

CITY OF PINE LAKE
AGENDA
April 12, 2022, 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA

Call to Order

Announcements/Communication - Administrator explanation of removal of "Consent Agenda" subtitle from the agenda. Other announcements and communication.

Adoption of Agenda

Adoption of the Minutes of the regular meeting of March 29, 2022.

Public Comments

OLD BUSINESS

- A. Capital Improvements to Lakefront.
Consideration for capital improvements and maintenance along lakefront.

NEW BUSINESS

- A. Council consideration of terms for beach and lake reopening.
 - B. Approval of proposal for repair of the handicap accessibility ramp at 300 Clubhouse Drive – Wildcat Striping, Sealing and Paving - \$1,770.00.
 - C. Approval of proposal for removal and replacement of asphalt curb – 555 Spruce Drive – Wildcat Striping, Sealing and Paving - \$3,586.00
 - D. Approval of proposal for repair of block wall and haul out of debris – 4580 Lakeshore Drive – Express Concrete - \$2,800.00
 - E. Support Renewal for PowerEdge T440 PL-SRV-01 – VC3 Inc., Contractor – 1 year term – 04/15/2023 expiration - \$889.59
- .

REPORTS AND OTHER BUSINESS

Public Comments

Staff

Mayor – Scheduling of City of Pine Lake Town
Hall City Council

Information for “The Pine Lake News” eblast.

Adjournment

**CITY OF PINE LAKE
CITY COUNCIL MINUTES
March 29, 2022
7:00 PM
Council Chambers
459 Pine Drive Pine Lake, GA**

Call to Order - Mayor Melanie Hammet called the meeting to order at 7:00 pm.

Present: Mayor Hammet, Mayor pro tem Jean Bordeaux and Council members Brandy Hall, Brandy Beavers, Tracey Brantley and Augusta Woods. Acting City Administrator Peggy Merriss, Chief Saria Y'Hudah-Green and Administrative Coordinator Missye Varner were also present. City Attorney Susan Moore was not present.

Announcements/Communication

Mayor Hammet announced that Acting City Administrator Peggy Merriss was departing after eighteen months working with the City. There were gifts and a special donation to Legacy Park, Decatur, GA that was presented to Ms. Merriss as an appreciation for her service. The Mayor communicated that as Ms. Merriss' contract ends and the contract for new City Administrator Ms. ChaQuias Miller-Thornton will begin on April 4th.

Mayor Hammet communicated that the Pollination Celebration on March 27th at the beach was a remarkable success.

Adoption of Agenda

Acting City Administrator Merriss requested an amendment to the agenda to add removal of a dangerous tree on 628 Olive Road. On a motion by Council Member Hall; second by Mayor pro tem Bordeaux; and all present voting "aye," the amended agenda was adopted.

CONSENT AGENDA

Adoption of the Minutes of the regular meeting of March 8, 2022, and the Special Called Meeting of March 16, 2022.

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

PUBLIC COMMENTS ON AGENDA ITEMS

Jennifer Glam, Screenwriter, 484 Hemlock Drive introduced herself to Mayor and Council stated that she moved to Pine Lake in 2020. Ms. Glam writes about her life, domestic violence and the homeless. She will be introducing a film to the National Film Festival in hopes to assist the homeless.

Tyler Covington, resident of 458 Spruce Drive commented on the opening of the beach and the sand area. He commented that during the pandemic the closing of the playground affected many children, and that nature was a means of therapy. Mr. Covington questioned as to why the sand area was currently closed and offered his assistance in keeping the sand area clean so that the kids could play.

Candice Ellison, 4552 Dahlia Drive commented that she and her partner moved to the City August 2021 and that she and her child goes to the playground daily. She also commented about the signage at the beach being closed. Ms. Ellison questioned the reason that the sand area is closed and commented that it is an ongoing conversation with community parents.

Dian Durrett, 616 Olive Road commented about the dangerous tree on Olive Road and that it was in the decaying mode. Ms. Durrett also stated that severe weather could present danger of the tree falling and killing someone.

Matthew "True" Nelson, Owner of Mangos Caribbean Restaurant, 4634 Rockbridge Road introduced himself and his new business to the community. Mr. Nelson gave the history of Mangos and stated that it was his fourth in the Atlanta area. The restaurant offers Jamaican Cuisine, and they will be open in the days to follow.

Suzie Pope, 493 Spruce Drive commented that she supports the beach opening and that she shared the heartfelt comments from Mr. Covington. Ms. Pope also stated that she receives healing by living close to the water and having time in the sand. The resident said that she would volunteer in removing goose droppings from the sand area.

Marie Andrade, 4556 Forest Drive commented that she was a 21-year resident that is able to go to the beautiful lake/beach. Ms. Andrade stated that her daughter grew up on the beach and they have wonderful memories. She recommended keeping the tradition going for the new kids growing up within the community and recommended opening the sand area of the beach.

Tiffany Shelton, 5997 Mincy Road commented that she previously lived in Pine Lake and that she now resides in Stone Mountain. Ms. Shelton shared an experience of three kids playing on the beach during the pandemic and the City police thus resulting in a stressful time. She also stated that she did not wish to see the City tarnished by the former interaction and that the lovely green space was her home away from home.

NEW BUSINESS

Consideration for Opening the Beach.

Consideration of a request to allow use of the sand portion of the beach.

On a motion by Council Member Brantley, second by Mayor pro tem Bordeaux and all present voting “aye,” the sand area of the beach only will be open effective March 30, 2022, and additional signage to indicate the lake remains closed will be installed.

Resolution to Encumber Local Fiscal Recovery Funds.

Recommend adoption of Resolution R-03-22 to encumber the first tranche of Local Fiscal Recovery Funds provided through the American Rescue Plan Act.

On a motion by Council Member Woods, second by Council Member Hall and all present voting “aye,” Resolution R-03-22 was adopted as recommended.

Capital Improvements to Lakefront.

Proposal for capital improvements and maintenance along lakefront.

Acting City Administrator Merriss presented the proposal and after discussion to revise the proposal, this item will be presented again at the April 7th meeting.

Removal of a Dangerous Tree

Proposal to Remove a Dangerous Tree on 628 Olive Road

On a motion by Mayor Pro Tem Bordeaux, second by Council Member Hall, and present voting “aye,” the proposal by Boutte Tree Services to remove the dangerous tree at 628 Olive Road was approved.

Public Comments

Shirley Kinsey, 579 Spruce Drive commented that the gazebo should be demolished all at once because it would save money. Ms. Kinsey also thanked Mayor Hammet for her handling of a sanitation issue with DeKalb County Sanitation.

Staff

There were not any Staff comments.

Mayor

Mayor Hammet reiterated that it has been and absolute pleasure having Peggy Merriss as Acting City Administrator and that she has helped the City to a great extent and that she will be sorely missed.

City Council

City Council Member Beavers thanked all the residents that spoke up for what they wanted as it related to the opening of the beach area. She also said that she cannot wait to dine at Mangos.

Information for “The Pine Lake News” eblast

Beach Sand Area is open to the public

As of March 30, 2022, the sand area of the beach will be open on the same schedule as the rest of the park (dawn to dusk). The lake itself will be blocked off and is not available for use until the official beach opening (date to be determined).

Pine Lake Welcomes new City Administrator

On April 4th ChaQuias Miller-Thornton will begin her tenure as Pine Lake’s City Administrator. ChaQuias has worked in local government service for over 20 years and in DeKalb County for the last 8 years. ChaQuias comes to us with a wide range of experience and education which makes her a huge asset to Pine Lake.

Many Thanks to our Acting City Administrator

Pine Lake owes a huge debt of gratitude to Peggy Merriss who has served as our Acting City Administrator for the last 18 months. During her tenure, Peggy has dug into many aspects of the city and setup processes and procedures that will serve the city well into the future. At the same time, she has kept the city running smoothly during the challenging times presented by the pandemic. Thanks Peggy, we have been so lucky to have you on-board. Best of luck in all your future pursuits.

New Business to Open in Pine Lake

Mangos Caribbean Restaurant has passed all inspections and been approved to open at 4634 Rockbridge Road. Watch for cars in the lot and “we’re open” signs for the exact date. Mangos has three other successful restaurants - Downtown, Westend and Marietta. Stop in, say hello to owner - Matthew “True” Nelson and have a great meal.

Adjournment

On a motion by Council Member Woods; second by Council Member Hall; and all present voting “aye,” the meeting was adjourned at 8:33pm.

Missye Varner
City Coordinator



Memo

To: Mayor and City Council
From: ChaQuias Thornton, City Administrator
Date: April 7, 2022
Re: Consideration of Capital Improvements to Lakefront

Old Business Item A. – 04/12/2022 Meeting of Mayor and Council

During the 03/29/2022 meeting of Mayor and Council, Council consented to requesting revised proposal for the following:

1. Complete the beach entrance as proposed. Add a railing along the top of the retaining wall to the left of the existing railing.
2. Demolish the bridge and the Gazebo in its entirety, including the piers. Later in a future second phase, they want a proposal for the birder deck that includes design and construction.
3. For the garden, there is \$2,300 left from a grant. They would like to have the 12' existing wall removed as proposed without removing the foot wash (they decided that could wait). Construct the trellis in front of the garbage cans. If this is more than \$2,300, we can try to find additional funding from the capital budget, depending on the cost for #1 & #2.

The trellis between the two short walls and the new seating for the first short wall is being delayed until there is future funding.

Further consideration includes design of a beach entrance that accommodates tractor/equipment access and public works advice/assistance in demolition of the gazebo and bridge.



Memo

To: Mayor and City Council
From: ChaQuias Thornton, City Administrator
Date: April 7, 2022
Re: Consideration of Terms for Beach and Lake Reopening - 2022

New Business Item A. – 04/12/2022 Meeting of Mayor and Council

The purpose of this memorandum is to provide the beach and lake reopening terms for the 2021 season as reference points for consideration of reopening terms for the 2022 season, and to provide related 2022 budget and capital improvement considerations.

Operations 2021:

Thursdays – Mondays

Initially – July 8, 2021 through August 30, 2021; Extended to September 27, 2021

Two shifts – 7am-11am and 4pm-8pm

Beach Monitors in the afternoons on Fridays, Saturdays, and Sundays

Public Parking – with space blocked for social distancing

One port-a-john provided

Limited capacity established of 75 persons

Minutes of the August 31, 2021 meeting of Council reflected that the following policy decisions were key to the successful operation:

- Continuance of the limited parking availability
- Having two sessions that avoided peak hours and did not encourage people to be there all day
- Being open Thursday – Monday which allowed two days for the beach to have an environmental rest
- Capacity controls
- Having a beach monitor during weekend evening sessions (Friday-Sunday)
- Position of the Beach Monitor Chair so that it was visible and supported the formalized role of the beach monitor
- Opening the beach later in the summer after July 4th

FY2022 budget provides for up to a 16-week season.

Considerations for reopening should include scheduling of beach entrance improvements.



Memo

To: Mayor and City Council

From: ChaQuias Thornton, City Administrator

Date: April 7, 2022

Re: Approval of proposal for repair of the handicap accessibility ramp at the Clubhouse

New Business Item B. – 04/12/2022 Meeting of Mayor and Council

Please see the attached proposal as presented by Wildcat Striping, Sealing & Paving for:

Saw cut, remove, and replace approximately 25 square feet of concrete ramp at 300 Clubhouse Drive (Clubhouse).

Quote is presented at a cost of \$1,770.00.

Funding for the project is to be expensed from the Public Works Department Building Repairs and Maintenance line item.



Wildcat Stripping, Sealing & Paving

Job # 1112782-1

March 28, 2022

Decatur, GA 30035

V: 678.937.9525

F: 678.937.9151

Submitted to **City of Pine Lake**
 Address 459 Pine Drive
 City, State, Zip Pine Lake, GA 30072
 Contact Name Raoul Martinez
 Contact Email raoulmartinez@pinelakega.net
 Contact Phone
 Contact Mobile 404-308-5631

Job Name **300 Clubhouse Drive**
 Proposal Name
 Jobsite Address 300 Clubhouse Drive
 City, State, Zip Pine Lake, GA 30072
 Account Manager Alex Young
 Account Manager Phone 678-629-6615
 Account Manager Email Alex@wildcatstripping.com

QTY	Description	Price	Ext Price	Accept?
1	Saw cut, remove, and replace approximately 25 SF of concrete ramp.	\$1,770.00	\$1,770.00	_____

Price includes 1 mobilization. \$1,770 will be charged for each additional mobilization.

Total \$1,770.00

This proposal excludes the following: pressure washing, thermoplastic, signs, bollards, wheelstops, curb paint, RPMs, permits, bonds, and any other items or quantities not stated.

Please Note: Surface to be striped needs to be ready for paint application prior to Wildcat mobilization. Cleaning or pressure washing must be done by owner or contractor if the area to be striped is on concrete or on new construction. All vehicles and materials need to be removed from site prior to Wildcat mobilization. Any trip to a job not resulting in work being performed fully due to the fault of others will result in additional charges.

After 30 days pricing subject to change due to material cost increase.

THERE IS NO OTHER EXPRESS WARRANTY IN THIS CONTRACT OTHER THAN STATED HEREIN. ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS IS LIMITED TO THE LANGUAGE STATED IN THIS CONTRACT -- We propose hereby to furnish labor, equipment and material - complete in accordance with the above specifications -- All material is guaranteed to be as specified -- All work will be completed in a workmanlike manner according to standard practices -- Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate -- Should the amount due under this contract or any part of it be past due the Contractor shall be entitled to attorney's fees and all costs of collection, plus interest based on legal rate or 1.5% per month on overdue amounts -- All agreements contingent upon strikes, accidents or delays beyond our control -- This quotation is an estimate only and not a guarantee to perform this work -- Projects are added to our schedule in the order they are received. Please contact our office as soon as possible to ensure crew availability to perform the work -- The above quotation DOES NOT INCLUDE FURNISHING BOND -- The lump sum price above does not include engineering or surveying -- Prime contractor will provide all required engineering and surveyed control points as required at no cost to Wildcat Stripping & Sealing -- This quote in its entirety will be part of any subcontract -- Our workers are fully covered by Workman's Compensation. Proposal is subject to an additional fee if a third party is utilized to process payments. Prices are subject to change.

Payment is due upon completion for each phase of work. Please check the method of payment.

Cash _____ Check _____ CC _____ Other _____

CC # _____ Type (Visa - MC - AMEX - Discover)

CCV Code _____ Expiration Date _____

Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature _____ Date _____

Signature _____ Date _____





Memo

To: Mayor and City Council

From: ChaQuias Thornton, City Administrator

Date: April 7, 2022

Re: Approval of proposal for removal and replacement of asphalt curb – 555 Spruce Drive – Wildcat Striping, Sealing and Paving - \$3,586.00

New Business Item C. – 04/12/2022 Meeting of Mayor and City Council

Please see the attached proposal as presented by Wildcat Striping, Sealing & Paving for:

Removal of 76 LF of asphalt curb and replacement of 76 LF of concrete header curb

Quote is presented at a cost of \$3,586.00

On 01/20/2022, the subject curb was damaged by a third-party motor vehicle. Photos of the damage are attached.

The Administration is currently working to file insurance claim for the damages caused by a third party. Completion of claim filing will be accomplished in advance of scheduled repair work. In interim, the cost for removal and replacement of the curb can be expensed from the Capital Outlay (HOST related) fund, with any insurance disposition/reimbursement to be applied as revenue to the fund upon receipt.



Wildcat Striping, Sealing & Paving

Job # 1112821-1
April 01, 2022

Decatur, GA 30035
V: 678.937.9525
F: 678.937.9151

Submitted to **City of Pine Lake**
Address 459 Pine Drive
City, State, Zip Pine Lake, GA 30072
Contact Name Raoul Martinez
Contact Email raoulmartinez@pinelakega.net
Contact Phone
Contact Mobile 404-308-5631

Job Name **555 Spruce Drive**
Proposal Name
Jobsite Address 555 Spruce Drive
City, State, Zip Pine Lake, GA
Account Manager Alex Young
Account Manager Phone 678-629-6615
Account Manager Email Alex@wildcatstriping.com

QTY	Description	Price	Ext Price	Accept?
1	Remove 76 LF of asphalt curb and replace with 76 LF of concrete header curb.	\$3,586.00	\$3,586.00	_____

"Asphalt and Concrete payment are due upon the completion of each phase of work" Due to the rising cost of asphalt, price of asphalt is good for 30 days from bid date. Full access, one mobilization, no traffic control, no lane closure. Priced to do during regular business hours. Not responsible for permits, landscaping or underground utilities, testing. All work in one area and continuous. \$2,950 will be charged for each additional mobilization.

Total \$3,586.00

This proposal excludes the following: pressure washing, thermoplastic, signs, bollards, wheelstops, curb paint, RPMs, permits, bonds, and any other items or quantities not stated.

Please Note: Surface to be striped needs to be ready for paint application prior to Wildcat mobilization. Cleaning or pressure washing must be done by owner or contractor if the area to be striped is on concrete or on new construction. All vehicles and materials need to be removed from site prior to Wildcat mobilization. Any trip to a job not resulting in work being performed fully due to the fault of others will result in additional charges.

After 30 days pricing subject to change due to material cost increase.

THERE IS NO OTHER EXPRESS WARRANTY IN THIS CONTRACT OTHER THAN STATED HEREIN. ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS IS LIMITED TO THE LANGUAGE STATED IN THIS CONTRACT -- We propose hereby to furnish labor, equipment and material - complete in accordance with the above specifications -- All material is guaranteed to be as specified -- All work will be completed in a workmanlike manner according to standard practices -- Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate -- Should the amount due under this contract or any part of it be past due the Contractor shall be entitled to attorney's fees and all costs of collection, plus interest based on legal rate or 1.5% per month on overdue amounts -- All agreements contingent upon strikes, accidents or delays beyond our control -- This quotation is an estimate only and not a guarantee to perform this work -- Projects are added to our schedule in the order they are received. Please contact our office as soon as possible to ensure crew availability to perform the work -- The above quotation DOES NOT INCLUDE FURNISHING BOND -- The lump sum price above does not include engineering or surveying -- Prime contractor will provide all required engineering and surveyed control points as required at no cost to Wildcat Striping & Sealing -- This quote in its entirety will be part of any subcontract -- Our workers are fully covered by Workman's Compensation. Proposal is subject to an additional fee if a third party is utilized to process payments. Prices are subject to change.

Payment is due upon completion for each phase of work. Please check the method of payment.

Cash _____ Check _____ CC _____ Other _____

CC # _____ Type (Visa - MC - AMEX - Discover)

CCV Code _____ Expiration Date _____

Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature _____ Date _____

Signature _____ Date _____







Memo

To: Mayor and City Council

From: ChaQuias Thornton, City Administrator

Date: April 7, 2022

Re: Approval of proposal to repair block wall and haul debris – 4580 Lakeshore Dr

New Business Item D. – 04/12/2022 Meeting of Mayor and City Council

Please see the attached proposal as presented by Wildcat Striping, Sealing & Paving for:

Repair of the block wall and haul out of demolition

Quote is presented at a cost of \$2,800.00

On 03/29/2022, the subject property was struck by a third-party motor vehicle. Photos of the damage are attached.

The Administration is currently working to file insurance claim for the damages caused by a third party. Completion of claim filing will be accomplished in advance of scheduled repair work. In interim, the cost for removal and replacement of the curb can be expensed from the Capital Outlay (HOST related) fund, with any insurance disposition/reimbursement to be applied as revenue to the fund upon receipt.

Estimate

Express Concrete

Luis Ambriz
 3627 Idlewild Pl Suwanee Ga 30024
 404 787 5473 Expressconcreteofgeorgia@gmail.com

Date 4/6/2022
Quotation # 1035
Customer ID

Estimate For
 Raoul Martinez
 Pine Lake GA
 4580 lakeshore Dr Pine Lake GA
 4043085631

Quotation valid until:
Prepared by: Luis Ambriz

Comments or Special Instructions
 Block Wall

Quantity	Description	Unit Price	Taxable?	Amount
21 lf	Repair block wall			\$ 2,800.00
	Haul out demolition included			

If you have any questions concerning this quotation, please contact:
 Luis Ambriz

Thank you for your business!

Subtotal	\$ 2,800.00
Tax Rate	
Sales Tax	\$ -
Other	
TOTAL	\$ 2,800.00









Memo

To: Mayor and City Council

From: ChaQuias Thornton, City Administrator

Date: April 7, 2022

Re: Support Renewal for PowerEdge T440 PL-SRV-01 – VC3 Inc., Contractor – 1 year term – 04/15/2023 expiration - \$889.59

New Business Item E. – 04/12/2022 Meeting of Mayor and City Council

Please see the attached proposal as presented by VC3 Inc. for:

Support Renewal for PowerEdge T440 PL-SRV-01 – VC3 Inc., Contractor

The Administration recommends renewal at the 1-year term option with a cost of \$889.59 and a 04/15/2023 term expiration.

VC3, Inc. is the city's managed IT services consultant. Support renewal includes updates and extensions to the city's IT infrastructure. VC3 provides such services as network access and electronic file installation and establishment, website maintenance, and server support.

Cost for the renewal will be expensed from the General Fund, Administration, Other Purchased Services, Technology line item.



VC3
Assess | Improve | Manage
Information Technology

VC3 Inc.
1301 Gervais Street Suite 1800
Columbia, South Carolina 29201

Phone: 803-733-7333
Fax: 803-733-5888

QUOTE

Customer:
City of Pine Lake, GA 425 Allgood Road Stone Mountain, GA 30083 United States

Account Manager	Date	Quote #	Terms
Darlene Chappell	Mar 22, 2022	VC3Q21661	Net 15

Line	Qty	Description	Unit Price	Ext. Price
1		Support Renewal for PowerEdge T440 PL-SRV-01		
2				
3	1	PowerEdge T440 Upgrades and Extensions - 1 Year Support Expires: 04-15-2023 (Optional - SELECTED)	\$889.59	\$889.59
4	1	PowerEdge T440 Upgrades and Extensions - 2 Year Support Expires: 04-15-2024 (Optional)	\$1,505.46	\$1,505.46
5	1	PowerEdge T440 Upgrades and Extensions - End of Support Life Support Expires: 04-15-2026 (Optional)	\$2,463.48	\$2,463.48

Sub Total	\$889.59
Tax	\$0.00
Shipping & Handling	\$0.00
Total	\$889.59

*** Hardware will be invoiced upon ordering. Shipping and Handling charges will be included on the invoice.

Quote is valid for 30 days.

This Quote is part of, and incorporated into, the Master Services Agreement between Customer and VC3, Inc., and is subject to the terms and conditions of the Agreement and any definitions contained in the Agreement. If any provision of this Quote conflicts with the Agreement, the terms and conditions of this quote shall control.

Printed Name

Signature

Date