

**CITY OF PINE LAKE
AGENDA
July 26, 2022, 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

Call to Order

Announcements/Communication

- Mayor Hammet's presentation of Certificates, Honorarium, and/or Recognition
 - Pamela Poole Starks – Juneteenth 2022 Event Participation
 - Maxwell Chestnut-Anne – 2022 Conservation Artwork Contest Winner

Adoption of Agenda of the Day

Adoption of the Minutes

- Regular Meeting – July 12, 2022

Public Comments

OLD BUSINESS

None.

NEW BUSINESS

- A. Memorandum of Understanding between the City of Pine Lake and Pine LakeFest, Inc. – LakeFest 2022 to be held October 15-16, 2022
- B. Request for City Sponsorship – 2022 Pride Lake Event – Thomas Torrent, requestor
- C. Request for Use of Beach House Facility – Vote Riders – Community Letter Writing Campaign

REPORTS AND OTHER BUSINESS

Public Comments

Staff

Mayor

City Council

Information for “The Pine Lake News” eblast.

Adjournment

**CITY OF PINE LAKE
CITY COUNCIL MINUTES
July 12, 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 Tracey Brantley, and Augusta Woods. City Administrator ChaQuias Miller-Thornton, Administrative Coordinator Missye Varner and Chief of Police Y'Hudah-Green were also present. Council Member Brandy Hall and City Attorney Susan Moore were not present.

Announcements/Communication

Mayor Hammet welcomed special guest, four-year-old Nesa affectionally known as Chicken.

Mayor Hammet communicated that the July 4th event was an overwhelming success with approximately one hundred attendees. The Mayor also thanked P.L.A.I.N for hosting the event and for Council for approving to co-sponsor with food. She also stated that the event was the first the pandemic in 2019.

Adoption of Agenda of the Day

Council Member Woods motioned to adopt the agenda, seconded by Mayor pro tem Bordeaux; the adoption of the agenda passed unanimously.

Adoption of the Minutes

- **Public Hearing – June 28, 2022**
- **Regular Meeting – June 28, 2022**

Mayor pro tem Bordeaux motioned to adopt the minutes, seconded by Council Member Tracey Brantley; the adoption of the minutes passed unanimously.

Public Comments

There were not any public comments.

OLD BUSINESS

There was not any Old Business.

**CITY OF PINE LAKE
CITY COUNCIL MINUTES
July 12, 2022, 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

NEW BUSINESS

- A. Council Order and Call for Special Election to be held November 8, 2022.

Council Member Tracey Brantley motioned for the issuance of the Order and Call for Special Election to be held November 8, 2022, seconded by Mayor pro tem Bordeaux; the issuance of the Order and Call for Special Election to be held November 8, 2022 passed unanimously.

- B. Resolution # R-06-2022 – Appointing the Dekalb County Board of Registrations and Elections to Conduct the City of Pine Lake, GA 2022 Special Municipal Election

Council Member Woods motioned to approve Resolution # R-06-2022 – Appointing the Dekalb County Board of Registrations and Elections to Conduct the City of Pine Lake, GA 2022 Special Municipal Election, seconded by Mayor pro tem Bordeaux; Resolution # R-06-2022 passed unanimously.

- C. Resolution # R-07-2022 – A Resolution to Set the Qualifying Fee for the Office of Council Member for the 2022 Calendar Year

Mayor pro tem Bordeaux motioned to approve Resolution # R-07-2022 – A Resolution to Set the Qualifying Fee for the Office of Council Member for the 2022 Year, seconded by Council Member Tracey Brantley; Resolution #R-07-2022 passed unanimously.

- D. Resolution # R-08-2022 – A Resolution to Amend the FY2021 Budget

Mayor pro tem Bordeaux motioned to approve Resolution #R-08-2022- A Resolution to Amend the FY2021 Budget, seconded by Council Member Tracey Brantley; Resolution #R-08-2022 passed unanimously.

REPORTS AND OTHER BUSINESS

Public Comments

Copies of the Public Comments are on file in City Hall for reviewing. Please email missyevarner@pinelakga.net to request copy or call at 404-999-4931 to schedule an appointment to review the copy on file.

**CITY OF PINE LAKE
CITY COUNCIL MINUTES
July 12, 2022, 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

Staff

City Administrator Miller-Thornton thanked volunteers Timothy McLeod and Thomas Torrent for volunteering to sit in as Beach Monitor in Jason Murray's absence on July 16th & 17th.

Mayor

There were not any comments from the Mayor.

City Council

There were not any comments from City Council.

Information for "The Pine Lake News" eblast

Council Calls for Special Election

A special City Council election will be held in conjunction with the 2022 General Election on November 8th, to fill the unexpired term of Brandy Beavers. This term will run through December 31st, 2023.

Qualifying for candidates will begin at City Hall on Monday, August 1, 2022, and continue through Wednesday, August 3, 2022, from 8:30 AM to 4:30 PM each day. The qualifying fee is \$18.00. Please refer to the website for additional information at www.pinelakega.net.

4th of July Cookout well attended and enjoyed by all.

The City of Pine Lake and PLAIN held the first 4th of July picnic since 2019 earlier this month. Approximately 100 people attended, and good times were had by all! Thank you to everyone who attended and socialized, and a big shout-out of thanks for the PLAIN team of volunteers for making it happen.

Adjournment

Council Member Woods motioned to adjourn at 7:19pm; seconded by Mayor Pro Tem Bordeaux.

Missye Varner, Admin Coordinator



Memo

To: Mayor and City Council

From: ChaQuias Thornton, City Administrator

Date: July 21, 2022

Re: **Memorandum of Understanding between the City of Pine Lake and Pine LakeFest, Inc. – LakeFest 2022**

Permit application for Outdoor Festivals and/or Use of Public Lands and Buildings has been presented to the Administration for the proposed 2022 LakeFest event to be held October 15-16, 2022. The Administration (City Administrator and City Attorney) are working through the draft Memorandum of Understanding that constitutes an agreement between the City of Pine Lake and Pine LakeFest, Inc. for conducting the event.

Initial provisions as proposed by Pine LakeFest, Inc. include:

The City will:

- **MAKE** the Beach House available to LakeFest organizers from Thursday, October 13 (if there are no rentals) until Tuesday, October 18 at noon.
- **MAKE AVAILABLE** for use chairs or tables stored at the Clubhouse.
- **DIRECT** Public Works to provide logistical support to LakeFest on Friday during regular work hours at no additional charge including: checking electrical outlets, distributing road closure and parking signs in collaboration with the Police Department (map to be provided by LakeFest), moving picnic tables as needed and other tasks as mutually determined.
- **DIRECT** Public Works to install street banner on Rockbridge two weeks prior to Festival.
- **CLOSE** Lakeshore Drive between Magnolia and Spring Street for the festival, beginning 7am Saturday, October 15, reopening the street at 9pm, Sunday, October 16.
- **PROVIDE** police for security and traffic control during the hours of the Festival.

Pine LakeFest, Inc. will:

- **REGISTER** as a business and pay the City \$150 for the business license.
- **PAY** the City \$200 for the permit application, and other fees as mutually determined.
- **PUBLICIZE** the City as a sponsor on all promotional materials and printed matter.
- **COLLECT** and **BAG** all trash on a periodic basis sufficient to ensure no overflows of trash from trash containers. **BRING** all collected and bagged trash to the City dump truck parked at the Public Works yard. City staff will not be available to drive the dump truck.

- **OBTAIN** permission of property owners before erecting any banners on Rockbridge advertising LakeFest.
- To the extent not covered by this Memorandum of Understanding, WILL comply with all other conditions for rental or use of City facilities.

The Administration (legal) is has offered edits to the initial agreement as proposed by Pine Lakefest, Inc. The suggested edits to the agreement include the following:

- Hold harmless /indemnity agreements language protections for the City,
- Pine LakeFest, Inc. adherence to local sign ordinance with the placement of signage for the event,
- Pine LakeFest. Inc. expense for one off-duty officer for event detail*, and
- Notify in writing all affected residences of upcoming Lakefest and road closure no later than October 3, 2022.

* One of the purposes of inclusion of the off-duty officer payment term is for Council to be aware of the cost. Of course. Council has the discretion to amend the term/waive the cost/etc. There will be no cost incurred for day-time detail if reserve officers can be assigned to all necessary day-time detail positions.

Edited draft form is attached.

During the most recent LakeFest event (2019) the agreement included Pine Lake City Arts' payment of:

Outdoor Festivals and/or Use of Public Lands and Buildings Application fee	\$ 200.00
Permit for Outdoor Festivals and/or Use of Public Lands and Buildings	\$1,200.00
Deposit for use of the Beach House	\$ 250.00
Beach House Cleaning Fee	\$ 40.00
Special Temporary Alcohol Permit	<u>\$ 50.00</u>
	\$1,740.00

Historically, the event host has paid for overnight security detail provided for by an off-duty police officer. Daytime public safety detail expense has been incurred by the City (for those hours not performed by a reserve officer at no charge). Expense for an off-duty officer (non-reserve) is \$45/hour. Chief Green has presented that a total of 9 officers (including the overnight security detail officer) will be needed to perform event detail. [4 officers per day x 2 days + the overnight security detail]

Event duties performed by the City's public work's staff as of the 2019 event were included in the fees for Outdoor Festivals and Use of Public Lands and Building Permit (with work being completed during the course of the business operations day for public works staff – up to 15 hours).

Thank you,

CMThornton

MEMORANDUM OF UNDERSTANDING

This constitutes a Memorandum of Understanding (MOU) between the City of Pine Lake (City) and Pine Lakefest LLC (Lakefest) regarding Lakefest 2022 to be held on October 15 and 16, 2022 in the City of Pine Lake. Each of the parties agrees that the following terms and conditions provide adequate consideration for this MOU:

The City of Pine Lake will:

- MAKE the Beach House, located at 4580 Lakeshore Drive available to Lakefest from 6:00 p.m. Thursday, October 13 until Tuesday, October 18 at noon in accordance with the prices, terms and conditions of City's Property/Business Owners Rental Agreement for the Beach House and the City's Permit for Outdoor Festivals and/or Use of Public Lands and Buildings.
- NOT MAKE available any chairs or tables stored at the Club House.
- ALLOW City Public Works employees to provide limited logistical support during regular City business hours at a cost of \$15/hour up to a total of no more than 15 hours. Such logistical support shall be limited to checking electrical outlets, moving picnic tables, and to erecting parking signs as approved by the City's Police Chief.
- PROVIDE for installation of one an 8' x 15' Lakefest sign at _____ on Rockbridge Road no later than October 3, 2022.
- CLOSE Lakeshore Drive between Magnolia and Spring Street, except for residents of Lakeshore Drive, from 8:00 a.m. October 15, 2022 until 6:00 p.m. October 16, 2022.

Pine Lakefest LLC will:

- APPLY for all required permits and FULLY COMPLY with all prices, terms and conditions of City's Property/Business Owner's Rental Agreement for the Beach House and the City's Permit for Outdoor Festivals and/or Use of Public Lands and Buildings understanding that this MOU is an addendum to both such Agreement and Permit.
- FULLY COMPLY with all ordinances and rules of the City of Pine Lake, including but not limited to the City's sign ordinance, and all applicable state laws.
- PUBLICIZE the City as a sponsor of Lakefest on all promotional materials and printed matter.
- COLLECT and BAG all trash on a periodic basis to ensure no overflow of trash from trash containers. BRING all collected and bagged trash to the City dump truck parked at the Public Works yard. No staff person will be available to drive the dump truck and no persons other than City Public Works employees are authorized to drive the dump truck
- PAY for one (1) off-duty police officer on October 15 and October 16, 2022 working in two (2) five hour shifts each day (10:00 a.m.-3:00 p.m. and 3:00 p.m.-8:00 p.m.) at a cost of \$45/hour and one (1) officer working a twelve hour night shift (8:00 a.m.-8:00 p.m.) the nights of October 14 and October 15, 2022 at a cost of \$45/hour.

- NOTIFY in writing all affected residences of upcoming Lakefest and road closure no later than October 3, 2022.
- INDEMNIFY and HOLD HARMLESS the City and all of its agents, officers and employees from any and all liability , claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death and including injury to real or personal property, that may be sustained by any person while participating in any aspect of Pine Lakefest, regardless of whether such loss, damage or injury is caused by the negligence of the City or any of its agents, officers or employees and regardless of whether such liability arises in tort, contract, strict liability or otherwise, to the fullest extent allowed by law. MAINTAIN insurance sufficient to cover any claims or liabilities arising from any aspect of Pine Lakefest including the indemnity and hold harmless provision above.

Effective this _____ day of _____, 2022.

Melanie Hammet, Mayor
City of Pine Lake

Kathy deNobriga, President and CEO
Pine Lakefest LLC

Attest: _____
ChaQuias M. Thornton
Director of Administration and City Clerk

Approved as to Form: _____
Susan J. Moore
City Attorney

2022



Permit for Outdoor Festivals and/or
Use of Public Lands and Buildings
Application

PERMIT # _____

For City Hall Use Only	
Date Received:	<u>4-8-22</u>
BY:	<u>Wainwright</u>
\$200.00 App Fee Payment Method	<u>CK</u>
Total Due \$	_____ Balance Due _____
Date Paid in Full:	_____

Name of Applicant: Pine LakeFest

Applicant's Street Address: [REDACTED] PO Box: [REDACTED]

City: [REDACTED] State: [REDACTED] Zip: [REDACTED]

Cell Telephone: [REDACTED] Email: [REDACTED]

Type of Event: Art & Music Festival

Date (s) of Event: Saturday & Sunday, October 15-16, 2022

Hour (s) of Event: 7am-9pm daily; public hours are 11am-6pm

Public Areas & Building (s) requested:
Lakeshore Drive, between Spring & Magnolia; Beach House (not for public use)

Estimated Attendance: 1,000-2,000 daily

(over)

Requested Public Works Services to be provided during normal business hours (hours in excess of 15 hours will be billed to event organizers):

Set out road-closing barriers and signs on Friday afternoon (October 14), including Handicap Parking signage on west end of Lakeshore.

Set out picnic tables. Install wheelchair ramp to access picnic area. Possibly install one large banner on Rockbridge Road.

Requested tables/chairs (may be provided by City if available):

Use of tables and chairs located in BeachHouse --- we will move, then clean and re-store to original storage

Additional Police Services requested (may be required by City Administrator and billed to event organizer):

As deemed necessary in collaboration with Chief Green.

Request Road Closure:

Lakeshore Drive, between Spring and Magnolia. SEE MAP

Sanitation Plan for trash, recyclables and portable toilets:

Trash and recyclables to be managed by volunteers for deposit in city dump truck daily (parked at Public Works yard). Two Portajohns installed on site.

List of all required contact information for additional contact persons/event organizers:

Kathie deNobriga, [REDACTED]

Kathie deNobriga

Applicant's Printed Name

Kathie deNobriga
Applicant's Signature

March 29, 2022

Applicant Date



Memo

To: Mayor and City Council
From: ChaQuias Thornton, City Administrator
Date: July 21, 2022
Re: Request for City Sponsorship – 2022 Pride Lake Event

Thomas Torrent has met with me and Chief Green regarding a proposed 2022 Pride Lake Event to be held Saturday, August 27, 2022 from 2pm-8pm. P.L.A.I.N. will serve as sponsor of the proposed event.

Mr. Torrent has expressed that he will be requesting the City of Pine Lake to also serve as an event sponsor. Some of the items that are being requested of the City are but, may not be limited to:

- Use of the Beach House Facility (through P.L.A.I.N. Sponsorship)
- Road Closure Permissions (Lakeshore Drive between Pine to Magnolia)
- Public Works Services provided during normal business hours – up to 15hours (typically included in Festivals and Use of Public Lands and Buildings Fee)
- Sanitation Plan to include trash collection and portable toilets

Copy of the Permit for Outdoor Festivals and/or Use of Public Lands and Buildings Application is attached.

It is the Administration's understanding that Mr. Torrent is preparing correspondence to Council detailing formal request for sponsorship. Mr. Torrent is also expected to be present at the June 26th meeting of Council to speak to the event requests.

The Administration suggests the handling of this application and event provisions in similar fashion as that of Pine LakeFest.

Thank you,

CMThornton

Permit for Outdoor Festivals and/or
Use of Public Lands and Buildings
Application

PERMIT # _____

For City Hall Use Only	
Date Received:	_____
BY:	_____
\$200.00 App Fee Payment Method	_____
Total Due \$	_____ Balance Due _____
Date Paid in Full:	_____

Name of Applicant:

Pride Lake Committee (Thomas Torrent, Tim McLeod, Jan Christiansen, Stephanie M)

Applicant's Street Address:

[Redacted]

PO Box:

[Redacted]

City:

[Redacted]

State:

[Redacted]

Zip:

[Redacted]

Cell Telephone:

[Redacted]

Email:

[Redacted]

Type of Event:

Community activity & parade

Date (s) of Event:

August 27

Hour (s) of Event:

2pm - 8pm

Public Areas & Building (s) requested:

Lake Shore Drive and Beach House

Estimated Attendance:

150

Requested Public Works Services to be provided during normal business hours (hours in excess of 15 hours will be billed to event organizers):

under city sponsorship

Requested tables/chairs (may be provided by City if available):

those in Beach House

Additional Police Services requested (may be required by City Administrator and billed to event organizer):

2 off duty police

Request Road Closure:

Lakeshore (edge of Pine through halfway to Magalia)

Sanitation Plan for trash, recyclables and portable toilets:

city sponsorship

List of all required contact information for additional contact persons/event organizers:

Thomas Torrent [redacted] Tim McLeod [redacted]

Jan Christiansen [redacted]

Stephanie Morales [redacted]

Thomas Torrent

Applicant's Printed Name

Thomas Torrent
Applicant's Signature

July 12, 2022

Applicant Date

**APPLICATION REQUIREMENTS
FOR PERMITS FOR OUTDOOR FESTIVALS
AND/OR USE OF PUBLIC LANDS AND BUILDINGS**

- Certificate of Incorporation
- Current Occupational Tax Certificate (Business License)
- Proof of insurance with minimum limited requirements as shown below:

\$1,000,000 bodily injury total;

\$ 500,000 bodily injury to any one person; and

\$ 100,000 property damage

(Quote required at time of application with copy of policy being due no later than 5 business days prior to the beginning of the event)

- Background Checks for all persons working with children ages 18 or under
- City of Pine Lake and State of Georgia liquor license if selling or serving alcoholic beverages (*Alcohol Heroes*)
- Insure all food vendors obtain and display DeKalb County food service permit
- \$200 non-refundable application fee
- Building Deposit
- Rental Fees as per schedule below:

\$1,500 for weekends (6:00 p.m. Friday through 6:00 p.m. Sunday)

\$300 per week, weekday use only, until 4:30pm

Payments are due accordingly:

- For weekend events:
 - 50% of permit fee is due upon permit approval
 - Balance of fee (50% less the \$200 deposit fee) is due by 4pm Friday of the event.
- For weekly/multi-week events:
 - 25% at time of permit approval
 - 50% at start of event
 - 25% two weeks before the end of the event, less \$200 application fee

**ONLY COMPLETE APPLICATIONS CONTAINING ALL REQUIRED
DOCUMENTATION WILL BE REVIEWED. INCOMPLETE SUBMISSIONS
WILL BE RETURNED TO THE APPLICANT**



Memo

To: Mayor and City Council

From: ChaQuias Thornton, City Administrator

Date: July 21, 2022

Re: Request to Use Beach House Facility – VoteRiders – Community Letter Writing Campaign

Councilperson Bordeaux has requested the use of the beach house on consecutive Wednesday evenings from 6:30- 8:30. Community members will be participating with VoteRidersGA.org, a nonpartisan group dedicated to informing voters about the effect of new voting laws. The purpose for the requested use is detailed as follows, “We will be writing and sending out letters detailing the new voter ID requirements. We would also like to use the City’s overhead projector for Zoom training sessions.” This request is open ended. End-date will depend on how much community interest is generated and how long the project for VoteRiders lasts.

At last decision of Council regarding rental and/or use of the beach house facility, rental of the space is suspended, and use is restricted to uses/events hosted and/or sponsored by the City or P.L.A.I.N. If it is Council’s desire, by majority consent, to sponsor the requested community use, it is the Administration’s opinion that the use will be in line with Council’s most recent decision regarding use of the space.

Thank you,
CMThornton