

CITY OF PINE LAKE
AGENDA
September 13, 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

- Public Hearing – August 30, 2022
- Regular Meeting – August 30, 2022

Public Comments

OLD BUSINESS

None.

NEW BUSINESS

- A. Resolution R-11-2022 - A Resolution Authorizing Official Signatures for the City's TRUIST Bank Accounts
- B. Tree Removal Proposal – Removal of 3 trees on Spruce Drive – CR Tree Experts - \$5,400
- C. Public Property Maintenance Proposal – Home's Best Friend Lawn Care Service - \$3,700
- D. Reconsideration of Fee Schedule for Facilities Rentals

REPORTS AND OTHER BUSINESS

Public Comments

Staff Reports

Administration
Public Safety
Public Works

Reports/Comments

Mayor
City Council

Information for "The Pine Lake News" eblast.

Adjournment

CITY OF PINE LAKE
PUBLIC HEARING MINUTES
August 30, 2022, 6:30 PM
Council Chambers
459 Pine Drive, Pine Lake, GA

Call to Order - Mayor Melanie Hammet called the meeting to order at 6:36 pm.

Present: Mayor Hammet, Mayor pro tem Jean Bordeaux and Council members Brandy Hall, Tracey Brantley 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.

Public Hearing

The purpose of the hearing is to solicit input on Variance Application requests submitted by representatives for **4617 Park Drive, Pine Lake, GA (Parcel 18 041 09 183)** and to potentially render Council decision in the matter. Applicants are seeking variance from R-1 Residential District development regulations relative to minimum lot frontage and minimum lot size, as result of proposed subdivision of the property.

City Attorney Moore presented the request. Mayor Hammet opened the public hearing taking comments in favor/opposition. Applicant Jason Zakocs and Gary Silverman, Associate Broker of Berkshire Hathaway Home Services requested approval for the variance. Following public comment, the hearing was closed, and the matter taken up by Council. Upon call of the question, Mayor Pro tem Bordeaux motioned to deny the petition for the variance because it did not meet the requirements to qualify; seconded by Council Member Brantley. The vote to deny was unanimous by Council and variance request failed to pass.

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

Adjournment

The Public Hearing concluded at 7:21 pm.

CITY OF PINE LAKE
COUNCIL MEETING MINUTES
August 30, 2022, 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA

Call to Order - Mayor Melanie Hammet called the meeting to order at 7:21 pm.

Present: Mayor Hammet, Mayor pro tem Jean Bordeaux and Council members Brandy Hall, Tracey Brantley 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.

Announcements/Communication

Mayor Hammet communicated that she received a message from CEO Michael Thurmond, and he will be establishing a public meeting soon to apologize to the City for the Rockbridge Road situation and lack thereof.

Mayor Hammet communicated that the inaugural PRIDE Lake event on August 27th was a great success. The Mayor thanked Thomas Torrent, Event Planner and the Pride Lake Committee for their diligent work in bring the festival to fruition.

Swearing in of Nivea Castro – Council Member – To fill unexpired term to end December 31, 2023. Judge L'Erin Wiggins issued the oath of office to newly elected Council Member Nivea Castro.

Newly affirmed Council Member Nivea Castro joined Mayor and Council on the dais and participated in the remainder of the meeting's proceedings.

Adoption of Agenda of the Day

Mayor Hammet amended the agenda by changing the order of items A and B. Council Member Hall motioned to adopt the amended agenda, seconded by Mayor Pro tem Bordeaux; the adoption of the amended agenda passed unanimously.

Adoption of the Minutes

- Regular Meeting – August 9, 2022

Council Member Woods motioned to adopt the minutes, seconded by Council Member Brantley; the adoption of the minutes passed unanimously.

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COUNCIL MEETING MINUTES
August 30, 2022, 7:00 PM
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Public Comments

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

OLD BUSINESS

None.

NEW BUSINESS

- A. Resolution R-09-2022 - A RESOLUTION OF THE MAYOR AND CITY COUNCIL ON ABORTION CRIMINALIZATION

After the mayor and all members of the Council participated in reading the resolution aloud, Council Member Woods motioned to adopt Resolution R-09-2022, seconded by Mayor Pro tem Bordeaux; the resolution was adopted unanimously.

- B. Presentation of 2021 Audit Report – James Whitaker, PC

Mr. Whitaker presented the audit report and addressed inquiries from Council. The 2021 Audit Report and required Supplemental Reports are on file in City Hall for reviewing and can be found at www.pinelakega.net.

- 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.

City Administrator Thornton presented the insurance package and answered questions regarding benefits and costs.

- D. Resolution R-10-2022 – Employee Group Health Benefits Plan
Provide terms for plan administration.

Mayor Pro tem Bordeaux motioned to approve Resolution R-10-2022 including the plans as recommended and discussed by Administrator Thornton, seconded by Council Member Hall; the resolution was approved unanimously.

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E. Police Department Painting Project – Rolling Shades - \$4,280.00

Council Member Brantley motioned to discuss the Police Department Painting Project with Rolling Shades, seconded by Mayor Pro tem Bordeaux. Upon discussion of the project Mayor Pro tem Bordeaux motioned to move forward and to approve the Painting Project with Rolling Shades for \$4,280.00, seconded by Council Member Brantley; the project proposal was approved unanimously.

REPORTS AND OTHER BUSINESS

Public Comments

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

Staff Reports

Administration
Public Works

City Administrator Thornton provided a report and commented on the importance of maintaining the city-owned green spaces. Mrs. Thornton stated that she has met with Public Works, and they are aware of the expectations and that a third party may be required to assist. She also thanked residents for their assistance in cutting the kudzu and that an organized plan effort would be needed in the future so that all are on the same page. Mrs. Thornton said that Public Works needed a regular and periodic maintenance plan for maintaining the city green spaces with specific attention, priorities and plan composition given to the City's East and West Wetlands.

Court Services

The Court Clerk position has not been filled and will be readvertised. City Administrator Thornton is also considering alternative options for placement.

Public Safety

Chief Green communicated that the Police Department continues to work on Code Enforcement through education. The department is creating a standard that

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includes and allows for individuality, expression and a respect for our environment while keeping in accordance with city ordinances.

Reports/Comments

Mayor Hammet commented on the ongoing work-in-progress at the back berm and said that a maintenance plan was never created after the work was performed years ago and expressed the necessity for one.

City Council

Facilities Committee Report to be provided by Council Member Tracy Brantley. Council Member Brantley thanked the Facilities Committed Members for their diligent and consistent work on the policy and fee schedule. Following discussion, it was determined that next step is for Council to reconsider fees schedule for the rental of spaces. The item is scheduled for the next regular session on September 13, 2022.

Mayor Pro tem Bordeaux announced a save the date for Pine Lake's inaugural Equitable Dinner on Sunday, September 18, 2022, and that additional information was forthcoming.

Information for "The Pine Lake News" eblast.

Council Welcomes Newest Member

As prescribed by O.C.G.A. 21-2-291 – Procedure as to unopposed candidates, our newest Council member, Nivea Castro was affirmed at the August 30th Council meeting by our Municipal Judge, L'Erin Barnes Wiggins. Ms. Castro was the only candidate who qualified to fill the vacated position of Council Member. Her term will run from August 30th, 2022, to December 31, 2023.

Abortion Anti-Criminalization Resolution Passed Unanimously by Council.

Council has passed a resolution regarding Abortion Criminalization written by our District 87 Representative to the State Legislature, Viola Davis. Representative Davis was also present for this most important vote.

Rockbridge Road Update

On August 22nd, the Mayor, the Chief and City Administrator met with Dekalb County CEO Michael Thurmond at the site of the Rockbridge Construction. Within two days,

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major potholes were repaired, and the overgrown grass was cut. The CEO has pledged to meet with the business owners that have been affected.

Audit Report presented to Council by City Auditor

The 2021 year-end Financial Reports are available at www.pinelake.net and click City Government/Finance/Year End Financial Reports.

Mayor speaks on panel exploring cities' role in DeKalb development

The inaugural Cities Summit, sponsored by the Dekalb Chamber of Commerce was held on August 18th. Mayor Hammet spoke of the origins of Pine Lake and the challenges of keeping housing affordable.

PLAIN Pancake Breakfast September 3rd 9:30 am – 11:30 am

Menu: Eggcellent Scrambled Eggs, Purdy-Good Pancakes, Groovy Grits, Savory Sausages. Beverages: Orange Juice, Coffee. \$5 for PLAIN members, \$6 for non-members. \$3 for children.* \$1 off if you bring your own plates/utensils. Free if you join PLAIN.

Adjournment: Council Member Hall motioned to adjourn; seconded by Council Member Castro and the meeting was adjourned at 8:57pm.



Memo

DATE: September 8, 2022
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Administrator
RE: Resolution R-11-2022 – Authorizing Official Signatures for TRUIST Bank Accounts

Attached, please find proposed Resolution R-11-2022 as drafted on 08/08/2022 and presented to the Administration by the City's banking representative on 08/29/2022. The Administration requests Council approval of the attached Resolution R-11-2022-04 to officially authorize the following signatures and signers for administration of the City's TRUIST (TRUIST) Bank Accounts:

Melanie Hammet	Mayor
Jean Bordeaux	Mayor pro tem
ChaQuias Miller-Thornton	City Administrator

Mayor Hammet and Mayor pro tem Bordeaux will serve as signatories for all City accounts, as applicable. One signature is required for remittances processed by the City. City Administrator ChaQuias Thornton will serve as the appointed signer for the entity and operate as custodian of the accounts.

There are currently ten (10) active banking accounts. The proposed resolution will apply to all accounts as listed below.

- Confiscated Assets
- SPLOST
- Governmental Finance Pine Lake Reserve Fund (Bond Agent Fund DDA)
- Dekalb SRF
- General Fund Operating
- McAllister Fund
- Stormwater Utility
- American Rescue Plan Act Fund (ARPA)
- Municipal Court
- Capital Improvement

Thank you,
CMThornton

Resolution R-11-2022
TRUIST
RESOLUTION FOR DEPOSIT ACCOUNT

THE CITY OF PINE LAKE
Name of Entity

[REDACTED]
TIN

- Corporation
- Unincorporated Association
- Limited Liability Company
- Government Entity
- General Partnership
- Limited Partnership
- Sole Proprietorship
- Non-Profit Corporation
- Other

The undersigned, acting in the capacity as corporate secretary or custodian of records for the above-named Entity, organized and existing under the laws of Georgia, represents to Truist Bank ("Bank") that I have reviewed the governing documents and relevant records of the Entity and certify that resolutions or requirements similar to those below are adopted by and, are not inconsistent with the governing documents or records of the Entity, and that such resolutions or requirements are current and have not been amended or rescinded.

I. That the Bank is designated as a depository institution for the Entity and that by execution and delivery of this Resolution for Deposit Account the Entity will be bound by the Bank's deposit account agreement now existing or as may be amended. Any officer, agent or employee of the Entity is authorized to endorse for deposit any check, drafts or other instruments payable to the Entity, which endorsement may be in writing, by stamp or otherwise, with or without signature of the person so endorsing.

II. That any one individual named below (a "Designated Representative") is authorized to open accounts on behalf of the Entity, to close any account or obtain information on any account. Any one Designated Representative may appoint others (an "Authorized Signer") to conduct transactions on an account by authorizing them to sign their name to the signature card.

Designated Representative (Signature)	Printed Name	Title
X	MELANIE HAMMET	MAYOR
	JEAN BORDEAU	MAYOR PRO TEM
	CHAQUAS WILKER-THORNTON	CITY ADMINISTRATOR



III. That the Bank is authorized upon the signature of any one signer on a signature card to honor, pay and charge the account of the Entity, all checks, drafts, or other orders for payment, withdrawal or transfer of money for whatever purpose and to whomever payable.

IV. That any one Designated Representative may appoint, remove or replace an Authorized Signer, enter into a night depository agreement, enter into an agreement for cash management services, lease a safe deposit box, enter into an agreement for deposit access devices, enter into an agreement for credit cards, enter into an agreement relating to foreign exchange and obtain online foreign exchange services related thereto, or enter into any other agreements regarding an account of the Entity.

FOR BANK USE ONLY	
Prepared By <u>D85234</u>	Date <u>08/08/2022</u>
Center <u>8460001</u>	Bank No. <u>404</u> State <u>GA</u>

Forward to:
Centralized Document Scanning Operations
M/C 100-99-15-11



V. That any prior resolutions or requirements have been revoked or are no longer binding, and that this Resolution for Deposit Account applies to all accounts at the Bank and will remain in full force and effect until rescinded, replaced or modified in writing in a form acceptable to the Bank and after the Bank has had a reasonable time to act on such change.

VI. That any transaction by an officer, employee or agent of the Entity prior to the delivery of this Resolution for Deposit Account is hereby ratified and approved.

DATED: _____



SIGNATURE

CHAQUIAS MILLER-THORNTON

PRINTED NAME



Memo

DATE: September 8, 2022
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Administrator
RE: Tree Removal Proposal – Spruce Drive

The Public Works department has solicited proposal for the removal of three (3) trees on Spruce Drive. Two of the trees present damage risk to storm drains and one tree is leaning towards an adjacent/adjoining property on Spruce.

Of the two (2) proposals received, the Administration recommends award to the lowest, responsive submitter – CR Tree Experts – Buford Georgia.

Thank you,
CMThornton



CR Tree Experts

3764 lost oak dr
Buford ga 30519
4045452117
crtreeexperts@gmail.com

ESTIMATE

EST3825

DATE

08/30/2022

TOTAL

USD \$5,400.00

TO

City of pine lake

459 spruce dr pine lake ga
☎ +1 404-308-5631
chaquiasmthorton@pinelakega.net

DESCRIPTION	RATE	QTY	AMOUNT
Remove double trunk tree at spruce dr	\$3,600.00	1	\$3,600.00
Remove leaning tree in back at spruce dr	\$1,800.00	1	\$1,800.00
TOTAL			USD \$5,400.00

ESTIMATE

Prepared For

Pine Lake
459 Spruce Dr Pine Lake Ga

Bill Johnston

CR TREE EXPERTS 13350 New Providence Rd 30004
Phone: (404) 447-3532
Email: Billthetreeguyatl@gmail.com

Estimate # 1001543
Date 08/26/2022

Description	Total
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Remove 2 Trees damaging storm drains, and 1 sweet gum leaning towards 465 Spruce.	\$5,750.00
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Trees by drain are damaging box and pose a risk to take out power lines. If the Maple is allowed to continue to grow, removal in the future will require a primary power line protective wrap due to OSHA GUIDELINES working around primary lines. Cost to have lines covered up is 4000\$ plus the tree work. The Large Sweetgum in back lean has increased significantly in the 3 times I've seen the tree. Tree poses danger to persons and property. Recommend immediate removal for safety..

Subtotal	\$5,750.00
Total	\$5,750.00

Pine Lake



Memo

DATE: September 8, 2022
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Administrator
RE: Public Property Maintenance Proposal

Please see attached, two (2) proposals for the maintenance of public property/spaces near and around the lake area. Scope of work includes maintenance, cutting, pruning and or clearing of grass, trees, brush and landscape around:

- Lakefront area on Lakeshore Drive
- The Inner Berm
- The Outer Berm

Of the two (2) proposals submitted, the Administration recommends award to the lowest, responsive submitter – Home's Best Friend Lawn Care - \$3,700.

Thank you,
CMThornton

Home's Best Friend Lawn Care Services

09/06/2022

Dear Ms. Thornton:

Thank you for selecting Home's Best Friend Lawn Care Services to offer an opportunity to provide proposal/quote for services requested for the City of Pine Lake.

Below you will find my quote to clean entire Pine Lake grounds.

1. Mow lawn, trim - Lake front on Lakeshore
2. Trim trees to a length to clear path for walking, trim brush - inner berm
3. Clear space in between trees, cut tree tops, trim brush - back berm
4. Remove all debris

Weather permitting this project should take 2 weeks to complete.

The quote proposed is \$3,700.00

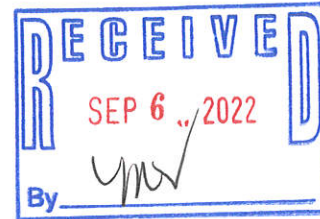
Best Regards,

Wayne Lewis

Wayne Lewis

J. R. Brown Development LLC

100 Herbert Brown Road
 Auburn, AL 36830
 701-729-1446 344-332-8538 eagleivision2@yahoo.com



Prepared For:

City of Pine Lake
 462 Clubhouse Drive, Pine Lake GA 30072
 Cha Quias M Thornton 470-552-2726 ChaQuiasMThornton@pinelak

Prepared Date: August 25, 2022

Column 1	
Landscaping Proposal	4,500.00
<i>Black House</i> <i>Lazebno Area</i> 1. Clubhouse area 2. Playground area 3. Deck & sitting area 4. walk- way area from deck to clubhous 5. North & South side bridge & park 6. walk area from north brige to south bridge 7. cut brush from <i>Beachhouse</i> clubhouse to outside deck 8. bad electrical wiring around and out door deck	
Landscape Maintenance Lawn Care	
1. Property clean up 2. grass cut & edging 2. Shrubs trimmed 3. mulching	
Equipment used	
1 zero turn tractor 1 bush hawk tractor 2 weed eaters 1 blower	
Completion Time 3 weeks	



Memo

DATE: September 8, 2022
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Administrator
RE: Reconsideration of Fee Schedule for Facilities Rentals

During the August 8th, 2022 regular meeting of Council, Facilities Committee Report was provided by Council Member Tracy Brantley. Council Member Brantley thanked the Facilities Committed Members for their diligent and consistent work on the policy and fee schedule. Members of the committee were asked to weigh in. Following discussion, it was determined that next step is for Council to reconsider fee schedule for the rental of spaces. The item is scheduled for the regular session on September 13, 2022.

Attached, please find draft fee schedule proposal as composed by Council members Bordeaux and Brantley.

Thank you,
CMThornton

Proposed Fee Schedule October 2022

The Current Facilities Fee structure has a base rate of \$600 for the Beach House with an upcharge of \$100 for evening rental (defined as starting 4:00 pm or later). The clubhouse has a base rate of \$500 with no upcharges.

This proposal is for a base rate for the Beach House of \$700 with an evening upcharge of \$100 and an upcharge of \$200 for weekends. Resulting in a 42% increase on an evening/weekend rental and a 14% increase on a daytime/weekday rental.

The proposal for the Clubhouse is for a base rate of \$500 with an evening upcharge of \$50 and an upcharge of \$100 for weekends. Resulting in a 30% increase on an evening/weekend rental and no increase on a daytime/weekday rental.

Fee structure							Example			
Rental Facility	Capacity	Base Rental Period	Base Price	Addtnl Hours	End after 4:00 Prem.	Wkend Prem.	6 hour event			
							End Before 4:00	End after 4:00	End Before 4:00 Wkend	End after 4:00 Wkend
Non-Resident										
Beach House - current	156	6 hr	600	50	100	0	600	700	600	700
Beach House - proposed	156	6 hr	700	75	100	200	700	800	900	1,000
Clubhouse - current	129	6 hr	500	50	0	0	500	500	500	500
Clubhouse - proposed	129	6 hr	500	50	50	100	500	550	600	650
Resident & Business Owners										
Beach House - current	156	6 hr	300	25	50	0	300	350	300	350
Beach House - proposed	156	6 hr	300	50	50	100	300	350	400	450
Clubhouse - current	129	6 hr	250	25	0	0	250	250	250	250
Clubhouse - proposed	129	6 hr	200	25	25	50	200	225	250	275
Other Venues										
Red Door -Room 1	40	5 hrs.	625	50		50	750	750	800	800
Red Door, Room 2	50	5 hrs.	750	100		50	900	900	950	950
GA Piedmont Conf. Cntr Clarkston (not sure if open on weekends)	48-85	6 hr.	625				625	625		
Clarkston Community Center (East Room)	90-120	6 hr.	900				900	900	900	900
Stone Mountain Manor	25	4 hr	1,500			1,000	1,500	1,500	2,500	2,500
	50	9 hrs	3,000			500	3,000	3,000	3,500	3,500
Avondale Lake House	150	12 hrs	2,000			800	2,000	2,000	2,700	2,700
Lou Walker Center 2018 Prices Lithonia, GA	250	8 hrs	500				500	500	500	500