

CITY OF PINE LAKE, GEORGIA

WORK SESSION AGENDA

SEPTEMBER 8, 2026 @ 6:00PM

COURTHOUSE AND 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 COMMENT - 3 minutes each please

NEW BUSINESS

1. Beach House Improvements, *Follow-Up Discussion*
2. Wetlands and Dam Maintenance Plan, *Update*
3. Planting Along Dam, Western Berm, *Discussion*
4. "The Cows Are Coming" Public Art Project, Unveiling Event, *Scheduling*
5. 2026 PLAIN MOU
6. 2027 Budget Preparation
7. Amending Sec. 38-87, Media Production Permit Fees, *Discussion*

PUBLIC COMMENT - 3 minutes each please

REPORTS AND OTHER BUSINESS

- Strategic Performance Report (SPR), September 2026
- Mayor (pro tempore)
- City Council

EXECUTIVE SESSION

ADJOURNMENT

COUNCIL MEMBERS

Thomas Torrent - Mayor pro tem
Deborah Hull
Stephanie Kohler
Jane Lowers

CITY OF PINE LAKE

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Additional, supplemental documentation related to *New Business Item 1 (Beach House Improvements, Follow-Up)* will be provided in-person at the September 8th Work Session, and published on the City's website following the meeting.

Dam/Wetlands Maintenance Outline — City of Pine Lake Georgia

1. Purpose and Scope

- Purpose of the Dam/Wetlands Maintenance program –
 - to protect human life, property, and the environment by ensuring that our dam/wetlands are operated, monitored, and repaired safely and effectively
- Dam identification and location
 - The Pine Lake Dam is not registered with the Georgia Environmental Protection Division Safe Dams Program, the National Inventory of Dams, or the National Levee Database. The Pine Lake dam does not meet the height requirement to be classified as a dam. The dam is located at LAT 33.792750 LONG - 84.207933
- Owner/operator responsibilities
 - The City of Pine Lake is responsible for operation and maintenance of the dam and associated wetlands
- Description of the dam and associated structures
 - The associated dam is approximately 12 feet in height and 1400 feet in length
- Maintenance objectives
 - Public safety
 - Structural integrity
 - Reliable operation
 - Environmental protection
 - Regulatory compliance

2. Regulatory and Legal Requirements

- Georgia dam safety requirements
 - There are no regulatory requirements associated with the operation of this structure. It was recommended that the City observe the standard requirements of dam operations as provided by the State of Georgia Safe Dams Program

- Georgia Environmental Protection Division (EPD) requirements
 - Georgia EPD regulates structures under the Georgia Safe Dams Act
- Dam classification and hazard potential
 - This structure does not meet the height requirement for classification
- Required inspections and reporting
 - If maintained under the requirements of the Georgia Safe Dam Act, a yearly inspection and subsequent filed report will be required
- Emergency Action Plan (EAP) requirements
 - A standard emergency action plan will be developed to accompany the maintenance plan for this structure
- Permits and approvals for repairs or modifications
 - Any permits for repairs or modifications will be presented to the appropriate regulatory agency for approval prior to implementation prior to repair or modifications
- Documentation and record-retention requirements
 - All repairs, maintenance, and inspections of this structure will be cataloged and filed appropriately

3. Routine Inspection Program

A. Daily/Weekly Checks

- Dam crest and access roads
 - Daily and weekly visual checks will be routine. Quarterly checks will occur during vegetation management projects
- Spillway and outlet structures
 - Weekly spillway and outlet structure checks will occur
- Water level and unusual fluctuations
 - Daily monitoring of water level will occur
- Seepage and wet areas

- Quarterly checks for seepage and wet areas will occur during vegetation management projects
- Erosion
 - Lakeside erosion checks will be done during daily/weekly inspections. Creekside erosion checks will occur during vegetation management projects
- Debris accumulation
 - Debris accumulation will be monitored after significant rain events or other debris generating events
- Vandalism or unauthorized activities
 - Vandalism or unauthorized activities will be monitored during daily/weekly inspections. Vandalism or unauthorized activities will be reported to the proper authority

B. Monthly/Quarterly Inspections

- Embankment condition
 - Lakeside erosion checks will be done during daily/weekly inspections. Creekside erosion checks will occur during vegetation management projects
- Upstream and downstream slopes
 - Lakeside erosion checks will be done during daily/weekly inspections. Creekside erosion checks will occur during vegetation management projects
- Vegetation
 - Quarterly Creekside vegetation management has been scheduled
 - Lakeside vegetation management will occur on an as needed basis to coincide with routine maintenance
- Drainage systems
 - N/A
- Pipes, valves, gates, and controls
 - Once a permit is secured through the Army Corps of Engineers, the appropriate evaluation of all valves, pipes, and controls will occur.
- Spillway condition

- N/A
- Settlement or deformation
 - Settlement or deformation will be evaluated during the yearly inspection
- Animal burrows
 - The presence of animal burrows will be evaluated during the yearly inspection

C. Annual Inspection

ALL ASPECTS OF THE ANNUAL INSPECTION WILL BE IN ACCORDANCE WITH GEORGIA SAFE DAMS GUIDANCE UNDER THE DIRECTION AND SUPERVISION OF A STATE OF GEORGIA REGISTERED ENGINEER

- Comprehensive visual inspection
 - Per the Georgia Safe Dams Act Protocol
- Comparison with previous inspection records
 - Per the Georgia Safe Dams Act Protocol
- Survey/monitoring data review
 - Per the Georgia Safe Dams Act Protocol
- Structural and hydraulic components
 - Per the Georgia Safe Dams Act Protocol
- Maintenance deficiencies
 - Identified per the Georgia Safe Dams Act Protocol
- Recommendations for corrective action
 - Per the Georgia Safe Dams Act Protocol

4. Embankment Maintenance

- Maintain appropriate vegetation
 - Staff has identified quarterly vegetation management strategy appropriate to the type of structure
- Control woody vegetation and invasive growth

- Staff have identified the types of invasive and unwanted vegetative growth for the structure
- Repair erosion and gullies
 - Daily/Weekly/Quarterly inspections will define the repair of erosion and penetrations of the structure
- Address animal burrows
 - Daily/Weekly/Quarterly inspections will define the repair of erosion and penetrations of the structure
- Repair cracks, slumps, or settlement
 - Daily/Weekly/Quarterly inspections will define the repair of erosion and penetrations of the structure
- Maintain drainage features
 - NO significant changes to the structure will be permitted without prior permitted approval and plans
- Monitor seepage
 - Daily/Weekly/Quarterly inspections will define the repair of erosion and penetrations of the structure
- Maintain crest elevation and width
 - NO significant changes to the structure will be permitted without prior permitted approval and plans
- Prevent unauthorized excavation or loading
 - Staff has designated a maximum live load for the structure (approx.. 5000 lbs). Vegetation Management vendors have been made aware of this weight limit.

5. Spillway Maintenance

LAKESHORE DRIVE IS THE DESIGNATED SPILLWAY FOR PINE LAKE

- Remove trees and unwanted vegetation where appropriate
 - N/A
- Remove debris and sediment

- N/A
 -
- Inspect concrete, rock, or earth surfaces
 - N/A
- Repair erosion and scour
 - N/A
- Inspect joints and cracks
 - N/A
- Maintain adequate discharge capacity
 - N/A
- Inspect emergency spillway
 - N/A
- Maintain downstream energy-dissipation areas
 - N/A

6. Outlet Works and Mechanical Equipment

- Inspect outlet pipes
 - The western outfall for Pine Lake will be inspected in conjunction with the quarterly vegetation management project
- Exercise gates and valves
 - A valve/gate exercise program is in development
- Check controls and operating mechanisms
 - Associated with the valve/gate exercise program
- Inspect trash racks and intake structures
 - Associated with the valve/gate exercise program
- Remove obstructions
 - Associated with the valve/gate exercise program

- Check for corrosion
 - Associated with the valve/gate exercise program
- Inspect pipe joints and connections
 - Associated with the valve/gate exercise program
- Lubricate mechanical components as required
 - Associated with the valve/gate exercise program
- Maintain backup/manual operating capability
 - N/A

7. Seepage and Drainage Monitoring

- Identify normal versus abnormal seepage
 - Lakeside seepage checks will be done during daily/weekly inspections.
Creekside seepage checks will occur during vegetation management projects
- Inspect toe drains and drainage outlets
 - Lakeside checks will be done during daily/weekly inspections.
 - Creekside checks will occur during vegetation management projects
- Monitor springs or wet areas downstream
 - N/A
- Record changes in seepage quantity or clarity
 - N/A
- Inspect piezometers or monitoring wells, if applicable
 - N/A
- Establish thresholds for corrective action
 - Standards for corrective actions will follow the protocols set forward in the Georgia Safe Dams Act protocols
- Immediately investigate new or rapidly increasing seepage
 - Immediate repairs will be documented, and appropriate repairs will be coordinated

8. Vegetation and Pest Management

THE CITY OF PINE LAKE HAS ADOPTED AND OBSERVES INTERGRATED PESTICIDE MANAGEMENT (IPM) STRATEGIES

- Maintain grass cover where appropriate -NOTED
- Control trees and woody vegetation according to dam requirements- NOTED
- Control invasive plants - NOTED
- Manage beavers and other burrowing animals- NOTED
- Repair damage caused by animals -NOTED
- Avoid maintenance practices that could damage the embankment -NOTED

9. Sediment and Reservoir Management

- Monitor reservoir sedimentation -NOTED
- Maintain required storage capacity - NOTED
- Monitor shoreline erosion -NOTED
- Inspect exposed areas during low-water conditions -NOTED
- Establish sediment-removal procedures where necessary –
 - As allowed by permit
- Obtain appropriate approvals before dredging or major earthwork -NOTED

10. Access and Site Security

- Maintain inspection roads -NOTED
- Maintain gates and fencing -NOTED
- Provide safe access to critical structures -NOTED
- Control unauthorized vehicle access -NOTED
- Maintain warning/signage
 - As appropriate

- Inspect security around gates, valves, and control equipment
 - As appropriate

11. Storm and Extreme Weather Inspection

After significant rainfall, flooding, hurricanes, or other severe weather:

- Inspect spillways -NOTED
- Check reservoir level
 - Pine Lake's water level is noted Monday through Friday
- Inspect embankment slopes
 - Embankment slopes will be inspected daily/weekly/quarterly
- Look for erosion and scour
 - Erosion and scour will be inspected daily/weekly/quarterly
- Inspect downstream areas
 - Downstream areas will be inspected after significant weather/rainfall events
- Check outlet structures
 - Outlet structures will be adjusted pre weather event to maximize storage for the facility and minimize adverse impacts to the structure
- Document damage
 - After event damage assessments will be performed
- Initiate emergency procedures when warranted -NOTED

12. Corrective Maintenance

Classify deficiencies by priority:

Immediate/Emergency - NOTED

- Rapidly increasing seepage
- Piping or muddy discharge
- Major slope failure
- Significant structural damage

- Spillway blockage during high-water conditions
- Uncontrolled release

High Priority- NOTED

- Significant erosion
- Damaged outlet components
- Developing cracks or settlement
- Drainage problems

Routine -NOTED

- Minor erosion
- Vegetation management
- Road maintenance
- Fence/sign repairs
- Minor concrete deterioration

13. Emergency Action Plan Coordination -NOTED

- Maintain current emergency contacts
- Identify downstream inundation areas
- Establish notification procedures
- Define warning levels and response actions
- Coordinate with local emergency management
- Maintain emergency equipment and access
- Conduct periodic EAP reviews/exercises

14. Documentation and Recordkeeping -NOTED

Maintain:

- Inspection reports
- Maintenance logs
- Photographs

- Repair records
- Water-level records
- Seepage measurements
- Instrumentation data
- Engineering reports
- Permits and approvals
- EPD correspondence
- EAP revisions
- Incident and emergency records

15. Annual Maintenance Schedule

Frequency	Typical Activities
Daily/Weekly/Monthly	Visual inspection, water level, seepage, debris
Quarterly	Embankment, spillway, outlet works, vegetation
Semiannual	Mechanical equipment, access roads, drainage
Annual	Comprehensive inspection and maintenance review
After major storms	Special post-storm inspection
As needed	Erosion, animal damage, structural/mechanical repairs

16. Budget and Long-Term Planning

- Routine maintenance budget – Developed and implemented through the Stormwater Utility Fund
- Inspection costs -Developed and implemented through the Stormwater Utility Fund
- Engineering/consultant costs -Developed and implemented through the Stormwater Utility Fund
- Vegetation and animal control -Programmed and implemented through the Stormwater Utility Fund
- Mechanical equipment replacement N/A

- Spillway repairs N/A
- Major rehabilitation projects -Developed and implemented through the Small Cities Fund
- Emergency repair reserve -Budgeted and implemented through the Stormwater Utility Fund
- Five- to ten-year capital improvement plan -Developed and implemented through the Small Cities Fund

17. Responsibilities

Define responsibility for:

- Dam/Wetlands owner – City of Pine Lake
 - Operations, Maintenance, and Repair
- Dam/Wetlands operator
 - City of Pine Lake
- Maintenance personnel
 - City of Pine Lake Public Works Department
- Qualified engineer
 - AECOM
- Inspection personnel
 - City of Pine Lake Public Works Department and various contracted personnel
- Contractors
 - Construction 57, LLC – Utility Contractor
 - Urban Farmers LLC – Invasive Species Removal
 - Avalon Tree Service LLC – Végétation Management
 - Acapx LLC – Pipe Flushing
 - Homes Best Friend – Vegetation Management
 - Georgia Forestry Service
- Emergency management contracts

- DeKalb County
 - Various vendors as listed above
- Regulatory coordination
 - Army Corps of Engineers
 - Georgia Department of Natural Resources
 - Georgia Department of Environmental Protection

18. Appendices

PROVIDED PER THE GEORGIA SAFE DAM PROGRAM

- Dam site map
- Inspection checklist
- Maintenance log
- Photographic inspection form
- Emergency contact list
- Equipment inventory
- Inspection history
- Reservoir level records
- Seepage monitoring form
- EAP
- Relevant permits and regulatory documents



908 Carpenter St.
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April 4th, 2026

Mr. Jeff Goldberg
Acting Mayor
City of Pine Lake, GA 30072

Subject: Improving the Safety, Efficacy, and Design of the Northern Bank of Pine Lake

Dear ~~Acting Mayor Goldberg~~ Jeph,

I am writing to you to offer my services as a free expert wetlands consultant in understanding, maintaining, repairing, and improving the Pine Lake wetlands system and Snapfinger Creek. I am not a “to build” Professional Engineer but am formally trained in civil and environmental engineering and provided initial grant, planning, and costing designs for many environmental systems including Pine Lake and its wetlands.

Because I have a stake in Pine Lake and the success of the wetland project, I wish to offer the services of Our1World.org free with only the request that you and the city formally recognize it when provided, including that we are a nonprofit and run by volunteers. Here, I will provide an initial observation and suggestions on the Northern Bank of Pine Lake which currently has riprap that is mostly undersized and not safely stacked for how the lake’s is currently being used. It is a matter of a design vs use (form vs function) mismatch, and this was already a problem before the riprap.

Germane Background: I made several intentional compromises on the designs for each of the Pine Lake waterway systems. These were made in the interest of winning one of the relatively few ARRA innovative green infrastructure stimulus grants for [clean water](#). I also wanted it to appear more natural and have some aesthetics (pretty stones, shaped waterfalls, river grass, wildflowers, etc). It is very important to note that the grant was for innovative, shovel ready, green infrastructure and that the outcome is cleaner water in Snapfinger Creek (after the city than when entering). Please read the grant requirements if you ever want to decide on conditions. They have nothing to do with the beach or the uses of the lake. It’s just to clean the water. The permits in Georgia followed the same process as a waste-water treatment plant. Also germane is the fact that I did not act alone. I received much support and advice from the PLEAS (Pine Lake

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Environmental Access and Stewardship) committee, especially members of the Lake Subcommittee that existed at the time.

Compromises on many banks of the lake and creek: I (along with PLEAS advice) requested the use of less riprap when possible and for it to be replaced coconut fiber matting, nicely placed large architectural stones, round 15# river rock, and round river rock 0.25-0.5 #. I (and some PLEAS members) also had other request regarding different grades of slopes that the state of Georgia changed. Steep grades on the north bank would have deterred geese egress, but the state was concerned with people falling into deep water.

Current Day North Bank: The lake and wetlands needed attention, and I am glad the city decided to address it. While the riprap placement on the northern lakeside bank was less of a priority for the integrity of the system, it is clearly an improvement on ensuring the longevity of the lake rather than the neglect of that bank that has occurred. The riprap allows for inspection, reduces growth of dangerous trees, and deters rodents from borrowing. It also helps meet safety requirements for public spaces by reducing blind spots (a major public safety matter).

My concerns for it from an engineering and safety standpoint are: 1) many rocks are too small (children are throwing them); 2) none are properly stacked (they are wobbling under fishermen's feet); 3) they are placed in a way that is already showing some erosion (by creating channelling from the path). My concerns for the current placement ecologically and aesthetically are that they are 1) covering important plants like the river grass and iris; 2) do not provide safe and welcoming access to the lake; 3) and do not permit diverse micro habitats.

Lake subsurface designs to consider: The lake subsurface was designed with several habitat structures. The northeast contains an intentionally designed underwater canyon resembling a meandering creek with pile-driven tree roots to permit habitats for fish. One can see some stumps just breaking through the surface when the water is low. These areas are attractive to people who like to catch fish (and the turtles). The southeast portion was designed to have a deep canyon that connects like a "y" to the southern inner-berm bridge. It too becomes a preferred fishing area.

North Bank Recommendation: I recommend the following:

1) The city notify all that the stabilization project is incomplete and not safe for all uses until it is modified.

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2) There be minor modifications to the existing bank stabilization (riprap) to maximize safe use.

3) A committee to select a limited number (7-20 perhaps) of 10-20 ft zones where there will be alternative uses considering: planting, viewing, small bird shelter, and fishing.

Details and minutia: The select zones should not have loose or small rocks. Many existing stones in the riprap are large and flat. They can be used. Smaller stones can be placed underneath to ensure stability and levelling of stones. Soil and sand can also be added. More stones may be needed in places that are already showing erosion which will eventually undermine the path. I also placed 40 tons of large square granite to the south of the tennis courts that are now covered in trees and brush. These were given to the city as a donation (along with many other tons) to the 2006 eastern wetlands project and again in 2010 for the ARRA project by the county. These could be placed on top in some select areas. I also encourage the use of coconut fiber mats on top of some of the areas where select plants can be added to the riprap.

I have a few additional recommendations to the final design should a committee be selected and the areas be chosen. I particularly have an interest to meet Ann McCallister's (a PLEAS member) wishes to create small bird habitats as instructed by her will and donations to the city. Small plantings and small water features (mini rain gardens) adjacent to the lake, particularly where rain runs off the path towards the lake would be ideal locations.

While these might seem like a lot of changes, they could be completed in stages. Seven swatches of land where stones are rearranged or coconut matting are added could be done by volunteers in a few weekends. The city could also decide on restricting access to areas for safety or for protecting microhabitats. The abundance of river grasses in other areas can be subdivided and relocated to the northern bank areas to reduce ecological impact of the stones or of the uses.

In summary: The wetlands and lake need structural repairs, and I am pleased the city is beginning to address them. The northern bank of the lake is a highly accessed and highly visible area and has (currently and, in the past) had a design vs. use conflicts. The current riprap is an improvement of the bank, but not an improvement of the use. A lake committee could help decide on the desired uses. With a better understanding of the



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desires, I can help with design improvements. I offered several here, but there are many options.

I appreciate the opportunity to help and especially appreciate your desire for community input.

Sincerely,

Gregory M Zarus

Gregory M. Zarus
Founder & Director
Our1World.org

Regarding the correspondence submitted by former Mayor Zarus titled ***Improving the Safety, Efficacy, and Design of the northern bank of Pine Lake.***

I am confident in his sincerity; however, the communication of this information to staff by the Mayor Pro Tem was executed in a manner that appeared abrupt and last-minute.

Mr. Zarus's input to the discussion is valued. On June 24, 2025, I participated in a walk and conversation with him regarding the Eastern Wetlands and Lake. The engagement was facilitated and attended by Mayor Pro Tem Goldberg (Councilmember Goldberg at that time).

The purpose of the meeting was to obtain institutional knowledge from Mr. Zarus concerning the wetlands system and prior construction activities.

Mr. Zarus thoroughly addressed my questions, clarifying that Pine Lake Corporation constructed the "weir/dam" at the source of the wetlands. This information led to the conclusion that any corporation property transferred to the City during Pine Lake's incorporation is now owned by the City, which is responsible for maintaining the weir/dam and Snapfinger Creek from this point of origin to Lakeshore Drive.

Mr. Zarus indicated that the City stabilized the banks of Snapfinger Creek near Aberdeen Drive utilizing funds from a federal 319h grant. While documentation was not provided, this statement offers a clear clarification regarding the City's responsibilities. At that time, I requested Mr. Zarus to review his records for any pertinent documents. Based on prior information and this anecdotal account, it is reasonable to conclude that the City is responsible for maintaining Snapfinger Creek from the "weir/dam" to Lakeshore Drive. Consequently, the city should initiate planning for ongoing and future maintenance activities. This information was transmitted to the City Manager and Mayor and Council.

The experience and time shared were of great value. I regard his firsthand recollections and expertise with high respect; he consistently demonstrates the practical knowledge and professionalism expected of a ***Pine Lake*** wetlands specialist. He truly "*walks the walk*" and "*talks the talk*"

Nevertheless, I have some reservations regarding his depiction of the "current day north bank" and the proposed "lake subsurface designs".

We are in agreement that both the lake and wetlands required focused attention. From this perspective there is no divergence between opinions.

Upon my arrival nearly two years ago, it was evident that maintenance—both in practice and communication—was insufficient. While efforts were being made to manage wetland vegetation, the broader operational integrity of the infrastructure (including the weir, diversion box, gate valves, and piping) had not been adequately considered. Additionally, although there was an ongoing project to address the creek side of the dam, challenges with that initiative encountered its own issues. It was observed that the Wetlands, Lake, and Dam had previously been managed independently rather than as an integrated system, resulting in discontinuities. This approach has now been replaced with a more unified management strategy.

I have continued to document, address, and make the City Manager and Councilmembers aware of the ongoing issues.

The assessment of the engineering and safety aspects regarding the stone's size, its placement, and accessibility to habitats lacks a solid factual foundation. This observation is not intended as criticism but rather acknowledges that significant time, effort, and compliance with established engineering practices and protocols have been demonstrated thus far. As previously stated, the stabilization project remains incomplete. Multiple proposals for planting have been submitted to the Mayor and Council for consideration and approval. Authorizing further modifications to the project would significantly improve both its functionality and visual appeal. I remain adamant that the stabilization of the structure remains paramount in any decisions made regarding modifications.

With respect to the subsurface of the lake, there are no elements within the bank stabilization project that impact this area. The completed bathymetric survey offers a comprehensive outline of the subsurface impacts and clearly identifies future dredging requirements. Any effects on the lake's subsurface primarily result from sediment deposition transported through the wetlands flume. On the contrary, these projects contribute positively to the health and well-being of the lake.

Mr. Zarus's Recommendations:

Mr Zarus recommends that notification be given that the project is in an incomplete status, minor modifications to stabilization occur, and a committee be established to discern alternative uses.

Staff has already indicated that the stabilization project remains incomplete. No work has occurred on this project since December 2025. Multiple planting proposals have been submitted to the Mayor and Council for review and approval. Each prior proposal allows opportunities for citizen input, informed selection of plantings, consideration of aesthetics, and incorporation of additional safety measures.

As noted in Mr. Zarus's white paper, structural repairs are needed for the wetlands and lake. The City began addressing these issues in May of 2025 by hiring a professional engineering firm staffed with professional engineers, wetland scientist, and permitting specialists.

The northern bank of the lake is a well-used and prominent area, but it is also a structural element that must be addressed accordingly. Numerous measures aimed at facilitating these repairs have been implemented, including the approval of flow transfer options, completion of a bathymetric survey, identification of conservancy opportunities, thorough dam inspections, structural evaluations, and stabilization efforts.

Overall, I regard Mr. Zarus's feedback as supportive of our initiatives, though it largely reflects insights that have already been evaluated during the planning stages of our projects.

In my opinion, Mr. Zarus and his organization are best positioned to contribute significant value to the City of Pine Lake by supporting permit compliance, maintenance monitoring, and grant administration in future collaborations. These initiatives would address critical needs within the city, providing essential planning consultation and effective grant management.

I believe that the City of Pine Lake has indeed found it's [Champion](#) for the future wellbeing of the Wetlands/Lake system in Pine Lake and it is Greg Zarus and [Our1World.org](#).

Staff Recommendations

Staff recommends the selection of a planting option to finalize the implementation of the dam stabilization project.

Finally, it is my recommendation that Mayor and Council begin to focus on the options for the conditions of the Nationwide 3 Army Corps of Engineers permit that will govern the maintenance and improvements of the wetlands system for the next 5 years.

Those options are listed as:

Option 1: Approved Jurisdictional Determination (AJD) for the flume as a solitary document

Option 2: Pre-Construction Notification (PCN) for flume dredging

Option 3. AJD as part of the PCN submittal

Option 4: adding wetland and valve work to Option 2

Option 5: adding wetland and valve work to Option 3

Respectfully submitted

Bernard Kendrick

Director of Public Works

MEMORANDUM OF UNDERSTANDING

This constitutes a Memorandum of Understanding (MOU) between the City of Pine Lake, Georgia, a municipal corporation of the State of Georgia (the "City") and Pine Lake Association of Involved Neighbors, LLC, a domestic nonprofit corporation ("PLAIN") to utilize the public facilities of the City to organize and operate community events, programs, and projects to support the continuing vitality of the Pine Lake community and engage the Pine Lake community with the surrounding unincorporated areas of Dekalb County. PLAIN operates as the parent organization of Stewards of Environmental Education and Design ("SEED"), who promotes long-term environmental sustainability through community engagement of ecologically-driven events. Henceforth, all references to PLAIN include its division of SEED. The Parties agree and understand that

1. SEED was formally a City sponsored or created committee that went defunct at some time in the past;
2. SEED is no longer an arm, committee, or instrument of the City of Pine Lake;
3. PLAIN accepts and undertakes all responsibility and responsibility for SEED and ensuring that all SEED activities are scheduled with the City and comply with this Agreement.

Each of the parties agrees that the following mutual promises, terms and conditions provide adequate consideration to support this agreement:

The City of Pine Lake will:

- MAKE the Beach House, the Club House, and other public facilities available as permitted by rental schedule at no cost for each SINGLE DAY community event of six (6) hours or less agreed to by the City. All other use of such facilities shall be in accordance with the terms and conditions of the City's Property/Business Owners Rental Agreement for the Beach House and/or Club House and the City's Permit for Outdoor Festivals and/or Public Lands and Buildings.
- ALLOW PLAIN's use of the Beach House and Club House on Sunday evenings (5:00 - 9:00 PM) and Monday through Friday (8:00 AM - 9:00 PM), unless otherwise booked by the City. Such use shall be for events, classes, and club meetings that are open to the community and free of charge (donations may be accepted but not required, and organizers may charge for the cost of materials, if applicable). PLAIN will manage the reservation process for both Sunday evenings and Monday - Friday using a Google Forms App through which the City will have visibility and notification of bookings ([Click here](#) to see PLAIN calendar and link to Google reservation form). Only Pine Lake Residents may book a facility through PLAIN. Each user shall be individually responsible for all damages and clean up performed by the City following an allowed use of the premises and PLAIN will make clear to the registered user the City's expectations of clean up and responsibility for damages before allowing use of the premises. PLAIN agrees to place a \$100 standing deposit with the City, to cover cleaning or damage repairs that may be required. If that amount is not sufficient to repair or clean up after an

event registered by PLAIN, PLAIN will pay all costs associated with such clean up or repair if not covered by the leasing party.

- ALLOW PLAIN's use of the "Food Pantry Storage," adjacent to the Club House located at 470 Clubhouse Dr, Pine Lake, GA or other suitable location to collect and store food to be distributed to Pine Lake and other community residents.
- ALLOW PLAIN's use of the Beach House or Club House for its monthly meeting at 7:00 PM, usually on the third Thursday of each month.
- ALLOW additional space within the locked storage area at the Beach House, after tables and chairs are stored, to be used to store PLAIN food and supplies. No PLAIN food and supplies are to be stored in any other area of any public facility used by PLAIN.
- Allow installation of up to ten (10) signs, provided by PLAIN, in the right of way or otherwise on City property along City streets before each community event agreed to by the City.
- PROVIDE funding for food used for a holiday picnic organized and operated by PLAIN as set forth and limited by the City's annual budget.
- MAINTAIN its facilities and amenities in good working order to ensure the safety of residents and guests, and provide notice of facilities or amenities that should not be used where defects are not apparent.
- ASSIGN a Council liaison to act as a conduit for questions and information between PLAIN and the CITY. Appointment of the Council liaison will be made by the mayor and confirmed by the Council.
- ACCEPT, MANAGE, and REPORT rental fees for all reservations for use of any City owned premises or property.

PLAIN will:

- ORGANIZE, OPERATE, and/or SPONSOR community events throughout the calendar year. The City expects PLAIN to provide at least six (6) monthly events. Additional community events, such as picnics to commemorate Memorial Day or Independence Day, and holiday celebrations at the end of and beginning of each year, will be considered based on community interest and support. Other topical community meetings or gatherings sponsored or supported by PLAIN will be planned based on interests and needs of the community. PLAIN may provide a "Candidate Forum" or event for any contested election for City of Pine Lake Mayor and/or City Council and a forum or forums for both sides to present and discuss any referenda to be voted on by electors within the City of Pine Lake; PLAIN may provide a "Meet and Greet" for uncontested elections of Mayor and/or City Council; and PLAIN may provide a "Meet and Greet" for Mayor-identified City Manager candidates prior to Council approval. A list of City currently agreed upon events to be organized, operated, and/or sponsored by PLAIN will be attached as EXHIBIT A. Any additional events may be jointly planned subject to facility availability.
- For any event not listed in Exhibit A that PLAIN or its subsidiaries wish to sponsor, hold, or manage, that involve entry into City owned property, premises, or other asset, PLAIN will provide the City not less than 30 days' notice of the proposed event, the date, time,

purpose, and location of the event, apply for and obtain any required permits for the event, the liability waiver form it intends to use as part of the event (which will be required of all participants for any event involving athletic events, entry into any waterway of the City, or any other event involving physical exertion), the person or persons associated with PLAIN leadership or who have been delegated by PLAIN leadership who will manage, control or be responsible for the event for PLAIN, identify any City staff needs for the event, and reimburse the City for the regular time cost of any staff involvement for events outside of ordinary business hours.

- MAY ORGANIZE and OPERATE a food pantry and community outreach for the Pine Lake community, utilizing the kiosk in front of the “old City Hall” as a base of operation.
- APPROPRIATELY SPEND collected donations and grants solicited for the improvement of City facilities/properties, only with prior approval of Council for any improvements proposed to be made.
- INSTALL and MAINTAIN wayfinding stations, kiosks, and signs that serve to communicate with residents and visitors about the culture and/or history of Pine Lake, only with input and approval from the City Council regarding location, design, and guidelines for use. The kiosks will be treated as a limited purpose public forum for purposes of the use or posting of public information or communications.
- MANAGE use of the Beach House and Club House for on Sunday evenings (5:00 - 9:00 PM) and Monday through Friday (8:00 AM - 9:00 PM), unless otherwise booked by the City. Such use shall be for events, classes, and club meetings that are open to the community and free of charge (donations may be accepted but not required, and organizers may charge for the cost of materials, if applicable). PLAIN will manage the reservation process for both Sunday evenings and Monday - Friday using a Google Forms App through which the City will have visibility and notification of bookings ([Click here](#) to see PLAIN calendar and link to Google reservation form). PLAIN agrees to place a \$100 standing deposit with the City, to cover cleaning or damage repairs that may be required.
- COMPLY with all ordinances and rules of the City of Pine Lake, including but not limited to the City’s sign ordinance, and all applicable state laws.
- MAINTAIN PLAIN storage in the locked storage area of the Beach House in a safe, sanitary, and neat manner.
- COLLECT and BAG all trash and recycling at community events operated or organized by PLAIN during and after such events to ensure no overflow of trash from trash containers. Deposit bagged trash into green containers outside each venue and collect un-bagged recycling in blue containers outside.
- INDEMNIFY and HOLD HARMLESS the City and all of its agents, officers, and employees from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death and including injury to real or personal property, that may be sustained by any person while participating in any aspect of any event organized or operated by PLAIN and that results from an act or omission of PLAIN or any agent, officer, employee or contractor of PLAIN, regardless of whether such liability arises in tort, contract, strict liability or otherwise, to the fullest extent allowed by law.

- MAINTAIN insurance sufficient to cover any claims or liabilities arising from any aspect of any event organized and operated by PLAIN including the indemnity and hold harmless provision above, with limits of not less than \$600,000 per occurrence. Upon request, PLAIN shall provide to the City evidence of insurance including any insurance policy covering PLAIN and naming the City as an additional insured.
- PROVIDE to the City, by March 31 of the following year an annual report specifying the events, programs, and projects operated or organized by PLAIN during the preceding calendar year.

If PLAIN proposes an event, program or project requesting or requiring in kind or financial support from the City beyond the scope of this MOU, it shall prepare an event, program or project-based agreement for the City's consideration. The City makes no assurance that such agreement will be approved by the City.

A joint meeting of the City Council and PLAIN will be held on an annual basis at a time and place agreeable to each party, if desired by both parties to this MOU.

Nothing in this MOU or any addenda hereto shall create any property interest for PLAIN in any City property or facility.

It is contemplated by the City and PLAIN that this MOU may be amended from time to time to address other types of events, programs, and projects which may be desired by the City and PLAIN.

Unless otherwise agreed by the parties in writing, either party may terminate this agreement at any time by providing written notice, electronically or by hard copy to the other party 90 days in advance of the proposed termination date. Notice shall be sent to each party at the addresses below.

To the CITY: Stanley Hawthorne, City Manager
City of Pine Lake
P.O. Box 1325
425 Allgood Road
Pine Lake, GA 30072

To PLAIN: Timothy McLeod, President
Pine Lake Association of Involved Neighbors, LLC
P.O. Box 44
Pine Lake, GA 30072-0044

For the City of Pine Lake

JEFF GOLDBERG

Mayor pro tem

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
Assistant City Clerk

CHRISTOPHER D. BALCH
City Attorney

For Pine Lake Association of Involved Neighbors,
Inc.

Tim McLeod
President 2026



Additional, supplemental documentation related to *New Business Item 6 (2027 Budget Preparation)* can be found in the **City Manager section of the September 2026 Strategic Performance Report.**

Transaction Type	Avondale		Clarkston		Lithonia		Stone Mountain	
Permit Application Fee	250	non refundable	500	non refundable	50	non refundable	200	non refundable
Film Permit Fee		per calendar month	250	per day	400/800	See note	150	per day (incl. prep, film and strike)
On Site Fee (Fee charged if impacting city services, i.e. lane closure)								
Cancellation Fee			250	cancellation fee for project but cancelled by applicant prior to obtaining permit.				
Change Fee								
Rush Fee			300	less than 5 bus. days notice	200	See note	200	app submitted less than 5 business days advance notice
Street Closure			1,000	per day	20 - 80	Per calendar day, see note	500	per day
Lane Closure							500	per day
ITC							500	per day
Side Walk					\$6 - \$24	Per calendar day, see note		
Parking			150	per day and per location: For parking services only for base camp, crew, or trucks.)			500	per day (incl use of city property per location)
Administrative Fee								
Police Security/Traffic			75	per officer and per hour			80	per officer, per hour
Fire Watch								
Public Facility Rates			500	Community Building			250	Per day (Visitors Center Building)
On Site Staff								
Parks & Rec (City)			500	per day				
Fire Review					100		100	per location and per base camp
Filming w/o a permit			200%	of original permit fee			200%	of original permit fee
Documentary Film & Photography								
Public Service Announcements								
Student Film & Photography								
Commercial Still Photography								
Commercial Motion Picture, Video, and Television Film & Photography								
Sanitation Bond					500			
Basecamp					400/600	See note		
Off Duty Police					180	4 hour minimum		
Police Car					20	per hour		
Courtroom - Facility Use Fee					200	per hour		
Amphitheater Lot, 2501 Park Drive					600	per day		
Old City Hall Bldg., 6980 Main Street					100	per day		
City Lot, 2550 Wiggins street					400	per day		
Masonic Lodge, 7272 Conyers Street					400/800	See note		
Stripe Transaction Fee (pay on submission)					1.75	per application		
Apply4 Technology Fee (pay on submission)					15	per application		