

CITY OF PINE LAKE
AGENDA
October 26, 2021
7:00 PM
Council Chambers
459 Pine Drive Pine Lake, GA

Call to Order

Announcements/Communication

Adoption of Agenda

CONSENT AGENDA

Adoption of the Minutes of the regular meeting of October 12, 2021.

NEW BUSINESS

Approval of a Proposal to Replace the HVAC System at City Hall and Add Air Quality Improvements to the Systems at City Hall and at the Council Chambers/Courtroom/Police Department Facility at 459 Pine Drive.

Recommend approval of a proposal from Comfort Air for a project budget in an amount not to exceed \$16,800 (proposal plus 10% contingency) using SPLOST funds for HVAC system and air quality improvements.

Approval of a Proposal to Enclose the Carport at City Hall for Use as a Storage Facility.

Recommend approval of a proposal from Means Design & Build in the amount of \$27,600 to enclose the existing carport at the City Hall building using SPLOST funds.

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
COUNCIL MEETING MINUTES
October 12, 2021
7:00 PM
Council Chambers
459 Pine Drive Pine Lake, GA**

Call to Order

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

Announcements/Communication

Council member Hall announced that she and Council member Brantley will be working with PLAIN and other Pine Lake groups on the Pine Lake Urban Agriculture Project and volunteers can register for a date and time at www.SignUpGenius.com.

Mayor Pro tem Bordeaux announced that on Saturday, November 6th from Noon to 3:00PM, Pine Lake will celebrate the opening of the City’s newest green space with a cookout for business owners and residents at Poplar Park. The park is located at the corner of Poplar and Rockbridge.

Council member Woods announced that a Makers Market Event will be held on November 7th from 11:00PM – 4:00PM and that artists will set up at their residences. A food truck and information about artist locations will be at the Club House, and everyone is invited for food and fun.

Mayor Pro tem Bordeaux communicated that on October 19th at 7:00PM PLAIN will host a virtual Candidate Forum via ZOOM for the candidates running for the three City Council seats. For information visit www.plainhelps.org.

Adoption of Agenda

On a motion by Council member Woods, second by Council member Hall, and all council members present voting “aye,” the agenda was adopted.

CONSENT AGENDA

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

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

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.

On a motion by Council member Hall, second by Council member Woods and all council members present voting "aye," Resolution R-09-2021 providing final approval of the Comprehensive Plan was adopted as recommended.

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.

On a motion by Council member Hall, second by Council member Brantley and all council members present voting "aye," consideration of the proposal for tree removal was tabled until the October 28, 2021 Council meeting. It was agreed that Council member Hall will make a site visit within the week.

OLD BUSINESS

Food Well Grant Program

Council member Hall provided an update on the Food Well Grant Program as it relates to the volunteers and the carpentry work of the project. There will also be a pre workday before the volunteer sessions begin.

Mayor Pro tem Bordeaux recommended utilizing the chips and tree mulch from the tree removal of the Spruce Drive trees.

REPORTS AND OTHER BUSINESS

Public Comments

New resident Kendra Dosenbach, 4575 Park Drive, introduced herself to Council and stated that she had moved to Pine Lake in December 2020 from Santa Cruz, California. Ms. Dosenbach said that she and her family were happy to be a part of this micro municipality.

Staff

There were no comments.

Mayor and City Council

There were no comments.

Information for “The Pine Lake News” eblast:

October 16th & 17th, 2021 – City-wide yard sale – Message from Chief Green.

Signs are not permitted on utility poles

For large trash piles after the sale, contact Dekalb County Special Collection Request

October 19th, 2021, PLAIN will conduct a Candidate Forum

PLAIN will be conducting a Zoom Candidate Forum to get to know the candidates on October 19th beginning at 7:00 PM. Visit PLAIN website at www.plainhelps.org for more information.

Permits will not be available in City Hall from October 18, 2021 through November 1, 2021

Permits (building, tree, fence etc.) will not be available during the period October 18, 2021, through November 1, 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 November 6th from Noon to 3:00PM, 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. Poplar Park is located at the corner of Poplar and Rockbridge.

November 7th, 2021 – Maker’s Mart

On Sunday November 7th city artisans will be offering their wares at various locations throughout the City. Food Truck grub will be available at the Clubhouse parking lot.

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. Go to [SignUpGenius](#) to volunteer for specific tasks and times. Sign up today!!

Adjournment: On a motion by Council member Woods, seconded by Council member Hall and all council members present voting “aye,” the meeting was adjourned at 7:34pm.

Missye Varner, Administrative Coordinator

DRAFT

Memo

To: Mayor and City Council

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

Date: October 20, 2021

Re: HVAC and Air Quality Improvements - City Hall
Air Quality Improvements Council Chambers/Court House/Police Department

The purpose of this memorandum is to recommend approval of the proposal from Comfort Air for replacement of the HVAC system and air quality upgrades for City Hall and air quality upgrades for the Council Chambers/Court House/Police Department. Funds are available from the \$70,000 allocated for improvements and renovations to City Hall and the \$300,000 allocated for improvements and renovations to the building at 459 Pine Drive as part of the Special Purpose Local Option Sales Tax (SPLOST) projects for the City of Pine Lake.

At the July 27, 2021 Council meeting, authorization was provided to plan various SPLOST funded projects. Upgrades to the HVAC systems at City Hall would replace a system that is nearing the end of its expected lifespan and it would also allow us to install a more energy efficient unit that meets modern standards. The air quality upgrades are as they are recommended as best practices to address the spread of air-borne diseases in offices and work sites. The COVID pandemic has shown how important it is to have good air filtration systems.

We contacted five providers and received three responses, although only one addressed what we were looking for in a comprehensive manner. We believe we have met a due diligence standard in trying to get multiple proposals. We do not anticipate that delaying the project would likely result in additional proposals. A copy of a comparison of the proposal elements follows.

The Comfort Air proposal provides the most robust options for air quality improvements and the HVAC unit is reasonably priced with a good SEER (seasonal energy efficiency rating). In addition, Comfort Air is located within the City of Pine Lake and has provided maintenance services on the City's existing systems.

Council approval of the proposal and use of SPLOST funds for a project budget not to exceed \$16,800 (proposal plus 10% contingency) is recommended.

HVAC and Air Quality Upgrade Proposals

	Comfort Air	COOLRAY	MaxAir
City Hall HVAC System	Lenox 16 SEER 3-ton	Carrier 15 SEER Includes Captura BioForce Germicidal UV Light	Brand Unspecified
	\$7,750	\$7,760	\$6,220
City Hall Air Quality	Includes UV Light System Undermount filter AIR SCRUBBER UV Light		GPS Bipolar Ionization Unit
	\$3,000		\$960
	\$1,200		
Council Chamber/ Court House/PD Air Quality	Undermount filter AIR SCRUBBER UV Light Remove and Reinstall Unit to install undermount filter		GPS Bipolar Ionization Unit (2)
	\$3,000		\$1,920
	\$1,200		
	\$950		

Memo

To: Mayor and City Council
From: Peggy Merriss, Acting City Administrator
Date: October 20, 2021
Re: Storage Room Addition – City Hall

Peggy Merriss

The purpose of this memorandum is to recommend approval of the proposal from Means Design & Build in the amount of \$27,600 to enclose the existing carport at the City Hall building to be used for document and file storage. Funds are available from the \$70,000 allocated to improvements and renovations to City Hall as part of the Special Purpose Local Option Sales Tax (SPLOST) projects for the City of Pine Lake.

At the July 27, 2021 Council meeting, authorization was provided to plan various SPLOST funded projects. This recommended project was included in that authorization. It would enclose the existing carport for file and records storage. In order to store records that were previously stacked in the hallway at the current City Hall and others that were stored in the attic of the old City Hall building, we are renting a storage unit costing \$156 per month. With the construction of the storage space, we would be able to close the storage unit.

In addition to enclosing the carport for storage, this project includes adding a door and exit from Missye Varner's office into the lobby so that Missye does not have to go through the City Administrator's office to enter/exit her office.

We solicited proposals from seven contractors (see specifications document) and received only one response. Others cited the small size of the project, other work they had scheduled and/or transition to other professional interests for not responding. We believe we have met a due diligence standard in trying to get multiple proposals. We do not anticipate that the existing demand for contractors and the contracting environment will change in the near future, so delaying the project would not likely result in additional proposals. A copy of the proposal follows.

Council approval of the proposal and use of SPLOST funds is recommended.



SPECIFICATIONS FOR CITY OF PINE LAKE

Convert the Existing Carport into an enclosed Storage Room

Must include the following:

- Heating and Air Conditioning-this room must be temperature controlled because documents in boxes will be stored there
- Insulate the storage room
- Add three (3) electrical outlets in storage room
- Addition of Four (4) over head flush mounted lights (see Missye's Office light)
- Addition of American with Disabilities Act Door off accounts office in back where window is leading into the storage room
- Addition of an outlet in the accountant's office where file cabinets are
- Addition of 5 each 12"x 5' shelves in the storage room for supplies
- Paint the inside of the storage room (color to be determined)
- Paint the exterior of the storage room the same color to match current exterior color
- Exterior of the storage unit to be Hardie board or comparable construction material
- Addition of an ADA door where the existing supply closet is in the lobby. This door will be installed on the left side and will used to entered into Missye's office. Remove shelving to make room for the ADA door.

When you submit your quote, please include the following:

- ❖ Contact Information and a Second contact
- ❖ Copy of Driver's License
- ❖ Copy of State of Georgia Commercial General Contractors License
- ❖ Copy of your Occupational Tax Certificate (Business License)
- ❖ Copy of Certificate of Insurance Liability
- ❖ Time frame to complete project

Thank you and please let me know if you have any questions.

Missye Varner
Administrative Coordinator
404-999-4931 Office
404-386-0902 Cell



Proposal: Pine Lake Storage Room

Prepared for: Peggy Merriss

Prepared by: Taylor Means

October 7, 2021

SUMMARY

Scope as specified by Pine Lake

- Frame and insulate the storage room (approx. 249" x 169" x 93"H)
- Add three (3) electrical outlets in storage room
- Add four (4) over head flush mounted lights and switch
- Add ADA door where current window exists
- Add an outlet in the accountant's office where file cabinets are
- Add five (5) 12"x 5' shelves in the storage room
- Paint the interior (color to be determined)
- Paint the exterior to match current exterior color
- Exterior of the storage unit to be lap 7" Hardie board or comparable construction material
- Add an ADA door where the existing supply closet is in the lobby. (This door will be installed on the left side. Remove shelving to make room for the ADA door.)

Additional items included

- Move light switch to new location, sheetrock storage room interior, cased opening, trim out in storage room on new walls, paint trim on new walls, demo of concrete lip if needed, demo of new openings, add new concrete block, relocate downspout, doors 3-0, add breaker if needed, relocate electrical at new openings if needed, add OSB sheathing and moisture barrier

To be completed by others

- HVAC system. I recommend coordinating installation of HVAC in storage room along with the update of the existing HVAC in the building. (If requested, we can purchase and install a dehumidifier and drain line for \$375.)
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MEANS DESIGN & BUILD

BUDGET, LEAD TIME AND TERMS

Total cost: \$27,600

Payment structure: 50% deposit, remaining 50% due within 15 days of project's completion

Lead time: 3-4 weeks from deposit
