

**CITY OF PINE LAKE, GEORGIA
WORK SESSION AGENDA
MARCH 11, 2025 @ 6:00PM
COURTHOUSE & COUNCIL CHAMBERS
459 PINE DRIVE, PINE LAKE, GA 30072**

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

CALL TO ORDER – WORK SESSION

ANNOUNCEMENTS/COMMUNICATIONS

ADOPTION OF THE AGENDA OF THE DAY

PUBLIC COMMENTS – 3 minutes each please

NEW BUSINESS

1. Beach/Club House Rental 6-Month Review - Pine Lake Association of Involved Neighbors (P.L.A.I.N.)
2. Fiscal Year (FY) 2024 Budget Adjustment
3. Preliminary City Council Retreat Agenda for March 28, 2025
4. Pedestrian Bridge Update/Berm Restoration Project
5. Community Garden Fee Schedule Proposal

PUBLIC COMMENTS – 3 minutes each please

REPORTS AND OTHER BUSINESS

- Strategic Performance Report (SPR)

Reports/Comments

- Mayor
- City Council

Information for “The Pine Lake News” eblast.

EXECUTIVE SESSION

ADJOURNMENT

MAYOR

Brandy Hall

COUNCIL MEMBERS

Jean Bordeaux, Mayor pro tem

Jeff Goldberg

Tom Ramsey

Thomas Torrent

Augusta Woods

CITY OF PINE LAKE

425 ALLGOOD ROAD

P.O. BOX 1325

PINE LAKE, GA 30072

404-999-4901

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PLAIN Community Usage Pilot Program 6 Month Review

Dear Pine Lake Mayor and City Council,

We hope this letter finds you well. On March 6, 2025, the PLAIN Board conducted a 6-month review of the current community usage policy for the Beach House and Clubhouse. As agreed upon with the City of Pine Lake, we are committed to reviewing this policy at 3 and 6-month intervals during the trial phase.

Current Activities

We're pleased to see our community facilities being used for various activities, including:

- Pine Lake Book Club (monthly at Beach House)
- Community of Akido (2 classes/week at Beach House)
- Cardio/Yoga (2 classes/week at Clubhouse)
- Karaoke night (occasional Friday night at Beach House)
- Instrument and singing gathering (Wednesdays at Beach house))
- Soundbath (at Clubhouse)
- Women's History Month, Fridays in March at Beach House

Single events

- Community Potluck and birthday recognition event
- Presidential Election watch party (Tuesday, Beach House)
- Poetry reading scheduled
- Pride meeting

Policy Adjustments from 3 month review

Following our review, effective February 1, we will implement the following adjustments:

1. Resident reservations are **limited to twice a week per event** and 6 hours per event.
2. Facilities can be reserved up to 60 days in advance and must be rebooked to maintain the reservation.
3. Current reservation times are **Monday through Friday, 8:00 AM - 9:00 PM**. These changes are made so the facilities are as open to as many residents as possible and to conform with our agreement with the city. Please adhere to these times when applying for space until any changes are approved by the city.

6 Month updates

Recent policy adjustments from the 3 month review have worked well to dispel confusion among community users. A handful of residents use regularly for classes and several single use events have been booked as well. Users are cleaning up after events and following rules and guidelines of PLAIN agreement and overall facility rental guidelines.

Bookings to the facilities are arranged through an automated google form for approval or denial. Process is working well.

PLAIN recommends continuing this program as it has strengthened community involvement and engagement and is generally well regarded by residents who see this as an added benefit of living in Pine Lake. PLAIN would like to thank the City of Pine Lake for agreeing to offer this community pilot program to the residents of Pine Lake. Based on its success, we would like to incorporate the program as a permanent part of the PLAIN Memorandum of Understanding with the City of Pine Lake.

Sincerely,

PLAIN Board Members

Calvin Burgamy

Sandy Ficken

Tracey Brantley



PRELIMINARY COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members
FROM: Danny Lamonte, Finance Director
DATE: March 11, 2025
TITLE: Fiscal Year (FY) 2024 Budget Adjustment

RECOMMENDATION

Approve resolution adjusting General Fund accounts to balance the budget as the City's audit is set to begin for the fiscal year ending December 31, 2024.

BACKGROUND

Throughout the fiscal year, local governmental organizations complete budget adjustments to keep the budget balanced and be within specified spending limits. It is common practice to perform an end of the year budget adjustment. This analysis involves looking at the revenue accounts that may have brought in more funding than budgeted and also taking a look at the expenses that are either over budget or under budget where we were able to save money on those line items. Then funds are moved around to the applicable line items to balance the budget.

RESOURCE IMPACT

The budget adjustments total for the General Fund comes to an amount of \$289,836.51. The City had enough revenue overage to cover the expense line items that were over budget.

ATTACHMENTS

FY 2024 Detailed Budget Adjustment Report

City of Pine Lake
Budget Adjustment FY2024

Budgeted Revenue Increase

Fund: 100 - GENERAL FUND	Description	Current Total Budget	Fiscal Activity	Budgeted Increase Amt	New Budget Amt
100-0000-0000-311101	ADVAL TAX-RESIDENTIAL	687,186.00	802,264.15	113,983.47	\$801,169.47
100-0000-0000-311302	INTANGIBLE TAX	9,000.00	26,499.22	17,499.22	\$26,499.22
100-0000-0000-311710	ELECTRIC	-	26,348.32	26,348.32	\$26,348.32
100 -0000-0000-	PROBATION	21,300.00	38,142.50	16,842.50	\$38,142.50
100-0000-0000-391100	FUND BALANCE GF	- 115,163.00	-	115,163.00	\$0.00

\$289,836.51

\$892,159.51

Budgeted Expense Increase

Fund: 100 - GENERAL FUND	Description	Current Total Budget	Fiscal Activity	Budgeted Increase Amt	
100-1100-0000-521000	PROFESSIONAL & TECHNICAL SRVC	-	3,563.14	- 3,563.14	\$3,563.14
100-1100-0000-521100	OFFICE & ADMINISTRATIVE	-	9,053.29	- 9,053.29	\$9,053.29
100-1100-0000-521140	OTHER ADMIN SERVICES	10,600.00	15,462.21	- 4,862.21	\$15,462.21
100-1100-0000-521200	PROFESSIONAL	-	26,261.58	- 26,261.58	\$26,261.58
100-1100-0000-521210	LEGAL EXPENSES	16,000.00	31,545.00	- 15,545.00	\$31,545.00
100-1100-0000-521200	OTHER PROFESSIONAL SERVICES	30,720.00	84,447.80	- 53,727.80	\$84,447.80
100-1100 0000-523400	PRINTING AND BINDING	1,000.00	1,239.85	- 239.85	\$1,239.85

100-1100-0000-523500	TRAVEL	5,640.00	6,258.90	-	618.90	\$6,258.90
100-1100 0000-523700	EDUCATION AND TRAINING	2,840.00	3,360.00	-	520.00	\$3,360.00
100-1100-0000-531000	SUPPLIES	-	520.36	-	520.36	\$520.36
100-1100-0000-531100	OFFICE SUPPLIES	2,000.00	2,479.99	-	479.99	\$2,479.99
100-1100-0000-531105	SPECIAL PROGRAMS	500.00	77,881.63	-	77,381.63	\$77,881.63
100-1100-0000-531106	MUNICIPAL ARTS PANEL	1,000.00	1,100.00	-	100.00	\$1,100.00
100-1100-0000-531230	ELECTRICITY	1,700.00	2,207.43	-	507.43	\$2,207.43
100-1200-0000-512100	GROUP INSURANCE	9,591.00	12,769.10	-	3,178.10	\$12,769.10
100-1200-0000-521200	PROFESSIONAL	-	342.68	-	342.68	\$342.68
100-1200-0000-521290	OTHER PROFESSIONAL SERVICES	3,000.00	3,965.72	-	965.72	\$3,965.72
100-1200-0000-523910	COURTWARE	8,000.00	9,499.39	-	1,499.39	\$9,499.39
100-1200 0000-531100	OFFICE SUPPLIES	925.00	1,788.18	-	863.18	\$1,788.18
100-1200-0000 572100	PAYMENTS TO AGENCIES	12,500.00	21,466.53	-	8,966.53	\$21,466.53
100-1200-0000-573100	BOND REFUNDS	2,500.00	6,445.00	-	3,945.00	\$6,445.00
100-1300-0000-521290	OTHER PROFESSIONAL SERVICES	1,000.00	1,747.00	-	747.00	\$1,747.00
100-1300-0000-521499	SOPHICITY	4,740.00	5,165.04	-	425.04	\$5,165.04
100-1300-0000-522220	AUTOMOBILE REPAIR/MAINTENAN	10,000.00	10,515.11	-	515.11	\$10,515.11
100-1300-0000-523101	GIRMA - LIABILITY INSURANCE	20,030.00	21,174.00	-	1,144.00	\$21,174.00
100-1300-0000-531230	ELECTRICITY	2,500.00	3,257.34	-	757.34	\$3,257.34
100-1400-0000-511600	OVERTIME	750.00	1,176.00	-	426.00	\$1,176.00
100-1400-0000-521000	PROFESSIONAL & TECHNICAL SRVC	-	17,240.00	-	17,240.00	\$17,240.00
100- 1400-0000-	PROFESSIONAL	-	2,600.00	-	2,600.00	\$2,600.00
100-1400-0000-521290	OTHER PROFESSIONAL SERVICES	36,847.00	47,956.55	-	11,109.55	\$47,956.55
100-1400-0000-522220	AUTOMOBILE REPAIR/MAINTENAN	2,000.00	9,572.94	-	7,572.94	\$9,572.94
100-1400-0000-522230	BUILDING REPAIRS & MAINTENANC	2,500.00	4,788.99	-	2,288.99	\$4,788.99
100-1400-0000-523100	INSURANCE	-	1,464.00	-	1,464.00	\$0.00
100-1400-0000-523101	GIRMA - LIABILITY INSURANCE	4,602.00	9,114.00	-	4,512.00	\$9,114.00
100- 1400-0000-	TELEPHONE, INTERNET	1,985.00	2,814.72	-	829.72	\$2,814.72
100-1400-0000-524000	CONTRACT LABOR	15,000.00	25,237.03	-	10,237.03	\$25,237.03
100-1400-0000-531000	SUPPLIES	-	282.14	-	282.14	\$282.14
100-1400-0000-531100	OFFICE SUPPLIES	-	382.73	-	382.73	\$382.73
100-1400-0000-531200	UTILITIES / ENERGY	-	135.73	-	135.73	\$135.73
100 1400-0000 531230	ELECTRICITY	2,500.00	3,834.75	-	1,334.75	\$3,834.75
100-1400-0000-531231	STREET LIGHTS	11,650.00	14,849.23	-	3,199.23	\$14,849.23

100-2300-0000-522230	BUILDING REPAIRS & MAINTENANC	1,500.00	4,090.32	-	2,590.32	\$4,090.32
100-2300-0000-522300	RENTALS - EQUIPMENT	-	155.00	-	155.00	\$155.00
100-2300-0000-523101	GIRMA - LIABILITY INSURANCE	-	1,446.00	-	1,446.00	\$1,446.00
100-2300-0000-531000	SUPPLIES	-	169.01	-	169.01	\$169.01
100-2300-0000-531600	SMALL EQUIPMENT	200.00	5,331.10	-	5,131.10	\$5,331.10
				Budgeted Expense Increase To -	289,836.51	\$514,692.51



CITY OF PINE LAKE
PRELIMINARY
PLANNING RETREAT AGENDA

Friday, March 28, 2025

The Club House 470 E Clubhouse Cir Pine Lake, GA 30072

- Roles of City Officers (Charter Discussion)
- October 2024 Planning Retreat Report (Where are we now?)
- Map Out Town Hall Meetings Strategy
- Council Projects List Strategy and Next Steps

Engineer Certification

Date: February 2, 2025

Job No.: 25PB-0201-1

File: Proj 25PB-0201-1

Client: CITY OF PINE LAKE, GA / Bernard Kendrick
FOSTER ENGINEERING & DESIGN, LLC / Nick Foster

Project Location: 470 Clubhouse Drive
PINE LAKE, GA

This certification is provided to indicate Completion of Construction i.e., completion of work and also provides additional stipulation of the specified load rating stipulated on the referenced drawings for each of the two (2) pedestrian bridges. Each pedestrian bridge has a basic footprint deck area/space of approximately 75 sf (5 ft x 15 ft) installation (wood deck flooring and wood framing) supported on reinforced concrete foundation per the indicated exhibit(s).

Property Type: PEDESTRIAN BRIDGE

STATE OF GEORGIA

Scope of Work

Provide this Certification of Construction Completion and additional stipulation related to calculation of the specified load rating stipulated on the referenced drawings for each of the two (2) pedestrian bridges with respect to Dead Load (DL), Live Load (LL), and Occupancy Capacity. The location of the two (2) pedestrian bridges is identified in the property information indicated above.

Exhibit(s) additional stipulation and limitation: See attached and/or following below

Drawings Set: FOSTER ENGINEERING & DESIGN / Job # 24-061, dated 10/08/2024.

Additional Stipulation:

DL = 15 PSF

LL = 90 PSF

OCCUPANCY CAPACITY/LIMIT = 22 PERSONS

NOTE: Occupancy capacity/limit per 90 psf pedestrian load and average 200 lbs person with S.F. = 1.5

All construction related activities are beyond the scope of this certification/assessment, and the scope of this document is limited to this assessment. For any additional plans and drawings, I recommend an engineering review of options and designs needed in consideration of this assessment. Also, this assessment is per professional certification, and this assessment is not a warranty.

PrimePlus Consultants & Associates, P.C. LLC

Respectfully submitted:

George Murray, P.E.

GA PE No. 027242



Exhibits: Job No.: 25PB-0201-1

Exhibits Observations and Limitations: All dimensions are approximate per site observations.

IMG_8483 – First pedestrian bridge



Exhibits: Job No.: 25PB-0201-1

Exhibits Observations and Limitations: All dimensions are approximate per site observations.

IMG_8513 – Second pedestrian bridge



PRELIMINARY COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members
FROM: Bernard Kendrick, Public Works Director
DATE: March 11, 2025
TITLE: Berm Restoration Project

RECOMMENDATION

Approval of the resolution awarding the Inner Berm Restoration Project to Bestfriend Home for a cost of \$29,008 based on it being the lowest, responsible price quote of those received for the restoration of the subject project.

BACKGROUND

The inner berm and pedestrian bridge abutments of Pine Lake need stabilization and repair. The recommended quote for restoration will accomplish the needed restoration. Upon approval, work to restore the inner berm can begin immediately.

The abutments to the now completed pedestrian bridges are a priority. Governing body members previously indicated that they were interested in conducting a "ribbon cutting" style ceremony after the completion of the project. The structure portion of the project is complete. Delaying the stabilization of the abutments and inner berm will push the "Grand Opening" to May.

The proposed project recommendation includes 1) grading and compaction; 2) installation of filter fabric, galvanized cloth and installation of PS 30 auger anchors; 3) installation of riprap stone throughout the bridge underside and surrounds; and 4) filling and compaction of existing natural tunneling of the inner berm.

RESOURCE IMPACT

The cost of \$29,008 including materials will be charged to the American Rescue Plan Act (ARPA) fund.

ATTACHMENTS

Quote matrix



PRELIMINARY COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members
FROM: Ned Dagenhard, Assistant City Clerk
DATE: March 11, 2025
TITLE: Community Garden Fee Schedule Proposal

RECOMMENDATION

City Council should consider approval of a fee schedule for Community Garden plot rentals, to cover the cost of the Public Works Department maintaining the functionality of the area on a continuing basis.

BACKGROUND

Toward the end of 2024, the Office of City Clerk began to receive interest from residents seeking to utilize the somewhat abandoned Pine Lake Community Garden. An ongoing brainstorming session ensued between staff of the Public Works Department and City Clerk's Office. Last month, a more explicit collaboration on returning the Community Garden to a functional status for the upcoming planting season was discussed for consideration by the City Council.

Public Works Director Kendrick has assessed that the current height of the raised beds and the soil quality render the plots nonfunctional and has proposed three tiers of planting depth: 8 inches ("), 16 inches, and 24 inches.

RESOURCE IMPACT

The proposed material cost to repair/lift the beds and fortify the soil is approximately \$500. To mitigate this cost, staff developed a proposed plot rental fee schedule as follows: \$25 per 8" plot; \$40 per 16" plot; and \$60 per 24" plot.

ATTACHMENTS

Community Garden Revitalization
Community Garden Plot Rental Application [DRAFT, NOT FOR OFFICIAL USE]

COMMUNITY GARDEN REVITALIZATION





COMMUNITY GARDEN PLOT RENTAL APPLICATION

The City of Pine Lake offers three tiers of planting depth for our Community Garden: 8", 16", and 24". The assessed rental fee for each of these depths is \$25, \$40, and \$60, respectively. Applications are accepted beginning March 1, and the application window remains open until all plots are occupied. All plots must be vacated no later than December 31 of the same year.

Please complete the below application for use of a plot in the Pine Lake Community Garden (limit one per resident), subject to availability.

Applicant's Name: _____

Street Address: _____

Phone Number: _____

Email Address: _____

Desired Plot Depth (Please Check One): 8"
16"
24"

I certify that I will maintain my designated plot with respect to the surrounding plots, my neighbors, and the Public Works Department.

Applicant's Signature Date

For Office Use Only

Date Received: _____

Approved By: _____

Date Fee Paid: _____