

**CITY OF PINE LAKE**  
**AGENDA**  
**August 30, 2022, 7:00 PM**  
**Council Chambers**  
**459 Pine Drive, Pine Lake, GA**

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**Call to Order**

**Announcements/Communication**

Swearing in of Nivea Castro – Council Member – To fill unexpired term to end December 31, 2023

**Adoption of Agenda of the Day**

**Adoption of the Minutes**

- Regular Meeting – August 9, 2022

**Public Comments**

**OLD BUSINESS**

None.

**NEW BUSINESS**

- A. Presentation of 2021 Audit Report – James Whitaker, PC
- B. Resolution R-09-2022 - A RESOLUTION OF THE MAYOR AND CITY COUNCIL ON ABORTION CRIMINALIZATION
- C. Employee Group Health Insurance Renewal - Effective Term to begin 10/01/2022 Recommend plans and authorization of Mayor to sign the necessary documents to provide employee group health benefits.
- D. Resolution R-10-2022 – Employee Group Health Benefits Plan Provide terms for plan administration.
- E. Police Department Painting Project – Rolling Shades - \$4,280.00

**REPORTS AND OTHER BUSINESS**

**Public Comments**

**Staff Reports**

Administration  
Public Safety  
Public Works

**Reports/Comments**

Mayor  
City Council  
Facilities Committee Report to be provided by Council Member Tracy Brantley

**Information for “The Pine Lake News” eblast.**

**Adjournment**

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

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**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 and Augusta Woods. City Administrator ChaQuias Miller-Thornton, City Attorney Susan Moore, Administrative Coordinator Missye Varner and Chief of Police Sarai Y'Hudah-Green were also present. Council Member Tracey Brantley was not present.

**Announcements/Communication**

Mayor Hammet:

- welcomed Council Member Hall back as she has not been present for a period of time.
- read a correspondence that she sent to CEO Michael Thurmond regarding the ongoing construction of Rockbridge Road and her disappointment of the progress as the project is leading up to its fourth year and with no projected completion date.

A copy of the correspondence is on file in City Hall for reviewing. Please email [missyeverner@pinelakega.net](mailto:missyeverner@pinelakega.net) to request copy or call 404-999-4931 to schedule an appointment to review the copy on file.

- communicated that she had a meeting with Commissioner Steve Bradshaw last week also regarding the lack of interest relating to the Rockbridge Road project and that Pine Lake was being overlooked as the project moves towards year four.

Council Member Hall communicated that the new beach entrance looks awesome and that she will be organizing a weeding day with SEED to beautify the area.

Mayor Pro Tem Bordeaux announced that the Welcome Back to School Breakfast for Teachers and Principal Event at Allgood Elementary was a huge success and greatly appreciated. She also stated that school supplies were collected at the pancake breakfast and that it was a success. Supplies are being collected through August 15<sup>th</sup> and that there is a box at City Hall for collections.

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

**Adoption of Agenda of the Day**

Council Member Woods motioned to adopt the agenda of the day, seconded by Mayor Pro Tem Bordeaux; the adoption of the agenda passed unanimously.

**Adoption of the Minutes**

- Regular Meeting – July 26, 2022

Mayor Pro Tem Bordeaux motioned to adopt the minutes, seconded by Council Member Woods; the adoption of the minutes passed unanimously.

**Public Comments**

There were no public comments.

**OLD BUSINESS**

None.

**NEW BUSINESS**

- A. Tree Removal – Oak Drive – City ROW – Certified Tree Experts, LLC - \$3,200.00

Council Member Hall motioned to approve the quote from Certified Tree Experts, LLC for the Tree Removal at Oak Drive for \$3,200.00, seconded by Mayor Pro Tem Bordeaux; the approval passed unanimously.

- B. DeKalb Bicentennial Magazine – Inclusion of Ad for Pine Lake.

Upon discussion with the recommendation by City Administration Miller-Thornton to move forward with the ½ page Horizontal page for \$3,000, Mayor Hammet also recommended taking a new photo of Mayor and Council by August 30<sup>th</sup> for the publication.

Mayor Pro Tem Bordeaux motioned to approve the purchase of the ½ page Horizontal page for \$3,000, seconded by Council Member Woods; the approval passed unanimously.

**REPORTS AND OTHER BUSINESS**

**CITY OF PINE LAKE  
COUNCIL MEETING MINUTES  
August 9, 2022, 7:00 PM  
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459 Pine Drive, Pine Lake, GA**

**Public Comments**

There were no public comments.

**Staff Reports**

**Administration  
Public Works**

City Administrator Thornton reported for the Administration, Public Works and Municipal Court Departments. A copy of the memorandum is on file in City Hall for reviewing. Please email [missyevarner@pinelakega.net](mailto:missyevarner@pinelakega.net) to request copy or call 404-999-4931 to schedule an appointment to review the copy on file.

**Public Safety**

Chief Green reported for the Public Safety Department. A copy of the memorandum is on file in City Hall for reviewing. Please email [missyevarner@pinelakega.net](mailto:missyevarner@pinelakega.net) to request copy or call 404-999-4931 to schedule an appointment to review the copy on file.

**Mayor**

There were no additional mayoral comments.

**City Council**

There were no council comments.

**Information for “The Pine Lake News” eblast.**

**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.)

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

**CITY OF PINE LAKE  
COUNCIL MEETING MINUTES  
August 9, 2022, 7:00 PM  
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459 Pine Drive, Pine Lake, GA**

**Allgood Elementary Welcome Breakfast & Collection of School Supplies**

The Welcome Back to School Breakfast for Teachers and Principal Event at Allgood Elementary was a huge success and greatly appreciated. School supplies are being collected through August 15<sup>th</sup> and there is a box at City Hall for collections.

**Executive Session to discuss personnel.**

Council Member Hall motioned to convene into Executive Session at 7:35pm; second by Council Member Woods; Council entered into Executive Session for the purpose of personnel matters.

**Adjournment:** The meeting convened from Executive Session and back into regular Council Meeting and adjourned at 8:15pm.

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Missye Varner, Admin Coordinator



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# Memorandum

**To:** Mayor and City Council  
**From:** ChaQuias Thornton, City Administrator  
**Date:** August 25, 2022  
**Re:** Presentation of FY2021 Audit Report – James Whitaker, Auditor

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## Audit FY2021

Copy of the FY2021 Audit Report and Supplemental documents have been provided to the Council for review. Auditor James Whitaker will be present during the August 30<sup>th</sup>, 2022 regular meeting of Council to formally present the reports to Council. The Administration welcomes Council to present any questions that it might have in advance of the report's presentation, in order to best service inquiries.

Copy of the FY2021 Audit report can be found at:  
<https://pinelakega.sophicity.com/YearEndFinancialReports.aspx>

Thank you,  
CMThornton

## RESOLUTION NO. R-09-2022

### A RESOLUTION OF THE MAYOR AND CITY COUNCIL ON ABORTION CRIMINALIZATION

**WHEREAS**, according to the National Institute of Reproductive Health, one in four women in the United States will have an abortion by the time they are 45 years old; and

**WHEREAS**, since Roe v. Wade was decided in 1973, several states have worked to enact restrictions to abortion access, causing widespread clinic closure and significant barriers to accessing abortion care; and

**WHEREAS**, the Georgia General Assembly passed an anti-abortion law (HB 481) which was signed into law in 2019; and

**WHEREAS**, on June 24, 2022, the United States Supreme Court announced its historic decision to reverse Roe v. Wade, declaring that the federal constitutional right to abortion, upheld for nearly a half century, no longer exists; and

**WHEREAS**, following the overturning of Roe, on July 20th, 2022, the Eleventh District Court of Appeals ruled to allow HB 481 to go into effect, banning most abortions after fetal cardiac activity is detected and redefining person to include an embryo and fetus; and

**WHEREAS**, limiting access to abortions and abortion care has disproportionately harmed people with low incomes, immigrants, young people, and people of color; and

**WHEREAS**, eliminating legal access to abortion has been empirically proven to dramatically increase the risk of death, bodily injury, and infertility, especially within low-income communities and communities of color; and

**WHEREAS**, several states, including the state of Georgia have severely restricted abortion access; and

**WHEREAS**, the City of Pine Lake supports an individual's right to choose and opposes the use of any City resources to record and or investigate reports of abortion care; and

**WHEREAS**, the right to privacy should protect healthcare providers, patients, and all others involved with medical treatment from any criminal investigation related to decisions made within the provider-patient relationship, including abortion, as long as those decisions occur without coercion, force, or negligence; and

**WHEREAS**, the Pine Lake City Council does not believe that abortion investigation, enforcement or prosecution is a priority for the public health, safety and welfare of those within the City of Pine Lake,

**WHEREAS**, the Pine Lake City Council has a responsibility to protect its residents from any violation of their human rights and any criminalization of the free exercise thereof, and supports its residents' rights to make reproductive health decisions for themselves, including abortion care;

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF PINE LAKE, GEORGIA** that the CITY OF PINE LAKE funds shall not be used to record and/or investigate reports of abortion care and the PINE LAKE POLICE DEPARTMENT is requested not to investigate reports of abortion related care.

**BE IT FURTHER RESOLVED**, in accordance with this Resolution, that except to the extent otherwise required by state or federal law, no member of the PINE LAKE POLICE DEPARTMENT or other person acting on behalf of the PINE LAKE POLICE DEPARTMENT and/or the CITY OF PINE LAKE shall:

1. Store or catalog any report of an abortion, miscarriage, or other reproductive act;
2. Provide information to any other governmental body or agency about any abortion, miscarriage, or other reproductive healthcare act, unless such information is provided to defend a patient's ability to access abortion care or a healthcare provider's ability to provide abortion care;

3. Investigate, make any arrest, or file any criminal complaint against any person accused of facilitating, providing, or receiving abortion care;
4. Cooperate with any other officer, agent, agency, or department that is investigating a person accused of facilitating, providing, or receiving abortion care;
5. Be the affiant for any affidavit in support of a search warrant related to an investigation of a person accused of facilitating, providing, or receiving abortion care; or
6. Participate in any prosecution in which a person is accused of facilitating, providing, or receiving abortion care; or
7. Conduct surveillance or collect data or other information related to any individual, organization, location vehicle, action, financial record, or internet activity for the purpose of determining whether an abortion has occurred, except for the collection of aggregated data without personally identifying information or personal health information for purposes unrelated to criminal investigation, enforcement, or prosecution.

**BE IT FURTHER RESOLVED**, that it is the intention of the PINE LAKE CITY COUNCIL that this the terms of this resolution does not apply in cases where coercion or force is used against the pregnant person, or in cases involving conduct criminally negligent to the health of the pregnant person seeking care, or in cases where the abortion, miscarriage, or reproductive healthcare is not the act being criminally investigated but as evidence of another act, such as sexual abuse.

**BE IT FINALLY RESOLVED**, that all resolutions or parts of resolutions in conflict herewith are hereby waived to the extent of the conflict.

**ADOPTED** by the Mayor and City Council of the City of Pine Lake, this \_\_\_\_ day of \_\_\_\_\_, 2022.

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Melanie Hammet, Mayor  
City of Pine Lake, Georgia

ATTEST:

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ChaQuias Miller-Thornton, City Admin/City Clerk  
City of Pine Lake, Georgia





# Memo

**DATE:** August 24, 2022  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton, City Administrator  
**RE:** Employee Group Health Insurance Renewal – Renewal Date 10/01/2022

The Administration Office has received notice from Humana to inform the City that the employee group health insurance plan is scheduled for a change on the 10/01/2022 renewal. The City's Employee Group Health benefits include medical, dental, and vision coverages.

Landmark Insurance Associates has subsequently presented the Administration Office with plan options that are comparable to the current Humana plan in terms of benefits of plan. Options have been presented for medical, dental, and vision benefits. Plan options from Humana, Aetna, and Blue Cross Blue Shield have been reviewed as medical plan options. Plan options from Humana, Mutual of Omaha, Principal, and Unum have been reviewed as dental and vision plan options. Information regarding Rate Detail and Plan Summary Comparisons is attached.

Upon review and consideration, the Administration Office makes the following recommendation:

- Selection of the Blue Cross, Option \$2,500 90/30%, CPS Open Access POS as the City's medical plan option at a rate decrease under the current Humana plan from \$1,288.68 per employee/per month to \$730.42 per employee/per month.
- Selection of the Renewal Humana 100/80/50 dental plan option at no increase over the current rate of \$43.68 per employee/per month.
- Selection of the Renewal Humana Vision 130 vision plan at no increase over the current rate of \$5.83 per employee/per month.
- Provision of plan costs reimbursements of up to \$750 per employee/per plan year for the reimbursement of plan costs to the employee such as co-pays, co-insurance, and prescription costs – totaling \$3,750 annual allotment to the City's budget for plan reimbursement expense. Because of premium savings, the election of this allotment will not result in increase to the current fiscal year budget.

The following plan increases also prompt this recommendation:

- Specialist Office Copay from \$60 to \$70 per visit.
- Tier 1 and Tier 2 retail prescriptions from \$5 to \$5/\$20 and \$15 to \$50, respectively; and
- Tier 3 and Tier 4 retail prescriptions from \$75 to \$85 and \$150 to 20% respectively; and
- Tier 1 and Tier 2 mail order prescriptions from \$12.50 to \$13/\$50 and \$37.50 to \$150, respectively; and
- Tier 3 and Tier 4 mail order prescriptions from \$187.50 to \$255 and \$375 to 20% of cost, respectively.

The table below provides current rate summary in comparison to the recommended rate summary:

<b>City of Pine Lake</b>							
Plan Term Effective 10/01/2022							
<b>Health Plan Benefit</b>							
	Monthly Per Employee	Monthly 5 EE	Term in Months	Annual Premium	Annual Chamber Inclusion Fee	Annual Cost Reimbursement	Total Annual
Current	1,288.68	6,443.40	12	77,320.80			77,320.80
Renewal	1,463.64	7,318.20	12	87,818.40			87,818.40
Recommended	730.42	3,652.10	12	43,825.20	300.00	3,750.00	47,875.20
				(43,993.20)			(39,943.20)

For the five of six eligible employees covered under the plan, with the mandatory fee as assessed for inclusion in the Chamber plan (\$5/employee/month - \$300 annual), and with an election of up to \$750 per employee (annually) for reimbursement of certain employee costs under the plan – the estimated allocation for group health benefits is approximately \$39,943.20 less than that of the renewal plan option.

No rate increase is expected for the current Humana Dental and Humana Vision plan renewals. Therefore, it is the Administrator’s recommendation that the City Council elect the Humana renewal options for dental and vision coverage. This election also provides consistency of plan for the upcoming term.

The table below shows the cost comparison for the full portfolio of benefits to be provided under the Employee Health Benefits Plan.

	Current Plan Renewal	Recommended	
<b>Medical</b>	87,818.40	47,875.20	
<b>Dental</b>	2,620.80	2,620.80	(5 Employees x \$43.68/month x 12 months)
<b>Vision</b>	349.80	349.80	(5 employees x \$5.83/month x 12 months)
	90,789.00	50,845.80	(39,943.20)

The attached Resolution R-10-2022, as proposed, does provide the terms of the Employee Health Plan Benefits as recommended for the 2022-2023 year (effective term 10/01/2022 through 09/30/2023).

The Administration Office requests Council consideration and approval of the attached.

Thank you,  
CMThornton

**RESOLUTION NO. R-10-2022**

**CITY OF PINE LAKE, GEORGIA  
EMPLOYEE GROUP HEALTH BENEFITS PLAN**

WHEREAS, the City of Pine Lake (City) seeks to employ individuals capable of outstanding performance in public service; and

WHEREAS, employee benefits are an aid in the recruitment and retention of skilled workers; and

WHEREAS, medical and dental benefits plans are commonly used by municipalities to attract and retain skilled workers; and

WHEREAS, it is advantageous for the City to provide standard, benefits rich plans and alternative plan options to its employees; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Pine Lake, Georgia this \_\_\_\_\_, day of \_\_\_\_\_, 2022, as follows:

1. The effective term of the City of Pine Lake Employee Group Health Benefits Plan shall be October 1, 2022 through September 30, 2023;
2. The medical insurance plan known as the \_\_\_\_\_ Plan is the official medical benefits plan for the City of Pine Lake effective October 1, 2022,
3. The City will pay one hundred percent (100%) of the plan premium for eligible employees electing to participate in the official medical benefits plan;
4. Eligible dependents of the employee may participate in the medical benefits plan provided that one hundred percent (100%) of the premium for the dependents is paid by the employee;
5. The dental insurance plan provided by \_\_\_\_\_ and known as the \_\_\_\_\_ Plan is the official dental plan for the City effective October 1, 2022;
6. The City will pay one hundred percent (100%) of the plan premium for eligible employees electing to participate in the official dental benefits plan;
7. Eligible dependents of the employee may participate in the dental benefits plan provided that one hundred percent (100%) of the premium for the dependents is paid by the employee;
8. The vision insurance plan provided by \_\_\_\_\_ and known as the \_\_\_\_\_ Plan is the official vision plan for the City effective October 1, 2022;
9. The City will pay one hundred percent (100%) of the plan premium for eligible employees electing to participate in the official vision benefits plan;
10. Eligible dependents of the employee may participate in the vision benefits plan provided that one hundred percent (100%) of the premium for the dependents is paid by the employee;
11. Employees who experience an event qualifying for COBRA continuation coverage may participate in the official medical and/or dental and/or vision plan following the month of termination from City employment, in accordance with federal law that governs such coverage, and provided that one hundred percent (100%) of the premium is paid by the COBRA participant.

Adopted by the Mayor and Council of the City of Pine Lake, this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

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Melanie Hammet, Mayor  
City of Pine Lake, Georgia

ATTEST:

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ChaQuias Miller-Thornton City Admin/City Clerk  
City of Pine Lake, Georgia



# CITY OF PINE LAKE

459 Pine Dr., / P. O. Box 1325  
Pine Lake, GA 30072  
Phone 7404.292.4250 ~ Fax 404.292.7531  
Pinelakega.net



## MEMO

**TO:** Pine Lake Police Department  
**DATE:** August 19, 2022  
**RE:** Police Department Painting Project

Upon solicitation of proposal, the Police Department has received two proposals for Painting the interior of the Pine Lake Police Department. (See Attached)

Following Council consent to approve of the bids, the Department recommend acceptance of the quote from Certified Painting Contractors "Rolling Shades" for services in the amount of \$4280.00.

The job duration will be 3-4 days.

Thank you

	Company	Contact	Description	Estimate	Duration
1.	Rolling Shades	Jalal Lewis / 678.469.4550	See Attached	\$4,280.00	3-4 days
2.	Taylor Means	Taylor Means / 404.217.4825	See Attached	\$8,450.00	

# Invoice

for  
Sarai Green  
459 One Dr.  
Pine Lake, GA 30087



10 James ST Unit 3  
Hampton, GA 30228  
Un  
6784694550

[www.rollingshadespainting.com](http://www.rollingshadespainting.com)

**Invoice No. 256** Issued on Tue Aug 16, 2022

Qty	Name	Description	Rate	Amount	Tax
1	Interior Office	Repair all imperfections. Wall paint will be provided for by client. Wall entry has been painted. Doors will be sprayed along with all varnished surfaces.	\$4,280.00	\$4,280.00	NON

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tax	\$0.00
total	\$4,280.00
amount paid	\$0.00
balance due	\$4,280.00

Signature:  
Signature Date:

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# THANK YOU

 for choosing Rolling Shades Painting LLC

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#### QUESTIONS? CONTACT US

[rollingshades@gmail.com](mailto:rollingshades@gmail.com)  
6784694550

#### TERMS & CONDITIONS

We accept payment by check, cash and credit. Please send checks to our main address or call with credit card info.



## Warranty Guarantee

### Interior Warranty

All of our work is covered by an all-inclusive 3-year warranty. If any areas in your home are not taken care of properly, you can be sure problems will show up in the first 3 years. We stand by our work and will come out to fix up any problem areas that you may find.

Problem areas include:

- Paint peeling, bubbling, cracking, or fading
- Previously patched areas where cracking reappears
- The paint does not have full coverage over the previous color
- Touch up spots that were missed after the final walkthrough

We guarantee quality work. That means we require all of the necessary prep work, and quality materials in order for us to back up the work. If any corners are cut, you may save money in the short run but we cannot guarantee that the job will last.

You can expect your 3-year warranty paint job to last anywhere from 5-to 7 years.

1 Coat: Some customers would like a paint job that saves them some money. If that is you, we recommend doing 1 coat to give you the savings you desire. If you would like an estimate for 1 coat, you can expect to see some minor flashing on your walls. This 1 coat method does not come with a warranty.

**Signature:** \_\_\_\_\_

**Date:** March 25, 2022

Jalal Lewis  
Chief Executive Officer  
678.469.4550



## Sarai Y'Hudah-Green

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**From:** Sarai Y'Hudah-Green  
**Sent:** Wednesday, August 17, 2022 2:23 PM  
**To:** Taylor Means  
**Subject:** Re: Request an estimate

These are great! Thank you!

Sent from my T-Mobile 4G LTE Device  
Get [Outlook for Android](#)

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On Wed, Aug 17, 2022 at 8:36 AM Taylor Means <[taylormeans123@gmail.com](mailto:taylormeans123@gmail.com)> wrote:  
Good morning,

Please see pricing below:

Pricing to include repair of existing sheetrock, total 2 colors. one flat or eggshell wall color and one satin/semi trim color.

Due to the conditions of the walls they will need to be skim coated and sanded. This process is superior to spot treatment and will repair the holes and tears and we will remove the telephone jacks that are no longer in use and patch over them.

This project is to be in two phases - Prior to our arrival Pine Lake PD or others will remove and or cover all furniture and items from half of the PD. We will skim coat, sand and paint that half. After completion of the first half, Pine Lake PD or others will clear all furniture and items from the other half and we will complete that half. The skim coating and sanding is a dusty process and it is important to have the rooms we are working in completely cleaned out prior to work.

This quote does not include replacement of any trim. The existing trim will be repaired. If any areas are determined by Pine Lake PD to be replaced those items will be billed @ \$75/hr + materials additionally to this quote.

Paint is to be Sherwin Williams super paint or similar.

Skim coating and sanding, wall prep - \$4,650.00  
Painting \$3,800

Total scope - \$8,450.00

Please let me know if you have any questions and thank you for including me on your project!

Best,  
Taylor Means  
404-217-4725



OFFICER SUBPEONA

HOUSE WATCH

INCIDENT LOG

Clipboard with a keychain

Window with a counter below it

5-2



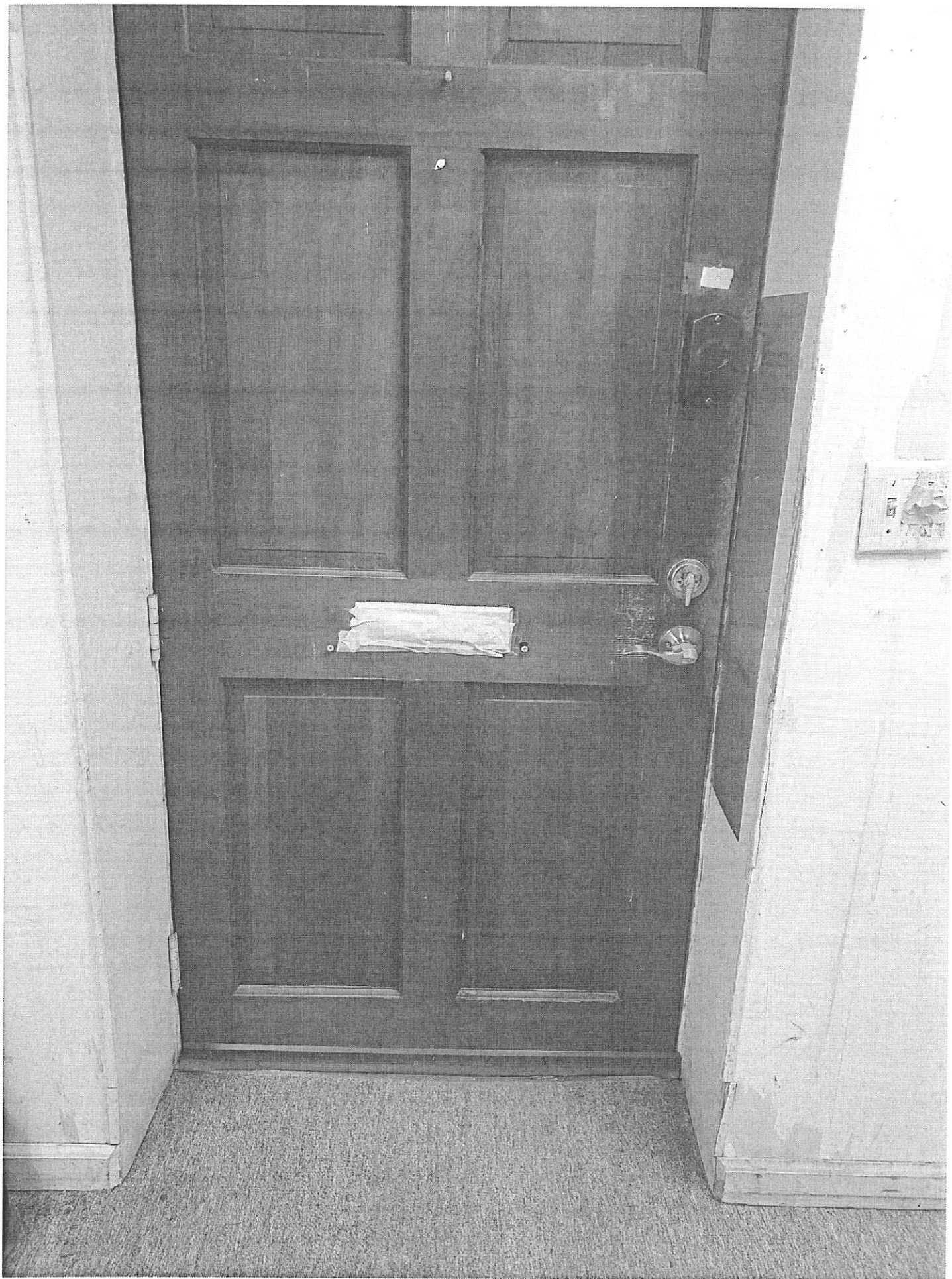
**MISC FORMS**  
•House Watch logs  
•Fax Cover Sheet  
•City Hall  
•Vehicle Release

**MISC FORMS**  
•Criminal Trespass

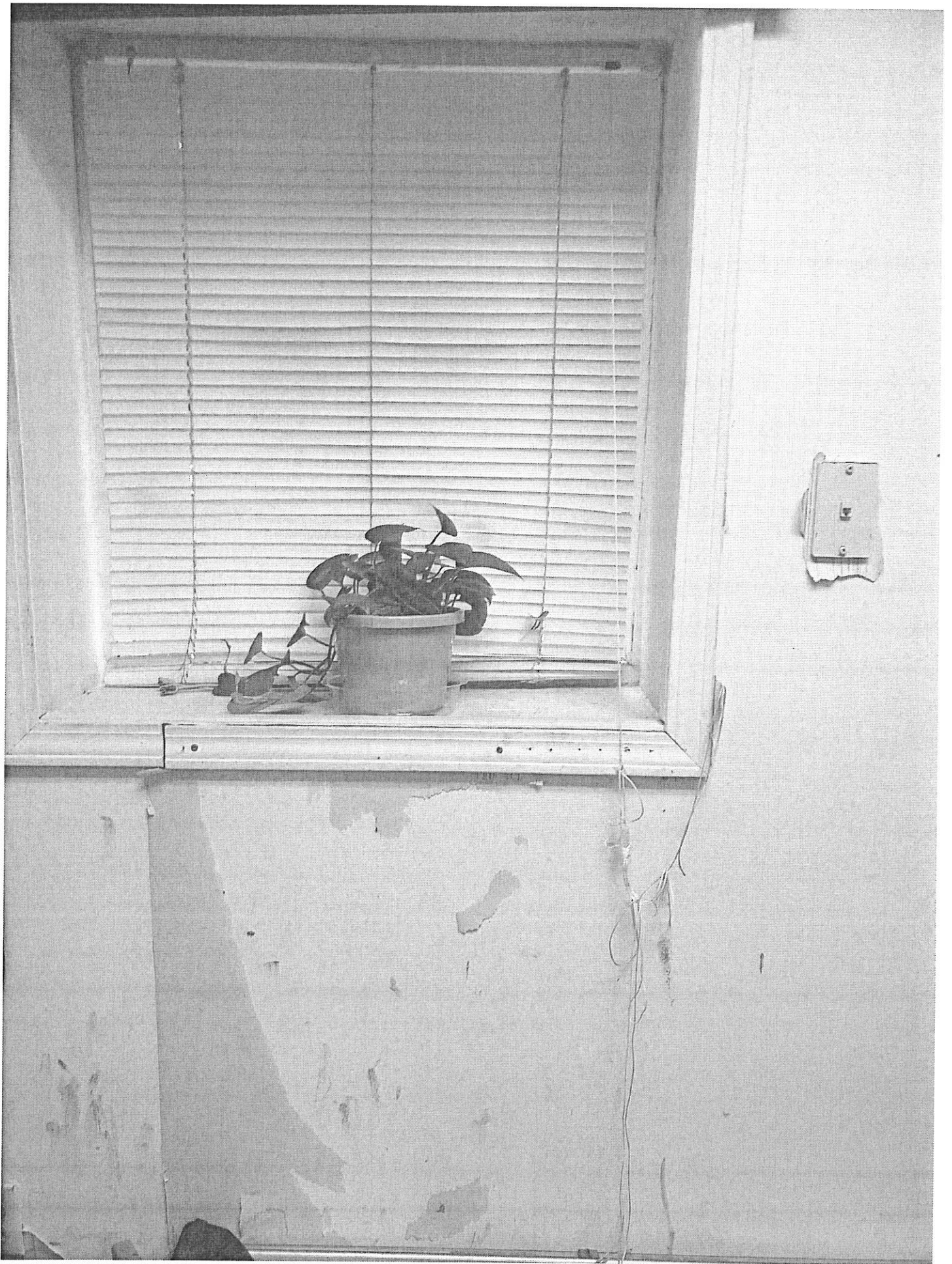
**CITY OF SPRING LAKE**

**CITY OF SPRING LAKE**

Do Not Disturb








**COVID 19** SYMPTOMS OF CORONAVIRUS DISEASE 2019

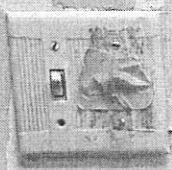
Patients with COVID-19 have experienced mild to severe respiratory illness.

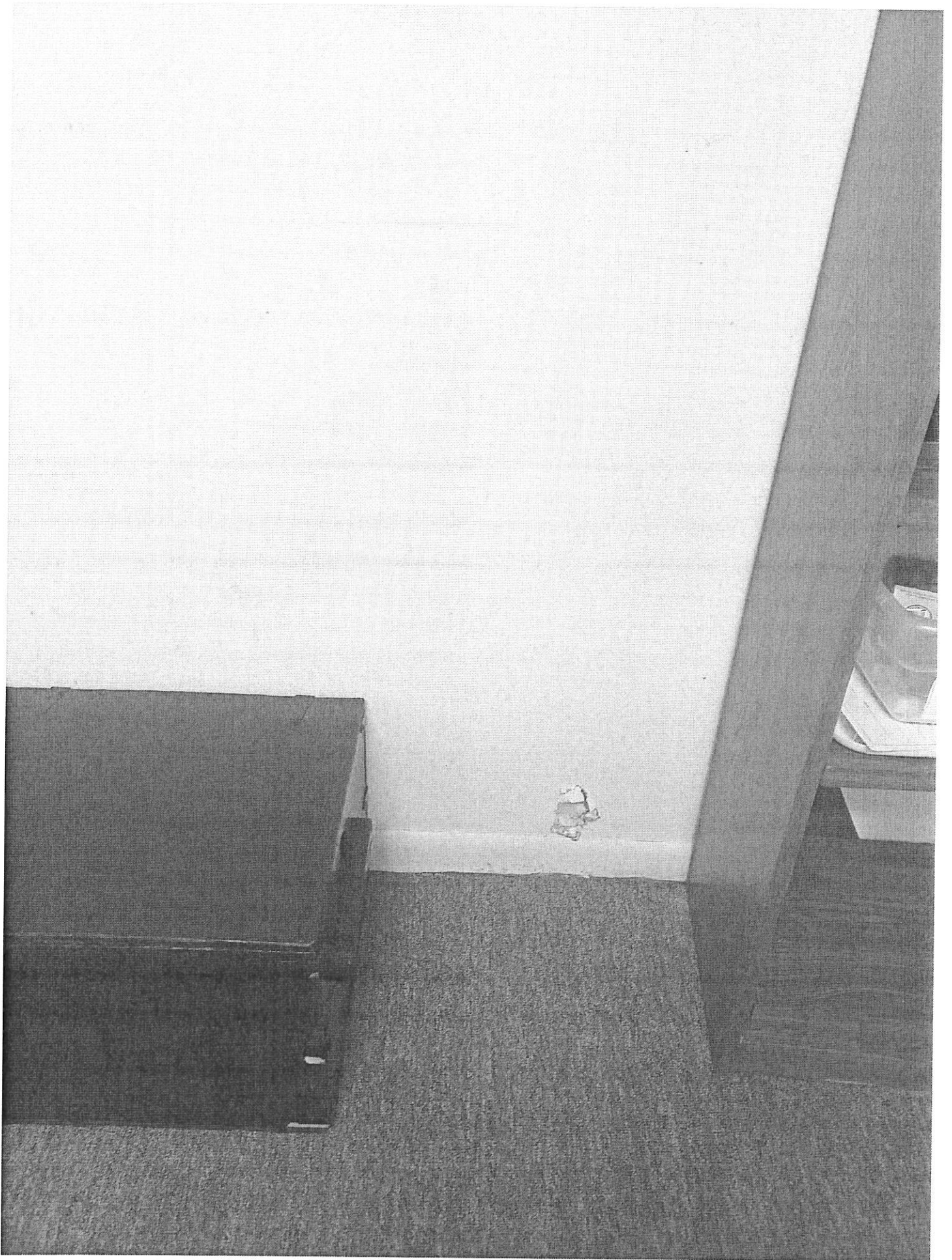
Symptoms can include:

- COUGH
- SHORTNESS OF BREATH

See medical advice if you develop symptoms and have been in close contact with a person known to have COVID-19 or if you see or feel these symptoms. There is no cure with ongoing spread of COVID-19.

 [www.cdc.gov/covid19/symptoms](http://www.cdc.gov/covid19/symptoms)





OFFICER SUBPEONA

HOUSE WATCH

INCIDENT LOG

Clipboard with keychain

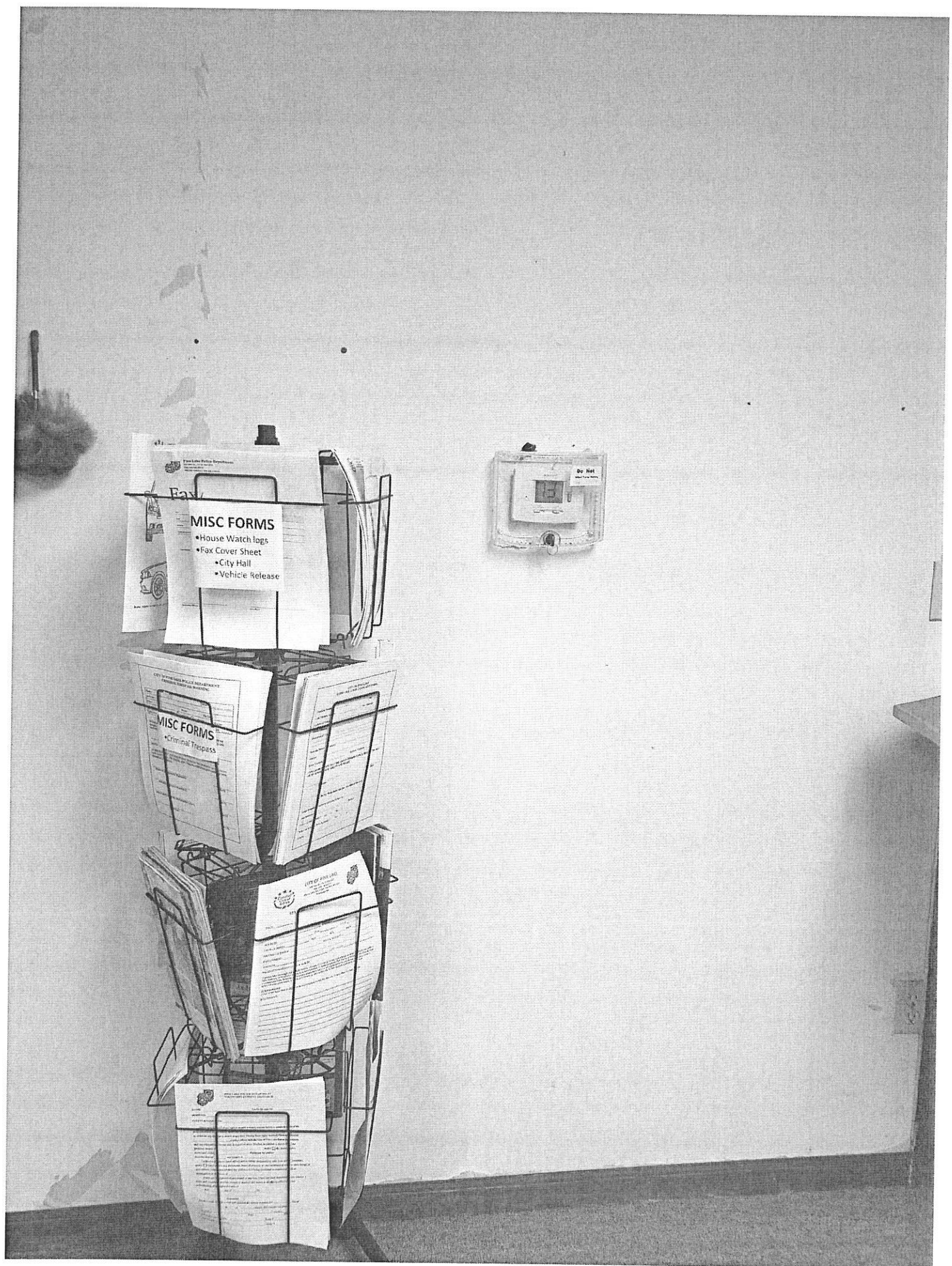
Clipboard

Window with blinds

Desk surface

EE





**MISC FORMS**

- House Watch logs
- Fax Cover Sheet
- City Hall
- Vehicle Release

**MISC FORMS**

- Criminal Trespass

**CITY OF FREDERICK**

**CITY OF FREDERICK**

## **Recommendations of Facility Planning Committee**

### **I. Purpose and intent –**

Recommendations to open Clubhouse & Beach House for public rentals with updated policies & rates

Long term: make these spaces revenue-generating

### **II. Budgeting and costs –**

Determine costs of maintaining facilities – estimate based on budget for all facilities

#### ***Recommendations***

1. Raise all rates  
deposits  
daily  
weekly  
cleaning
2. Consider an increased discount for residents - once a year
3. Reevaluate holiday weekend blackouts to only blackout on specific holiday, consider higher rate on those weekends
4. Facility manager to decide on timelines/deadlines for deposits and cancellations
5. Marketing possibilities
6. Refinish beach house floor for increased appeal and bookings

### **III. Parking availability and improvements**

1. ARC Parking study requested by Chaquias Miller Thornton
2. Park Mobile – If we implement ParkMobile without a kiosk, utilizing phone app, web browser, or phone in option, there is zero cost to Pine Lake. PM takes 35 cents per transaction. They provide adequate signage to the city at no cost. City can set fees/hours however they want, and it is changeable in their online user platform. Enforcement is typically done by local law enforcement, and they can likely interface with the tag readers on police cars  
Kosk, if desired, is provided by a 2nd-party vendor, with varying costs both upfront and monthly; she didn't know cost offhand, but will research if we are interested in that option.
3. Repaint lines to add more parking spaces
4. Parking available at Public Works space
5. City to inquire on Blueprint Church availability

#### **IV. Facility Fee schedule document recommendations**

1. Create 2 documents – resident and nonresident
2. Increase base rate
3. Increase security deposit
4. List what's included in base rental fee (NOT itemized with costs)
5. Remove grilling fee
6. Increase cleaning fee
7. List optional additional fees: event insurance, PL security (police officer), parking
8. Confirm cancellation policy
9. Remove resident discounts

#### **V. Further Facility Rentals considerations for management**

1. Lead in time to schedule
2. Discount for residents when dates are available that cannot be booked by outside rental
3. Legal issues to determine:
  - a. Circumstances (if any) that require renter to acquire & show proof of event insurance
  - b. Covid policy + signage as needed
  - c. Adjust capacities for covid? (beach 129, club 156)
  - d. Policies about minors (see policies below)
4. Contracts/policies suggestions:
  - a. Remove requirement for 6 months minimum advance notice
  - b. Outdoor outlets at beach house & clubhouse - always off during events, add \$30 charge if people need outdoor power
  - c. Outdoor providers
    - food trucks allowed and ordinance needed?
    - bouncy house - waiver from provider needed
  - d. Further security requirements - any of the following
    - event goes after 10pm
    - alcohol served
    - 100+ people

## **VI. Website Recommendations**

1. More photos, examples of events, talk up what's special – lake views, natural setting, etc
2. Add separate listing of policies
3. Updated policies, rental agreements, etc - see below
4. Add "Visitors" section to website

Welcome

Hours

Parking

Fishing

Beach & Lake Schedule

Rental Facilities - direct to that section

## POLICIES FROM CURRENT RENTAL AGREEMENTS

### *Facility Committee Recommendations in red*

#### RULES, REGULATIONS, RATES

- A. The following facilities are available to rent:  
Beach House 4580 Lakeshore Drive, Pine Lake, GA 30072 - occupancy limit 129 people  
Clubhouse 470 E Clubhouse Circle, Pine Lake, GA 30072 - occupancy limit 156 people
- B. A completed rental agreement and damage deposit are required to be submitted to City Hall before a date for an event can be secured on the calendar. The agreement and deposit may be mailed to City Hall at the address listed or submitted to the City Administration offices. If City Hall is closed, you may drop the agreement and the deposit through the mail slot of the door at City Hall.
- C. The Deposit amount must be paid separately from other fees. It is accepted in the form of a personal check, money order, certified check, credit card payment or cash. The deposit reserves the facility, and it is refunded only after the Facilities Manager verifies that the facility was undamaged during the rental period and that rental agreement was not violated. Please allow 14-30 days for deposit refunds. **Add when balance is due.**  
The Renter shall be liable for all damages occurring during the agreed rental times, including:  
Damages to the facility, furnishings, and/or grounds;  
Facilities, furnishings, and/or grounds that are not left in clean condition at the conclusion of the rental period. Facility must be left in the condition as it was rented;  
Improper and/or illegal conduct of any renter or guest including, but not limited to abusive or threatening language, physical violence, lewd behavior, or possession of weapons;  
Use of any other kind of tape, nails, tacks, screws, and staples on the walls is prohibited and will be assessed as damages. Only masking tape or painters' tape may be used on top of the window and door frames or the porches.
- D. Deposits may be retained to cover any additional time used beyond the contracted period of rental.
- E. The privilege of renting extends to the buildings and porch areas only. The park areas outside the buildings are public and cannot be rented.
- F. Renters must observe all beach rules including no swimming after sunset.
- G. Renters and their guests shall obey all City ordinances and Georgia criminal statutes during the period of the rental. In the event a violation of either occurs, the police department may terminate the rental. In the event the police respond to a second noise complaint that they deem substantiated, the police shall terminate the event.
- H. NO admission may be charged at events at any facilities, although voluntary donations may be accepted.

I. Rental activities shall cease by 10:00 p.m. Sundays through Thursdays and by 11:00 p.m. Fridays and Saturdays. Renter shall forfeit their deposit if their event fails to end at the contracted hour.

J. Any event scheduled to end after 10 pm is required to have an off-duty Pine Lake police officer (minimum of 4 hours @ \$30/hour paid by the renter) to provide security until the event is completed and the renter has completely vacated the facility. The renter must coordinate security with the Pine Lake Chief of Police. If a renter fails to provide an off-duty Pine Lake police officer for security, the renter shall forfeit all deposit monies. **Should renter contact police chief or go through city admin?**

K. The rental facilities are surrounded by residential neighborhoods. The City noise ordinance applies to all rental activities.

L. No speakers or amplifiers shall be used on the deck, porch or outside the building. In the event speakers or amplifiers are used inside the facility, the doors of the facility shall remain closed, except as used for ingress and egress. Music shall be played at a level as to not interfere with the comfort and repose of nearby residents. All music shall cease by 10:00 p.m. on Sundays through Thursdays and by 11:00 p.m. Fridays and Saturdays.

M. Rental rates are for 6 hour periods. This includes decorating and cleanup. If it is an evening event, the facility must be vacated and locked by 11:00 p.m. Sundays through Thursdays and by Midnight on Fridays and Saturdays.

N. Renters who fail to meet requirements of a rental contract may be prohibited from renting a Pine Lake Facility for 12 months.

O. Any renter conducting a public event in which unaccompanied minor children are in attendance is required to submit complete background checks for all staff and volunteers. Background checks and a complete insurance policy must be submitted and approved by the City at least 60 days prior to the event. Renters are encouraged to check with the City for list of insurance requirements prior to obtaining necessary insurance. No permit for the event will be issued unless all background checks and a complete insurance policy is submitted and approved by the City.

P. Marketing material for all public events must be submitted to the City for approval at least one week prior to being released.

Q. Renters shall avoid all implication that the event is an official City event, avoiding words such as “hosted”, “sponsored”, or “organized”, etc., by the City of Pine Lake. When referring to the location, use “Pine Lake” rather than the “City of Pine Lake.” Violation of policy will result in forfeiture of deposit and cancellation of the event.

R. Renters shall be required to pay additional for the police security and public works set up or maintenance where required for their event. **(Move R. contents to police section J)**

S. All facilities will be reserved for community use during the Memorial Day, Independence Day and Labor Day weekends. No rentals will be negotiated. **(1. Change to day of, not entire weekend as internal policy - Revenue loss. 2. Is section necessary on form?)**

## **HEALTH AND SAFETY REGULATIONS**

**In accordance with local government fire regulations, occupancy limits have been set for the safety of facility users. No more than 156 people may be in the Clubhouse at any one time, and occupancy of the Beach House is limited to 129 people. Please note that parking is limited.**

**SMOKING IS NOT PERMITTED** in any of the rental facilities nor anywhere within the park.

**NO INDOOR COOKING** is allowed in any facility. The kitchens are warming kitchens, provided to keep food warm, or prepare beverages. Coffee Pots, crock pots, and other small appliances which keep foods and beverages warm are allowed, however cooking is not allowed.

**FIRES MAY NOT BE LIT** at any time. This includes the use of candles, which must be approved by the Facility Coordinator in advance and noted on the rental agreement.

A fire extinguisher is prominently located in each rental facility.

### **LIABILITY**

**Renters are responsible** for the conduct of their guests and the City assumes absolutely no liability for injury incurred during the course of this rental. The applicant seeking the rental or the designated secondary contact shall be present at the facility during the entire conduct of the event and shall be responsible for ensuring compliance by guests with these rules and regulations.

**Children** must be supervised at all times. No one under the age of 21 is allowed to rent the public buildings. When minors under the age of 18 are attending a private function, the City requires one (1) chaperone per 15 children/youth. Attendance by chaperones is required at all times.

The City of Pine Lake is not responsible for any property left by renters.

### **Fee Structure **Rates need updated****

#### **A. Beach House – 6 hour rental period**

Rentals starting after 4:00 PM - \$700 **\$1000** per day / \$2,800 **\$3300** five consecutive days / \$3,920 **\$4500** seven days

Rentals ending before 3:00 PM - \$600 **\$700** per day / \$2,400 **\$2500** five consecutive days / \$3,360 **\$3920** seven days

#### **B. Clubhouse – 6 hour rental period**

All Rentals \$500 **\$600** per day / \$2,000 **\$2500** five consecutive days / \$2,800 **\$3500** seven days

**C. Cleaning fees** will be \$40 **\$100**/day up to \$200 **\$500**/week charged only for actual cleanings required for intervening event rentals.

**D. Damage Deposit** for Clubhouse and Beach House is \$250.

## **CANCELLATION REFUND POLICY**

Refunds will be issued in the following manner:

**100% Refund** - City Hall must receive a request in writing 30 days or more prior to the event. A \$25 Processing Fee will be subtracted from the refund amount

**50% Refund** - City Hall must receive a request in writing 8 days to 29 days prior to the event. A \$25 Processing Fee will be subtracted from the refund amount

**No Refund** will be paid for cancellation requests received less than 8 days prior to the event. City Hall will not accept **verbal cancellations**. If cancellation and request for refund is not received in writing, no refund will be issued.

Refunds will be made payable to the Responsible Party (Signer of this Agreement.) and sent by mail within 2 weeks of approved cancellation request.





Arts' Natural Habitat

## FACILITY RENTAL FEE SCHEDULE

CITY OF PINE LAKE  
425 Allgood Rd.  
P.O. BOX 1325  
Pine Lake, GA 30072  
404 999-4901  
rentals@pinelakega.net

Recommend 2 schedules - resident + non resident

<b>Beach House - Occupancy Limit 156</b>		
Security Deposit	\$ 250.00	\$ 300-500
Single Day Rental (6 hours)		
Starting 4:00 PM or later	\$ 700.00	\$ 1000
Ending by 3:00 PM	\$ 600.00	\$ 700
Grilling Facilities	\$ 50.00	Keep if still available
Cleaning Fees (daily rental)	\$ 40.00	\$ 100
<b>Clubhouse - Occupancy Limit 129</b>		
Security Deposit	\$ 250.00	
Single Day Rental (6 hours)	\$ 500.00	\$ 600
Cleaning Fee	\$ 40.00	\$ 100
Add section 00 items included		
Security officer (if necessary) \$ 200 for 4 hours		
<b>Cancellation Refund Policy</b>		
Written Cancellation Request received 30 days or more prior to event	Full Contract Price Refunded minus \$ 25.00 Processing Fee	
Written Cancellation Request received 8 to 29 days or more prior to event	1/2 Contract Price Refunded minus \$ 25.00 Processing Fee	
Written Cancellation Request received less than 8 days prior to event	No refund	
<b>Resident Rental Discounts</b>		
Each individual resident (18 years of age or older) of Pine Lake is entitled to:		
<b>Beach House rental</b> – 50% discount for one event per year (discount may be applied for up to seven days for a weeklong event) or equivalent recurring events such as classes		
<b>Club House rental</b> – 50% discount for two events per year (discount may be applied for up to 14 days) or equivalent recurring events such as classes		
Pine Lake Employees may use (with 60 days' notice) one free rental day per year (subject to facility availability)		
Appropriate cleaning fees and deposits apply to all discounted space.		

Remove or have separate for residents