

**CITY OF PINE LAKE, GEORGIA  
REGULAR SESSION AGENDA  
COUNCIL CHAMBERS  
OCTOBER 31, 2023 @ 7:00PM  
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**

**ANNOUNCEMENTS/COMMUNICATIONS**

**ADOPTION OF THE AGENDA OF THE DAY**

**ADOPTION OF MINUTES**

- Regular Meeting – October 10, 2023

**PUBLIC COMMENTS – 3 minutes each please**

**OLD BUSINESS**

1. Ordinance 2023-04 – To Amend Chapter 62 Public Works, ARTICLE IV – Lake, Parks, and Recreational Facilities – Second Read, Adoption

**NEW BUSINESS**

1. Resolution R-19-2023 – FY2023 Budget Resolution

**REPORTS AND OTHER BUSINESS**

- **Public Comments – 3 minutes each please**
- **Staff and Committee Reports**
  - Administration, Courts, and Public Works – City Manager
  - Public Safety – Chief of Police
- **Reports/Comments**
  - Mayor
  - City Council
- **Information for “The Pine Lake News” eblast.**

**ADJOURNMENT**

**MAYOR  
MELANIE HAMMET**

**COUNCIL MEMBERS**

Jean Bordeaux, Mayor pro tem  
Tracey Brantley  
Nivea Castro  
Augusta Woods

**ADMINISTRATIVE STAFF**

ChaQuias Miller-Thornton  
City Manager

Sarai Y’Hudah-Green  
Chief of Police

Ned Dagenhard  
Assistant City Clerk

Missye Varner  
Administrative Coordinator

Susan Moore  
City Attorney

**CITY OF PINE LAKE  
425 ALLGOOD ROAD  
P.O. BOX 1325  
PINE LAKE, GA 30072**

404-999-4901

[www.pinelakgega.net](http://www.pinelakgega.net)

**CITY OF PINE LAKE**  
**REGULAR MEETING MINUTES**  
**October 10, 2023 at 7:00 PM**  
**Council Chambers**  
**459 Pine Drive, Pine Lake, GA**

**Call to Order**

Mayor Pro Tem Bordeaux called the Regular Session to order at 7:00pm.

Present: Mayor Pro Tem Jean Bordeaux, Council Members Tracey Brantley, Nivea Castro, and Augusta Woods. Also present were City Manager ChaQuias Miller-Thornton, City Attorney Susan Moore, Chief of Police Sarai Y'Hudah-Green, Administrative Coordinator Missye Varner, and Assistant City Clerk Ned Dagenhard. Mayor Melanie Hammet was not in attendance.

**Adoption of Agenda of the Day**

Council Member Castro moved to adopt the agenda of the day; Council Member Brantley seconded, and the motion passed unanimously.

**Adoption of the Minutes**

- Regular Meeting – September 26<sup>th</sup>, 2023

Council Member Brantley moved to adopt the minutes from the September 26<sup>th</sup> Regular Meeting; Council Member Castro seconded, and the motion passed unanimously.

**Old Business**

1. Ordinance 2023-04 – To Amend Chapter 62 Public Works, ARTICLE IV – Lakes, Parks, and Recreational Facilities

City Attorney Susan Moore introduced Ordinance 2023-04 by noting revisions made since the September 26th Council Meeting. Revisions included language around fishing policy and exclusive use of facilities. Council Member Brantley performed the first read of Ordinance 2023-04. No action was taken by the City Council.

**New Business**

1. Pine Lake Courthouse Renovation Discussion

Albin Spangler and Lauren Buss from the TSW architectural firm presented a design option for renovation of the Courthouse/Council Chambers. The design includes added security measures, as well as accessibility additions such as an ADA-compliant restroom and wall-mounted monitors. Council Member Brantley

**CITY OF PINE LAKE  
REGULAR MEETING MINUTES  
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moved to approve the design with Administrative determination of deductive alternates; Council Member Castro seconded, and the motion passed unanimously.

2. Consideration of Temporary Camper Permissions – 497 Oak Drive, Pine Lake, GA 30072 – Jordan Tomesch, Requester/Owner.

Pine Lake property owner and intending-resident Jordan Tomesch requested City Council permission to temporarily reside in a recreational vehicle (“Camper”) on his property (497 Oak Drive) whilst his home is being built. The request grants Mr. Tomesch 120 days to live in said-”Camper,” following which he may be permitted conditional 30-day extensions by the City Manager/Administration Department. Approval is contingent upon all other conditions as presented by the City Manager’s Office being met. Council Member Castro moved to approve Mr. Tomesch’s request with recommended conditions; Council Member Woods seconded, and the motion passed unanimously.

### **Reports and Other Business**

#### **ChaQuias Miller- Thornton — City Manager (Director of Administration, Courts and Public Works)**

Please refer to [the link](#) to access the City Manager’s report dated August 8, 2023. The City Manager reports are on file at City Hall for reviewing. Please email [missyeverner@pinelakega.net](mailto:missyeverner@pinelakega.net) to request a copy or call (404) 999-4931 to schedule an appointment to review the copy on file.

#### **Chief Sarai Y’Hudah-Green — Chief of Police, Public Safety**

Please refer to [the link](#) to access the Police/Public Safety report dated August 8, 2023. The Police/Public Safety reports are on file at City Hall for reviewing. Please email [missyeverner@pinelakega.net](mailto:missyeverner@pinelakega.net) to request a copy or call (404) 999-4931 to schedule an appointment to review the copy on file.

### **Pine Lake News E-Blast**

#### **Upcoming Events**

**Elections:** On November 7, 2023, a municipal general election will be held in the City of Pine Lake. Mayor and two City Council seats up for election.

**CITY OF PINE LAKE**  
**REGULAR MEETING MINUTES**  
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**Tuesday, October 24th, 2023, Candidate Forum:** PLAIN will provide an opportunity for residents to meet the candidates for Mayor and City Council as they answer questions from the community. Please submit questions in advance. Tuesday, October 24, 2023, from 7:00-9:00 pm at the Beach House. More Info.

**Early Voting Starts Oct. 16th:** For all Dates and Locations link to DeKalb County Advance Voting.

**Lakefest - October 21st and 22nd, 11am-6pm:** To be a part of the community that makes this Festival a magical time please sign up to volunteer.

### **Other News**

**City of Civility:** The City of Pine Lake has been designated as a “City of Civility”, by the Georgia Municipal Association (GMA) after the adoption of a civility resolution in January 2023. The Embrace Civility initiative, established earlier this year, encourages municipal elected officials to embrace their role in modeling open, free, and vigorous debate while upholding the highest standards of civility and mutual respect.

**Georgia Department of Natural Resources:** Chief Green and Council members Woods and Brantley met with a representative from Georgia DNR to discuss our lake and wetlands. Our lake is considered “state waters”, so don't be surprised if you see DNR personnel around the lake. As part of the fishing policy revisions, DNR enforcement will occasionally visit Pine Lake when they are in the area as one of their regularly patrolled state water locations checking for fishing licenses, littering, and water safety compliance.

### **Adjournment**

Council Member Castro motioned for adjournment at 8:21pm; Council Member Brantley seconded and the motion passed unanimously.

*Ned Dagenhard*

Ned Dagenhard  
Assistant City Clerk

*C.M. Thornton*

ChaQuias Miller-Thornton  
Acting City Clerk



# Memo

**DATE:** October 27, 2023  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton, City Manager  
**RE:** Lake, Parks, and Recreational Facilities Policy

## Regular Meeting 10/31/2023 – Old Business Item

Please see the attached final draft of the Lake, Parks, and Recreational Facilities Policy. The draft is being presented for entertainment of second read and adoption by Council.

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### Item History

On 10/10/2023 Mayor and Council entertained first read of Ordinance 2023-04.

On 09/12/2023 Mayor and Council elected not to extend the fishing moratorium, stating that the emergency pretense under which the moratorium was established no longer exist. Council engaged in discussion regarding amendment to lake, parks, and recreational area policy.

On 06/27/2023, the Administration (Manager and Legal) presented to Council a preliminary draft of Ordinance 2023-04 as related to amendment of the City's Lake, Parks, and Recreational Facilities codified policies. The preliminary draft served to provide language that revises existing Code provisions about the lake and park areas.

The attached serves as draft form of proposed amendments to the policy – for potential first read. This draft (with comments and notes) provides amendments to the Ordinance 2023-04 draft pertaining to use, access, process, and operational procedures relevant to the City's lake, parks, and recreational facilities.

Also attached are notes (with comments) from a committee of elected officials, public safety, and residents (including anglers) that pertain to lake area policy, education, signage, etc.

Please feel free to contact the following persons, if you should have any questions or concerns regarding the information contained within the attached:

Councilmember Tracey Brantley (committee)  
Councilmember Augusta Woods (committee)  
Chief of Police Y'hudah-Green (committee)  
City Manager ChaQuias Thornton (policy draft – administrative)  
City Attorney Susan Moore (policy draft – legal)

Thank you,

CMThornton

ORDINANCE NO. 2023-04

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF PINE LAKE, GEORGIA, TO AMEND CHAPTER 62 PUBLIC WORKS, ARTICLE IV - LAKE, PARKS AND RECREATIONAL FACILITIES OF THE CITY OF PINE LAKE CODE OF ORDINANCES; TO ESTABLISH AN EFFECTIVE DATE; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

WHEREAS, the lake, parks, wetlands and recreational facilities within the City of Pine Lake are central to the City's identity, activities and culture; and

WHEREAS, it is necessary that such resources and other facilities open to the public be managed to preserve them and to encourage usage that is safe and is respectful of others, wildlife and the environment; and

NOW THEREFORE, BE IT ORDAINED by the City of Pine Lake, as follows:

Section 1.

City Code Section 62, Article IV is hereby amended by striking the existing language and inserting in lieu thereof the following:

"Sec. 62-85. - Penalties.

A violation of this article shall, upon conviction, be punishable as provided by Section 1-9.

Sec. 62-86. — ~~Opening and closing dates of lake.~~ Swimming in the lake.

(a) The lake shall be officially open and closed for swimming each year with the opening and closing dates and times to be designated annually by majority vote of the city council.

(b) The lake shall remain officially open for swimming during that period, unless closed for public health and safety or environmental reasons. The days and hours shall be ~~regulated~~ enforced by the ~~parks~~ police department.

(c) The city makes the lake available for the recreational usage of the ~~citizens and their guests~~ public and limits the liability of the city to persons entering thereon, pursuant to the provisions of the Recreational Property Act, O.C.G.A. 5 51-3-20 et seq., as said act presently exists and as said act may be amended in the future., ~~the city endorses a swim at your own risk policy~~ Use of the lake for swimming, boating or other activity is at your own risk and the provision of a beach ~~manager~~ monitor by the city

does not and shall not serve to waive the protection against liability afforded to the city under the terms of said Recreational Property Act.

(d) No person is permitted to swim outside the designated area unless they have filed with the city a signed copy of the waiver and release of the liability required by the city.

Sec. 62-87. - Regulations ~~made by parks department.~~

The ~~parks department is hereby authorized and directed to~~ city council may promulgate such rules and regulations from time to time as may be required to regulate the use of the lake, parks and tennis courts by persons using the lake, parks and tennis courts in order to protect the rights and safety of the public, property of the citizens of the city, the protection of the environment or wildlife, or such other interests as determined by the city council. This may include, but is not limited to, designation by the city council of dates, times, areas and conditions for fishing. Violation of any such rules or regulations so promulgated and published on the city's website or otherwise made publicly available shall be deemed a violation of this Code.

Sec. 62-88. - Use of facilities ~~restricted to city owners, residents and guests.~~

Swimming in the lake and use of the parks and tennis courts shall be restricted to property owners, residents of the city and their guests open to members of the public. Minors under the age of 12 must be accompanied and supervised by an adult over the age of 18.

~~Sec. 62-89. - Concessions.~~

~~The concession operation shall be placed under the supervision of the administration department and is hereby authorized to contract with a third party to run the concession stand upon such terms and conditions as it deems best.~~

Sec. 62-~~90~~ 89. - Beach house and clubhouse.

Use of the beach house and clubhouse shall be subject to the facility rental use and fee regulations approved by the city council and overseen by the administration department. ~~shall be placed under the supervision of the administration department and shall not be used or lighted without its approval and consent.~~

Sec. 62-~~91-90~~ - Reservation of facilities.

It is the intent of the City that the lake, beach, greenspaces and other outdoor areas of the City be available for public use and that any exclusive, private or commercial use of an area be

subject to the City's facility rental usage permit, conditions and fees unless specifically excluded.

- (a) Existing city parks and other public spaces shall not be used by any group, individual or organization for a gathering or event of more than 10 people without first filing an application and obtaining a reservation approval through the city clerk's office.
- (b) No table, shelter or other structure shall be erected on any public property without first filing an application and obtaining reservation approval through the city clerk's office. This prohibition does not apply to an individual shade shelter erected on the beach while in use and not exceeding 90" in length, 60" in width and 48" inches in height. Such shelter may only be erected and used in an area that does not interfere with use and enjoyment of the beach by other users as determined at the sole discretion of the City.
- (c) Sleeping overnight or camping in city parks or other city facilities prohibited.

Sec. 62-~~92~~-9J - Fishing; hours permitted and license required..

Unless otherwise established by a majority vote of the city council, the lake shall be open for fishing each day during daylight hours only, from sunrise until sunset to individuals with a state fishing license. Unless otherwise established by a majority vote of the city council, fishing in the lake shall be catch and release only with a single line and must be done in a manner that will not injure other wildlife or their habitat. No cast nets are permitted. Use of single, barbless hooks and naturally biodegradable bait is encouraged. It is prohibited to leave fishing lines unattended or to leave any fishing tackle in public spaces. Any unattended fishing equipment may be collected and discarded. Upon any charges brought under this section, the officer or official bringing such charges shall note the time of the offense on the citation or warrant.

Sec. 62-~~93~~ 92. - Use of boats.

Row boats, kayaks, paddleboards and canoes will be allowed on the lake during daylight hours only. All motorized boats are hereby prohibited."

Section 2. The various clauses and subsections of this ordinance are intended to be severable.: Should any of the provisions of this ordinance be deemed invalid by a court of competent jurisdiction, it is the intent of the City Council that the remaining provisions remain in full force and effect.

Section 3. All ordinances and portions of ordinances in conflict with the terms of this ordinance are hereby repealed as to the subject matter of this ordinance.



Section 4. This ordinance shall become effective upon its approval by the City Council, signature by the Mayor, and approval as to form by the City Attorney. .

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2023..

\_\_\_\_\_

MAYOR AND CITY COUNCIL OF PINE LAKE, GEORGIA

\_\_\_\_\_  
Mayor Melanie Hammet

ATTEST:

\_\_\_\_\_  
ChaQuias Thornton, Acting City  
Clerk (SEAL)

Approved as to Form:  
\_\_\_\_\_  
Susan J. Moore, City Attorney



# Memo

**DATE:** October 26, 2023  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton, City Manager  
**RE:** Resolution R-19-2023 - Proposed Personnel Position Changes

There are two significant changes that will affect Administration and Court Service department operations:

1. Training and regular part-time Municipal Court services provided by Retired Court Clerk LLC (Faye Brantley terminated on 09/30/2023).
2. Retirement date for Administrative Coordinator Missye Varner has been set for January 19, 2024.

In a review of current and future operations of both the Administration and Court Services Departments, and as Personnel Director for the entity, I make the following recommendation for changes in personnel/performance of operational duties.

1. Please see the attached resume for a Stephanie Capers, a seasoned Municipal Court clerk who will have the ability to service the Chief Court Clerk function and to provide administrative support to the Administration Office positions of City Manager and City Clerk. I am proposing that Ms. Capers be hired beginning Nov 2023 to provide the following functions:
  - a. Perform Municipal Court Clerk function (job description attached),
  - b. Assess Court files for establishment of an appropriate retention schedule,
  - c. Establish and maintain LMS login credentials for all employees having access to the court services offices, documents, etc.,
  - d. Establish and maintain compliance with Security Integrity and Awareness protocol for all staff, officials, etc. having access to court services offices,
  - e. Provide non-conflicting police admin related services (i.e. regular and consistent availability to fill report requests; coordinate Court, Admin, and Police offices for Code case prep; etc.),
  - f. Provide Administrative Support to the Offices of City Manager and City Clerk.

As Ms. Varner begins to transition from full-time service, Assistant City Clerk Ned Dagenhard will transition to Front Office functions for the Administration Office. He will work exclusively and directly with myself and Ms. Varner to train in process, procedures and functions performed or provided by the Administration Office and that fall under the City Clerk's purview. He will also begin to focus on duties that will move him towards City Clerk certification.

The goal of this proposal is to provide full-time, credentialed, and cross-trained services in all of the functions provided by the City's Administration and Court Services offices. The proposed plan is intended to produce the following:

- Certified and Credentialed Public Manager
- Certified and Credentialed City Clerk
- Certified and Credentialed Court Clerk

The following table provide you with a comparison between the 2023 Adjusted Budget and the 2024 Proposed Budget for Personal Services/Benefits related to the aforementioned Departments.

Table 1 – Proposes hire of a Certified Municipal Court Clerk for the remainder of the current budget cycle (November and December 2023). The table also provides recommended offsets in expense allocations for the Administration and Court Services Departments that will not result in a proposed increase in budgeted allocation.

2023 Proposed Change in Personnel Services/Benefits				
	<b>Proposed</b>	Nov &	Proposed	
	<b>Increase in:</b>	Dec 2023	Adjustments	
	Payroll	8,646.00	(388.00)	Admin - Equip Repairs & Maint
	FICA	536.00	(5,000.00)	Admin - Claims
	Medicare	126.00	(1,262.00)	Admin - Computer Software
	Worker's Comp	18.00	(2,120.00)	Court-Health
	Retirement	-	(1,000.00)	Court - Public Defender
	Health	744.00	(300.00)	Court - Other Gen Oper Exp
	<b>Total Proposed Increase 2023</b>	<b>10,070.00</b>	<b>(10,070.00)</b>	<b>No Increase in Budget</b>

The above scenario is represented by the following budget amendment as proposed in the attached Resolution R-19-2023.

ADMINISTRATION				
	522210	Equipment Repair & Maintenance		388.00
	523110	Claims & Judgements		5,000.00
	531111	Computer Software		1,262.00
COURT				
	511200	Regular Full-time	8,646.00	
	512100	Group Health	744.00	
	512200	FICA	537.00	
	512300	Medicare	126.00	
	512600	Worker's Comp	17.00	
	512100	Group Health		2,120.00
	521250	Public Defender		1,000.00
	531900	Other General Operating Expense		300.00

Increase \$10,070.00  
 Decrease \$10,070.00

Additionally proposed amendments reflect necessary adjustments for the transfer of court-related expenses between those services provided on a regular basis and those provided on a contract basis in the Court Services department.

Court

	511200	Regular Full-time		4,033.00	
	512200	FICA	869.00		
	512300	Medicare	195.00		
	521290	Other Professional Services	2,969.00		

Increase     \$ 4,033.00  
 Decrease                     \$4,033.00

Total Net Increase for the Amendment as Proposed = \$0

Increase     \$10,070.00  
                   \$ 4,033.00  
                   \$14,103.00

Decrease     \$10,070.00  
                   \$ 4,033.00  
                   ( \$14,103.00)

Please let me know if you should have any questions or concerns pertaining to the proposal detailed within or the job description attached hereto.

Thank you,

CMThornton

**RESOLUTION #R-19-2023**

**A Resolution of the Mayor and City Council of Pine Lake, Georgia**

**WHEREAS**, the FY2023 local budget for the City of Pine Lake, Georgia was adopted in December 13, 2022; and

**WHEREAS**, it is necessary to amend such budget now;

**THEREFORE**, be is resolved by the Mayor and City Council of the City of Pine Lake, Georgia, that the following amendment to the general fund budget be made this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

<b>GENERAL FUND REVENUES</b>					
		<b>LINE ITEM DESCRIPTION</b>	Increase	Decrease	
		Fund Balance Allocation		-	
		Fund Balance Allocation		-	
			0.00	0.00	-
<b>GENERAL FUND EXPENDITURES</b>					
		<b>LINE ITEM DESCRIPTION</b>			
<b>ADMINISTRATION</b>					
	522210	Equipment Repair & Maintenance		388.00	
	523110	Claims & Judgements		5,000.00	
	531111	Computer Software		1,262.00	
<b>COURT</b>					
	511200	Regular Full-time	8,646.00		
	512100	Group Health	744.00		
	512200	FICA	537.00		
	512300	Medicare	126.00		
	512600	Worker's Comp	17.00		
	512100	Group Health		2,120.00	
	521250	Public Defender		1,000.00	
	531900	Other General Operating Expense		300.00	
	511200	Regular Full-time		4,033.00	
	512200	FICA	869.00		
	512300	Medicare	195.00		
	521290	Other Professional Services	2,969.00		
			14,103.00	14,103.00	-
		<b>Sum Total</b>			-

\_\_\_\_\_  
Melanie Hammet  
Mayor

\_\_\_\_\_  
ChaQuias M. Thornton  
City Manager/Acting City Clerk