

**CITY OF PINE LAKE
AGENDA
November 9, 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 October 26, 2021.

NEW BUSINESS

Approval of Amendment to Budget for the Oak Drive Repair and Repaving Project.
Recommend approval of an amendment to the Oak Drive repair and repaving project in the amount of \$8,000 for CPL Architecture, Engineering and Planning for preparation of the bid package.

OLD BUSINESS

Food Well Grant Program

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
October 26, 2021
7:00 PM
Council Chambers
459 Pine Drive Pine Lake, GA**

Call to Order

The meeting was called to order by Mayor Melanie Hammet at 7:00pm. Present: Mayor Hammet; Mayor pro tem Bordeaux; and Council members Brantley, Hall and Woods. Council member Beavers attended electronically. Also present were Acting City Administrator Peggy Merriss and Police Chief Sarai Y'Hudah-Green.

Announcements/Communication

Mayor pro tem Bordeaux announced that there would be a cook-out on November 6th at the City's newest greenspace, Poplar Park, to provide an opportunity for neighbors and business owners to get together.

Mayor pro tem Bordeaux also announced that PLAIN will be sponsoring a food and coat collection effort in the morning.

Council Member Hall noted that the candidate forum went well.

Mayor Hammet thanked PLAIN for sponsorship of the Candidate Forum and for the participation of the candidates. Mayor Hammet reminded everyone that the election was next week. Mayor Hammet announced that Pine Lake was not awarded a Georgia Council for the Arts, but that Georgia Power had committed to a \$5,000 grant towards development of Poplar Park. She also thanked Jonny Coe for providing some visual renderings of Poplar Park.

Adoption of Agenda

On a motion by Council Member Brantley; second by Mayor pro tem Bordeaux; and all voting "aye", the agenda was amended to add a discussion of returning the swings, benches and picnic tables to public spaces to new business.

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

CONSENT AGENDA

Adoption of the Minutes of the regular meeting of October 12, 2021.

On a motion by Council Member Woods; second by Council Member Brantley; and all voting "aye", the minutes were adopted as amended to indicate that Council Member Beavers abstained from voting on the adoption of the Comprehensive Plan Update resolution.

NEW BUSINESS

Approval of a Proposal to Replace the HVAC System at City Hall and Add Air Quality Improvements to the Systems at City Hall and at the Council Chambers/Courtroom/Police Department Facility at 459 Pine Drive.

Recommend approval of a proposal from Comfort Air for a project budget in an amount not to exceed \$16,800 (proposal plus 10% contingency) using SPLOST funds for HVAC system and air quality improvements.

In response to a question from Mayor Hammet, Ms. Merriss indicated that the new HVAC system should be less noisy but that it was something to be pointed out to the contractor.

On a motion by Council Member Hall; second by Mayor pro tem Bordeaux; and all voting "aye", the proposal as recommended was approved.

Approval of a Proposal to Enclose the Carport at City Hall for Use as a Storage Facility.

Recommend approval of a proposal from Means Design & Build in the amount of \$27,600 to enclose the existing carport at the City Hall building using SPLOST funds.

In response to a question from Council member Beavers, Ms. Merriss indicated that the City had rented a storage unit to hold documents because there was no room at existing facilities and boxes were stored in the hallways and in the attic at old City Hall. She added that the records were primarily paper, and it was important that the temperature and humidity were controlled.

Mayor Hammet added that in the past, records retention and storage had been an issue for the City and that in some instances records had been lost or destroyed.

On a motion by Mayor pro tem Bordeaux; second by Council Member Woods; and all voting "aye", the proposal as recommended was approved.

Returning Benches, Swings and Picnic Tables to Public Spaces.

Council member Brantley indicated she had received a request to return the benches and swings to their prior locations. Mayor pro tem Bordeaux requested that the picnic

tables also be included to be used at the event at Poplar Park and then to be moved to their typical locations. Ms. Merriss noted that the swings had been repaired but she would have to check with Mr. Martinez about the condition of the benches and tables.

By consensus, the Council agreed to return benches, swings and picnic tables to public spaces.

OLD BUSINESS

Food Well Grant Program

There was an update and discussion of the implementation of the Food Well grant on November 13 and 14, 2021.

REPORTS AND OTHER BUSINESS

Public Comments

There were no public comments.

Staff

Ms. Merriss provided an update on the issues with the Gazebo and stated that she had met with the Contractor, and he had agreed to remove the cupolas as requested by the Mayor and Council once he returned from an out-of-town trip.

Chief Green provided an update on the water leak issues at the Western Wetlands. She reported that the current leak was related to a prior issue at 660 Oak Hill Circle. She has spoken with the tenant and the owner about the need to repair and also about a citation for an illicit discharge. Chief Green stated she is in contact with the DeKalb County Health Department and the DeKalb Watershed Management.

In response to a question from Council member Beavers, Chief Green did indicate that there was someone living in the home.

Mayor and City Council

Mayor Hammet noted that she had spoken with Ms. Varner who reported she is making progress and was thankful for all the support she also congratulated Chief Green on the completion of her first set of classes in the Certified Public Manager program.

Information for “The Pine Lake News” eblast:

November 2nd is election day. Don't forget to Vote!

The election will be held at the Clubhouse. Polls will be open from 7:00AM to 7:00PM. DeKalb County provides early voting and other election information.

PLAIN conducted a Zoom Candidate Forum on October 19th. The recording of that forum is on the PLAIN website.

November 6th, 2021 – Section of Poplar Road closed

On Saturday Nov. 6th from 11:00 AM to 4:00 PM, Poplar Road will be closed from Rockbridge Road to Spruce Drive in order to assure safety for the Poplar Park Grand Opening celebration. Entry into Pine Lake will be limited to Clubhouse Drive and Spring Drive. Exiting the city will be limited to Spring Drive.

November 6th, 2021 – Grand Opening Poplar Park

On Saturday Nov. 6th from Noon to 3:00 PM, Pine Lake will celebrate the opening of our newest green space, **Poplar Park** with a get-together for business owners and residents. There will be burgers and dogs, vegan options and delicious sides - \$10 per plate and \$5 for kids. We will also have a DJ to keep things lively. The Park is located at the corner of Poplar and Rockbridge. You may want to walk or park across Rockbridge in the Rockbridge Village parking lot (across Roland Road from the Shell station.)

November 7th, 2021 – Maker's Market

On Sunday Nov. 7th city artisans will be offering their wares at various locations throughout the city. A Barbeque Food Truck will be located at the Clubhouse parking lot where maps of the artisan locations will be available.

November 13th and 14th 2021 – Volunteer weekend for Food Well Urban Garden

On November 13th and 14th 2021 we will gather near the Beach house to begin implementation of our new urban agricultural project. The work will be supervised by our own Council member Brandy Hall. Go to SignUpGenius to volunteer for specific tasks / times. Sign up today!!

Code Compliance Reminder

All bulk item pick-ups are done by DeKalb County Sanitation. Items must be placed neatly at the curb without blocking mailboxes, driveways, sidewalks, drainage systems, roadways and utilities. The collection period is, on average, within 10 business days after the request has been submitted.

What's up at the Gazebo?

You may have noticed the “blue roofs” on the gazebo, this was not done by the city, rather it was DeKalb County Parks and Recreation who sent a contractor to one of

their parks. The contractor got confused and did the work on our gazebo before anyone noticed. The issue is being addressed with the contractor.

Update: Leak in the Western Wetlands

Many residents have asked about the water washing down on the wetlands path. You may remember that this happened in 2020 and then stopped, but it has returned. The source was a house on Oakhill Circle. The leak was repaired in 2020, but apparently the fix was not robust enough. The Chief has been working with DeKalb County to find a solution, but since the problem is on private property there are many steps to a final solution. Council continues to receive updates, but it is a slow process.

Permits will not be available in City Hall from Oct. 18, 2021, through Nov. 1st 2021

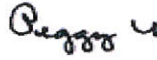
Permits (building, tree, fence etc.) will not be available during the period October 18, 2021, through November 1, 2021, due to staffing issues.

Adjournment: On a motion by Council Member Woods; second by Council Member Beavers; and all voting “aye”, the meeting was adjourned at 7:46pm.

Peggy Merriss, Acting City Administrator

Memo

To: Mayor and City Council

From: Peggy Merriss, Acting City Administrator 

Date: November 4, 2021

Re: Additional Services – Oak Drive Repair and Repaving Project

The purpose of this memorandum is to recommend amendment to the budget for the Oak Drive repair and repaving project for additional services rendered by CPL Architecture Engineering and Planning (CPL). Please see the attached letter from Rich Edinger outlining the additional work that was required in the course of getting bid documents prepared. The additional cost is \$8,000 and funds are available from the Special Purpose Local Option Sales Tax (SPLOST).

Primarily, it became apparent that there were storm drainage issues that needed to be addressed on Oak Drive in order to make sure that the repairs and repaving could be done and would not be undermined by stormwater flow in the future.

We had hoped to include repairs to the corner of Beaver and Dahlia and the surveying work and design work was done but we were unable to acquire an easement from the property owner. . Survey and design work has also been done for improvements to the corner of Lakeshore and Dahlia. Those two intersection projects should be included in the scope of work for the 2022 SPLOST program, to include securing easements for the work.

The small section of Oak Road was also added because it connects Oak Drive to Spring Street and it seemed more efficient to include the entire section of Oak Drive/Oak Road to the project.

There was also a discussion of the project with the property owner at 487 Oak Drive that resulted in some reasonable modifications to the bid documents.

The project has been advertised and bids are scheduled to be opened on Tuesday, November 23, 2021. It is anticipated that a recommendation for award of the contract will be on the agenda for the December 14, 2021 Council Meeting.



October 22, 2021

Ms. Peggy Merriss, Acting City Administrator
City of Pine Lake
459 Forrest Road
Pine Lake, GA 30072

VIA EMAIL

RE: City of Pine Lake
Additional Services Proposal, Pavement Evaluation and Construction Document Project
Task Order (CPL Project 16047).

Dear Ms. Merriss:

Pursuant to your conversation with Jeff Mueller regarding the status of the above referenced project, we are sending this additional services proposal to account for additional scope of work. The original proposal was for pavement evaluation and construction document preparation for approximately one third of a mile length of Oak Drive not to exceed \$4,500.00.

We have worked on the following extra scope items at your direction::

1. Addition of two locations after a site reconnaissance visit with city staff, the intersection of Beaver and Dahlia, and Forrest and Oak. These projects increased the scope of road maintenance beyond repaving to include improvements in turning radii and storm drainage systems;
2. Addition of the location at 487 Oak Road to design a storm drainage system;
3. Addition of the location of Lakeshore and Hemlock to include improvements in turning radii;
4. After creation of first issue construction documents and bid exhibits, attendance at City Council meeting;
5. Production of Second Issue bid and construction documents that involved the removal of the location of Lakeshore and Hemlock and Beaver and Dahlia from the scope of the project;
6. Addition of Tree Planting and special demolition information to the second issue bid and construction documents after a meeting with the resident at 487 Oak Drive;
7. Addition of Oak Road to the scope of the project and the second issue bid documents.

These additional tasks have consumed the original project budget. We propose to invoice the hourly charges realized to date and the future services associated with bid and construction administration on an hourly basis. We estimate that the new maximum will be an additional \$8,000.00, bringing the new 'not to exceed' to \$12,500.00.

Thank you for your consideration of this request and let me know if you have any questions or comments. We will use the same terms and conditions as in the original proposal.

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