

CITY OF PINE LAKE, GEORGIA

WORK SESSION AGENDA

JULY 14, 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. Presentation of "Poplar Park" Funding, *CEO Lorraine Cochran-Johnson*
2. Public Works Maintenance Schedule, Presentation
3. Capital Improvement Plan (CIP)
4. Introduction and Outline of Financial Policies
5. Review of Development Authorities, Downtown Development Authorities (DDA)
6. City Council Meeting Start Time
7. PLAIN Memorandum of Understanding (MOU)

**PUBLIC COMMENT - 3 minutes each please**

**REPORTS AND OTHER BUSINESS**

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

**EXECUTIVE SESSION**

**ADJOURNMENT**

**COUNCIL MEMBERS**

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

**CITY OF PINE LAKE**

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# City of Pine Lake Public Works

## Public Works Weekly Maintenance Schedule

### Executive Outline

#### Purpose

The Public Works Weekly Maintenance Schedule establishes a structured framework for routine operations while maintaining flexibility to respond to emergencies, weather events, special projects, citizen requests, and City priorities. The schedule is designed to maximize efficiency and accountability with existing staffing resources.

#### Goals

- Maintain clean, safe, and attractive public facilities.
- Ensure timely completion of routine maintenance and sanitation services.
- Improve planning and prioritization of work orders.
- Increase operational efficiency through preventive maintenance.
- Maintain readiness for community events, facility rentals, and seasonal operations.

#### Staffing Overview

- Full-Time Field Operations: Maintenance, inspections, repairs, sanitation, equipment operation, and project support.
- Part-Time Field Operations: Grounds maintenance, sanitation, repairs, and assistance with scheduled projects.
- Administrative Support: Work order management, scheduling, documentation, project coordination, and administrative assistance.

#### Rainy Day Operations (*When outdoor work is limited due to weather*)

- Inventory management -Tool maintenance and organization
- Fleet and equipment records
- Shop cleaning and organization
- Safety training and procedures
- Minor repairs - Bench, table, and furniture repairs
- Work order processing



## Weekly Priorities

| Day              | Primary Focus  |
|------------------|--|
| <b>Monday</b>    | Planning, litter patrol, equipment maintenance, seasonal water testing, and project scheduling |
| <b>Tuesday</b>   | Infrastructure repairs, mowing, landscaping, and sanitation preparation                        |
| <b>Wednesday</b> | Sanitation collection, debris removal, park cleanup, and open-space maintenance                |
| <b>Thursday</b>  | Municipal facility maintenance, preventive repairs, and project completion                     |
| <b>Friday</b>    | Work order closeout, inventory, documentation, and weekend readiness                           |

## Rainy Day Operations (When outdoor work is limited due to weather)

Inventory management -Tool maintenance and organization

- Fleet and equipment records
- Shop cleaning and organization
- Safety training and procedures
- Minor repairs - Bench, table, and furniture repairs
- Work order processing

## Daily Operational Practices

- Morning task briefing and safety discussion.
- End-of-day documentation and pass-on updates.
- Prioritize emergency repairs and public safety concerns.
- Maintain flexibility to address unforeseen operational needs.

## Operational Statement

This schedule is intended to serve as a planning guide and does not supersede emergency response requirements or directives from the City Manager or Mayor and Council. Staff assignments may be modified to address public safety concerns, severe weather, special events, infrastructure failures, or other time-sensitive matters.



- Prepare and prioritize projects for the following week.
- Verify City facilities are clean, safe, and “Event Ready”.

**Focus:** Finish the week prepared for weekend operations and a productive start to the following week.

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#### Rainy Day / Indoor Projects

- Clean, organize, and sharpen tools.
  - Organize storage rooms and update inventory.
  - Deep clean maintenance facilities and workspaces.
  - Update fleet maintenance records.
  - Process work orders, maintenance logs, and project documentation.
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#### Daily Operational Practices

- Conduct a 15–30 minute morning briefing to review assignments, safety topics, and priorities.
- Reserve 15–30 minutes at the end of each workday for pass-on information, documentation, and work order updates.
- Prioritize public safety hazards, sanitation concerns, emergency repairs, and resident issues before routine maintenance whenever practical.

#### Operational Note

*This schedule serves as a guiding framework and may be adjusted as operational needs dictate. Emergency incidents, severe weather, special events, facility rentals, City Manager directives, and Council priorities shall take precedence over routine assignments.*

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## City of Pine Lake Public Works

### Weekly Maintenance Schedule & Operational Work Plan

#### Purpose

This schedule is intended to provide structure and consistency for Public Works operations while recognizing the need for flexibility to address emergencies, weather events, special projects, resident concerns, and Council or City Manager priorities.

#### Staffing Roles

##### Employee A – Field Operations (Full-Time)

- General labor, sanitation, inspections, maintenance, and repairs.
- Assists with prioritizing work orders and coordinating scheduled projects.
- Performs equipment inspections and preventive maintenance.

##### Employee B – Field Operations (Part-Time)

- Supports general labor, sanitation operations, landscaping, inspections, maintenance, and repairs.
- Assists with project completion and seasonal tasks.

##### Administrative Support / Management

- Receives and prioritizes work orders.
- Schedules projects and contractor meetings.
- Provides project management support and day-to-day administrative coordination.
- Maintains records, documentation, and departmental communications.

##### Project Manager – (Mr. Kendrick)



### **Monday** – Planning & Property Maintenance

- Review weekly schedule and all submitted and outstanding work orders.
- Review citizen requests and prioritize maintenance activities.
- Conduct litter patrol and remove weekend debris from parks, trails, Rockbridge Road, beach, and other public spaces.
- Inspect and service City equipment and vehicles, including fueling and preventive maintenance.
- **Seasonal:** Collect lake water samples and submit to the laboratory for testing.
- Identify and assign priority projects for the week.

**Focus:** Begin the week organized while addressing highly visible maintenance needs.

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### **Tuesday** – Infrastructure & Grounds

- Stage all City trash receptacles for Wednesday sanitation pickup.
- Complete small infrastructure repairs (posts, curbs, benches, signage, etc.).
- Perform Landscaping- Mow and edge Rockbridge Road corridors and designated public properties (weather permitting).
- Inspect playground equipment, park amenities, and public furnishings.
- Respond to routine maintenance requests.

**Focus:** Prepare City facilities for sanitation operations while maintaining public infrastructure.

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### **Wednesday – Sanitation Operations**

- Coordinate DeKalb sanitation collection.
- Place and retrieve all City trash receptacles.
- Complete debris disposal runs as necessary.
- Inspect trash receptacles for damage and replace liners as needed.
- Perform landscaping and cleanup at the beach, park, trails, playground, and other open spaces.

**Focus:** Sanitation, cleanliness, and public appearance are the primary objectives.

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### **Thursday – Repairs & Project Day**

- Perform landscaping and maintenance at the Beach, Clubhouse, Police Department, City Hall Annex, and other municipal facilities.
- Complete preventive maintenance and scheduled repair projects.
- Pressure wash facilities or amenities as conditions permit.
- Transition to indoor projects when weather limits outdoor operations.

**Focus:** Dedicate uninterrupted time to repairs and larger maintenance projects.

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### **Friday – Closeout & Weekend Readiness**

- Complete outstanding work orders.
- Follow up on unresolved maintenance requests or citizen concerns.
- Clean offices, maintenance areas, shops, and shared workspaces.
- Restock supplies and stage for anticipated weekend rentals, events, and or increased park usage.

## COMMUNITY INVESTMENT PLAN (CIP)

The Community Investment Plan is a five-year plan used to coordinate the financing and timing of physical asset replacements and improvements for the City of Pine Lake. A capital improvement is a major improvement of a non-recurring nature to the physical plant of the City. For the purposes of the CIP, a major improvement is a single project or piece of equipment exceeding \$25,000 in cost with a life expectancy of seven or more years.

The acquisition of land, construction of improvements thereon, reconstruction or major alteration of City properties, and request for preliminary studies are capital projects. Examples would be new or remodeled public buildings, new or improved bridges, streets, storm drains and culverts, park land acquisition, etc. Equipment purchases are not normally considered to be capital improvements unless they are equipment for a new or renovated facility or have cost of more than \$25,000.



A comprehensive CIP in a published format similar to the new budget document will be introduced as part of the Fiscal Year 2026 Amended Budget process. It shall achieve the following:

- Improve public facilities and infrastructure throughout Pine Lake in a systematic, structured manner.
- Improve the safety, mobility and the quality of life of the neighbors of Pine Lake.
- Reflect the current economic environment and changing needs.
- Reinforce the City's financial practices to enhance or maintain credit ratings, thereby minimizing interest costs in financing capital improvements.
- Provide estimates of current and anticipated capital improvement needs through the next five years.

The CIP encompasses a five-year period, scheduling the most important, urgent projects in the earliest years. Once the CIP is finalized, Year 1 of the plan is used as a basis for both the capital portion of the annual operating budget and for any planned grants or other sources of funding. Year 1 of the CIP is often referred to as the "Capital Budget" and is incorporated into the operating budget such as we did with the Fiscal Year 2025 Amended Budget, the recap of which is illustrated in the final pages of this Budget Message.

## **CAPITAL BUDGETS: 2025 AND 2026**

### **SMALL CITIES INTERGOVERNMENTAL CAPITAL OUTLAY FUND (SCICO)**

In 2024, DeKalb County and the City of Pine Lake (along with other small cities in the county) executed an intergovernmental agreement for capital outlay projects located in the cities of Avondale Estates, Lithonia, Pine Lake, and Stone Mountain. The County's payment of \$2,000,000 to each Municipality shall be used solely to complete projects described in the agreement.

Specific to Pine Lake, the City agreed to undertake the reconstruction and repair of the dam at Pine Lake and capital improvements to the adjacent lake, wetlands and greenspace as well as road, street and bridge projects to improve stormwater collection and management in the unincorporated area of the County and in the Municipality.

Pine Lake may also undertake projects to improve recreational facilities, such as the lake, dam, wetlands, parks and greenspace that are made publicly available for use by all residents of the County and that contribute to tourism and economic development within the County.

The following SCICO Fund project expenditures (P) totaling \$782,760 (as detailed in the [April 2025 Strategic Performance Report](#)) are recommended as modifications to the Fiscal Year 2025 original budget: (1P) Street paving and improvements - \$317,760; (2P) Allgood Road property renovations; (3P) Americans with Disabilities Act program - \$55,000; (4P) Generators - \$50,000; (5P) Holiday lighting - \$50,000; (6P) Wetlands design - \$45,000; (7P) Municipal Separate Storm Sewer System MS4 reporting and land development - \$30,000; (8P) Tennis court rehabilitation - \$30,000; (9P) Monument signage - \$30,000; (10P) Tributary 16 channel improvements - \$25,000; (11P) Street sweeping project - \$25,000; (12P) Green space master plan - \$25,000; and (13P) Pole banners - \$5000.

Prioritized capital projects recommended for the 2026 Proposed Budget are Beach House Renovation - \$90,000; Wetlands Strategy Finalization - \$65,000; Playground Equipment Upgrade - \$35,000 with grant matching funds of \$35,000; Wayfinding Signage - \$50,000; and Greenspace Master Plan Project with costs to be determined.

### **SPECIAL PURPOSE LOCAL OPTION SALES TAX (SPLOST) I**

DeKalb County Special Purpose Local Option Sales Tax will support county-wide improvements that promote a high quality of life for all residents. It is a one-cent sales tax that provides funding exclusively for capital projects – roads, buildings, vehicles and major equipment, and other long-lived improvements. SPLOST I was adopted by voters in a referendum in November 2017 and will run from 2018 until 2024. DeKalb County and the cities adopted an intergovernmental agreement, which created a distribution formula based on the population of each city. Over the six-year period, Pine Lake was projected to receive \$687,704. Funds remaining available to Pine Lake equal approximately \$65,000.

The following SPLOST I Fund project expenditures (P) totaling \$65,000 (as detailed in the April 2025 Strategic Performance Report) are recommended as modifications to the Fiscal Year 2025 original budget: (1E) Police vehicle - \$45,000; and (2E) Body-worn and vehicle dashboard cameras - \$20,000.

### **SPECIAL PURPOSE LOCAL OPTION SALES TAX (SPLOST) II**

The Special Purpose Local Option Sales Tax (SPLOST) was enacted by the General Assembly in 1985. The SPLOST was conceived and enacted as a county tax for funding capital projects. It is not a municipal tax. As a county tax, it can only be initiated by the county governing authority.

Pine Lake projects to be funded from the City of Pine Lake's share of the proceeds may include (a) roads, streets, bridges, bicycle paths and sidewalks, improvements of surface-water drainage from roads, streets, bridges and sidewalks, and other stormwater capital outlay projects; (b) recreational facilities including but not limited to parks, lakes, dams, trails, and acquisition of land; (c) public safety facility renovations and equipment; and (d) public works facility renovations.

The following SPLOST II Fund project expenditures (P) totaling \$260,000 (as detailed in the April 2025 Strategic Performance Report) are recommended as modifications to the Fiscal Year 2025 original budget: (1P) Old City Hall building renovations - \$98,000; (2P) Skid steer - \$55,000; (3P) Roof replacements - \$44,100; (4P) Public Works truck - \$29,000; (5P) Tree canopy management - \$25,000; and (6P) Utility vehicle - \$8,900.



## PRELIMINARY COUNCIL AGENDA MEMORANDUM (CAM)

**TO:** Honorable Mayor and Council Members  
**FROM:** Bernard Kendrick, Public Works Director  
**DATE:** April 8, 2025  
**TITLE:** Preliminary Capital Improvement Program (CIP)

### **RECOMMENDATION**

City Council should consider approval of a proposed outline for capital project improvements within the City of Pine Lake from 2025 - 2030.

### **BACKGROUND**

The proposed 6-year capital improvement plan proposes to designate funds for improvements within various categories (Interlocal Agreement 10.10.24, SPLOST I, SPLOST II, LMIG, and CDBG). Capital projects are investments in assets that are expected to have a useful life of several years. The purpose of these projects is to create long term value for our organization.

The attached document is a working guide for policy makers and staff to organize and plan needed community improvements.

### **RESOURCE IMPACT**

**Interlocal Agreement 10.10.24** allocates \$2,000,000 towards various improvement categories

**SPLOST I** allocate the remaining \$12,000 towards various improvements

**SPLOST II** allocates \$716,800 towards Roads/Streets/Bridge and Recreation improvements

**Local Maintenance Improvements Grant (LMIG)** allocates approximately \$15,000 per year towards Streets related improvements

### **ATTACHMENTS**

6 YEAR Cost Matrix

CITY OF PINE LAKE CAPITAL IMPROVEMENT PROGRAM

| PROJECTS                         | SUB PROJECT                      | SUPPLEMENTAL PROJECT | GRANTS | ADDITIONAL FUNDING | 2025              | 2026         | 2027        | 2028        | 2029        | 2030        | TOTAL      |
|----------------------------------|----------------------------------|----------------------|--------|--------------------|-------------------|--------------|-------------|-------------|-------------|-------------|------------|
| INTERLOCAL AGREEMENT<br>10.10.24 |                                  |                      |        |                    |                   |              |             |             |             |             |            |
| DAM PROJECT                      |                                  |                      |        |                    | \$15,000.00       | \$135,000.00 |             |             |             |             |            |
| LAKE PROJECT                     |                                  |                      |        |                    | \$15,000.00       | \$35,000.00  |             |             |             |             |            |
| WETLANDS PROJECT                 |                                  |                      |        |                    | \$15,000.00       | \$85,000.00  |             |             |             |             |            |
| GREENSPACE                       |                                  |                      |        |                    |                   |              |             |             |             |             |            |
|                                  | POPLAR PARK                      |                      |        |                    | \$10,000.00       |              |             |             |             |             |            |
|                                  | CITYWIDE BEAUTIFICATION          |                      |        |                    | \$10,000.00       |              |             |             |             |             |            |
|                                  | TREE CANOPY MANAGEMENT PROGRAM   |                      |        |                    | \$25,000.00       |              |             |             |             |             |            |
|                                  |                                  |                      |        |                    |                   |              |             |             |             |             |            |
| ROADS/STREET/ BRIDGE             |                                  |                      |        |                    |                   |              |             |             |             |             |            |
|                                  | TRAFFIC SIGN REPLACEMENT         |                      |        |                    |                   | \$12,000.00  |             |             |             |             |            |
|                                  | ADA ISSUES                       |                      |        |                    |                   | \$30,000.00  |             |             |             |             |            |
|                                  | PAVING                           |                      |        |                    | \$317,760.00      | \$236,112.00 |             |             |             |             |            |
|                                  |                                  | CLUBHOUSE DRIVE      |        |                    |                   |              |             |             |             |             |            |
|                                  |                                  | MAGNOLIA DRIVE       |        |                    |                   |              |             |             |             |             |            |
|                                  |                                  |                      |        |                    | \$ 162,384.00     |              |             |             |             |             |            |
|                                  |                                  | ORCHID DRIVE         |        |                    |                   |              |             |             |             |             |            |
|                                  |                                  | DAHLIA DRIVE         |        |                    |                   |              |             |             |             |             |            |
|                                  |                                  |                      |        |                    |                   |              |             |             |             |             |            |
|                                  |                                  |                      |        |                    | \$ 155,376.00     |              |             |             |             |             |            |
|                                  |                                  | PARK DRIVE           |        |                    |                   |              |             |             |             |             |            |
|                                  |                                  | RIDGE ROAD           |        |                    |                   |              |             |             |             |             |            |
|                                  |                                  |                      |        |                    |                   |              |             |             |             |             |            |
|                                  |                                  |                      |        |                    | \$ 147,744.00     |              |             |             |             |             |            |
|                                  |                                  | LAKESHORE DRIVE      |        |                    |                   |              |             |             |             |             |            |
|                                  |                                  |                      |        |                    |                   |              |             |             |             |             |            |
|                                  |                                  |                      |        |                    | \$ 88,368.00      |              |             |             |             |             |            |
|                                  |                                  |                      |        |                    |                   |              |             |             |             |             |            |
|                                  |                                  |                      |        |                    | \$554,000.00      |              |             |             |             |             |            |
| STORMWATER MANAGEMENT            |                                  |                      |        |                    |                   |              |             |             |             |             |            |
|                                  | TRIBUTARY 16 CHANNEL IMPROVEMENT |                      |        |                    | \$25,000.00       | \$100,000.00 |             |             |             |             |            |
|                                  | STREET SWEEPING                  |                      |        |                    |                   | \$10,000.00  | \$10,000.00 | \$10,000.00 | \$10,000.00 | \$10,000.00 |            |
|                                  |                                  |                      |        |                    |                   |              |             |             |             |             |            |
| RECREATION                       |                                  |                      |        |                    |                   |              |             |             |             |             |            |
|                                  | TENNIS COURT REHABILITATION      |                      |        |                    | \$10,000 DONATION | \$30,000.00  |             |             |             |             |            |
|                                  | COMMUNITY GARDEN                 |                      |        |                    |                   | \$5,500.00   |             |             |             |             |            |
|                                  | PLAYGROUND REHABILITATION        |                      |        |                    |                   | \$2,500.00   |             |             |             | \$2,500.00  |            |
|                                  | DOG PARK PROJECT                 |                      |        |                    |                   | \$25,000.00  |             |             |             |             |            |
|                                  | TRAIL MANAGEMENT                 |                      |        |                    | \$2,600.00        |              | \$2,000.00  | \$2,000.00  | \$2,000.00  | \$2,000.00  | \$2,000.00 |
|                                  | BEACH RENOURISHMENT              |                      |        |                    | \$1,000.00        | \$1,000.00   | \$1,000.00  | \$1,000.00  | \$1,000.00  | \$1,000.00  | \$1,000.00 |
|                                  |                                  |                      |        |                    |                   |              |             |             |             |             |            |
|                                  |                                  |                      |        |                    |                   |              |             |             |             |             |            |
| TOURISM                          |                                  |                      |        |                    |                   |              |             |             |             |             |            |
| 25000                            | MONUMENT SIGNANGE                |                      |        |                    | \$25,000.00       |              |             |             |             |             |            |
|                                  | POLE BANNERS                     |                      |        |                    | \$5,000.00        |              | \$3,000.00  |             | \$3,000.00  |             |            |
|                                  | EVENT SPACE UPGRADES             | CLUBHOUSE UPGRADE    |        |                    |                   | \$60,000.00  |             |             |             |             |            |
|                                  |                                  | BEACH HOUSE UPGRADE  |        |                    |                   | \$20,000.00  |             |             |             |             |            |
|                                  |                                  |                      |        |                    |                   |              |             |             |             |             |            |
| ECONOMIC DEVELOPMENT             |                                  |                      |        |                    |                   |              |             |             |             |             |            |
|                                  | PLAZA UPGRADES                   |                      |        |                    | \$5,000.00        |              |             |             |             |             |            |
|                                  | STORAGE MANAGEMENT               |                      |        |                    | \$40,000.00       |              |             |             |             |             |            |
|                                  | SPACE MANGEMENT                  |                      |        |                    |                   | \$50,000.00  |             |             |             |             |            |
|                                  | GENERATORS                       | CLUBHOUSE            |        |                    | \$25,000.00       |              |             |             |             |             |            |
|                                  |                                  | COURTHOUSE           |        |                    | \$25,000.00       |              |             |             |             |             |            |
|                                  | ROOFING                          |                      |        |                    |                   |              |             |             |             |             |            |
|                                  |                                  | CLUBHOUSE            |        |                    |                   | \$35,000.00  |             |             |             |             |            |
|                                  |                                  | CITY HALL            |        |                    |                   | \$35,000.00  |             |             |             |             |            |





Additional, supplemental documentation related to *New Business Item 4, Introduction and Outline of Financial Policies* can be found in pages 1 through 8 of the July 2026 Strategic Performance Report.



Additional, supplemental documentation related to *New Business Item 5, Review of Development Authorities, Downtown Development Authorities (DDA)* can be found in pages 9 through 18 of the July 2026 Strategic Performance Report.

## 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 of 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

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JEFF GOLDBERG

Mayor pro tem

ATTEST:

APPROVED AS TO FORM:

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NED DAGENHARD  
Assistant City Clerk

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CHRISTOPHER D. BALCH  
City Attorney

For Pine Lake Association of Involved Neighbors,  
Inc.

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Tim McLeod  
President 2026