

CITY OF PINE LAKE
AGENDA
August 10, 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 July 27, 2021.

WORK SESSION

Presentation of the 2020 Audit – Jimmy Whitaker

NEW BUSINESS

Approval of Tuition for Certified Public Manager Program.
Recommend approval of tuition for the Certified Public Manager Program.

Approval of SPLOST Projects.
Recommend approval to develop implementation plans for various SPLOST capital projects.

REPORTS AND OTHER BUSINESS

Public Comments

Staff

Mayor and City Council
Information for “The Pine Lake News” eblast.

Adjournment

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

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

ANNOUNCEMENTS/COMMUNICATION

- Mayor Hammet announced that resident Johnnie Coe, DeKalb Surveyors provided a virtual reality scenario for a proposed improvements to Poplar Park recently purchased by the City at 4642 Rockbridge Road.
- Mayor Hammet announced that DeKalb Surveyors also provided a survey of the property at the corner of Poplar and Spring that is currently a parking lot for the Blueprint Church that shows a four-foot right-of-way strip along Poplar Street that is the City's property. She also said that this could provide a possibility for the City to utilize the right-of-way to do some interesting things. The Mayor communicated that the right of way that goes down to Spring Street various slightly and is approximately two feet.
- Mayor Hammet stated that the newly created beach schedule is going quite well. The Mayor said that Jason Murray, Beach Monitor is doing quite well and that she is pleased overall with compliance from attendees. She also said that there were five more weeks of the beach being open for the season.
- Council member Beavers added that Georgia Power has completed tree pruning and that she worked with them and that they did a great job. Ms. Beavers also communicated that the City of Pine Lake is on Georgia Power's no spray list for using herbicide, but that Georgia Power want to spot spray some vines that are growing up trees and that they will do an assessment on August 5th.
- Council member Beavers announced that the Food Pantry still has an overflow of food and that there has been a big slow down of people in the community requesting food. Ms. Beavers stated that the Food Panty donated food to the Lilburn Food Pantry. The Mayor said that there needs to be discussion of the future use of the Food Pantry space.
- Mayor Hammet welcomed her niece who is visiting Pine Lake to her first Council meeting before leaving for Virginia.

ADOPTION OF AGENDA

On a motion by Council member Hall, second Mayor pro tem Jean Bordeaux, and all present voting "aye," the agenda as amended was adopted.

CONSENT AGENDA

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

On a motion by Council member Woods, second by Council member Brantley, and all present voting "aye," the consent agenda was adopted.

WORK SESSION

American Relief Program Act (ARPA) Funding

Acting City Administrator Merriss presented information on the American Relief Program Act Funding and stated that there was \$1.9 trillion in the economic stimulus bill for COVID-19. She said that the approved allocation for Pine Lake was \$281,571 and that 50% of \$140,785 was received in 2021 and the remainder of the 50% will be deposited in 2022.

Ms. Merriss stated that the funds must be incurred by December 31, 2024, and must be expended by December 31, 2026, and there will be annual reporting to the U.S. Treasury. She also commented that the allocation uses are dictated by eligible uses by categories for the local governments are to be used to address pandemic related needs of the communities.

Mayor Pro Tem Bordeaux said that the City needed to find out what qualifies for funding and Acting City Administrator commented that the U. S. Treasury has a specific formula for qualifying needs and projects.

Council member inquired if the dam project could qualify as a reimbursable expense with Ms. Merriss stating that it could not. Acting City Administrator Merriss said that the ARPA funding has to have a separate checking account and that much of the focus is infrastructure and the improvement of people and their lives.

There are examples of possible investments of the ARPA funds, however, final guidance from the US Treasury will be needed before the analysis of options can be made.

The next steps shall be:

- Verification of accounting procedures to record and report expenses
- Final rule from US Treasury
- Revenue replacement calculation
- Develop work plan for Council consideration
 - Mayor and Council will need to provide guidance on how the work plan will be developed
 - Track Federal Infrastructure Bill for other potential project funding opportunities

A copy of the presentation is on file in City Hall and available to review.

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.

On a motion by Mayor Pro Tem Bordeaux, second by Council Member Woods, and all present voting "aye," Phase 2 of the Dam Improvement Project budget for permitting and bidding not to exceed \$11,550 was approved.

Approval of Waiver for LakeFest Lite.

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

On a motion by Council member Hall, second by Council member Brantley, and all present voting "aye," the rental fee waiver for LakeFest Lite was approved.

REPORTS AND OTHER BUSINESS

Public Comments

There were no public comments.

Staff

Acting City Administrator Merriss announced that the DeKalb Municipal Association Membership Meeting and Dinner will be August 19th and asked Mayor and City Council members who would be attending. Mayor Hammet, Mayor Pro tem Bordeaux and Council member Brantley will attend the meeting. The remaining elected officials will decide at a later time.

Ms. Merriss communicated that the Georgia Municipal Association is inquiring if Pine Lake wanted to participate in the Georgia Cities Week to be held in October. Mayor Hammet answered "yes", and that the City will provide a resolution supporting Georgia Cities Week 2021.

Mayor and City Council

Council member Hall commented that the Center for Disease Control had issued new guidelines for wearing face covering today to everyone wearing a mask indoors regardless of whether they were vaccinated or not. Council member Hall asked if the City needed to change its policy for indoor mask requirements. By consensus, Mayor and Council agreed to follow the CDC guidelines for City Council meetings and directed that posted mask wearing signage be updated.

Council member Beavers stated that she has a medical exception and is unable to wear a mask or face coverings.

Information for “The Pine Lake News” eblast:

Council Approves Phase 2 of dam repair

Council approved a bid in the amount of \$11,550 for phase 2 of the dam repair. This phase will result in the issuance of the federal and state permits. These permits are required for to move forward with disturbance of the stream buffer in order to make the needed repairs. The permits generally take from 6 -12 months for review and issuance. No work can commence until the permits are approved.

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. [Additional Info](#)

The District 4 Community Council, a citizen board that makes recommendations to the planning commission, will consider this project during their August 17, 2021 meeting. [Zoom Link](#) or Telephone Dial: USA 888 270-9936 (US Toll Free) Conference code: 606146

American Relief Program Act (ARPA) funding.

The city has received the first distribution, \$140,785 of the total \$281,571. The second distribution will be received in 2022. The rules for use of these funds have not been finalized, but we do know that we have until December 31st, 2024, to encumber the funds and until December 31st,2026 to actually spend them. Council will be creating a work plan for how the money will be spent, to be finalized once the final Treasury rules have been published.

CDC Guidance on Masking has been updated.

[CDC Guidance](#) for mask wearing indoors for both vaccinated and non-vaccinated people has changed. Going forward, council members will mask during council meetings, and attendees of council meetings will need to do the same.

Eviction moratorium ends – housing assistance available

The eviction moratorium is scheduled to end on Saturday, July 31st. Funds are available for rental assistance. Mortgage assistance will be available very soon. Information available at: Georgia Department of Community Affairs (DCA) [website](#).


ADJOURNMENT

On a motion by Council member Brantley, second by Mayor Pro Tem Bordeaux, and all present voting “aye,” the meeting was adjourned at 7:58pm.

Missye Varner, Administrative Coordinator



Memo

From: Peggy Merriss, Acting City Administrator 
Date: July 22, 2021
Re: Approval of Tuition for Certified Public Manager Program

The purpose of this memorandum is to recommend approval of tuition in the amount of \$3,500 for Chief Sarai Y'Hudah-Green to participate in the Carl Vinson Institute of Government Certified Public Manager.

This is an intensive multi-part program that lasts 8 months with three-day classes (2 days in person, one day virtual) one week each month. This program will expand Chief Green's knowledge and sharpen her skills and further expand her leadership talents. In addition, she will be attending with a cohort of other public managers allowing her to expand her network and learn from others and other communities.

Participation in this program will benefit the City of Pine Lake by providing state of the art knowledge and capabilities to a long-tenured staff member who can apply the knowledge and learning to her role in the community. It provides a value-added experience for both Chief Green and the City of Pine Lake. A description of the program and a "Frequently Asked Questions" flyer follows this memo.

Funds are available through transferring funds from several line items in the Administration budget to cover the cost of the tuition.

Approval is recommended.



Certified Public Manager® Program Frequently Asked Questions

- The program runs from September to May each year. It is delivered in three-day modules one week each month. Class runs from 9:00 a.m. to 4:00 p.m. each day.
- The open enrollment cohorts in Forsyth and Gwinnett will meet in person Tuesday and Wednesday of each month. Thursday sessions will be virtual.
- A capstone self-directed learning project is required in addition to a group service-learning project.
- The program culminates May 17-19, 2022, with an on-campus conference in Athens.
- In-person attendance at the on-campus CPM Conference, is required for Virtual Cohort members. Graduation will be held in conjunction with the conference.
- The \$3500 fee covers all instructor fees, books, and assessments, and lodging and most meals at the conference.
- If a participant is unable to attend a session, they may either make up the time with another cohort or complete an extra assignment.
- After successful completion of the CPM® program, graduates may earn three hours of elective credit in the UGA Master of Public Administration program. Tuition and fees will be required to earn credit. Other colleges and universities may also grant the credit at their discretion.
- The University of Georgia is committed to full inclusion of all students. CPM participants who, by nature of a documented disability, require accommodations should contact their instructor.

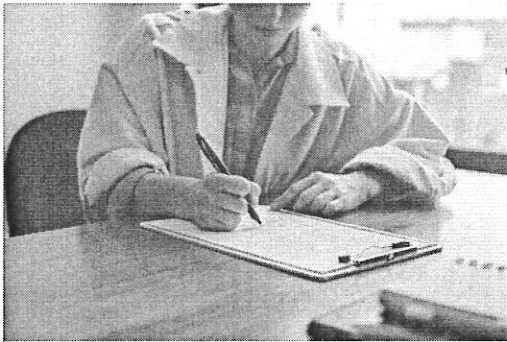
This is an intensive multi-part program in which participants will learn about themselves, their organizations, and how to lead and manage more effectively.

View our Frequently Asked Questions.



Why should employers enroll staff members?

- Employees bring their classroom energy and learning back to the office.
- Use the program as part of an employee development and mentoring plan.
- Use this training in succession planning to fill upcoming vacancies.
- Take advantage of your employees' improved management skills and delegate new assignments.



Why should employees enroll?


- Enhance personal leadership strengths for both work life and personal life.
- Take advantage of competency-based learning you can take back to work the next day and apply.
- Increase personal awareness and effectiveness.
- Become leaders in promotion of quality in public services.

The University of Georgia's Certified Public Manager® (CPM®) program is an accredited member of the National CPM® Consortium and individuals completing the program receive the Certified Public Manager® credential.

CPM NATIONAL
CERTIFIED PUBLIC MANAGER®
CONSORTIUM



Memo

From: Peggy Merriss, Acting City Administrator 
Date: July 22, 2021
Re: Authorization for Planning various SPLOST Projects

The purpose of this memorandum is to recommend authorization for planning of various Special Purpose Local Option Sales Tax (SPLOST) funded projects.

As part of the 2017 referendum to impose the SPLOST tax, the City of Pine Lake had to develop and submit a list of projects, including the amount of SPLOST dollars allocated to each project. The projects and dollar amounts were included in the ballot question that voters considered. The referendum was successful, and collections began in April 2018. Collection of the SPLOST tax will continue until March 30, 2026 unless extended by a new referendum. The SPLOST funds are restricted to the project and the specific amount listed in the referendum. The City of Pine Lake's project list and corresponding funding amounts is attached.

The dedicated SPLOST funding for the Council Chambers/Police Department/Courthouse building is \$300,000. Because the total list of projects exceeds the expected SPLOST collection by approximately \$112,310, it seems reasonable to think that this budget would need to be reduced to make up the difference, leaving \$187,690 for projects related to capital improvements to the building. There are two improvements that need immediate attention – upgrades to the HVAC system to improve air filtration and installation of technology and audio/visual systems. Technology improvements would make it possible to provide a hybrid meeting solution for Council meetings and for Municipal Court sessions. It would also improve the quality of the meeting by providing audio visual systems that would allow members of the audience and Mayor and Council to hear each other during meetings and also view electronic presentations. The Police Department is also in need of technology upgrades to modernize their systems.

The COVID pandemic has shown how important it is to have good air filtration systems. Upgrades to HVAC systems are recommended as best practices to addressing the spread of air-borne diseases in offices and work sites.

There is also \$70,000 in SPLOST funds allocated to improvements and renovations to City Hall. Upgrades in HVAC air filtration as described above is one recommendation. The other is to enclose the existing carport to use as file and records storage. Currently some files and documents are stored at Old City Hall, and in the attic and stacked in boxes in the hallway at the current City Hall. Many of the records are difficult to access, particularly those in the attic. In order to store the records in the hallway and to move the records from the attic, we are renting a storage unit, which is necessary but not financially desirable for the long term.

Lastly, there is \$45,000 allocated for the purchase of a police vehicle and \$20,000 for in-car camera systems. It is recommended that purchase of the police vehicle in the current budget be done with SPLOST funds instead of capital improvement (HOST) funds because there are fewer restrictions on the capital improvement funds. The in-car cameras can be purchased in next year's budget using the SPLOST funds.

Through December 31, 2020 the City of Pine Lake has collected over \$316,000 with minimal expenditures. Collections through June 30, 2021 are approximately \$60,825 with budgeted collections for the year at \$110,000. We are working on the Oak Drive and street improvements project and expect that the construction spending for those projects will occur in late 2021/early 2022.

Your approval would allow staff to move forward in getting bids and quotes for the work. There would be separate action required in the future to approve the vendors/contractors and authorize the work to move forward.

EXHIBIT A

Pine Lake City Projects to be Funded by SPLOST

Six year tax--anticipated collection of \$653,189

Projects will be prioritized as funds are received with total expenditures per project not exceeding the following budgeted figures and non-transportation/non-public safety capital repair projects not to exceed 15% of total receipts.

- | | |
|-----------|--|
| \$300,000 | Renovation/Expansion/Relocation of Public Safety and Courtroom Facilities |
| \$ 20,000 | Police Dash Cameras |
| \$ 70,000 | Renovation/Repairs of City Hall |
| \$ 5,000 | Restroom for Public Works Building |
| \$150,000 | Rebuild of Oak Road from Forrest Street to Spring Street |
| \$168,500 | Road/street repair and improvements including paving, curb resetting and storm water outlet repair and installation for all local surface streets, on a priority basis |
| \$ 45,000 | Police vehicle |
| \$ 7,000 | Public works enhanced gate repairs |