

**CITY OF PINE LAKE
AGENDA
April 26, 2022, 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

Call to Order

Announcements/Communication

Adoption of Agenda

Adoption of the Minutes of the regular meeting of April 12, 2022.

Public Comments

OLD BUSINESS

- A. Council consideration of terms for beach and lake reopening – for approval.

NEW BUSINESS

- A. Clark Patterson Lee – Preparation of Comments for Metropolitan North Georgia Water Planning District (MNGWPD) Audit – Estimated 30-40 hours - \$3,840 - \$5,120 – for approval.

REPORTS AND OTHER BUSINESS

Public Comments

Staff

- a. City Administrator’s Report

Mayor

City Council

Information for “The Pine Lake News” eblast.

Adjournment

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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, Brandy Beavers, Tracey Brantley and Augusta Woods. City Administrator ChaQuias Miller-Thornton and Administrative Coordinator Missye Varner were also present. Chief Saria Y'Hudah-Green and City Attorney Susan Moore were not present.

Announcements/Communications

Mayor Hammet communicated that on April 11th she, City Administrator Miller-Thornton, Commissioner Lorraine Cochran-Johnson and her Chief of Staff had a good meeting and walked the Rockbridge Road construction site together. Commissioner Lorraine Cochran-Johnson was aghast at the condition of the construction site and the manner with which the business owners have been communicated. She offered her apology and said that the county had failed the property owners.

The Mayor stated that upon the Commissioner's return to her office she sent notification to DeKalb County's Code Enforcement about the condition of business properties and noting the number of ways that the county has failed the business owners. On April 25th Commissioner Steve Bradshaw is scheduled to visit the construction site.

Mayor Hammet presented three items that has or will be met regarding the site:

1. The county has paved five driveways at the entrance of businesses
2. Delivery of jersey barrels to demarcate entrance and exit at each driveway
3. Delivery of meaningful signage to be placed at entrances to businesses

Mayor thanked Administrative Coordinator Varner for being a great communication vector during this time of a personnel/family challenge and that she has been on point keeping all updated.

Mayor Hammet communicated that she listened to a podcast interview regarding collaboration which is important to her. The Mayor thanked Council and said that all do not always speak in consensus when having discussions. She communicated that she appreciated working with five non-consenting adults.

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City Administrator Miller-Thornton provided an explanation of the Consent Agenda and why it was not needed on the regular agendas. The Consent Agenda has been removed.

Council Member Brantley announced that on Saturday, April 16th PLAIN will host a Mardi Gras/Easter Event at the Beach House.

Adoption of Agenda

Adoption of the Minutes of the regular meeting of March 29, 2022.

Mayor Hammet amended the agenda by adding a second bid from Express Concrete to Item B under new business. On a motion by Council Member Brantley, second by Mayor pro tem Jean Bordeaux and all present voting “aye,” the amended agenda was adopted.

OLD BUSINESS

- A. Capital Improvements to Lakefront.
Consideration for capital improvements and maintenance along lakefront.

Per Council consensus on 04/12/2022, the following has been approved as relative to Lakeshore improvements (garden, beach entry, and gazebo).

(pp. 5-7) Foot wash - \$1,975

- Demo, removal, & dispose of top 8” existing concrete
- Demo, removal & dispose of 12’ existing wall
- New concrete – broom finished

(p. 8) Construct Arbor - \$1,950

(p. 9) Construct trellis - \$2,675

(pp. 11-13) Beach Entrance - \$18,825

- Demo, remove, & dispose of existing beach entry
- Demo concrete curb
- Construct new beach entrance

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(p. 14) Construct new railing/trellis along existing cinderblock at beach entrance overlook - \$3,100

Items removed from project scope:

- (p. 2-3) Demo, removal & dispose – Gazebo (\$5,200)
- (p. 4) Demo, removal & dispose – Bridge (\$400)
- (p. 10) Construct seating area along existing left-hand wall (\$5,250)

Total new project scope - \$28,525 (not including previously stated 10% discount)

On a motion by Council Member Hall; second by Mayor Pro tem Bordeaux; and all present voting “aye,” for the Consideration for improvements and maintenance along lakefront was approved.

NEW BUSINESS

- A. Council consideration of terms for beach and lake reopening.

Following discussion on this item there was not any action taken. This item will be presented again at the April 26th meeting.

- B. Approval of proposal for repair of the handicap accessibility ramp at 300 Clubhouse Drive – Wildcat Striping, Sealing and Paving - \$1,770.00.

City Administrator Miller-Thornton presented the additional proposal to select Express Concrete’s proposal of \$1,100.00 to repair of the handicap accessibility ramp. On a motion by Council Member Woods, second by Council Member Brantley; and all present voting “aye,” the Express Concrete proposal was approved.

- C. Approval of proposal for removal and replacement of asphalt curb – 555 Spruce Drive – Wildcat Striping, Sealing and Paving - \$3,586.00

On a motion by Council Member Brantley; second by Mayor Pro tem Bordeaux; and all present voting “aye”, the proposal was approved.

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- D. Approval of proposal for repair of block wall and haul out of debris – 4580 Lakeshore Drive – Express Concrete - \$2,800.00

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

- E. Support Renewal for PowerEdge T440 PL-SRV-01 – VC3 Inc., Contractor –
1 year term – 04/15/2023 expiration - \$889.59.

On a motion by Mayor Pro tem Bordeaux; second by Council Member Hall; and all present voting “aye,” the Contract for Support Renewal for PowerEdge T440 PL-SRV-01 with VC3 Inc was approved.

REPORTS AND OTHER BUSINESS

Public Comments

There were not any public comments.

Staff

City Administrator Miller-Thornton thanked everyone that helped make her first week and two days was a great success. She extended a big thanks to Administrative Coordinator Varner for her assistance.

Mayor – Scheduling of City of Pine Lake Town Hall

The Pine Lake Town Hall meeting is scheduled for May 25th at 7:00 pm at the Beach House.

City Council

There were not any Council comments.

Information for “The Pine Lake News” eblast

Town Hall Meeting Scheduled for May 25th, 2022

On May 25th we will resume in-person Town Hall meetings. The meeting will be held at 7:00 PM in the Beach House. Topics to be discussed are being determined. If you have a subject that you would like to be discussed send an email to info@pinelakega.net.

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News on Rockbridge Road

Snell Construction has now paved the driveways leading into the businesses on the South side of Rockbridge. This should alleviate the dangerous potholes and rough surfaces.

On Monday, DeKalb Commissioner Lorraine Cochran-Johnson did a walk-through of the area, talking to business owners and noting the conditions. She immediately sent an email to DeKalb COO, Zachary Williams detailing her conversations and observations and emphasizing to him how important it is to act quickly to assist those impacted.

DeKalb County should soon be positioning new distinctive barriers to demarcate each driveway and install signage showing entrance points.

Construction Projects Approved

Council approved contracts for several projects around the city, including a new entrance ramp to the Beach, repair of the handicap accessibility ramp at the Clubhouse and repair of the block wall above the playground which was knocked down by a vehicle.

Adjournment

On a motion by Council Member Hall; second by Council Member Brantley; and all present voting "aye," the meeting was adjourned at 8:29pm.

Missye Varner
Administrative Coordinator

Memo

To: Mayor and City Council
From: ChaQuias Thornton, City Administrator
Date: April 20, 2022
Re: Consideration of Terms for Beach and Lake Reopening - 2022

Old Business Item A. – 04/26/2022 Meeting of Mayor and Council

Mayor and Council continues consideration of beach and lake reopening for the 2022 season.

Proposed terms for Operations 2022, as discussed by Council on 04/12/2022 are as follows:

Thursdays – Mondays

Thurs. June 2, 2022 through Mon. September 22, 2022

Two shifts – 7am-11am and 3pm-8pm (extended by 1 hour from 4pm-8pm)

Beach Monitors in the afternoons on Fridays, Saturdays, and Sundays

Public Parking – potential to remove the blocked spaces (every other space blocked in 2021)

One port-a-john provided

Limited capacity - 100 persons (increased from 75 persons)

Council to consider the effect of Lakefront Improvements scheduling on beach and lake reopening scheduling. Previous Council discussion included consideration of the completion of the beach entrance improvements first, to ensure that the improvements in that area do not conflict with the date for beach and lake reopening. Lakefront improvements as approved on 04/12/2022 are:

Proposal Page #, Scope and Cost

(pp. 5-7) Foot wash - \$1,975

- Demo, removal, & dispose of top 8" existing concrete
- Demo, removal & dispose of 12' existing wall
- New concrete – broom finished

(p. 8) Construct Arbor - \$1,950

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(pp. 11-13) Beach Entrance - \$18,825

- Demo, remove, & dispose of existing beach entry
- Demo concrete curb
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(p. 14) Construct new railing/trellis along existing cinderblock at beach entrance overlook - \$3,100

Items removed from project scope:

- (p. 2-3) Demo, removal & dispose – Gazebo (\$5,200)
- (p. 4) Demo, removal & dispose – Bridge (\$400)
- (p. 10) Construct seating area along existing left-hand wall (\$5,250)

Total new project scope - \$28,525 (not including previously stated 10% discount)

ITEM HISTORY

New Business Item A. – 04/12/2022 Meeting of Mayor and Council

The purpose of this memorandum is to provide the beach and lake reopening terms for the 2021 season as reference points for consideration of reopening terms for the 2022 season, and to provide related 2022 budget and capital improvement considerations.

Operations 2021:

Thursdays – Mondays

Initially – July 8, 2021 through August 30, 2021; Extended to September 27, 2021

Two shifts – 7am-11am and 4pm-8pm

Beach Monitors in the afternoons on Fridays, Saturdays, and Sundays

Public Parking – with space blocked for social distancing

One port-a-john provided

Limited capacity established of 75 persons

Minutes of the August 31, 2021 meeting of Council reflected that the following policy decisions were key to the successful operation:

- Continuance of the limited parking availability
- Having two sessions that avoided peak hours and did not encourage people to be there all day
- Being open Thursday – Monday which allowed two days for the beach to have an environmental rest
- Capacity controls
- Having a beach monitor during weekend evening sessions (Friday-Sunday)
- Position of the Beach Monitor Chair so that it was visible and supported the formalized role of the beach monitor
- Opening the beach later in the summer after July 4th

FY2022 budget provides for up to a 16-week season.

Considerations for reopening should include scheduling of beach entrance improvements.

03/29/2022 Meeting of Mayor and Council

Council considered Opening of Beach Area and Capital Improvements at Lakefront. During the discussion, Acting City Administrator Peggy Merriss advised Council that it would need to consider the terms of reopening the lake during the next meeting of Mayor and Council.

Please do contact me if you should have any questions or concerns regarding the information contained within this correspondence.

CMThornton



Memo

To: Mayor and City Council

From: ChaQuias Thornton, City Administrator

Date: April 21, 2022

Re: Metropolitan North Georgia Water Planning District (MNGWPD) Audit Comments

New Business Item A. – 04/26/2022 Meeting of Mayor and City Council

The Metropolitan North Georgia Water Planning District (MNGWPD) implements a comprehensive regional water management plan, under which the City of Pine Lake is required to adhere. Audit is being conducted to determine the City's compliance to plan regulations during the period of 2017-2022.

On March 18, 2022, the Environmental Protection Division (EPD) notified the Administration that EPD is currently reviewing the City of Pine Lake's submittal for the Audit. In order to complete this Audit, EPD is requesting additional information and confirmation of completion dates for several action items. The letter can be referenced as attached.

The City's Stormwater Engineer of record is Clark Patterson Lee (CPL). CPL is responsible for preparing response to the MNGWPD Audit comments. It has been estimated that 30-40 hours will be necessary to prepare the response and to potentially attend a City Council meeting for any required Code amendments. Response is due by May 3, 2022.

Attached is the rate sheet for the contract that was signed 5 years ago with CPL. The firm will charge the Program Manager contracted rate for the response to MNGWPD Comments which is \$128.00/hour. Estimated cost for CPL to prepare response is \$3,840 - \$5,120. The expense will be charged to Stormwater Fund – Other Professional Services.

Please do contact me if you should have any questions regarding the information contained within this correspondence.

Thank you,
CMThornton



ENVIRONMENTAL PROTECTION DIVISION

Richard E. Dunn, Director

Watershed Protection Branch

2 Martin Luther King, Jr. Drive
Suite 1152, East Tower
Atlanta, Georgia 30334
404-463-1511

Peggy Merriss, Acting City Administrator
City of Pine Lake
Post Office Box 1325
Pine Lake, Georgia 30072

March 18, 2022

RE: Metropolitan North Georgia Water Planning District Audit Comment Letter

Dear Mr. Eubanks,

The Environmental Protection Division (EPD) is currently reviewing the City of Pine Lake (City) submittal for the above referenced Audit. In order to complete this Audit, EPD requests the following additional information and confirmation of completion dates for the following action items:

A) *Integrated Water Resource Management*

- a. *Integrated 1.1, 1.3-1.4 Coordinated Actions*: The City indicated that compliance was completed by September 30, 2021. Please provide documentation demonstrating compliance for this action.
- b. *Integrated 5 Connections to Public Sewer*: The City indicated compliance was completed by September 30, 2021. Please provide documentation demonstrating compliance for this action item.
- c. *Integrated 8.1-8.2 Septic System Planning*: The City indicated compliance was completed by December 31, 2021. Please provide documentation demonstrating compliance for this action item.
- d. *Integrated 9.1-9.2 Septic System Critical Area Management*: The City indicated compliance was completed by December 31, 2021. Please provide documentation demonstrating compliance for this action.
- e. *Integrated 10 Septic System Septage Disposal*: The City indicated compliance was completed by September 30, 2021. Please provide documentation demonstrating compliance for this action.
- f. *Integrated 11 Septic System Maintenance Education*: The City indicated compliance was completed by December 31, 2021. Please provide documentation demonstrating compliance for this action.
- g. *Integrated 12.1-12.2 Private Decentralized Wastewater Systems Ordinance*: The City indicated compliance was completed by December 31, 2021. Please provide documentation demonstrating compliance for this action.

B) Water Supply and Water Conservation

- a. *WSWC 11.3 State Water Conservation and Drought Response Requirements:* The City indicated that compliance was completed by September 30, 2021. Please provide documentation demonstrating compliance for this action.

C) Wastewater Management

- a. *WW 6.6 Capacity Certification Program:* The City indicated compliance was achieved. Please provide documentation demonstrating compliance for this action item.

D) Watershed Management

- a. *Watershed 8.2-8.4 Ongoing Stormwater System Management:* The City indicated that compliance was completed by July 31, 2021. Please provide documentation demonstrating compliance for this action item.
- b. *Watershed 10.1 Long-Term Ambient Trend Monitoring:* The City indicated that compliance was completed by September 30, 2021. Please provide documentation demonstrating compliance for this action item.
- c. *Watershed 12 Local Public Education Program:* The City indicated that compliance was completed by November 15, 2021. Please provide documentation demonstrating compliance for this action item.

Please contact EPD within 30 days of receipt of this letter to discuss a timeframe for submitting the requested information. If you would prefer to schedule a meeting to facilitate the City's compliance with the above listed items, please contact me at (470) 524-0573 or edwina.basilio@dnr.ga.gov within 10 days of receipt of this letter. If you would like more information on the MNGWPD Technical Assistance Program, please visit northgeorgiawater.org/technicalassistance or contact the program directly via technicalassistance@northgeorgiawater.com.

Your cooperation in this matter is appreciated.

Sincerely,



Eddy Basilio
Environmental Compliance Specialist I
Watershed Compliance Program

cc: Peggy Merriss, Acting City Administrator (peggymerriss@pinelakega.net)
MNGWPD Technical Assistance Program (technicalassistance@northgeorgiawater.com)

APPENDIX "B"
CPL HOURLY RATES

PRINCIPAL ENGINEER	\$180.00/HR
PROJECT MANAGER	\$128.00/HR
SR. STAFF ENGINEER / SR. ARCHITECT	\$ 105.00/HR
STAFF ENGINEER / ARCHITECT	\$ 97.00/HR
JR. ENGINEER / JR. ARCHITECT	\$ 85.00/HR
DESIGNER / DRAFTPERSON	\$ 75.00/HR
JR. DESIGNER / DRAFTPERSON	\$ 45.00/HR
SECRETARIAL	\$ 33.00/HR
AUTO MILEAGE	IRS RATE PLUS 10%
MISCELLANEOUS	COST PLUS 10%



Memorandum

To: Mayor and City Council
From: ChaQuias Thornton, City Administrator
Date: April 21, 2022
Re: City Administrator's Report

Meeting with DeKalb Commissioners – Rockbridge Corridor Construction Project

I attended meeting with DeKalb County Commissioner Lorraine Cochran-Johnson and her Chief of Staff Leah Davis, and Mayor Melanie Hammet, to conduct walking tour of the Rockbridge Road project. Commissioner Cochran Johnson and Mayor Hammet engaged several business owners during the tour. Mayor Hammet, Commissioner Cochran-Johnson, and I continue to communicate with DeKalb offices to encourage increased and timely progress on the project.

Public Works Laborer Position

The Public Works Laborer position has been posted at City facilities, on the City's website, and on the Georgia Local Government Access Marketplace (GLGA) site. Applications are scheduled to be taken until the position is filled. You may review the notice for receipt of applications on the City's Employment Opportunities webpage at: <https://pinelakega.sophicity.com/EmploymentOpportunities.aspx> and on the GLGA site at: <https://glga.org/Listings/Detail?ListingId=5459>

American Rescue Plan Act Reporting

Required 04/30/2022 reporting has been completed for the City of Pine Lake.

2022 Millage Rate

As the City gears up for consideration of its 2022 ad valorem tax millage rate, I will attend a webinar hosted by the DeKalb County Tax Commissioner's Office on April 29th, 2022. The purpose of the webinar is to advise cities of any changes in process or law as relevant to the establishment/adoption and publication of the 2022 millage rate.

Service Delivery Strategy Update

The Administration Office has received correspondence from the DeKalb County Planning and Sustainability Department that DeKalb County is undertaking the development and adoption of its 2050 Unified Plan. This effort will combine two traditional comprehensive planning documents. (The Comprehensive Land Use Plan and The Comprehensive Transportation Plan) The Georgia Department of Community Affairs (DCA), Community & Economic Development Division has advised DeKalb County staff that DeKalb County's Service Delivery Strategy must be updated as a part of the 2050 Unified Plan effort.

I have communicated with DeKalb's Planning office to establish timeline for fulfillment of the City of Pine Lake's responsibility in the SDS update process. Please look forward to receiving additional information, associated Resolution, and service delivery checklist documents for your review during the Council Meetings scheduled for May of 2022.

GIRMA Insurance Coverage

The Administration has received Georgia Interlocal Risk Management Agency (GIRMA) quote proposal for the City's property and liability insurance plan contribution. Total cost for the plan is \$32,384, which is \$1,066 less than the approved 2022 budget appropriation of \$33,450. Payment terms for the plan contribution are 25% down with balance being due in 4th monthly installments. The entire contribution is to be paid within 6 months of the effective date.

Thank you,
CMThornton

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2022-2023

CITY OF PINE LAKE

Contribution Summary

<u>Line of Coverage</u>	<u>Annual Contribution</u>
General Liability	\$1,819
Law Enforcement Liability – Before Credit	\$12,221
<i>Law Enforcement Initiative Credit Amount</i>	<i>\$0</i>
Law Enforcement Liability – After Credit	\$12,221
Public Officials Liability	\$7,312
Automobile Liability	\$4,514
Automobile Physical Damage	\$2,552
Property – Buildings & Contents	\$5,829
Mobile Equipment	\$156
Police Animal Mortality	\$0
Crime / Fidelity	\$265
Boiler & Machinery	\$424
Uninsured Motorist	\$84
Sub Total	\$35,176
Less Renewal Credit	\$2,792
Total	\$32,384

Disclaimer:

These terms are not to be construed as an exact or complete analysis of the coverage agreement, nor as a legal evidence of coverage. The provisions of the actual coverage document will prevail.