

**CITY OF PINE LAKE  
AGENDA  
July 12, 2022, 7:00 PM  
Council Chambers  
459 Pine Drive, Pine Lake, GA**

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**Call to Order**

**Announcements/Communication**

**Adoption of Agenda of the Day**

**Adoption of the Minutes**

- **Public Hearing – June 28, 2022**
- **Regular Meeting – June 28, 2022**

**Public Comments**

**OLD BUSINESS**

None.

**NEW BUSINESS**

- A. Council Order and Call for Special Election to be held November 8, 2022
- B. Resolution # R-06-2022 – Appointing the Dekalb County Board of Registrations and Elections to Conduct the City of Pine Lake, GA 2022 Special Municipal Election
- C. Resolution # R-07-2022 – A Resolution to Set the Qualifying Fee for the Office of Council Member for the 2022 Calendar Year
- D. Resolution # R-08-2022 – A Resolution to Amend the FY2021 Budget

**REPORTS AND OTHER BUSINESS**

**Public Comments**

**Staff**

**Mayor**

**City Council**

**Information for “The Pine Lake News” eblast.**

**Adjournment**

**CITY OF PINE LAKE**  
**PUBLIC HEARINGS MINUTES**  
**June 28, 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 Tracey Brantley, and Augusta Woods. City Administrator ChaQuias Miller-Thornton and Administrative Coordinator Missye Varner were also present. Council Member Brandy Hall, City Attorney Susan Moore and Chief of Police Y'Hudah-Green were not present.

**Public Hearing**

The City Council of the City of Pine Lake, GA has tentatively adopted a millage rate of 19.324 mils for maintenance and operations and debt service which will require an increase in property taxes of 10.63% for fiscal year 2022. This millage rate generates revenue necessary to fund the City of Pine Lake's general operations, capital improvements and debt service budget for fiscal year 2022. This is the same millage rate adopted for the previous fiscal year 2021.

**Public Comments**

Copies of the Public Comments are on file in City Hall for reviewing. Please email [missyevartner@pinelakga.net](mailto:missyevartner@pinelakga.net) to request copy or call at 404-999-4931 to schedule an appointment to review the copy on file.

**Adjournment**

On a motion by Council Member Brantley; second by Mayor Pro tem Bordeaux; and all present voting "aye," the meeting was adjourned at 7:10 pm.

**CITY OF PINE LAKE**  
**CITY COUNCIL MEETING MINUTES**  
**June 28, 2022, 7:00 PM**  
**Council Chambers**  
**459 Pine Drive, Pine Lake, GA**

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Present: Mayor Hammet, Mayor pro tem Jean Bordeaux and Council members Tracey Brantley and Augusta Woods. City Administrator ChaQuias Miller-Thornton and Administrative Coordinator Missye Varner were also present. Council Member Brandy Hall, City Attorney Susan Moore and Chief of Police Y'Hudah-Green were not present.

**Announcements/Communication**

Mayor Hammet announced that the agenda packets are published on the website the Friday before scheduled meetings before close of business. Administrative Coordinator Varner also communicated the five locations throughout the city where the agendas are posted.

The Mayor thanked resident Greg Zarus and all the volunteers that cleared the clog in the Wetlands.

Council Member Brantley communicated that there was a meeting today regarding the rental facilities, especially the Club House and that it was a good meeting.

Mayor Pro tem Bordeaux announced that there will be a 4<sup>th</sup> of July Cookout on Monday July 4<sup>th</sup> from Noon – 2:00 PM at the beach sponsored jointly by PLAIN and the City.

Council Member Woods thanked everyone for making the first Juneteenth celebration a huge success and gave special thanks to Council Member Brantley, City Administrator Thornton, Mayor Pro tem Bordeaux, Mayor Hammet and Resident Tom Ramsey.

**Adoption of Agenda of the Day**

Council Member Woods motioned to adopt the agenda, seconded Mayor pro tem Bordeaux; the adoption of the agenda passed unanimously.

**Adoption of the Minutes**

- **Regular Meeting – June 14, 2022**
- **Public Hearings – June 21, 2022 (11am and 6pm)**
- **Special Called Meeting – June 21, 2022**

**CITY OF PINE LAKE**  
**CITY COUNCIL MEETING MINUTES**  
**June 28, 2022, 7:00 PM**  
**Council Chambers**  
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On a motion by Mayor pro tem Bordeaux; second by Council Member Brantley; the adoption of the minutes passed unanimously.

**Public Comments**

Copies of the Public Comments are on file in City Hall for reviewing. Please email [missyeverner@pinelakga.net](mailto:missyeverner@pinelakga.net) to request copy or call at 404-999-4931 to schedule an appointment to review the copy on file.

**OLD BUSINESS**

- A. Ordinance 2022-02 - To Amend Chapter 22 of the City Code of Ordinances to Prohibit Private Decentralized Wastewater Systems – Second Read/Adoption

Mayor Hammet conducted, and Council entertained, second read of Ordinance 2022-02. On a motion by Mayor pro tem Bordeaux; second by Council Member Woods; the adoption of Ordinance 2022-02 passed unanimously.

- B. Ordinance 2022-03 – To Set the Millage Rate for Property Taxation for Fiscal Year 2022 – Second Read/Adoption

Council Member Woods motioned to set the millage rate; seconded by Mayor pro tem Bordeaux and discussion followed with clarification of the rate, taxation and addressing concerns as to how to better serve the senior population with the burden of increased taxes.

Council Member Brantley motioned to set the 2022 millage rate at 18.422, seconded by Mayor pro tem Bordeaux; the adoption of the millage rate passed unanimously.

**NEW BUSINESS**

There was not any new business.

**Public Comments**

There were not any additional public comments.

**REPORTS AND OTHER BUSINESS**

**Staff**

There were not any staff reports.

**CITY OF PINE LAKE  
CITY COUNCIL MEETING MINUTES  
June 28, 2022, 7:00 PM  
Council Chambers  
459 Pine Drive, Pine Lake, GA**

**Mayor**

Mayor Hammet extended her appreciation for the feedback taken into consideration for setting the millage rate. The mayor commended staff and the elected officials on their communication skills for working on behalf of the city including the failures.

**City Council**

Mayor pro tem Bordeaux extended a heart filled thank you to resident Pamela Poole-Starks for her contribution for making the 1<sup>st</sup> Juneteenth event a huge success.

**Information for “The Pine Lake News” eblast.**

*June 28th News Brief correction - please use the following corrected version of the millage rate article. We apologize for the confusion.*

**Council Sets Millage Rate**

Council has set the 2022 millage rate at 18.422. This rate will be an increase of 0.954 mils over the roll back rate of 17.468 and will be a 5.46% tax increase. A tax increase at 18.422 for a home with a fair market value of \$225,000 is approximately \$95.40. A tax increase at 18.422 for a non-homestead property with a fair market value of \$100,000 is approximately \$47.70.

**Property Tax Exemptions.**

During our most recent Town Hall and the Millage Rate Hearings, the question of property tax exemptions came up several times. Here is a link to the Georgia Department of Revenue [exemptions page](#). If you determine that you may be eligible for any of the listed exemptions, the best way to get information and/or apply is to visit the Property Tax Office. We are lucky to have an office very close on Memorial Drive:

**Central Property Tax Office**

4380 Memorial Drive Suite 100  
Decatur, GA 30032  
Hours: M-F 8:00am – 5:00 pm

**Many thanks to Greg Zarus and all the volunteers that cleared the clog in**

**CITY OF PINE LAKE  
CITY COUNCIL MEETING MINUTES  
June 28, 2022, 7:00 PM  
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**the Wetlands.**

Neighbors came together over the weekend to solve the problem of the dried-out wetlands. There is much left to do, but the water is flowing again. You all are awesome!!!

**SEED sponsors Cleanup in the Eastern Wetlands. Sunday, July 3rd 8:00 am –10:00 am**

Volunteers will be clearing "Air Potatoes" that line the trail. **Wear:** gloves, boots, hat, sunscreen, bug spray. **Bring:** paper lawn bags, hand pruners.

**4th of July Cookout to be sponsored jointly by PLAIN and the City.**

The cookout will be held on Monday July 4th. From Noon – 2:00 PM. Grilled hamburgers and hot dogs (veggie and meat) will be available. You are invited to bring side dishes and desserts to share with your neighbors.

**Adjournment** - The meeting adjourned at 7:48pm.

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Missye Varner, Admn Coordinator



# Memo

**To:** Mayor and City Council

**From:** ChaQuias Thornton, City Administrator

**Date:** July 6, 2022

**Re:** **Council Order and Call to Conduct Special Election 2022 Resolution #R-06-2022** – To Appoint DeKalb County Board of Registrations and Elections to Conduct the City of Pine Lake 2022 Special Municipal Election

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On June 17, 2022 former Council Member Brandy Beavers submitted resignation of the position to Mayor and Council. Ms. Beaver's term was set to expire on December 31, 2023. At the time of resignation, approximately 18 months remained in the council term.

The Charter of the City of Pine Lake, **ARTICLE V. – ELECTIONS AND REMOVAL, Section 5.14. - Special elections; vacancies**, provides for the following:

“In the event that the office of mayor or councilmember shall become vacant, the city council or those remaining shall order a special election to fill the balance of the unexpired term of such official; provided, however, [that] if such vacancy occurs within 12 months of the expiration of the term of that office, the city council or those remaining shall appoint a successor for the remainder of the term. In all other respects, the special election shall be held and conducted in accordance with Chapter 3 of Title 21 of the Official Code of Georgia Annotated [O.C.G.A. § 21-3-1 et seq.], the "Georgia Municipal Election Code" as now or hereafter amended.”

**The Administration therefore requests the City Council's order of the call to conduct special election to fill the balance of the unexpired term for the vacant council position most recently held by Brandy Beavers. Pursuant to Council's order of the call for Special Election, the Administration also requests Council consideration of a resolution (R-06-2022) appointing the DeKalb County Board of Registrations and Elections to conduct the City's 2022 Special Municipal Election in conjunction with the 2022 General Election on November 8, 2022.**

The Administration is prepared to present the attached “Exhibit A” request to Conduct Municipal Election to the DeKalb County Board of Elections and Registration for the conducting of Pine Lake's special municipal election during the General Election to be held on November 8<sup>th</sup>, 2022.

Thank you,

CMThornton

**CALL FOR AND NOTICE OF ELECTION  
AND  
NOTICE OF QUALIFYING FEES**

**CITY OF PINE LAKE SPECIAL ELECTION TO FILL VACANCY  
IN THE OFFICE OF CITY COUNCIL**

**NOVEMBER 8, 2022 SPECIAL ELECTION**

TO THE QUALIFIED VOTERS OF CITY OF PINE LAKE, WITHIN DEKALB COUNTY,  
GEORGIA:

YOU ARE HEREBY NOTIFIED that on the 8<sup>th</sup> day of November, a special election will be held in the CITY OF PINE LAKE, and in conjunction with the 2022 General Election, to fill the vacancy in the office of City of Pine Lake City Council. The special election will be held to fill the unexpired term of Brandy Beavers.

Each candidate will file notice of his or her candidacy and the appropriate affidavit in the Office of City Clerk, 425 Allgood Road, Pine Lake, Georgia 30072. Qualifying for candidates will begin on Monday, August 1, 2022 through Wednesday, August 3, 2022 between 8:30 AM and 4:30 PM each day. The qualifying fee is \$18.00.

The last day to register to be eligible to vote in this special election is October 11, 2022.

The special election will be held in the regular polling place, City of Pine Lake Clubhouse, 300 Clubhouse Drive, Pine Lake, Georgia 30072. The polls will open at 7:00 AM and close at 7:00 PM.

This call is issued by the City of Pine Lake.

**RESOLUTION# R-06-2022**

**A Resolution Appointing the DeKalb County Board of Registrations and Elections to Conduct the City of Pine Lake, GA 2022 Special Municipal Election in Conjunction with the 2022 General Election**

**WHEREAS**, the City of Pine Lake, Georgia, will hold a Special election on Tuesday, November 8, 2022; and

**WHEREAS**, the Mayor and City Council of the City of Pine Lake, Georgia hereby in agreement that it would be in the best interest of its citizens, pursuant to O.C.G.A. §21-2-45(c), to allow the DeKalb County Board of Registrations and Elections staff, equipment, and expertise to conduct the City of Pine Lake 2022 election; and,

**WHEREAS**, the individual duties and responsibilities of both City and DeKalb County staff shall be set forth in more detail in an Intergovernmental Agreement between the City and DeKalb County.

**NOW, THEREFORE, BE IT RESOLVED**, and it is hereby resolved, by the City Council of the City of Pine Lake, Georgia, that the DeKalb County Board of Registrations and Elections conduct the City of Pine Lake election for 2022.

1. \$18.00 for the position of Council Member.

**ADOPTED** by the Mayor and Council of the City of Pine Lake, this 12<sup>th</sup> day of July 2022.

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Melanie Hammett, Mayor  
City of Pine Lake, Georgia

ATTEST:

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ChaQuias Miller-Thornton City Admin/City Clerk  
City of Pine Lake, Georgia



# Memo

**To:** Mayor and City Council  
**From:** ChaQuias Thornton, City Administrator  
**Date:** July 6, 2022  
**Re:** Resolution 07-2022 – To Set Qualifying Fees for the Special Election 2022

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Pine Lake Code of Ordinances, Chapter 2 – ADMINISTRATION, ARTICLE III. – ELECTIONS, Sec. 2-100. - Qualification fees, provides the following:

“The qualifying fees are to be set and published by the governing body not later than February 1 of any year in which a general primary, nonpartisan election or general election is to be held, and at least 35 days prior to the special primary or election, pursuant to O.C.G.A. § 21-2-131 et seq. Such fees, if any, shall be paid to the municipal superintendent at the time a candidate files his or her notice of candidacy.

Qualifying fees for the position of Council Member is set at \$18.00 (3% of the annual salary of \$600 for the position of Council).

NOTE: Qualifying dates for special election are to be held no earlier than the call for election and no later than 25 days before the date of the election. Upon confirmation of the city’s ability to conduct special election during the November 8, 2022, General Election, qualifying dates for candidates wanting to enter the special election will be announced and publicized. Notice of the call for special election will be published in the local news organ and via the city’s media outlets.

Thank you,

CMThornton

**RESOLUTION# R-07-2022**

**A RESOLUTION TO SET THE QUALIFYING FEE FOR THE  
OFFICE OF COUNCIL MEMBER FOR THE 2022 CALENDAR  
YEAR**

**WHEREAS**, O.C.G.A. § 21-2-131 (a)(1)(A) requires the governing authority of any county or municipality, not later than February 1 of any year in which a general primary, nonpartisan election, or general election is to be held, and at least 35 days prior to the special primary or election in case of a special primary or election, shall fixed and publish a qualifying fee for each county or municipal office to be filled in the upcoming primary or election.

**WHEREAS**, O.C.G.A. § 21-2-131 (a)(1)(A) also provides that such qualifying fee shall be three percent of the total gross salary of the office paid in the preceding calendar year including all supplements authorized by law if a salaried office.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing authority of the City of Pine Lake, Georgia, that the qualifying fee for the municipal office to be filled in the upcoming special election for the 2022 calendar year be set as follows:

1. \$18.00 for the position of Council Member.

**BE IT FURTHER RESOLVED** that any and all resolutions or any part thereof in conflict with this resolution are hereby repealed. This resolution shall be effective immediately upon its adoption.

**ADOPTED** by the Mayor and Council of the City of Pine Lake, this \_\_\_\_\_ day of July 2022.

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Melanie Hammett, Mayor  
City of Pine Lake, Georgia

ATTEST:

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ChaQuias Miller-Thornton City Admin/City Clerk  
City of Pine Lake, Georgia



# Memo

**To:** Mayor and City Council  
**From:** ChaQuias Thornton, City Administrator  
**Date:** July 6, 2022  
**Re:** Resolution 08-2022 – FY2021 Budget Amendment

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Review of financial reports for the year ending December 31, 2021 has presented a necessity to ask Council consideration of a FY2021 general fund budget amendment within the Municipal Courts Department.

The General Fund had a municipal court departmental expenditure of \$71,248, which materially exceeded its department's approved budget appropriations of \$55,700 (a difference of \$15,548). If excess expenditures over budget allocation is 5% and greater than \$5,000, the excess is considered material. A review of line item expense detail for the 2021 fiscal year, found the discrepancy in the error omission of line item expenditures in the form of Payments to Other Agencies (\$13,907) and Bond Refunds (\$5,812).

The attached amendment serves to reconcile several budget-to-actual expenditure line items within the Municipal Court department in order to correct the error in reporting. The amendment will result in the reporting of budget to actual expenditures of \$71,408 (budget) and \$71,248 (actual). With budget amendment, preliminary audit analysis will result in a reduction in ending 2021 fund balance of \$15,708 (from \$623,958 to \$608,250).

See proposed budget amendment attached.

Thank you,

CMThornton

## RESOLUTION #R-08-2022

### A Resolution of the Mayor and City Council of Pine Lake, Georgia

**WHEREAS**, the FY2021 local budget for the City of Pine Lake, Georgia was adopted in December 2020;  
and

**WHEREAS**, it is necessary to amend such budget now;

**THEREFORE**, be it resolved by the Mayor and City Council of the City of Pine Lake, Georgia, that the following amendment to the general fund budget be made this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

REVENUES					
		LINE ITEM DESCRIPTION	Increase	Decrease	
		From Fund Balance	15,708.00		
		Total Revenue	15,708.00	-	15,708.00
<b>EXPENDITURES</b>					
COURT		LINE ITEM DESCRIPTION			
	511300	Regular - Part time		464.00	
	521210	Legal Fees		250.00	
	521240	Judge's Fees		1,450.00	
	521290	Other Professional Services		308.00	
	522211	Computer Repair/Maintenance		250.00	
	522210	Equipment Repair & Maint. - Other		100.00	
	523200	Telephone/Internet		100.00	
	523700	Education and Training		228.00	
	523910	Courtware		861.00	
	572100	Payments to Other Agencies	13,907.00		
	573100	Bond Refunds	5,812.00		
		Total Expenditures	19,719.00	4,011.00	15,708.00
			Sum Total Rev/Exp		0.00

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Melanie Hammet, Mayor

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ChaQuias M. Thornton, City Admin/City Clerk