

CITY OF PINE LAKE
AGENDA
March 29, 2022
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 March 8, 2022 and the Special Called Meeting of March 16, 2022.

Public Comment on Agenda Items.

NEW BUSINESS

Consideration for Opening the Beach.

Consideration of request to allow use of the sand portion of the beach.

Resolution to Encumber Local Fiscal Recovery Funds.

Recommend adoption of Resolution R-03-22 to encumber the first tranche of Local Fiscal Recovery Funds provided through the American Rescue Plan Act.

Capital Improvements to Lakefront.

Proposal for capital improvements and maintenance along lakefront.

REPORTS AND OTHER BUSINESS

Public Comments

Staff

Mayor

City Council

Information for "The Pine Lake News" eblast.

Adjournment

CITY OF PINE LAKE
MINUTES
March 8, 2022
6:00 PM
Council Chambers
459 Pine Drive Pine Lake, GA

Call to Order - Mayor Melanie Hammet called the meeting to order at 6:00 pm.

Present: Mayor Hammet and Council members Brandy Beavers, Tracey Brantley and Augusta Woods. Acting City Administrator Peggy Merriss and Chief Saria Y'Hudah-Green were also present. Mayor pro tem Jean Bordeaux and Council member Brandy Hall were not present. City Attorney Susan Moore and Administrative Coordinator Missye Varner were also not present.

Announcements/Communication – There were no announcements or communication items.

Adoption of Agenda

On a motion by Council Member Brantley; second by Council Member Beavers; and all present voting “aye”, the agenda was adopted.

CONSENT AGENDA

Adoption of the Minutes of the regular meeting of February 22, 2022.

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

NEW BUSINESS

Employment Agreement – City Administrator

Approval of the “Employment Agreement” for the services of a City Administrator.

In response to a question from Council member Beavers, Ms. Merriss indicated that she did not have the compensation of the prior City Administrator with her. BB stated she was concerned that the level of the proposed compensation was a lot for a city the size of Pine Lake.

Ms. Merriss clarified that the base compensation in the agreement was an annualized rate, and the actual wages would be based on the balance of the year.

Mayor Hammet stated that in order for Pine Lake to move forward, a highly qualified City Administrator was needed.

Council member Brantley stated that Ms. Miller-Thornton was very skilled and was worth the compensation.

Council member Beavers confirmed that the compensation seemed to be needed in order to attract a quality person.

Council member Woods agreed.

On a motion by Council Member Woods; second by Council Member Brantley; and all present voting "aye", the employment agreement was adopted.

Request for Use of Council Chambers.

Mayor pro tem Bordeaux requests approval for use of Council Chambers for monthly PRISM Advisory Board meetings.

By consensus, the request was approved.

REPORTS AND OTHER BUSINESS

Public Comments – Andrea Richardson, 646 Ivy Road, stated that there was a petition circulating to request that the sand area of the beach be opened. She said there were currently 86 signatures on the petition. She added that the request did not include opening the lake.

Staff – There were no staff comments.

Mayor Hammet stated that the issue of opening the beach would be assigned to the March 29, 2022 Council Meeting agenda.

City Council - Council member Beavers requested that "Public Comment" be added to the beginning of the meeting in addition to the end of the meeting.

Adjournment

On a motion by Council Member Beavers; second by Council Member Woods; and all present voting "aye", the meeting was adjourned at 6:20pm.

Peggy Merriss, Acting City Administrator

**CITY OF PINE LAKE
SPECIAL CALLED MEETING
MINUTES
March 16, 2022
5:30 PM
Council Chambers
459 Pine Drive Pine Lake, GA**

Call to Order Mayor Melanie Hammet called the meeting to order at 5:30pm. Present: Mayor Hammet; Mayor pro tem Jean Bordeaux; and Council Members Tracey Brantley and Augusta Woods. Absent Council Members Brandy Beavers and Brandy Hall. Acting City Administrator Peggy Merriss and Police Chief Sarai Y'Hudah-Greens were also present. City Attorney Susan Moore and Administrative Coordinator Missye Varner were not present.

Adoption of Agenda

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

NEW BUSINESS

Employment Agreement – City Administrator

Approval of an amendment to the "Employment Agreement" for the services of a City Administrator to clarify Termination and Severance Provisions.

On a motion by Mayor pro tem Bordeaux, second by Council member Brantley, and all present voting "aye," the amendment to the Employment Agreement for the City Administrator was adopted.

Employment Agreement – Acting City Administrator

Approval of an amendment to the "Employment Agreement" for the services of the Acting City Administrator to extend the term until April 3, 2022 and change the compensation from salary to hourly.

On a motion by Council member Woods, second by Council member Brantley, and all present voting "aye," the amendment to the Employment Agreement for the Acting City Administrator was adopted.

Adjournment

On a motion by Mayor pro tem Bordeaux, second by Council member Brantley, and all present voting "aye," the meeting was adjourned at 5:32pm.

Peggy Merriss, Acting City Administrator

Memo

To: Mayor and City Council

From: Peggy Merriss, Acting City Administrator *Peggy Merriss*

Date: March 24, 2022

Re: Beach Usage

The purpose of this memorandum is to provide issues for Council consideration during the discussion of opening the sand section of the Beach for usage.

1. Cleaning the beach. The beach area is frequented by community geese. They leave behind goose poop. In addition, with usage, there will be trash and debris left on the beach. There is no staff or funding to clean the beach. Currently there is a vacancy in Public Works, so there is only one staff person to handle all of the current work and maintenance.
2. Bathroom facilities are not available. Based on the information I have received, in the past, a lack of bathroom facilities has resulted in people "finding" a place to relieve themselves, further causing health hazards.
3. Anticipation that groups of people would use the beach as an all-day hangout.
4. There is potential that the entrance at the west end of the beach will be a construction zone for rebuilding the beach entrance. This will be a hazard for beach usage.
5. I agree with Chief Green's observation that if the beach is open, it should be expected that people will get in the water. Also, as she states, Police Department staff will become the de facto enforcement personnel. That may not be the best use of their time and effort.



Memo

To: Mayor and City Council
From: Sarai Y'Hudah-Green, Police Chief
Date: March 22, 2022
Re: Beach Usage

It is understandable that people are interested in using the beach on the warm days in Spring. However, it has been my experience that inevitably, people in the sand, end up in the water (even if it's just to rinse off their feet). Even during the cooler weather, we have had people complain about children wandering from the playground out to the water and tracking through goose poop.

Until the lake is officially open, there is goose poop, the water is not tested, people will bring trash and food and there is absolutely NO ONE monitoring which results in the Police Department "policing the lake". Unfortunately, it costs money to open the beach and or the lake. "Natures Habitat" is closed for the season so she too can rest.

Memo

To: Mayor and City Council
From: Peggy Merriss, Acting City Administrator
Date: March 24, 2022
Re: Allocation of Local Fiscal Recovery Funds



In March, 2021 the American Rescue Plan Act (ARPA) was authorized to provide financial relief and support programs in response to the effects of the corona virus pandemic. Part of the funding included was designated as "Coronavirus State and Local Fiscal Relief Funds" (SLFRF). As part of the SLFRF, the City of Pine Lake was allotted \$281,571 to be paid in two equal tranches of \$140,785.50. Consolidated funding for all payments to local jurisdictions with populations under 50,000 was provided to the State of Georgia for distribution. The City received the first tranche payment as a subaward made from the State of Georgia on July 17, 2021.

On January 6, 2022 the United States Treasury released the ARPA Final Rule, establishing some administrative guidelines while reaffirming others that had been included in the temporary rules. In the final rules, the lost revenue replacement provision was changed for government service expenditures so that local jurisdictions could either select a standard allowance of up to \$10 million or use the continued calculation of actual revenue loss. This category allows the City to expend funds on a broad array of services and investments that are defined as "government services". This includes road building and maintenance and other infrastructure; general government administration and administrative facilities; the provision of public safety services; as well as numerous other opportunities.

The original requirement established that each year the City would need to recalculate lost revenues based off the predetermined calculation. The new option establishes a "standard allowance" of up to \$10 million for the City to use for the entire period of performance (obligated by December 31, 2024 and spent by December 31, 2026). This option was designed to ease the administrative burden of recalculating every year as well as to provide small to medium sized local governments a streamlined opportunity to utilize their funds. Choosing this option will provide funding to be used on various government services, projects, and purchases through the end of 2026. If the resolution is approved, the selection will be reported on the April 30, 2022 obligation and expenditure report. Once the report is submitted the City cannot change its option.

Treasury has set the Final Rule to take effect on April 1, 2022 but has encouraged recipients to take advantage of the standard allowance option to ease administrative responsibilities and requirements immediately to ensure a smooth transition.

The standard allowance option is the best alternative for the City of Pine Lake. It will allow for easy reporting and compliance while maintaining flexibility for future use of the funds for government services projects, for example funding the repairs to the dam or other capital needs. The funding cannot be used for lowering the millage rate, pension payments or debt service obligations.

Adoption of Resolution R-03-22 is recommended.

RESOLUTION R-03-22

A RESOLUTION TO STATE THE ADMINISTRATIVE RESPONSIBILITIES AND TO ENCUMBER THE FIRST TRANCHE OF THE CITY OF PINE LAKE, GEORGIA, ALLOTMENT OF LOCAL FISCAL RECOVERY FUNDS THROUGH THE AMERICAN RESCUE PLAN ACT; AND FOR OTHER PURPOSES.

WHEREAS, on July 12, 2021, the State of Georgia, as subaward from the United States Department of Treasury (hereinafter “US Treasury”), deposited the City of Pine Lake’s first tranche of funds, which is One Hundred Forty Thousand, Seven Hundred Eighty-Five and 50/100 Dollars (\$140,785.50); and,

WHEREAS, on January 6, 2022, the US Treasury released updated guidance known as the ARPA Final Rule; and,

WHEREAS, the US Treasury, under the ARPA Final Rule has established an opportunity for selection of a standard allowance of up to Ten Million 00/100 Dollars (\$10,000,000.00) (hereafter “Standard Allowance”) that may be spent on government services during the period of performance as an alternative to the revenue replacement calculation; and,

WHEREAS, that as a subrecipient, the City of Pine Lake is required by the US Treasury to either select the Standard Allowance or the alternative revenue replacement calculation; and,

WHEREAS, this resolution serves as a decision by the City Council to hereby select the Standard Allowance in accordance with Federal Law and guidance, for the current critical needs and priorities.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF PINE LAKE:

Section 1. Council Responsibilities. Subject to the provisions of the Charter and Ordinances of the City of Pine Lake and Section 6 below, the Council shall maintain these authorities:

- A. ARPA Budget Approval, ie the allocation of ARPA Funds into specified eligible buckets per Treasury guidelines.
- B. ARPA Budget Amendments, ie change in dedications as originally set forth.
- C. Approval of ARPA contracts, ie approval of program providers or vendors.

Section 2. City Administrator. Subject to the provisions of the Charter and Ordinances of the City of Pine Lake and Section 6 below, the City Administrator shall maintain these authorities:

- A. Prepare and present Budgets and Budget Amendments for consideration.
- B. Prepare solicitations for program providers and vendors and present such to Council for approval.
- C. Develop operating processes, administer and oversee programs, and provide reports for programs and operations.

Section 3. Mayor Responsibilities. Subject to the provisions of the Charter and Ordinances of the City of Pine Lake and Section 6 below, the Mayor shall maintain these authorities:

- A. To sign awarded contract documents.
- B. To sign documentation as necessary for annual reporting and receipt of funds.

Section 4. Acceptance of ARPA Funds. For purposes of the obligation and expenditure of ARPA funds the first tranche of the American Rescue Plan Act has been accepted and placed into “Fund 230 – Fiscal Recovery Fund.”

Section 5. Indication of Revenue Replacement Selection. To ensure compliance with the Final Rule, Council hereby selects the Standard Allowance that may be expended on government services during the period of performance.

Section 6. Compliance with the American Rescue Plan Act. The City will ensure compliance with prevailing Federal guidance at the time funds are committed for expenditure.

Section 7. Nothing in this resolution shall be construed as taking the place of any action otherwise required to authorize the Mayor to enter into requisite contracts associated with expenditures outlined above.

ADOPTED this 29th day of March, 2022.

Attest:

Melanie Hammet, Mayor

Peggy Merriss, Acting City Administrator

Means Design & Build

Pine Lake Proposal

Garden, beach entry and gazebo



Means Design & Build

Means Design & Build

Budget & lead time

I have separated costs into groups as requested. However, this is priced out as one project to include all three groups.

Lead time 4 weeks from 50% deposit

Signs, bird houses, new gazebo construction not included in this phase.

Beach entrance	\$16,500
Garden	\$12,000
Gazebo	\$6,000

It was a pleasure working with you on the previous project and I would enjoy working together with you al on these projects!

Thanks,
Taylor

Demo, remove & dispose existing beach entry

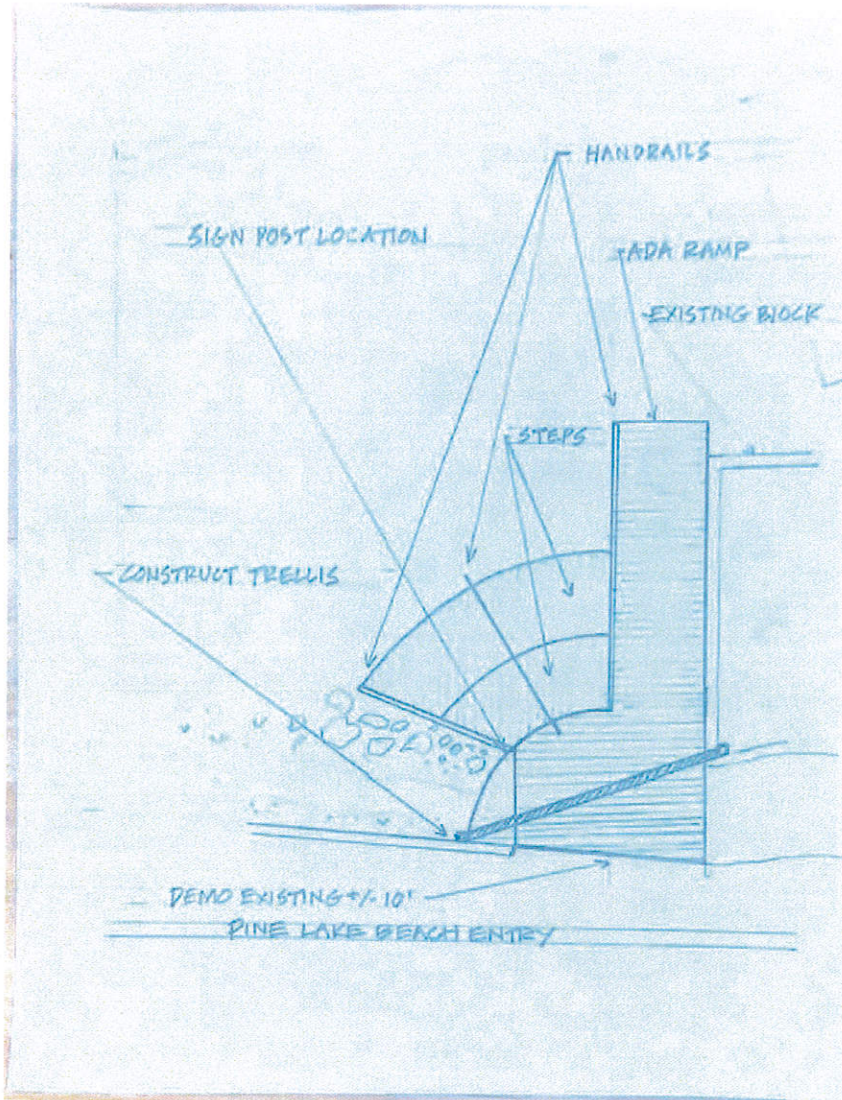


Means Design & Build

Demo concrete curb +/- 8'



Construct new beach entrance 6' wide



New beach ramp is to be similar in scale and size but wider than the existing @ 6'. Pressure treated lumber, stained one color. Railing on one side.

Demo, remove & dispose 12' existing wall



Means Design & Build

Demo, remove & dispose top 8" existing concrete



Means Design & Build

New concrete poured



New concrete will be broom finished will drainage fall

Means Design & Build

Construct Arbor



Made from pressure treated lumber – not to exceed 10'H – Height TDB. Stained and sealed one color TBD

Means Design & Build

Construct trellis



Panels to be hog wire or similar material. Frames pressure treated lumber stained and sealed one color

Means Design & Build

Construct long seating area on existing wall



We will construct a seating area along the existing left hand wall. Pressure treated lumber, stained and sealed one color. Includes pressure washing and painting existing wall one color TBD

Means Design & Build

Demo, remove & dispose



We will demolish the areas in red. We will leave structural components (A) that may be used for the next phase construction in place should they be in good condition.

Means Design & Build

Electrical and concrete piers to stay



Means Design & Build

Demo, remove & dispose bridge



Means Design & Build