

**CITY OF PINE LAKE**  
**AGENDA**  
**September 27, 2022, 7:00 PM**  
**Council Chambers**  
**459 Pine Drive, Pine Lake, GA**

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**NOTE: All attendees are reminded to silence cellular phones and other devices that may cause interruption of the session proceedings.**

**Call to Order**

**Announcements/Communication**

**Adoption of Agenda of the Day**

**Adoption of the Minutes**

- Regular Meeting – September 13, 2022

**Public Comments – 3 minutes each please**

**OLD BUSINESS**

**NEW BUSINESS**

- A. Oak Drive Repair, Maintenance, and Repaving

**REPORTS AND OTHER BUSINESS**

**Public Comments – 3 minutes each please**

**Staff Reports**

Administration  
Public Safety  
Public Works

**Reports/Comments**

Mayor  
City Council

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

**Adjournment**

**CITY OF PINE LAKE**  
**COUNCIL MEETING MINUTES**  
**September 13, 2022, 7:00 PM**  
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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, Augusta Woods and Nivea Castro. City Administrator ChaQuias Miller-Thornton, Administrative Coordinator Missye Varner, Chief of Police Sarai Y’Hudah-Green and Public Works Supervisor Raoul Martinez were also present. Council Member Tracey Brantley and City Attorney Susan Moore were not present.

**Announcements/Communication**

Mayor Hammet thanked Mayor Pro tem Bordeaux for the chairs that she purchased and donated for the court room.

The Mayor announced that resident Ralph McCluggage passed away and that he had donated the handmade podium that now serves the Council Chambers and Court Room. Mr. and Mrs. McCluggage annually made homemade apple spice cakes for the Mayor, Council and employees for Christmas, and they were delicious. Mayor Hammet paid tribute to Mr. McCluggage and stated that he will be sorely missed in the community.

**Adoption of Agenda of the Day**

Mayor pro tem Bordeaux motioned to adopt the agenda, seconded by and Council member Augusta Woods; the adoption of the agenda passed unanimously.

**Adoption of the Minutes**

- Public Hearing – August 30, 2022
- Regular Meeting – August 30, 2022

Council member Augusta Woods motioned to adopt the minutes, seconded by Council member Castro; the adoption of the minutes passed unanimously.

**Public Comments**

There were no public comments.

**OLD BUSINESS**

None.

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**NEW BUSINESS**

- A. Resolution R-11-2022 - A Resolution Authorizing Official Signatures for the City's TRUIST Bank Accounts

Council Member Hall motioned to adopt Resolution R-11-2022, seconded by Council Member Woods; the resolution was adopted unanimously.

- B. Tree Removal Proposal – Removal of 3 trees on Spruce Drive -CR Tree Experts of Buford-\$5,400

The proposal from CR Tree Experts of Buford to remove three (3) trees on Spruce Drive was recommended by the Administration, based on quotes received.

Mayor Pro tem Bordeaux motioned to approve the quote in the amount of \$5,400 from CR Tree Experts for three (3) identified trees to be removed on Spruce Drive, seconded by Council Member Woods; the motion passed unanimously.

- C. Public Property Maintenance Proposal-Home's Best Friend Lawn Care Service-\$3,700

Mayor and Council discussed the issues with overgrowth around the dam, inner berm and the retention areas located on Lakeshore Drive between Magnolia and Hemlock.

Public Works Supervisor Martinez provided ecological information as it relates to the weather, trimming, and maintenance of various types of plants, trees, and greenery in and around the topic areas. He gave information about how Public Works has historically maintained the landscape throughout the year.

Council Member Hall motioned to approve the proposal from Home's Best Friend Lawn Care Service for \$3,700, seconded by Council Member Woods; the approval passed unanimously.

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D. Reconsideration of Fee Schedule for Facilities Rentals

Mayor Pro tem Bordeaux presented and recommended passing the revised fee schedule and to reopen the Beach House for rentals on October 1, 2022, as follows:

Revised fee schedule and rules for all facilities included but, may not be limited to

- \$300 Security Deposit – up from \$250
- \$100 Cleaning Fee – up from \$50
- The Beach House and Club House to close at 9:00PM

Council Member Hall motioned to approve the revised Fee Schedule, as presented, for the reopening of the Beach House Rentals beginning October 1, 2022 and for rentals to end at 9:00pm at each facility, seconded by Council Member Castro; the approval passed unanimously.

## **REPORTS AND OTHER BUSINESS**

### **Public Comments**

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

### **Staff Reports**

#### Administration

City Administrator Thornton reported that:

- Variance application for 497 Oak Drive has been received and accepted by the Administration and the sign announcing the public hearing has been posted at the subject location. The public hearing has also been advertised in the legal organ, and is scheduled to take place on Tuesday, September 27<sup>th</sup>, 2022, at 6:30pm.
- The Administrator has not received any applications or resumes for position for Municipal Court Clerk has not received and the part-time position remains vacant. Faye Brantley, the contracted Court Clerk, is currently servicing the position and is doing a great job ensuring limited disruption in the court services function.

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- Public Works Supervisor Martinez will attend Council meetings as needed to address various agenda items as related to the department. Weekly meetings with Public Works and the City Administrator continue to be held to assess the department's needs.
- DeKalb County sanitation trucks are experiencing issues being able to service Oak Drive due to the condition of the road. That there needs to be an interim measure established. City Administrator Thornton met with Police Chief Green and Public Works Supervisor Martinez to conduct a tour of Oak Drive/Road to determine what interim measures might be recommended for repair of problem areas on the street, in advance of major project/construction implementation. Complaint has been received from a resident of the street regarding a large pothole at the edge of the street and DeKalb Sanitation has been in touch with Chief Green regarding an eroded area at the corner of Forest and Oak. Immediate review of plan sets as drafted for reconstruction of the street and storm water infrastructure on that street is necessary.
- The Council Retreat will be held on Sunday, October 2, 2022. The event will be posted in accordance with Open Meetings regulations, as required.

Public Safety

- Chief Green reported that the Police Department will be painted and that she is in the process of scheduling the date and time.

Public Works  
No report.

**Reports/Comments**

Mayor Hammet reported that:

- The large area of standing water that was in front of the post office due to the Rockbridge Road construction has been filled with crush and run. The construction contractor is waiting on piping to be delivered to continue the project.

Mayor Hammet has requested adequate communication, presentation of a timeline for next phases of the project, and that financial restitution be paid to the business owners that have been affected negatively as a result of the prolonged Rockbridge Road construction project.

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- Mayor Hammet announced that positive feed-back has been received following publishing of The Atlanta Journal Constitution article “Pine Lake an Island of Wonder Women.”

City Council  
There were no Council comments.

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

**Council Approves Contract for Maintenance on Dam, Inner Berm, and Retention Feature**

Council has approved a \$3,700 contract to clear brush and kudzu from the dam, the inner berm, and the retention area located on Lakeshore between Magnolia and Hemlock. Work will be supervised by Raoul Martinez, Public Works Supervisor.

**Council Approves New Fee Schedule for Facilities**

Council has approved a new fee schedule that uses an upcharge model for weekends and evenings for both the Clubhouse and Beach house. (Additional detail in agenda packet). The new schedule will go into effect October 1st when rentals at the Beach house will be resumed.

**Adjournment:**

Council Member Woods motioned to adjourn; seconded by Council Member Castro and the meeting was adjourned at 8:35pm.

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Missye Varner, Administrative Coordinator

## Memo

**DATE:** September 23, 2022  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton, City Administrator  
**RE:** Oak Drive Repair and Maintenance

On Thursday, September 8, 2022, I met with Chief of Police Sara Y'Hudah-Green and Public Works Supervisor Raoul Martinez to tour Oak Drive. DeKalb County Sanitation Department had reported to Chief Green the issues that the sanitation truck was having navigating the street for trash pick-up. There has also been citizen complaint presented to the Council and to the Administration regarding the condition of the road.

As Mayor and Council are aware, the Oak Drive Repair and Maintenance Project is on the City's project list and is considered a high priority.

- On October 21, 2021 the City issued invitation to bid on a repair, maintenance and repaving project for Oak Drive as a designated project on the City's Special Purpose Local Options Sales Tax (SPLOST) project list.
- Bids were received on November 23, 2021 with two bids being submitted for the project in the amounts of \$391,999 and 489,665. Both bids came in over the amount of funding from SPLOST and Local Maintenance Improvement Grants (LMIG) revenue.
  - SPLOST allocation includes \$150,000 specifically for Oak Drive and \$168,500 for general street repair for a sub-total of \$318,500.
  - There is approximately \$39,990 in LMIG funding for a total of \$358,490.
- The project was modified and the intersection and drainage improvements at the corner of Oak Drive and Forest Road were removed. An amended lump sum was presented by the low bidder, Anderson Grading, in the amount of \$337,505.
- As of January 2022, \$25,360 had been spent in engineering services and \$15,000 was initially estimated for project management services.\*
- \$318,130 remained available to spend, leaving a shortfall of \$19,375.

\*Project cost reconciliation and current cost analysis may render that additional expense may have been or need to be incurred for engineering and project management services.

After touring the street on September 8, 2022, it seems that additional damage has been done to the road and drainage infrastructure at the corner of Oak and Forest. Therefore, I would recommend Council consideration of addition the scope for intersection and drainage repairs back into the project scope. I will, however, defer to the engineer's opinion regarding.

Additionally, I would request Council consideration of the use of American Rescue Plan Act (ARPA) allocation to subsidize project shortfall. It is my opinion that Federal Treasury funding allowances make expenses for this manner of project an acceptable expense under the Act. To-date, the City has received \$281,571.00 in ARP funding.

NOTE: More information may be available to report after 09/27/2022 meeting of the Administration and Clark Patterson Lee (the City Engineer of record). The purpose of the meeting is to discuss the project scope and alternatives for implementation.

Please feel free to present any questions or concerns regarding this matter.

Thank you,  
CMThornton



# Memorandum

**To:** Mayor and City Council  
**From:** ChaQuias Thornton, City Administrator  
**Date:** August 23, 2022  
**Re:** City Administrator's Report

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## Variance Application

Reminder: The Administration, Zoning and Environmental Review offices have completed review and reporting relative to a variance application submitted for the property located at 497 Oak Drive. Public hearing was advertised in the local news organ beginning 09/08/2022, sign advertising the hearing has been placed on the property, and the public hearing is scheduled for Tuesday, 09/27/2022 at 6:30pm. The Administration welcomes Council to present any questions and/or concerns that it might have, in advance of the hearing, in order to best service inquiries.

## Municipal Court

The Administration continues to find placement options for the Municipal Court Clerk position.

## Public Works

Weekly meetings of the Administration Office and Public Works continue. On the task list for the Administration is to implement the development of such plans for regular and periodic maintenance of all of the city's public lands and facilities, and to compose specific detailed maintenance plans for the lake and wetlands areas.

Police Chief Green, Public Works Supervisor Martinez and I did a tour of Oak Road to determine what interim measures might be recommended for repair of problem areas on the street, in advance of major project/construction implementation. Complaint has been received from a resident of the street regarding a large pothole at the edge of the street and DeKalb Sanitation has been in touch with Chief Green regarding an eroded area at the corner of Forest and Oak. We need to immediately begin review of plan sets as drafted for reconstruction of the street and storm water infrastructure on that street. I have contacted city engineer to, revisit project/plan options and status, and to offer interim measures in advance of project decision and implementation. Meeting with the city engineer is scheduled for 09/27/2022. Any information out of the 09/27/2022 that is necessary to report to Council, will be presented during discussion of the item at the regular meeting session of Council on 09/27/2022.

## **Administrative Matters**

Transition of the employee health benefit plan from Humana to Blue Cross Blue Shield (BCBS) is complete and coverage with BCBS is set to begin on 10/01/2022.

The Administration continues to work through financial management software transition from Quickbooks to Asyst. I am continuing to manually conduct reconciliation of the City's funds and line item accounts via Quickbooks until and when the Asyst system is fully functioning and operable. The current issue is difficulty receiving system maintenance/assistance from the provider and time capacity to create necessary "cross" accounts within the system that were not established at revenue and expense account set-up.

My office continues to work through ordinance, policy, and plan review and composition– to include but, not be limited to, Personnel and Purchasing policies, Financial Policies and Procedures Manual, and a Communications Plan.

## **Council Retreat Scheduled**

Council retreat is scheduled for Sunday, October 2, 2022. Please look forward to receiving agenda, location, and time information for the event. The event has been posted in accordance with Open Meetings regulations, as required. The agenda can be found on the City's website.

Please do feel free to contact me with any questions or concerns regarding the information reported within this memorandum, and for any matter for which the Administrator's office would be inclined to and/or charged to service.

Thank you,  
CMThornton