

**CITY OF PINE LAKE
AGENDA
August 9, 2022, 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

Call to Order

Announcements/Communication

Adoption of Agenda of the Day

Adoption of the Minutes

- Regular Meeting – July 26, 2022

Public Comments

OLD BUSINESS

None.

NEW BUSINESS

- A. Tree Removal – Oak Drive – City ROW – Certified Tree Experts, LLC - \$3,200.00
- B. DeKalb Bicentennial Magazine – Inclusion of Ad for Pine Lake.
- C. Executive Session to discuss personnel.

REPORTS AND OTHER BUSINESS

Public Comments

Staff Reports

- Administration
- Public Safety
- Public Works

Mayor

City Council

Information for “The Pine Lake News” eblast.

Adjournment

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

Call to Order - Mayor Melanie Hammet called the meeting to order at 7:01 pm.

Present: Mayor Hammet, Mayor pro tem Jean Bordeaux and Council members Tracey Brantley, and Augusta Woods. City Administrator ChaQuias Miller-Thornton, City Attorney Susan Moore and Administrative Coordinator Missye Varner were also present. Chief of Police Sarai Y'Hudah-Green and Council Member Brandy Hall were not present.

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
- Mayor Hammet welcomed all for attending the meeting. The Mayor also presented Ms. Starks with a token of appreciation and Master Chestnut-Anne with an art set for being the first-place winner. Ms. Starks thanked all for their listening ears and open hearts. Master Chestnut-Anne stated that he has an interest in turtle conservation and awareness around the lake.

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

- Regular Meeting – July 12, 2022

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

Public Comments

Copies of the Public Comments are on file in City Hall for review. Please email missyevernar@pinelakega.net to request copy or call 404-999-4931 to schedule

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an appointment to review the copy on file.

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

Council member Brantley motioned for the discussion to clarity of the Memorandum of Understanding, seconded by Mayor pro tem Bordeaux; and passed unanimously.

After discussion Mayor pro tem Bordeaux motioned to approve the Memorandum of Understanding between the City of Pine Lake and Pine LakeFest, Inc. – LakeFest 2022 to be held October 15-16, 2022, with the City providing a \$500 sponsorship, to allow for City Administrator Thornton to work in conjunction with Pine LakeFest, Inc. and City Attorney Moore to finalize the contract draft based on consented discussion items, and to allow Mayor Hammet to execute final form of the contract draft. Council Member Woods seconded; the approval of the Memorandum of Understanding passed unanimously.

- B. Request for City Sponsorship – 2022 Pride Lake Event – Thomas Torrent, requestor

Mayor pro tem Bordeaux motioned to approve the Request for City Sponsorship – 2022 in conjunction with application for Outdoor Festival and Use of Public Buildings and Lands for the Pride Lake Event to be held August 27th, 2022, with P.L.A.I.N. being the applicant, with terms of the mutual understanding of the event to be finalized by City Administrator Thornton in conjunction with P.L.A.I.N., the PrideLake Committee, and City Attorney Moore, and to allow Mayor Hammet to execute final documented form of understanding, as necessary; seconded by Council Member Brantley; approval passed unanimously.

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C. Request for Use of Beach House Facility – Vote Riders – Community Letter Writing Campaign

Council Member Brantley motioned to approve the Request for Use of Beach House Facility – Vote Riders – Community Letter Writing Campaign beginning July 27th on Wednesdays from 6:30pm – 8:30pm and ending on November 3, 2022; seconded by Council Member Woods; and passed unanimously.

Public Comments

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

Staff

City Administrator Miller-Thornton reported the following:

- The City received the second installment of the ARPA funding in the amount of \$140,780.21 last week.
- The FY2021 Audit is complete, and a corrective action plan has been composed by City Administrator Thornton. Also, that Jimmy Whitaker, Auditor will attend the August 9th meeting of Council to formally present the FY2021 audit report.
- A variance application has been submitted for 4617 Park Drive and Public Hearing in the matter has been scheduled for August 30th, 2022.
- Qualifying for the vacant City Council post shall be August 1-3, 2022, from 8:30am – 4:30pm and that the qualifying packet will be on the website by Friday, July 29th

Mayor

Mayor Hammet reported that Commissioner Steve Bradshaw has appointed City Administrator Miller-Thornton to serve on the Memorial Drive Development Task Force Committee.

Mayor stated that Pine Lake adopted a Safe Harbor Resolution and that the city need to update the current resolution and present it at the PRIDE Lake Festival

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which she supports. She also thanked Thomas Torrent and Timothy McLeod for bringing the festival to the city.

City Council

There were not any comments from City Council.

Information for “The Pine Lake News” eblast.

Qualification Period to run for vacant City Council seat August 1st-3rd

A special election will be held in conjunction with the 2022 General Election on November 8th, to fill a vacant City Council seat. The balance of this term will run from election date through December 31, 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. Application Forms will be available on the website (Front Page News) on Friday or at City Hall starting Monday 8/1. The qualifying fee is \$18.00 See Notice.

Letter Writing Campaign in the Beach House, Wednesday evenings starting July 27th.

The city is making the Beach House available to community members each Wednesday evening from 6:30 – 8:30 through the November election for a letter writing campaign. This effort is in support of VoteRiders, a project to assist voters in acquiring Georgia approved IDs now required to vote. The volunteers will be writing letters to voters letting them know of this service. All are welcome, just bring yourself and your pen (the more colorful the better.)

P.L.A.I.N. Pancake Breakfast August 6th 9:30 am – 11:30 am

Will be held at the Beach House - Menu: Eggcellent Scrambled Eggs, Purdy-Good Pancakes, Groovy Grits, Savory Sausages. Beverages include Orange Juice, Coffee. \$5 for PLAIN members, \$6 for non-members. \$3 for children.* Free if you join PLAIN.

First Annual Pride Lake event Saturday August 27th, 2022

The event will be at the Beach House and surrounding area from 2:00 PM to 8:00 PM. It will feature vendors, food and entertainment with a parade around the Lake. Lakeshore

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will be closed From Clubhouse to Pine (one block only.)

City recognizes two very special residents :

Pamela Poole Starks who gave a wonderful performance as Sojourner Truth at our Juneteenth Event.

and

Maxwell Chestnut-Anne who was the winner of our 2022 Conservation Artwork Contest.

Congratulations and thanks to Pamela and Max.

Adjournment

Council Member Brantley motioned to adjourn at 8:57pm; seconded by Council Member Woods.

Missye Varner, Administrative Coordinator



Memo

To: Mayor and City Council
From: ChaQuias Thornton, City Administrator
Date: August 4, 2022
Re: Tree Removal – Oak Drive

Property owners at Oak Hill Circle presented conditions of a fallen tree at the rear of their property. Upon assessment, Public Works Supervisor Raoul Martinez identified a fallen Water Oak covered in Wisteria vines and snapped at the base. Pictures of the conditions found by Mr. Martinez are attached. Mr. Martinez presented report that the tree appears to be in the city's Oak Road right-of-way. Parcel map view of the area shows where the Oak Hill Circle property backs up to Oak Road.

Upon solicitation of proposal, the City has received two proposals for tree removal. They are attached.

Following Council consent to approve tree removal, the Administration recommends acceptance of the quote from Certified Tree Experts, LLC for tree removal services in the amount of \$3,200.00.

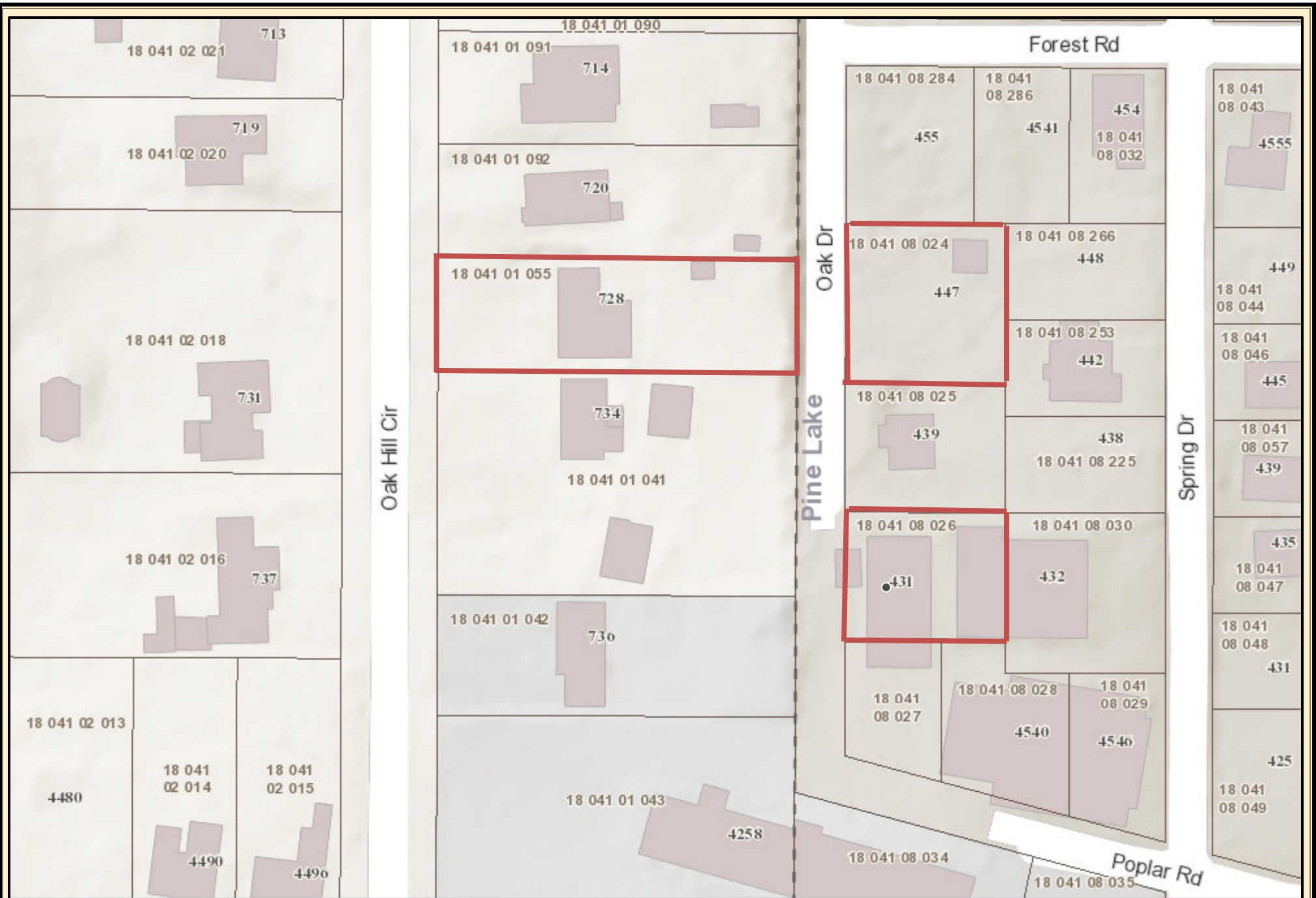
Please do contact me if you should have any questions or concerns regarding this matter.

Thank you,

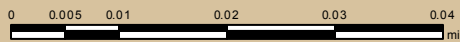
CMThornton







Fallen Tree_City ROW_Oak Drive



Date Printed: 8/5/2022



DeKalb County GIS Disclaimer

The maps and data, combined on DeKalb County's Geographic Information System (GIS) are subject to constant change. While DeKalb County strives to provide accurate and up-to-date information, the information is provided "as is" without warranty, representation or guarantee of any kind as to the content, sequence, accuracy, timeliness or completeness of any of the database information provided herein. DeKalb County explicitly disclaims all representations and warranties, including, without limitation, the implied warranties of merchantability and fitness for a particular purpose. In no event shall DeKalb County be liable for any special, indirect, or consequential damages whatsoever resulting from loss of use, data, or profits, whether in an action of contract, negligence, or other actions, arising out of or in connection with the use of the maps and/or data herein provided. The maps and data are for illustration purposes only and should not be relied upon for any reason. The maps and data are not suitable for site-specific decision-making nor should it be construed or used as a legal description. The areas depicted by maps and data are approximate, and are not necessarily accurate to surveying or engineering standards.



LICENSED | BONDED | INSURED

Certified Tree Experts, LLC

855 Mill Station Dr.
Lawrenceville, Georgia 30046-6164

Proposal City of Pine Lake 202206300

City of Pine Lake
Raoul Martinez
431 Oak Drive
Pine Lake, GA 30072
Mobile:404-308-5631

Proposed Date: 06.30.2022

Worksite: 4534 Oak Road
Pine Lake, GA 30072

Salesperson: Jose Sesmas ISA Certified Arborist
4702166258
jose@certifiedxperts.com

#	Item	Description	Qty	Cost
1	Tree	Remove Remove a fallen tree covered with vines Jose will show the tree	1	\$3,200.00

Subtotal: \$3,200.00

Tax: \$0.00

Total: \$3,200.00

Signature _____

Date _____

By signing this agreement you are accepting the terms and conditions stated on the following page.

Scheduling Instructions:

Simply approve by signing and dating your proposal then mail or email to Certified Tree Experts, LLC. As soon as we receive approval of the job, a team member from the office will contact you for scheduling.



Terms and Conditions

Certified Tree Experts, LLC takes great caution and care to minimize damage to each customer's yard. Please be advised, however, that the tree removal process will cause some turf damage to your yard. Due to nature of our work, we are not responsible for anything underground. The authorizing party warrants that all trees listed are located on the customer's property and if not, that the authorizing party has received full permission from the owner to allow Certified Tree Experts, LLC to perform the specified work. Should any trees be mistakenly identified as to ownership, the customer agrees to reimburse Certified Tree Experts, LLC for any damages or costs incurred from the results thereof. All payments are due upon completion of work. If payment is not made within 10 days from completion, then an interest rate of 15% APR will be compounded monthly until balance is paid in full, plus any court and attorney fees.

The undersigned customer, contractor and owner of the real property listed above has requested that Certified Tree Experts, LLC perform work on the Property. In order to perform the work, equipment must cross over any driveway, sidewalks, and/or lawn and landscaping (Driveway/Lawn) on the property. Certified Tree Experts, LLC does not know the thickness, weight capacity, or other characteristics of the Driveway/Lawn, or of the soil below: cracking and other damage may occur as a result of the movement of equipment over the Driveway/Lawn. Owner agrees that Certified Tree Experts, LLC shall have no liability to owner for cracking and other damages to the Driveway/Lawn or other improvements beneath the Driveway/Lawn that result from the movement of the equipment across the Driveway/Lawn.

All credit card payments are subject to 3% transaction fee. Stump grinding is not included in the price quoted unless specified on this proposal. Grindings from stump removal are not hauled away. Surface and subsurface roots beyond the stump are not removed unless specified on this proposal.





CERTIFIED TREE EXPERTS LLC

CERTIFIED TREE EXPERTS is a full-service tree care and removal company located in Lawrenceville, GA. We offer damage free service using expert arborist and technician with the latest equipment Certified Tree Experts offers 24-hour emergency tree service and storm damage response in Atlanta, GA, and surrounding areas in metro Atlanta.

With more than 20 years of service in Atlanta, Certified Tree Experts offer full ISA certified arborist services and professional expertise for residential, commercial and government properties.

About Us

Certified Tree Experts LLC is the leading tree care company in Atlanta Metro area specializing in all phases of residential and commercial tree care operations. Our mission is to provide comprehensive, efficient and safe tree care services utilizing our highly trained and certified arborist, supported by our custom-build fleet and specialized support Fully licensed and insured, work comp for all our employees our staff of arborist specialized in tree health, pruning, restoration and removal for residential commercial, government and institutional landscapes

Equipment

Since we own and maintain premium industry equipment-from bucket trucks, crane, and dump trucks to stump grinders and chippers you can be sure your trees are serviced to our exacting standards.

LEE FRIEND'S TREE SERVICE, INC.

3474 JOHNSON ROAD
LOGANVILLE, GA 30052
770-466-5112 Fax 770-466-7271

Quotation

DATE	ESTIMATE #
7/1/2022	5868

NAME / ADDRESS
City of Pine Lake P. O. Box 1325 462 Club House Drive Pine Lake, GA 30072

JOB SITE
431 Oak Drive

DESCRIPTION	QTY	TOTAL
Cut and Remove dead, fallen Water Oak and Wisteria vines snapped at base and leaning over fence into nearby Water Oak in rear of 728 Oak Hill Circle. Haul away debris. Some damage to wooden fence is possible due to current condition.		5,000.00
Quote valid for 90 days from date of issue.	TOTAL	\$5,000.00

Please Note: Customer is responsible for marking property lines, irrigation lines & heads, underground lighting & wiring, dog fences, and any lines not marked by the Utilities Protection Center. Lee Friend's Tree Service will not be responsible for damage.

Cash, Check, & all major credit cards accepted, a 4% fee for credit card payments will apply.

Memo

To: Mayor and City Council
From: ChaQuias Thornton, City Administrator
Date: August 4, 2022
Re: DeKalb Bicentennial Magazine – Inclusion of Ad for Pine Lake

Total Marketing, as a representative of the DeKalb County Chamber, has submitted the following opportunity to Pine Lake for consideration:

“DeKalb County is Celebrating 200 Years! To help commemorate, we will be producing a one-of-a-kind, hardback printed book, which will be online, celebrating DeKalb County’s Bicentennial 200 years on behalf of the DeKalb County Chamber of Commerce. Cement your place in history and show generations to come your City’s leadership and presence. Support DeKalb County’s prosperity for the future by securing your location now.

Since all Cities in DeKalb County play a huge role in the success at large, we will be highlighting each City with a full page. We hope that you will also help support the development of this piece by supporting it with an ad purchase. It would naturally go on the other page across from the City of Pine Lake’s page.

1. Bicentennial - 200 Years! Book for DeKalb County will be a strong history of the County. It will feature how far DeKalb County has come from a historical reference, to many of DeKalb’s finest industries, to the people who make it great, and much more. 200 years only comes around once, so this will be a hardcover, beautifully designed and written commemorative piece that anyone would want to have and to share such a monumental time in our history.
2. This is also the time for you to put your City down in history by sponsoring one of only two sizes to mark your presence, now and for the future. This book will be proudly displayed for years at such locations as DeKalb County Government offices, every City in DeKalb County, the Chamber of Commerce, DeKalb County companies, and YOU. Quantities will be very limited and, as a keepsake, will be around for years. Your place in history will also be secured in the online book with hyperlinks directly to your website and throughout Social Media.”

Please find attached the Media Kit and present any questions. Ad materials due by August 30th.

For Council consideration are the following:

Ad size: 1 full page - \$5,000
½ Vertical page – \$3,500
½ Horizontal page - \$3,000

Ad content and materials due by August 30th. Total Marketing design professionals are available to do the ad design for the City at no additional charge.

Thank you,
CMThornton

ANNOUNCING FOR 2022



DeKalb County's Bicentennial Commemorative Publication



The DeKalb Chamber is proud to announce the DeKalb County Bicentennial Commemorative Publication. This gorgeous, hardback book will look back at DeKalb County's last 200 years and look forward to what's to come. A bicentennial only happens once, so don't miss the opportunity to have your business featured in this book that will be on coffee tables and bookshelves all across DeKalb County.

Cement Your Place in History

- ▶ **Complimentary** ad design
- ▶ **Marketing Power** in print & online book
- ▶ **Reach Thousands** of viewers
- ▶ **Complimentary online link** to add to your website & social media pages



1 Publication 2 Formats Printed Book & Online Flipbook

Link your advertisement directly to your website, video, slideshow or social media page in the online flipbook.



Distribution Outlets

- DeKalb County Government
- DeKalb County Municipalities
- Online Digital Book
- DeKalb's Finest Companies & Organizations
- DeKalb Chamber of Commerce
- and YOU!



Specs & Rates (4-COLOR)

FULL PAGE	1/2 PAGE Vertical	1/2 PAGE Horizontal
8.5" x 11" (add .25" Bleed)	4.75" x 7.75"	7.75" x 4.75"
\$5,000	\$3,500	\$3,000

Premium Positions

▶ Outside Back Cover	\$7,500
▶ Inside Front Cover	\$7,500

- All Photos, Logos and Camera-Ready ads must be a Minimum of 300 dpi, Press Optimized PDF (camera ready), TIFF, PSD, JPEG, PNG and EPS.
- Email materials to graphics@365degreetotalmarketing.com with "DeKalb County Publication - (Company Name)" in the subject line and CC Nelson.

Online Flipbook

See for yourself with this link:

<https://365publicationsonline.com/DeKalbNCG2019>

Digital Add-Ons

▶ Slideshow (3-5 slides)	\$200
▶ Video (15 sec. - 1 min.)	\$250
▶ New Photos/Video	\$100

* Photos & video must be provided by advertiser. Videos must be HD quality.

Payment Options



- Three payments
- One payment net 30
- Two payments net 60
- Three payments net 90 auto debit form



Contact Nelson Smith

Regional Marketing Executive
 Cell: (404) 625-4153
 Email: Nelson@365degreetotalmarketing.com



TOTAL MARKETING
 Beyond Full Circle Marketing

Be part of History



Quantities of this 200-year bicentennial commemorative book will be very limited and, as a keepsake, will be around for years on coffee tables and bookshelves throughout DeKalb County. However, thousands of people will have access to the book online and you can solidify your place in history with hyperlinks directly to your website and throughout social media.

- Flexible - can handle volumes of copy and photos
- Intuitive - readers can zoom, search and consume the medium quickly
- Shareable - send a link or share your content on social media
- Interactive
- Mobile-Friendly
- Cost-Effective

See for yourself with this link:

<https://365publicationsonline.com/DeKalbNCG2019>

FULL PAGE

8.5" x 11"
(add .25" Bleed)

\$5,000

**1/2 PAGE
Vertical**

4.75" x 7.75"

\$3,500

**1/2 PAGE
Horizontal**

7.75" x 4.75"

\$3,000

Prime Positions

- ▶ Back Page (formatted)..... **\$7,500**
- ▶ Inside Front Cover (formatted) **\$7,500**

Digital Guide Add-Ons

Bring your ad to life and your customer engagement to the next level by including a video or slideshow in the online digital guide.

- ▶ Slideshow (3-5 slides) **\$200**
- ▶ Video **\$250**
- ▶ Changing Slideshow Photos/Videos **\$100**

Payment Options



- One payment net 30
- Two payments net 60
- Three payments net 90
(*auto debit form option available*)

Once you let us know your Half or Full Page Size, you will receive a DocuSign to sign to reserve and hold your placement. As soon as you click finish/complete, you will receive a signed copy in your inbox. We will email you an invoice and a W-9.

- All Photos, Logos and Camera-Ready ads must be a minimum of 300 dpi, Press Optimized PDF (camera ready), TIFF, PSD, JPEG, PNG and EPS.
- All ad materials are due by August 30.
- Email materials to graphics@365degreetotalmarketing.com with "DeKalb Bicentennial Magazine - (Company Name)" in the subject line and cc Nelson.



Contact Nelson Smith

Regional Marketing Executive

Cell: (404) 625-4153

Email: Nelson@365degreetotalmarketing.com



TOTAL MARKETING
Beyond Full Circle Marketing



Memo

To: Mayor and City Council
From: ChaQuias Thornton, City Administrator
Date: August 4, 2022
Re: **Executive Session to Discuss Personnel**

Mayor Hammet has called for an Executive Session to be held after new business matters have been concluded. The purpose of Executive Session is to discuss personnel.

Thank you,
CMThornton