

**CITY OF PINE LAKE
COUNCIL MEETING MINUTES
March 14, 2023 at 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

NOTE: All attendees are reminded to silence cellular phones and other devices that may cause interruption of the session proceedings.

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

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

Announcements/Communication

Mayor Hammet announced that the P.L.A.I.N. Mardi Gras Breakfast was well attended with great food and music.

Mayor Hammet communicated that she had a late-night canoe trip on Saturday, March 11th. The mayor said that the that the guide stated that the development of wetlands creates a climate mitigator. The city currently has constructed wetlands.

Adoption of Agenda of the Day

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

Adoption of the Minutes

- Regular Meeting – February 28, 2023

Mayor pro tem Bordeaux motioned to adopt the minutes; Council Member Castro seconded; the adoption of the February 28, 2023 meeting minutes passed unanimously.

Public Comments – 3 minutes each please

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.

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Old Business

There was not any Old Business.

New Business

1. Resolution R-06-2023 – Recognition of Chief Sarai Y’hudah-Green

Mayor Hammet read Resolution R-06-2023 – Recognition of Chief Sarai Y’hudah-Green and presented the resolution to Chief Green. Mayor pro tem Bordeaux motioned to adopt Resolution R-06-2023; seconded by Council Member Hall; the adoption of Resolution R-06-2023–Recognition of Chief Sarai Y’hudah-Green passed unanimously. The Chief received a standing ovation for her 20 years of service to the City as Police Chief. The resolution will also be presented at the Georgia Legislature to Chief Green in the coming weeks.

2. Resolution R-07-2023 – Adoption of the 2022 DeKalb Countywide Hazard Mitigation Plan

City Manager Miller-Thornton presented Resolution R-07-2023 – Adoption of the 2022 DeKalb Countywide Hazard Mitigation Plan. Mayor Hammet read the preamble of the Resolution. Council Member Hall motioned to adopt Resolution R-07-2023; seconded by Mayor pro tem Bordeaux; the adoption of Resolution R-07-2023 – Adoption of the 2022 DeKalb Countywide Hazard Mitigation Plan passed unanimously.

3. Designation of Official City Liaisons to the DeKalb (GA) Emergency Management Agency Contact List

City Manager Miller-Thornton presented the Designation of Official City Liaisons to the DeKalb (GA) Emergency Management Agency Contact List. Mayor Hammet stated that this is the first official city liaisons listing for Pine Lake.

Mayor pro tem Bordeaux motioned to approve the DeKalb Emergency Management Agency Contact List; seconded by Council Member Castro, the Designation of

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Official City Liaisons to the DeKalb (GA) Emergency Management Agency Contact List was approved unanimously.

4. Plan and Preparation - Beach and Lake Opening 2023

City Manager Miller-Thornton presented the Plan and Preparation - Beach and Lake Opening 2023. Following discussion of the Beach and Lake Opening 2023; the season was approved for June 2, 2023 through September 24, 2023 with swimming Monday-Friday from Dawn to Dusk and Saturday and Sunday from Dawn to Noon and from 3:00PM to dusk. The vote was 3-2 with Mayor pro team Bordeaux and Council Member Hall voting in favor, Council Members Brantley and Castro voting against, and Mayor Hammet breaking the tie with a yay vote for the approval of June 2, 2023 through September 24, 2023 with swimming Monday-Friday from Dawn to Dusk and Saturday and Sunday from Dawn to Noon and from 3:00PM to dusk.

5. Structure Demolition – Gazebo and Nearby Bridge – 4580 Lakeshore Drive – Project No. Pine Lake PW2023-01 – Proposal Award

City Manager Miller-Thornton presented the Structure Demolition – Gazebo and Nearby Bridge – 4580 Lakeshore Drive – Project No. Pine Lake PW2023-01 – Proposal Award. Council Member Brantley motioned to approve the award of proposal Project No. Pine Lake PW2023-01 to Taylor Means, General Contractor in the amount of \$6,800.00; seconded by Council Member Castro and the approval passed unanimously.

REPORTS AND OTHER BUSINESS

Public Comments – 3 minutes each please

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Staff Reports

Administration – City Manager’s Report – ChaQuias Miller Thornton

Municipal Court

Employment Position:

Interview sessions have begun for the position of Municipal Court Clerk. A training proposal is also being composed that summarizes the level of training that is anticipated to be needed upon any potential hire of either applicant.

Public Works

The Administration received letter from the Georgia Department of Natural Resources, dated 02/27/2023, and confirming that the City’s 2021-2022 Phase I MS4s Annual Report has been accepted by the Environmental Protection Division. The Administration extends ‘thank you’ to Amanda Corr-Russell (Clark Patterson Lee – City Environmental Engineer) for compiling, informing, and issuing report response and Public Works, Chief Green, and the Administration Office for assistance in informing the report

Current City Projects:

- Demolition of the gazebo and nearby bridge solicitation packet was posted for public view and was submitted to contractors in hopes of receiving proposals for completion of the project. Summary of proposal(s) received and City Manager recommendation will be presented to Council following the closing date and time for proposal acceptance. The closing date/time is March 13th, 2023 at 3:00pm.
- At 03/07/2023 CPL provided update that CPL is waiting for a survey and geotechnical services proposal from its subcontractors on the project scope.
- Clark Patterson Lee has been working to communicate with Georgia Soil and Water Conservation Commission (GSWCC) regarding plan review for the Dam project. Update received on 03/07/2023 is as follows:

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- CPL made a submittal to GSWCC on 03/06/2023 and GSWCC received the plans resubmittal on 03/07/2023. CPL and the City are awaiting GSWCC review.
- CPL has received approval for the plans from GA Environmental Protection Division (EPD).
- CPL and the City are awaiting feedback from the environmental specialist on whether we will need an extension for the Army Corps of Engineers (ACOE) permit.

Administrative Matters

Internal Communications – Retention of Information

The retention of employees is important to an organization, and so is the retention of information when an employee transitions out of the organization. Both are especially true with top level/management level employees. My office is preparing to present to Council information and plan suggestions that will service to protect the retention of information held by employees of the City.

Financials and Audits:

FY2022 Budget Reconciliation and FY2022 Audit Preparation

The Administration Office continues to work to prepare financials and reports for the 2022 audit. The City has entered into a letter of engagement with James Whitaker, PC to conduct the 2022 audit. Audit dates have not yet been scheduled. The scheduled date(s) will consider current, extended 6-10 week leave of the City's Accounting Clerk.

Applications/Licenses:

The Administration has processed 19 business license renewals and 2 alcohol license renewals for the 2023 year.

Policy/Procedures Drafts:

Personnel Policy draft is nearing completion. The Administration Office expects presentation to Council in March 2023.

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Required Reporting: No report.

Other City Matters

Council retreat is scheduled for Saturday, March 25th, 2023. I would like to thank Council for beginning to submit its suggested retreat topics. The Administration Office asked that March 10th, 2023 be the cutoff for receipt of discussion topics, in an attempt to adequate time to prepare the retreat agenda for the discussion of topics.

Public Safety

Chief Green reported that the Police Department are working on new initiatives and have three new reserve officers to be sworn in at a later date.

Chief Green reported that some of the disabled residents have indicated that the beach area was not easily accessible.

City Manager Miller-Thornton commented that the City has a waiver for swimming outside of the ropes and that the current ramp to the beach is ADA compliant and that the ramp passed inspections. Mrs. Miller-Thornton stated that sand drop ramps will be provided this year for a smoother transition.

Reports/Comments

Mayor

Mayor Hammet thanked City Manager Miller-Thornton and Chief Green for the newly revised Black Lives Matter banners that includes Mr. Tyre Nichols name. Mr. Nichols was murdered by police officers recently in Memphis, Tennessee.

Mayor Hammet commented that she had a good meeting with a representative of Blueprint Church and that they will be leasing their kitchen to a group from Ducks Kitchen in April 2023. The Mayor also stated that community integration was occurring between the city and church.

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City Council

Council Member Castro commented that City Manager Miller-Thornton need to be addressed as the City Manager and not by her name of ChaQuias as a means of respect.

Information for “The Pine Lake News” eblast.

Resolution Passed Recognizing Police Chief Sarai Y’hudah-Green as she Celebrates 20 years of service to the City of Pine Lake

The unanimously passed resolution formally recognizes Chief Green for her long-standing service to the community of Pine Lake, but also for her appointment to the position of Chief of Police deeming her the first Afro-American female municipal police chief to be appointed in the history of both Pine Lake and DeKalb County, GA.

Chief Green celebrates her 20th anniversary with the City on March 23rd. Be sure to congratulate her and let her know how much we all appreciate her.

Lake will open for swimming June 2nd, 2023, through September 24th, 2023.

For the 2023 swimming season the lake will be open for swimming Monday – Friday Dawn to Dusk and Saturday and Sunday from Dawn to Noon and from 3:00 PM to Dusk. The beach continues to be open for sunning, relaxing, and playing.

Bid Approved for Demolition of the Gazebo

Scope of work for this project is to demolish and remove the remainder of the gazebo including the concrete support piers beneath the structure and the small bridge behind and slightly NE of the structure. Work will be scheduled as soon as possible.

How Does Washing Your Car Affect the Lake?

Take a moment to find out the [most responsible ways to wash your car.](#)

Food Assistance Available to Pine Lake Neighbors

PLAIN’s [Neighbor to Neighbor](#) (N2N) program assists Pine Lake neighbors in need. If you or someone you know is food insecure or needs other assistance, please call 404

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491-0774 and leave a message. A volunteer will call back to discuss needs and help available. All contacts are kept confidential.

Adjournment Mayor pro tem Bordeaux motioned to adjourn at 8:16 pm; seconded by Council Member Brantley and passed unanimously.

Missye Varner, Administrative Coordinator