

**CITY OF PINE LAKE**  
**AGENDA**  
**February 22, 2022**  
**7:00 PM**  
**Council Chambers**  
**459 Pine Drive Pine Lake, GA**

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Call to Order

Announcements/Communication

Adoption of Agenda

**CONSENT AGENDA**

Adoption of the Minutes of the regular meeting of January 25, 2022.  
Adoption of the Minutes of the Executive Sessions of February 4, 2022 and  
February 7, 2022.

**NEW BUSINESS**

Adoption of Resolution R-01-2022 confirming the Executive Session of  
February 4, 2022.

Adoption of Resolution R-02-2022 confirming the Executive Session of  
February 7, 2022.

**OLD BUSINESS**

Confirmation of the Redefined Scope of Work for the Oak Drive Repair and  
Maintenance Project.

**REPORTS AND OTHER BUSINESS**

Public Comments

Staff  
Mayor  
City Council

Information for "The Pine Lake News" eblast.

Adjournment

**CITY OF PINE LAKE  
COUNCIL MINUTES  
January 25, 2022  
7:00 PM  
Council Chambers  
459 Pine Drive Pine Lake, GA**

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**Call to Order:** Mayor Melanie Hammet called the meeting to order at 7:00 pm. Present: Mayor Hammet; Mayor pro tem Jean Bordeaux; and Council members Brandy Hall, Tracey Brantley and Augusta Woods. Acting City Administrator Peggy Merriss, Chief Saria Y'Hudah-Green and Administrative Coordinator Missye Varner were also present. Council member Brandy Beavers and City Attorney Susan Moore were not present.

**Announcements/Communication**

Council member Hall communicated that the Foodwell volunteer day went well and that the mulch has arrived, the holes are dug and that the plants are in. The next steps are to finalize the carpentry project.

Mayor Hammet thanked Council for their assistance with the Foodwell Project and expressed special thanks to Council member Hall and her company Shades of Green for being a great resource. The Mayor also thanked Arron Pincus and Tyler Covington for their great work on the Foodwell Project in volunteering for both days.

Mayor Pro tem Bordeaux thanked Council members Hall and Brantley for putting the Foodwell Project together.

**Adoption of Agenda**

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

**CONSENT AGENDA**

Adoption of the Minutes of the regular meeting of January 11, 2022.

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

**OLD BUSINESS**

Oak Drive Repair and Maintenance Project Discussion.

Acting City Administrator Merriss presented an overview of the project and bids and further discussion ensued.

Ms. Merriss will consult with CPL Consulting to redefine the scope of the project to include:

- Improving the turn lane radius at Forest Drive;
- Improving the stretch of road impacted by the granite out cropping as well as the associated drainage issues; and,
- Improvements to the southern portion of Oak Drive at the dead-end.

## **NEW BUSINESS**

Approval of Employment Services Agreement for City Administrator.

Mayor Hammet communicated that the City Administrator position would not be filled at this time. She indicated that the City would continue the search.

Amendment to extend the current Employment Agreement for the Acting City Administrator until March 20, 2022.

On a motion by Mayor pro tem Bordeaux, second by Council member Woods, and all present voting "aye," the Employment Services Agreement for Acting City Administrator Merriss was extended until March 20, 2022.

## **REPORTS AND OTHER BUSINESS**

### **Public Comments**

There were no public comments.

### **Staff**

There were no staff reports.

### **Mayor**

Mayor Hammet commented that she, Chief Green and Acting City Administrator Merriss had a zoom meeting with Zachary Williams, COO for DeKalb County regarding the Rockbridge Road Project. The Mayor stated that the Georgia Power Company has completed their portion of the project.

Mayor Hammet communicated that on February 15<sup>th</sup> at 9:00 am at the Clubhouse, there will be a Town Hall Meeting with Atlas Construction regarding the Rockbridge Road Project. Refreshments will be served.

## City Council

There were no Council comments.

### Information for “The Pine Lake News” eblast:

- Phase 2 Volunteer day for the Foodwell Project was a huge success and was completed on last Saturday
- Rockbridge Road update including that Georgia Power has removed all the power poles that were in the path of the expansion
- Mayor Hammet thanked the Foodwell Project Day volunteers

### Adjournment

On a motion by Mayor pro tem Bordeaux, second by Council member Woods; and all voting “aye”, the meeting was adjourned at 7:43pm.

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Missye Varner, Administrative Coordinator

**CITY OF PINE LAKE  
EXECUTIVE SESSION MINUTES**

**February 4, 2022**

**3:00 PM**

**Conference Room**

**City Hall**

**425 Allgood Road Stone Mountain, GA**

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Call to Order – Mayor Hammet called the meeting to order at 3:00pm.

Present: Mayor Hammet, Mayor pro tem Bordeaux, Council members Brantley and Woods and Acting City Administrator Merriss.

On a motion by Council member Woods; second by Council member Brantley; and all voting “aye”, the Committee entered into Executive Session for the purpose of personnel matters.

Members of the committee met with a candidate for the position of Acting City Administrator.

On a motion by Mayor pro tem Bordeaux; second by Council member Brantley; and all voting “aye”, the meeting was adjourned at 4:08pm

**CITY OF PINE LAKE  
EXECUTIVE SESSION MINUTES  
February 7, 2022  
9:00am  
Club House  
300 Clubhouse Drive  
Pine Lake, GA**

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Call to Order – Mayor Hammet called the meeting to order at 9:00am.

Present: Mayor Hammet, Mayor pro tem Bordeaux, Council members Brantley and Woods and Acting City Administrator Merriss.

On a motion by Council member Woods; second by Council member Brantley; and all voting “aye”, the Committee entered into Executive Session for the purpose of personnel matters.

Members of the committee met with a candidate for the position of Acting City Administrator.

On a motion by Mayor pro tem Bordeaux; second by Council member Brantley; and all voting “aye”, the meeting was adjourned at 10:11am

**RESOLUTION**  
**R-01-2022**

WHEREAS, a majority of the City Council of the City of Pine Lake, Georgia, entered into executive session on February 4, 2022 as allowed by O.C.G.A. §50-14-4 for the purpose of discussing personnel matters; and,

WHEREAS, at the close of discussion of each subject, the City Council of the City of Pine Lake, Georgia, did vote to close the executive session and begin open session; and,

WHEREAS, the members present were: Mayor Hammet; Mayor pro tem Bordeaux; and, Council members Brantley and Woods.

WHEREAS, the members voting for closure were: Mayor Hammet; Mayor pro tem Bordeaux; and, Council members Brantley and Woods.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved, by the City Council of the City of Pine Lake, Georgia, that:

- 1) Each member of the City Council of the City of Pine Lake, Georgia present for the meeting does hereby confirm that to the best of her knowledge, the said subject matter of the executive sessions were devoted to matters within the relevant exception as set forth above; and,
- 2) That the actions taken in executive session and discussion of the same are hereby ratified; and,
- 3) That the City Council of the City of Pine Lake, Georgia does hereby authorize and direct the Mayor to execute an affidavit in order to comply with O.C.G.A. §50-14-4(b); and,
- 4) That the affidavit be included and filed with the official minutes of the meetings and shall be in a form which substantially complies with the requirements of the statute.

This 22<sup>nd</sup> day of February, 2022.

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

ATTEST: \_\_\_\_\_  
Peggy Merriss, Acting City Clerk

**RESOLUTION**  
**R-02-2022**

WHEREAS, a majority of the City Council of the City of Pine Lake, Georgia, entered into executive session on February 7, 2022 as allowed by O.C.G.A. §50-14-4 for the purpose of discussing personnel matters; and,

WHEREAS, at the close of discussion of each subject, the City Council of the City of Pine Lake, Georgia, did vote to close the executive session and begin open session; and,

WHEREAS, the members present were: Mayor Hammet; Mayor pro tem Bordeaux; and, Council members Brantley and Woods.

WHEREAS, the members voting for closure were: Mayor Hammet; Mayor pro tem Bordeaux; and, Council members Brantley and Woods.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved, by the City Council of the City of Pine Lake, Georgia, that:

- 1) Each member of the City Council of the City of Pine Lake, Georgia present for the meeting does hereby confirm that to the best of her knowledge, the said subject matter of the executive sessions were devoted to matters within the relevant exception as set forth above; and,
- 2) That the actions taken in executive session and discussion of the same are hereby ratified; and,
- 3) That the City Council of the City of Pine Lake, Georgia does hereby authorize and direct the Mayor to execute an affidavit in order to comply with O.C.G.A. §50-14-4(b); and,
- 4) That the affidavit be included and filed with the official minutes of the meetings and shall be in a form which substantially complies with the requirements of the statute.

This 22<sup>nd</sup> day of February, 2022.

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

ATTEST: \_\_\_\_\_  
Peggy Merriss, Acting City Clerk



# Memo

**To:** Mayor and City Council  
**From:** Peggy Merriss, Acting City Administrator *Peggy Merriss*  
**Date:** February 17, 2022  
**Re:** Oak Drive Repair and Maintenance Project – Rebid Scope

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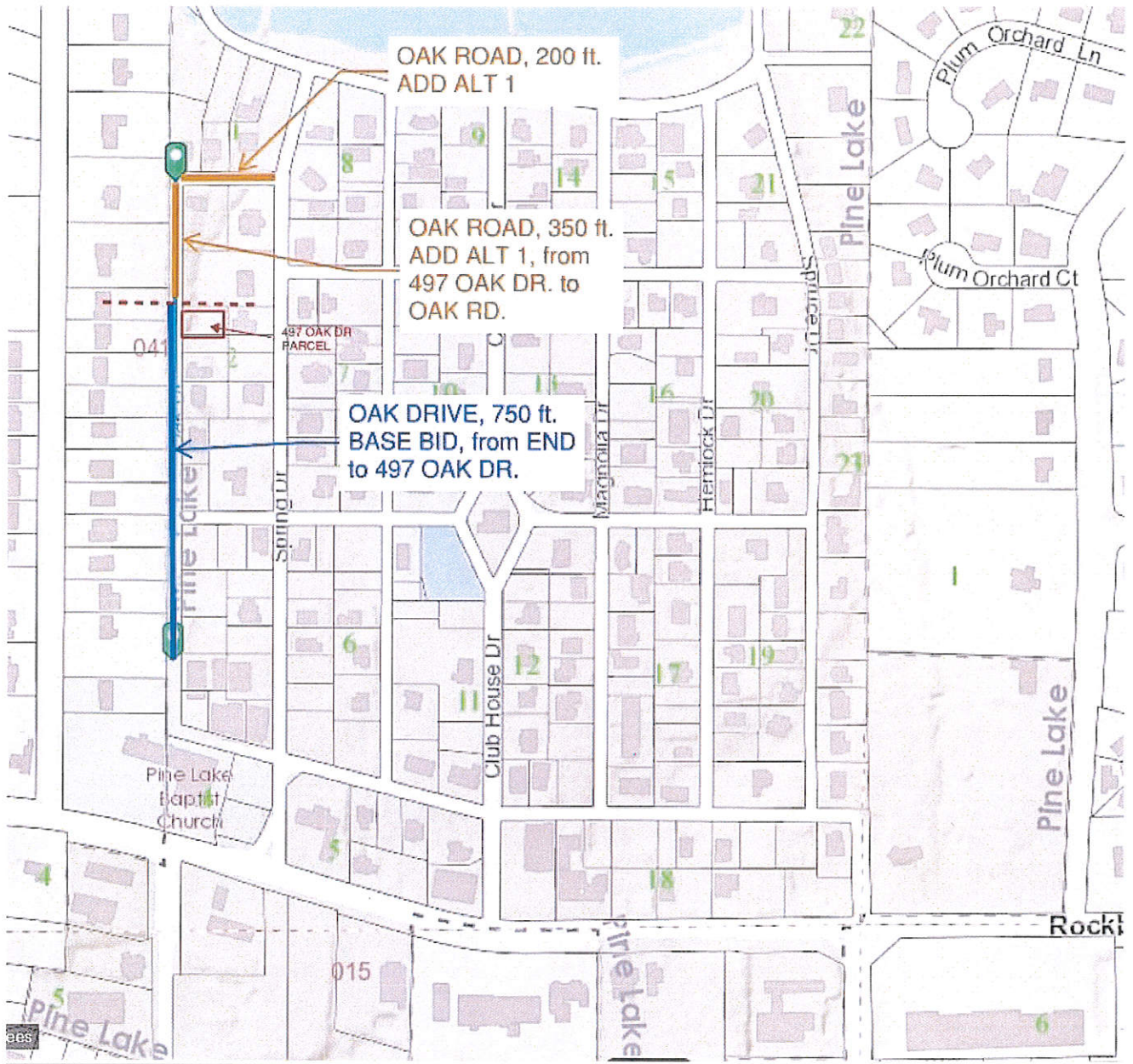
Following are documents that summarize the change in the scope of the Oak Drive Repair and Maintenance Project.

The location map shows the reduced length of the scope as the base bid. The second page is a description of the resurfacing quantities to be included in the base bid and Letter G refers bidders to the additional components, the turn radius repair at Forest and the drainage repairs around and adjacent to 497 Oak Drive that are needed to maintain the road.

The location map also shows an add alternate to the base bid for resurfacing the remainder of Oak Drive and Oak Road.

The base bid reflects the project scope that was agreed upon by the Council on January 6, 2022. It is recommended that the Council confirm the new scope as presented in the following documents.

H. LOCATION MAP



F. LOCATIONS, ESTIMATED QUANTITIES, AND TYPE OF WORK

This project is being bid with full roadway reconstruction on all segments as described in the table below.

BASE BID

**OAK DRIVE FROM 497 OAK DRIVE TO END**

DESCRIPTION	UNIT	APPROX. QTY
Length, Oak Drive	LF	750
Width, Oak Drive	LF	14
Mill Asph Conc Pvmt, 1.5" Depth	SY	1,170
Mill Asph Conc Pvmt, 2" Depth	SY	120
Asphaltic Rubber Crack Fill	MI	750
4' Edge Fillet Pavement Section Removal and Replacement, Full Depth	LF	300
12.5mm Recycled Asph. Conc.- including Bituminous Material, Lime and Tack Coat (SP Type I, BL1)	Ton	96
	SY	1,170
19mm Recycled Asph. Conc.- Patching including Bituminous Material, Lime and Tack Coat (SP GP 1 or 2)	Ton	13
	SY	120

G. SUPPLEMENTAL PROJECT COMPONENTS -CONSTRUCTION DOCUMENTS

In addition to this project description, a set of construction documents are a part of this bid package which stipulate additional work over and beyond the resurfacing quantities and elements described in Section F. This project will be bid as a lump sum project, and the work described in the construction documents are to be bid as a lump sum item under the base bid.

I. ADD ALTERNATE PROJECT

An add alternate bid will be solicited for a project which entails additional road milling, resurfacing and patching on the remaining segment of Oak Drive and the entire length of Oak Road. This work will be bid as a lump sum item, and a diagram and estimated quantity will be included to assist in developing a bid.

ADD ALTERNATE 1

**OAK DRIVE FROM 497 OAK DRIVE TO OAK ROAD**

**OAK ROAD FROM OAK DRIVE TO SPRING DRIVE**

DESCRIPTION	UNIT	APPROX. QTY
Length, Oak Drive	LF	350
Width, Oak Drive	LF	14
Length, Oak Road	LF	200
Width, Oak Road	LF	17
Mill Asph Conc Pvmt, 1.5" Depth	SY	1,130
Mill Asph Conc Pvmt, 2" Depth	SY	130
Asphaltic Rubber Crack Fill	LF	550
12.5mm Recycled Asph. Conc.- including Bituminous Material, Lime and Tack Coat (SP Type I, BL1)	Ton	76
	SY	1,130
19mm Recycled Asph. Conc.- Patching including Bituminous Material, Lime and Tack Coat (SP GP 1 or 2)	Ton	14
	SY	130
Adjust Manhole to Grade	EA	1

END OF SECTION