food Well Grant Program project and asked council to take their time and have a prepared scope of work for the woodworking plans. Ms. Kinsley suggested having an itemized list of materials, drawings and written instructions.

Resident Kinsley also commented that she was surprised that AT & T did not have internet at the Beach House and that she was glad that Council made the decision to consolidate the phone and internet service with Comcast being the provider.

Ms. Kinsley also said that she has a chipper shredder vacuum and that as a community effort she and her neighbors would be utilizing it to help Public Works get leaves out of the street this fall season.

### Staff

There were no staff comments.

### Mayor and City Council

Mayor Hammet commented that the City election is five weeks away and will be held on November 2<sup>nd</sup> at the Clubhouse from 7:00 a.m. – 7:00 p.m.

### Information for “The Pine Lake News” eblast:

#### **Permits will not be available in City Hall from Oct. 18, 2021, through Nov. 1st, 2021.**

Permits (building, tree, fence etc.) will not be available during the period October 18, 2021, through November 1st, 2021, due to staffing issues. If you are able to anticipate your needs, please apply now for any needed permits.

#### **November 6th, 2021 – Grand Opening Poplar Park.**

On Saturday Nov. 6th Pine Lake will celebrate the opening of our newest green space, **Poplar Park** with a get-together for business owners and residents. There will be burgers and dogs, vegan options and delicious sides - \$10 / plate and \$5 for kids. We will also have a DJ to keep things lively. The Park is located at the corner of Poplar and Rockbridge. Stay tuned for further details.

#### **November 13th and 14th 2021 – Volunteer weekend for Food Well Urban Garden**

On November 13th and 14th 2021 we will gather near the Beach house to begin implementation of our new urban agricultural project. The work will be supervised by our own Council member

Brandy Hall. Council member Tracey Brantley will be setting up a volunteer app so that you can sign up for specific tasks / times. This will be rolled out soon.

**Municipal general election less than five weeks away - November 2, 2021.**

PLAIN will be conducting a Zoom Candidate Forum to get to know the candidates on **October 21st at 7:00 PM**. More info in the next brief.

The candidates who will be running for the three City Council seats are:

- Jean Bordeaux (Incumbent)
- Matthew Jacob Collins
- Brandy M. Hall (Incumbent)
- Augusta M. Woods (Incumbent)

See Notice of Election for more details on the City website at [www.pinelakega.net](http://www.pinelakega.net)

**Adjournment**

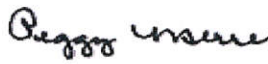
On a motion by Mayor pro tem Bordeaux, seconded by Council member Brantley and all council members present voting “aye,” the meeting was adjourned at 8:03 pm.

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Missye Varner, Administrative Coordinator

# Memo

**To:** Mayor and City Council

**From:** Peggy Merriss, Acting City Administrator 

**Date:** October 7, 2021

**Re:** Resolution Providing Final Adoption of the 2021 Comprehensive Plan.

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The purpose of this memorandum is to recommend approval of Resolution R-09-2021 providing final adoption of the 2021 Comprehensive Plan.

We were notified on September 29, 2021 by Andrew Smith, Principal Planner at the Atlanta Regional Commission (ARC) that the regional review and comment period for the 2021 City of Pine Lake Comprehensive Plan Update had been completed and that the Georgia Department of Community Affairs (DCA) had determined that the Update conforms to the Minimum Standards for Local Comprehensive Planning.

The last step in the process is to adopt the proposed resolution R-09-2021 providing final adoption of the plan. A copy of the resolution will be provided to ARC. There were no changes to the plan from the draft version.

**CITY OF PINE LAKE**

**RESOLUTION**

**NO. R-09-2021**

**RESOLUTION TO ADOPT THE 2021 COMPREHENSIVE PLAN UPDATE FOR THE CITY OF PINE LAKE, GEORGIA AND TO DIRECT THE TRANSMITTAL OF THE UPDATE TO THE ATLANTA REGIONAL COMMISSION**

**WHEREAS**, the City of Pine Lake, Georgia has completed the 2021 Comprehensive Plan Update; and,

**WHEREAS**, these documents were prepared according to the Minimum Standards and Procedures for Local Comprehensive Planning effective October 1, 2018, and established by the Georgia Planning Act of 1989; and,

**WHEREAS**, the City of Pine Lake's Comprehensive Plan Update has been reviewed by the Atlanta Regional Commission and the Georgia Department of Community Affairs and found to be in compliance with the Minimum Standards and Procedures for Local Comprehensive Planning.

**NOW, THEREFORE BE IT RESOLVED**, that the City of Pine Lake, through the Mayor and City Council, does hereby adopt the 2021 Comprehensive Plan Update and directs that the availability of the Plan Update for public review and inspection be publicized.

**BE IT FURTHER RESOLVED** that the City of Pine Lake, through the Mayor and City Council, directs the City Clerk to forward a copy of this resolution and the final 2021 Comprehensive Plan Update to the Atlanta Regional Commission.

Adopted this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
**Jean Bordeaux, Mayor pro-tem**

City Seal

**ATTEST:**

\_\_\_\_\_  
**City Clerk**



# Memo

**To:** Mayor and City Council  
**From:** Peggy Merriss, Acting City Administrator  
**Date:** October 7, 2021  
**Re:** Approval of a Proposal for Tree Removal

*Peggy Merriss*

The purpose of this memorandum is to recommend approval of a proposal from the low proposer, North Star Tree Service, in the amount of \$4,500 for the removal of three trees impacting the stormwater system at 459 Spruce Drive. An email and pictures from Public Works Supervisor Raoul Martinez follows this email.

The following are the three proposals:

North Star Tree Service	\$4,500
O&R (Little Bear Tree Service)	\$6,000
AKA Tree Service, LLC	\$7,200

Your approval is recommended.



# ESTIMATE



**City Of Pine Lake**  
459 Spruce Drive Pine Lake Ga  
(404) 308-5631

## North Star Tree Service

850 River Rush Dr  
Sugar Hill , Georgia 30518  
Phone: (404) 447-3532  
Email: Bill@northstartreeservice.com

Estimate # 1001120  
Date 09/30/2021

<b>Description</b>	<b>Total</b>
Remove trees from culvert area, and 1 in back	\$4,500.00
Haul all debris.	
	<hr/>
	<b>Subtotal</b> \$4,500.00
	<b>Total</b> <b>\$4,500.00</b>

### Notes:

JS5 /BJ

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For questions about scheduling please email - [scheduling@northstartreeservice.com](mailto:scheduling@northstartreeservice.com)

# ESTIMATE

**Raoul Martinez**  
459 Spruce Dr  
Stone Mountain, Ga  
(404) 308-5631

**O&R (Little Bear Tree Service)**

774 Garner Rd SW  
Lilburn, GA 30047  
Phone: (404) 820-1724  
Email: brayanamador14@gmail.com

Estimate # 000078  
Date 09/24/2021

<b>Description</b>	<b>Total</b>
1 large sweetgum in back	\$3,100.00
1 medium oak	\$600.00
Large Sweetgum by street	\$2,600.00

<b>Subtotal</b>	\$6,300.00
<b>Discount</b>	\$300.00
<b>Total</b>	<b>\$6,000.00</b>

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Raoul Martinez



**AKA Tree Service LLC**  
 4104 W White Rd.  
 Oakwood, GA 30566

**Proposal #7453**

Created: 09/24/2021

From: Jefferson Fuller

**Proposal For**

**Raul Martinez**

459 Spruce Dr, Pine Lake, GA 30072

mobile: 404-308-5631

raulmartinez@pinelakega.net

**Location**

**459 Spruce Dr**

Pine Lake, GA 30072

459 Spruce Dr 30072

**Terms**

Due upon completion

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
<b>1) Full Project</b>	<b>1</b>	<b>\$ 7,200.00</b>	<b>\$ 7,200.00</b>
Remove Marked 20" Maple tree by the street			
Remove Marked 26" Sweetgum tree by the street			
Remove Marked 28" Sweetgum tree at the left side of the back yard			
**Cut all stumps low and flush			
**Clean up and haul away all resulting debris			
**Use mat system to minimized disturbance into back yard			
**Remove and replace section of chain link fence at the left side of the house for access			

*All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.*

SUBTOTAL	\$ 7,200.00
SALES TAX	\$ 0.00
<b>TOTAL</b>	<b>\$ 7,200.00</b>

**Signature**

x

Date:

Please sign here to accept the terms and conditions

**Sales Reps**

Jefferson Fuller

jefferson@akatreeservice.com

## Peggy Merriss

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**From:** Raoul Martinez  
**Sent:** Monday, May 17, 2021 8:49 AM  
**To:** Peggy Merriss  
**Subject:** Fwd: Tree's in catch basin

The address of the catch basin with trees growing in it is 459 Spruce Dr. As you can see from the photos there are several trees growing in the storm water runoff area. There is quite a bit of maintenance that needs to take place in this area as well.

Sent from my iPad

Begin forwarded message:

**From:** Raoul Martinez <joerm1403@gmail.com>  
**Date:** May 17, 2021 at 8:38:38 AM EDT  
**To:** Raoul Martinez <raoulmartinez@pinelakega.net>  
**Subject:** Tree's in catch basin















Sent from my iPhone