

**CITY OF PINE LAKE, GEORGIA  
PUBLIC HEARING, SPECIAL CALLED MEETING,  
AND WORK SESSION AGENDA  
JUNE 9, 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 – PUBLIC HEARING (6:00PM)**

- 2026 Millage Rate

**CALL TO ORDER – SPECIAL CALLED MEETING**

**ANNOUNCEMENTS/COMMUNICATIONS**

**ADOPTION OF THE AGENDA OF THE DAY**

- Special Called Meeting
- Work Session

**NEW BUSINESS**

1. Extended Transitional Plan, Public Works Director
2. Agreement for Administrative Support Services –*Calvin Burgamy*

**CALL TO ORDER – WORK SESSION**

**PUBLIC COMMENT – 3 minutes each please**

**NEW BUSINESS**

1. Stormwater Fee Assessment

**PUBLIC COMMENT – 3 minutes each please**

**REPORTS AND OTHER BUSINESS**

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

**EXECUTIVE SESSION**

- Personnel

**ADJOURNMENT**

**COUNCIL MEMBERS**

Jeff Goldberg – Mayor pro tem  
Deborah Hull  
Stephanie Kohler  
Jane Lowers  
Thomas Torrent

**CITY OF PINE LAKE**

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## **AGREEMENT FOR PROFESSIONAL SERVICES OF SPECIAL PROJECTS MANAGER – PUBLIC WORKS**

**WHEREAS**, the City of Pine Lake has several capital projects planned and needs someone with appropriate professional expertise to assist in overseeing the assessment, planning, execution and completion of such projects;

**WHEREAS**, the City of Pine Lake needs someone to assess the City's recreation, stormwater and public works infrastructure and create maintenance schedules and standard operating procedures for the Public Works Department;

**WHEREAS**, the City of Pine Lake needs someone to temporarily supervise the Public Works Department; and

**WHEREAS**, Bernard Kendrick has served in the capacity of Director of Public Works for the City of Pine Lake since January 1, 2026, and formally in the capacity of Special Projects Manager, has the necessary skills, education, experience and certifications to serve as a Special Projects Manager – Public Works;

**NOW THEREFORE, THIS CONTRACTUAL AGREEMENT** ("Agreement") is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between the City of Pine Lake, Georgia ("City") for the professional services of Bernard Kendrick, an individual who the City is contracting with to serve as a Special Projects Manager – Public Works ("Special Project Manager") subject to approval by the City Council. The Special Project Manager shall be an independent contractor and not an employee of the City. In consideration of the mutual covenants stated herein, the parties hereby agree as follows:

### **SECTION I. EFFECTIVE DATE**

This Agreement shall become effective June 10, 2026 and be in effect until December 31, 2026 unless terminated earlier by either party acting under Section 3. The parties may extend or renew the Agreement in writing properly approved and signed by both parties. The City shall notify the Special Projects Manager no later than November 30, 2026 whether the City wants to renew or extend the Agreement.

### **SECTION 2. RESPONSIBILITIES**

The Special Projects Manager undertakes to provide the following professional services to the City:

- Assisting Administration in administering pending capital public works projects, SPLOST projects, or new projects as authorized by City Council, as assigned from assessment of project scope to project completion;
- Provide the Administration a weekly report of the status of projects, grants, or other matters being sent for bid or under construction, to be provided to the Governing Authority;
- Provide oversight of Public Works staff functions with day-to-day supervision of those staff to be carried out by the Chief of Police;
- No later than July 15, 2026, prepare and submit to the Administration for distribution to Council a regular maintenance schedule of such items, but not limited to, right of way mowing and maintenance; outdoor trash removal near Beach House and Club House; inspection of points of

ingress and egress for City buildings and green spaces; performance of routine building maintenance and upkeep as necessary to preserve City assets, park grass mowing and maintenance; roadway inspections for pot holes or obstructions to sight lines, and any other asset the Special Projects Manager deems in his professional judgment requires regular and ongoing maintenance;

- Maintain Commercial Pesticide designation to support Integrated Pest Management policy and various designations supportive thereof, in support of Bee City designation and development of IPM ordinance;
- No later than August 1, provide a proposed long-term maintenance plan and schedule for keeping the dam in good repair and managing invasive plant growth and aesthetic quality of property;
- Manage and provide continuous support of the Local Maintenance Improvement Grant program and the Local Road Assistance program.
- Manage the completion of various capital improvement projects nearing completion.
- Prepare additional reports for the City Manager and attend City Council meetings and other meetings as requested.

### **SECTION 3. TERMINATION**

The City may terminate this Agreement at any time without cause but shall provide payment for all work provided up to that point by the Special Projects Manager plus an additional payment equivalent to two (2) bi-weekly payments for services (total additional payment of \$861.41). The City may terminate this Agreement immediately at any time for failure to satisfactorily perform the duties, violation of the City's Code of Ethics, causing damage to any person or property, or any other activity, including but not limited to, charged criminal activity which undermines the Mayor, City Council or City Manager's confidence in the ability of the Special Project Manager.

### **SECTION 4. ON SITE AND REMOTE WORK; AVAILABILITY**

During the term of this Agreement, the Special Projects Manager shall be in the City of Pine Lake to perform services no less than   10   hours each week. As some tasks the Special Projects Manager is engaged in providing may be done remotely, the Special Projects Manager may provide remote access services to the City one day per week (10 hours equivalent). The Special Projects Manager shall comply with the City's practices on procurement, conduct (as reflected in City policies as may be amended from time to time), and reimbursement for expenses incurred. The Special Projects Manager may be requested to attend City Council meetings or other public meetings and will be available on call Friday through Sunday via telephone or text. The Special Projects Manager acknowledges that much flexibility is required for performing services pursuant to this Agreement, as there are meetings outside regular business hours that will also require his presence.

### **SECTION 5. PAYMENT**

The City shall pay the Special Projects Manager   \$13,782.62   (\$861.41 bi-weekly equivalent, for the period of June 10, 2026, through December 31, 2026 paid in equal installments bi-weekly. The Special Projects Manager's payments will not be subject to the ordinary and customary withholdings of employees of the City, including federal and state taxes or assessments or withholdings for employee benefits, as the Special Projects Manager is a contractor and not an employee. The Special Projects Manager is not eligible for any employee benefits including workers' compensation coverage, health,

retirement, or paid time off. For performing work remotely, the Special Projects Manager has and will provide his own computer, printer, and Internet access at no expense to the City.

**SECTION 6. PROPRIETARY INFORMATION**

The Special Projects Manager acknowledges that he may have access to and become acquainted with confidential and other information proprietary to the City or its contractors or vendors, including, but not limited to, information concerning operations, customers, citizens, business and financial condition, as well as information with respect to which the Special Projects Manager has an obligation to maintain confidentiality due to obligations of the City under contracts (collectively referred to herein as "Proprietary Information"). The Special Projects Manager agrees not to disclose, directly or indirectly, to anyone or to use or to allow others to use, for any purpose whatsoever, any Proprietary Information of any type, whether or not designated confidential or proprietary, acquired in the course of performing services under this Agreement. Notwithstanding the foregoing provision, it is expressly understood and agreed that disclosure of Proprietary Information may be required by law, including specifically subpoenas and requests pursuant to the Georgia Open Records Act. The obligations of the Special Projects Manager under this section shall survive the termination of this Agreement.

**SECTION 7. ENTIRE AGREEMENT**

The Agreement is the entire agreement between the parties. All prior discussions, representations, and negotiations of any type are merged herein, and no provision or condition otherwise discussed shall be deemed part of the Agreement unless contained herein.

**SECTION 8. LAWS APPLICABLE AND VENUE**

The Agreement is entered into under the laws of the State of Georgia and shall be construed in accordance with Georgia law. Any action to enforce any provision of the Agreement or to establish a breach thereof shall be commenced in a court of competent jurisdiction sitting in Fulton County, Georgia.

**SECTION 9. MODIFICATION**

No modification to the Agreement is valid unless it is reduced to writing, specifically identifies what provisions herein are to be changed or what new provisions are to be added, and is signed and executed by both parties. Any modification must be executed with the same formality as this document.

**IN WITNESS WHEREOF**, the parties have executed this Agreement through their duly authorized representatives.

**CITY OF PINE LAKE, GEORGIA**

By: \_\_\_\_\_  
Jeff Goldberg, Mayor Pro Tem

Date of Execution: \_\_\_\_\_

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney

**SPECIAL PROJECTS MANAGER**

By: \_\_\_\_\_  
Bernard Kendrick

Date of Execution: \_\_\_\_\_

# FACILITIES MARKETING & RESERVATIONS AGENT AGREEMENT

*City of Pine Lake, Georgia*

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This Facilities Marketing & Reservations Agent Agreement (“**Agreement**”) is entered into by and between:

<b>City of Pine Lake, Georgia</b> ("City")	<b>[Contractor / Agent Name]</b> ("Contractor")
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Effective Date: \_\_\_\_\_

## 1. Scope of Services

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The Contractor shall serve as the City’s Facilities Marketing & Reservations Agent, providing the following services for the City’s Beach House and Clubhouse facilities:

- Market and promote available City facilities to prospective clients and community groups
- Receive, and process reservation and rental inquiries, and direct reserving party to appropriate city staff for collection of any fees or deposits required
- Respond to prospective client inquiries via phone, email, and in-person as needed
- Conduct facility tours and meet with clients to review rental options, event logistics, and City requirements
- Collect and verify completed rental agreements and required deposits before confirming bookings
- Maintain and update the official City reservation calendar with all confirmed bookings
- Communicate scheduling details, facility policies, and approval status to clients
- Coordinate with City staff to ensure compliance with facility rules and reservation procedures
- Assist with post-event follow-up and client relations as directed by the City
- Navigate and coordinate resolution of conflicts between paid and free rentals of city facilities, to include ensuring that all parties receive and understand the conflict resolution process and priority
- Provide timely updates to City Administration of state of reservations, fees to be collected, and conflict negotiation
- Serve as the primary point of contact for any questions, concerns, problems, or conflicts that may arise during a rental of City property. Back up contacts shall be the Special Projects Manager/Public Works Director with a designated on-duty police officer as secondary back up. Contractor shall provide contact information for each point of contact to the lessee of any city property as part of the rental agreement for the space.

## 2. Compensation

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The City shall compensate Contractor as follows:

- Base retainer: One Hundred Seventy-Five Dollars (\$175.00), paid biweekly
- The City may, at its discretion, establish a performance incentive structure for confirmed bookings; any such incentive shall be documented in a written addendum signed by both parties

### **3. Marketing & Outreach Standards**

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All marketing and promotional materials, including digital content, social media posts, flyers, and any public-facing communications referencing City facilities, must be approved by the City prior to distribution. Contractor shall:

- Accurately represent the facilities, rates, and availability in all marketing efforts
- Use only City-approved pricing, descriptions, and images
- Shall not offer or make commitments, discounts, or make other representations about facilities or services not expressly authorized by the City in writing
- Direct all inquiries involving special accommodations or rule modifications to City Administration for determination

### **4. Reservation Procedures**

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Contractor shall process reservations strictly in accordance with City policy and applicable facility rules. No reservation shall be treated as confirmed or final unless and until:

- A completed rental agreement and required deposit have been received from the client
- The reservation has been accepted by the City
- The confirmed booking has been entered on the official City calendar
- Any scheduling conflicts are resolved and all parties are made aware of the conflict and its resolution

Contractor shall not guarantee availability, waive requirements, modify City policies, or make binding commitments on behalf of the City without explicit written authorization.

### **5. Calendar Maintenance**

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Contractor shall maintain the official City reservation calendar with accuracy and timeliness. Each calendar entry shall include:

- Event date and time
- Facility name (Beach House or Clubhouse)
- Client name and contact information
- Rental agreement and deposit confirmation status
- Any relevant restrictions, special notes, or City-approved conditions

### **6. Client Relations**

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Contractor shall serve as the primary point of contact for prospective and confirmed clients throughout the reservation process. This includes:

- Timely and professional communication at all stages of inquiry and booking
- Facility tours and in-person or virtual meetings as reasonably necessary
- Providing clients with accurate information regarding City rules, policies, and procedures
- Promptly escalating any disputes, complaints, or unusual requests to City staff

### **7. Independent Contractor Status**

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Contractor is an independent contractor and not an employee, agent (except as expressly authorized herein), or partner of the City. Contractor is solely responsible for all applicable taxes,

insurance, licenses, and other legal obligations. Nothing in this Agreement shall be construed to create an employment relationship between the parties.

**8. Term and Termination**

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This Agreement shall remain in effect until terminated by either party upon \_\_\_\_\_ days' written notice to the other party. The City reserves the right to terminate this Agreement immediately for cause, including but not limited to material breach of this Agreement, unauthorized commitments made on behalf of the City, or conduct detrimental to the City's interests.

**9. Governing Law**

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This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

**10. Entire Agreement**

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This document constitutes the entire agreement between the parties with respect to the subject matter herein and supersedes all prior discussions, representations, and agreements. This Agreement may only be amended in writing signed by both parties.

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**SIGNATURES**

<b>CITY OF PINE LAKE</b>	<b>CONTRACTOR</b>
Signature: _____	Signature: _____
Name/Title: _____	Name: _____
Date: _____	Date: _____

*Note: Per City of Pine Lake rental policy, a completed rental agreement and deposit are required before any date is secured on the official reservation calendar. All bookings are subject to City acceptance and must comply with published facility rules and procedures.*



For supplemental documentation related to the  
Work Session New Business Item 1, *Stormwater Fee Assessment*,  
please refer to **pages 1-6, 15, and 19-20**  
**of the June 2026 Strategic Performance Report (SPR).**