

CITY OF PINE LAKE
AGENDA
July 27, 2021
7:00 PM
Council Chambers
459 Pine Drive Pine Lake, GA

Call to Order

Announcements/Communication

Adoption of Agenda

CONSENT AGENDA

Adoption of the Minutes of the regular meeting of June 29, 2021 and the Retreat meeting on July 18, 2021.

WORK SESSION

American Relief Program Act (ARPA) Funding

NEW BUSINESS

Approval of Phase 2 of the Dam Improvement Project.

Recommend approval of Phase 2 of the Dam Improvement project budget for permitting and bidding in the amount of \$11,550.

Approval of Waiver for LakeFest Lite.

Request for waiver of rental fee for use of Beach House on October 2, 2021.

REPORTS AND OTHER BUSINESS

Public Comments

Staff

Mayor and City Council

Information for "The Pine Lake News" eblast.

Adjournment

**CITY OF PINE LAKE
MINUTES
July 13, 2021
7:00 PM
Council Chambers
459 Pine Drive Pine Lake, GA**

Call to Order at 7:00 PM by Mayor Melanie Hammet. Present – Mayor Melanie Hammet, Mayor pro tem Jean Bordeaux, and Council members Tracey Brantley, Brandy Hall, and Augusta Woods. Also, present were Acting City Administrator Peggy Merriss, Administrative Coordinator Missye Varner and Chief Sarai Y’Hudah-Green. Council member Brandy Beavers City Attorney Susan Moore were not in attendance.

Announcements / Communication

Mayor Hammet communicated that she attended a Zoom Meeting with the DeKalb County Mayors and that many cities are returning to in person meetings and that some of the cities are also offering a virtual option.

Mayor Hammet also communicated that on the statewide Mayors Covid-19 update call the topic was the Delta variant virus and that there is great concern about this new virus throughout the country. Mayor Hammet stated that the south has the highest number of cases of the variant virus.

Mayor Pro Tem Bordeaux added that medical personnel are leaving jobs in large numbers due to burn-out resulting in medical experience is walking out the door. Ms. Bordeaux stated that there has been a 40% decrease in public health personnel worldwide.

Adoption of Agenda

On a motion by Mayor pro tem Bordeaux, second by Council member Hall and all council members present voting “aye,” the agenda was adopted.

CONSENT AGENDA

Adoption of the Minutes of the public hearing held at 10:00am and the public hearing and regular meeting held at 7:00pm on June 29, 2021.

On a motion by Council member Woods, second by Mayor pro tem Bordeaux and all council members present voting “aye,” the consent agenda was adopted.

WORK SESSION

Larry Genn and Jeff Mueller with CPL provided a status up-date on the Dam and Wetlands repair and maintenance project and the Oak Drive and intersection repair project.

Mr. Genn presented plans and drawings for the repair of the Pine Lake Dam to Council. The good news is that the repair of the wetlands has already been accomplished on an emergency basis by our own Public Works Team, Raoul Martinez and Pat Welch. Mr. Genn states that they did an amazing job and saved the City a lot of money. Please thank them when you see them.

Repairs on the dam will include removal and backfill for trees that have grown up on the dam as well as installation of riprap and flex-mat planting material on the north side of the dam. The next step, which Council will be asked to approve at the July 27th council meeting, will be to start the permitting process to do work within the stream buffer. The permitting process can take from six months to a year. (Please note that the trees cannot be cut until the permitting process is complete and the project is funded.)

Mayor Hammet questioned the erosion situation and asked what could be done to get it right so that there will not be any issues in the future. Mr. Genn stated that the city must stay on top of maintaining the embankment and that there needs to be an on-going maintenance plan. He recommended a hand working plan every thirty days and said that equipment can not get down into the dam area.

Mr. Mueller presented overall site plan for the Road Maintenance Project to the Council. He stated that patching and resurfacing Oak Drive was needed and recommended increasing the intersection turning radius at Oak Drive and Forest Street, and at Dahlia Drive and Beaver Road.

Mr. Mueller said that drainage improvements were needed in the area of 487 Oak Drive in order to construct the road improvements. He also suggested increasing the radius return at the southwest corner of Hemlock Drive and Lakeshore Drive as an add alternate to the road maintenance project. Mr. Mueller recommended securing the services of a geotechnical expert for an analysis of the rock outcroppings at 487 Oak Drive so that bid documents could be correctly developed. He discussed the many ditches within the city's curved roads.

Acting City Administrator Merriss stated that the entire Road Maintenance Project was part of the City's SPLOST program.

Copies of the design plans are available for review upon request at City Hall.

NEW BUSINESS

Amendment to Oak Drive and Intersection Improvement Project Budget.

Recommend approval of an amendment in the amount of \$3,200 to the Oak Drive and Intersection Improvement project budget for geotechnical services to provide an evaluation and report regarding a rock outcropping in front of 487 Oak Drive.

On a motion by Council member Hall, second by Council member Brantley and all council members present voting "aye," the budget amendment was approved as recommended.

Approval of Quote to Prune Trees in the Poplar Street Right-of-Way.

Recommend approval of the proposal from Boutte Tree, Inc., in the amount of \$1,600 to prune trees in the Poplar Street right-of-way.

There was discussion and Chief Green stated that she had received a number of complaints about the tree overhand along Poplar Street. She added that she had followed up with the property owner on cleaning the area and that a notice of violation had been issued. She said that the next step would be to issue a citation. Mayor Pro tem Bordeaux inquired if the city would get any money back if it pays to have the trees pruned. Acting City Administrator

Merriss responded that there is a process for placing a lien against the property for costs but it has specific steps and can take an extended period of time. Acting City Administrator Merriss indicated there were some concerns about the City's liability if the trees were not pruned.

On a motion by Council member Hall, second by Council member Woods and Council members Brantley, Hall and Woods voting "aye," and Mayor Pro tem Bordeaux voting "no," the proposal was approved as recommended.

Approval of a Quote from CENTRALSQUARE Technologies for Asyst Accounting software.

Recommend approval of a quote from CENTRALSQUARE Technologies for Asyst accounting software.

On a motion by Mayor pro tem Jean Bordeaux, second by Council member Brantley and all present voting "aye," quote was approved.

REPORTS AND OTHER BUSINESS

Public Comments

Charlene Welch, 4660 Dahlia Drive thanked Mayor and City Council for the opportunity to speak and that she was thankful for the presentation by CPL. Mrs. Welch also stated her concerns about the security of the City's computer systems and how they were protected against hacking. She also requested Council to think about this and to keep the residents informed.

Mrs. Welch also commented that she is concerned about the gun shots at night that seem to be coming from apartments not within the City and what can DeKalb County do about it because she fears for her life.

Chief of Police Green stated that she has been having conversations with DeKalb County Police Department and they are aware of the situation and are working on it. Ms. Welch commented that she appreciates the Pine Lake Police Department and loves the way that the Mayor thinks and the way that she keeps the City maintained. Mrs. Welch suggested a \$2.00 fishing fee to help with ecology. In concluding her comments, she thanked Mayor and Council for all that they do for the City.

Staff

There were no reports.

Mayor and City Council

Mayor Pro Tem Bordeaux thanked Mrs. Welch for bringing up the issue computer security. She stated that the City would need to get a response from our IT company on what they are doing to prevent hackers.

Information for "The Pine Lake News" eblast

- Council Reviews plans for dam and wetlands

Plans and drawings for the repair of the Pine Lake Dam were presented to Council by our engineering consultants. The good news is that the repair of the wetlands has already been accomplished on an emergency basis by our own Public Works Team, Raoul Martinez and Pat

Welch. According to the engineer, they did an amazing job and saved us a lot of money. Please thank them when you see them.

Repairs on the dam will include removal and backfill for trees that have grown up on the dam as well as installation of riprap and flex-mat planting material on the north side of the dam. The next step, which Council will be asked to approve at the July 27th council meeting, will be applications for environmental permits to do this work within the stream buffer. The permitting process can take from six months to a year. (Please note that the trees cannot be cut until the permitting process is complete and the project is funded.)

- Upstream development

A development group is seeking re-zoning for a parcel on the North side of Memorial Drive. The developer is proposing to build on an environmentally fragile area that contains several natural springs and streams that feed into Snapfinger Creek. This is especially important for Pine Lake, since runoff from this development would heavily impact our lake and wetlands that are already in need of repair as noted above.

- Accounting Software approved

Council approved the purchase of new accounting software. The software that we currently use does not provide functionality for Fund Accounting, which is required to properly record finances for governmental entities. Implementation of this software will allow us to eliminate several repeat audit findings that we were unable to address with the previous software.

- Rockbridge Road Widening

According to the latest estimates from the Project Management Team the Rockbridge Road Widening should be complete by December 31st, 2021.

- Lake and Beach opened July 8th, 2021

The Lake and Beach opened for swimming on Thursday, July 8th, 2021. The hours are Thursday to Monday each week, with two sessions each day: Morning from 7:00 AM to 11:00 AM and Afternoon from 4:00 PM – 8:00 PM. Capacity will be capped at 75 for any given session. The season will close on August 30th.

- Pine Lake City Council Meetings

Council Meeting are the second and last Tuesday of each month at 7:00 PM in the Council Chamber/Courthouse at Pine Drive.

Adjournment: On a motion by Mayor Pro tem Bordeaux, second by Council member Brantley and all Council members present voting "aye," the meeting was adjourned at 8:45pm.

Missye Varner, Administrative Coordinator



Memo

From: Peggy Merriss, Acting City Administrator *Peggy Merriss*
Date: July 22, 2021
Re: Authorization of Phase 2 of the Dam Improvement Project

The purpose of this memorandum is to recommend authorization of Phase 2 of the Dam Improvement Project with CPL Architecture Engineering Planning (CPL) in the amount of \$11,550 for the permitting and bidding tasks associated with the project.

The permitting process is proposed at \$10,800 and the bidding process is budgeted at \$750. It is estimated that permitting could take 6-12 months. Bidding will occur once permitting is completed.

Funds are available in the Stormwater Utility Fund balance which had a balance of approximately \$196,000 as of December 31, 2020. Council previously committed approximately \$21,000 of fund balance to cover the costs for Phase 1 of the project.