

**CITY OF PINE LAKE
COUNCIL MEETING MINUTES
February 28, 2023 at 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

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

Call to Order Mayor Melanie Hammet called the meeting to order at 7:00pm.

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

Announcements/Communication

Mayor Hammet:

- Gave a recap of the February 29, 2023 subcommittee meeting held at the State Capitol regarding HB 517.
- Communicated that she is excited about the potential partnerships with Blueprint Church for use of the church facility spaces.
- Gave thanks to City Council and others for a successful State of the City event held on February 23, 2023.

Adoption of Agenda of the Day

The agenda was amended with the following amendment:

Replace Old Business item 1 with:

Ordinance Amendment – Ordinance 2023-01- Amendment of ARTICLE II – PURCHASING, Section 26-26. – Purchasing procedures and Section 26-27. - Formal bids - Second Read

Make formerly Old Business item 1, Old business item 2:

Financial Policies and Procedures Manual

Mayor pro tem Bordeaux motioned to adopt the amended agenda, seconded by Council member Castro, the adoption of the amended agenda passed unanimously.

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Adoption of the Minutes

- Regular Meeting – February 14, 2023

Council member Hall motioned to adopt the minutes of the regular meeting of Mayor and Council held 02/14/2023; Council member Woods seconded; the adoption of the minutes passed unanimously.

Public Comments – 3 minutes each please

There were no public comments.

Old Business

1. Ordinance Amendment – Ordinance 2023-01- Amendment of ARTICLE II – PURCHASING, Section 26-26. – Purchasing procedures and Section 26-27. -Formal bids – Second Read

Second read was recited by Council member Hall. Council member Hall motioned to adopt Ordinance Amendment - Ordinance 2023-01 - Amendment of ARTICLE II – PURCHASING, Section 26-26. – Purchasing procedures and Section 26-27. - Formal bids, seconded by Mayor pro tem Bordeaux; second read and adoption of Ordinance Amendment - Ordinance 2023-01 passed unanimously.

2. Financial Policies and Procedures Manual

Council member Hall motioned to adopt the Financial Policies and Procedures Manual; seconded by Council member Castro, the adoption of the Financial Policies and Procedures Manual passed unanimously.

New Business

1. Memorandum of Understanding (MOU) between the City of Pine Lake, Georgia and Pine Lake Association of Involved Neighbors, LLC

Mayor pro tem Bordeaux motioned to adopt the Memorandum of Understanding (MOU) between the City of Pine Lake, Georgia and Pine Lake Association of Involved Neighbors, LLC, seconded by Council member Brantley; the approval of the Memorandum of Understanding passed unanimously.

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2. Resolution R-05-2023 –Revised- FY2022 Budget Amendment

Council Member Brantley motioned to adopt Resolution R-05-2023 –Revised- FY2022 Budget Amendment; seconded by Council Member Hall, the adoption of the resolution passed unanimously.

Public Comments – 3 minutes each please

There were no public comments.

Staff Reports

City Manager Miller-Thornton reported:

Administration:

The administration received \$11,382.27 for Local Maintenance Improvement Grant (LMIG). The Council approved allocation of the funds towards completion of the Oak Road project.

On February 28th the Administration Office received Georgia Power Franchise payment in the amount of \$25, 215. 85. The payment is \$870.55 more than tax received in 2022.

Municipal Court:

Employment Position:

Three resumes have been received for the Municipal Court Clerk p position and interview sessions will begin on March 1, 2023. Ms. Faye Brantley (Court Clerk – Contracted) has been asked to be present during the interview sessions.

Public Works:

MS4 inspection was conducted by Environmental Protection Division (EPD) on February 21, 2023. Inspection findings were satisfactory. Follow-up documentation and reports were submitted to EPD within a week of the inspection. Follow-up with local business establishments is ongoing.

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Stormwater Training will be held on Wednesday, March 1, 2023. The session will be conducted by City Environmental Engineer Amanda Corr Russell of Clark Patterson Lee (CPL).

Current City Projects:

Demolition of the gazebo and nearby bridge solicitation packet is composed, and inquiries have been received regarding the project scope. To date no formal proposals have been submitted.

The demolition/rebuild of the inner berm bridges solicitation packets is being informed by the City's environmental engineer CPL. CPL will coordinate EPD to determine if any permissions will need to be granted based on any potential or anticipated impact on the lake waters. The Administration is awaiting proposal for the scope of work, to be presented by CPL.

The Administration office has been engaging with CPL regarding the Dam and Oak Road projects for the City.

Rockbridge Road (DeKalb County SPLOST Project):

Project Update

On February 24, 2023 the water line crew continues to make progress with installation although underground utilities and the weather subject the project to delays. Next regular meeting of the City Administration and DeKalb County Project Management is scheduled for March 6th, 2023.

Administrative Matters:

Policy/Procedures Drafts:

Financial Policies and Procedures Manual Draft was initially presented to Council for review s of 11/29/2022. Associated financial policies code amendments and a supplemental credit and purchasing card policy were approved by Council on 02/28/2023. Final draft form of the Manual is up for Council consideration for approval on 02.28.2023.

Personnel Policy draft is nearing completion. The Administration Office expects presentation to Council in March 2023.

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Other City Matters:

Council retreat is tentatively scheduled nearing the end of March or the first of April 2023. A Town Hall will follow. The Administration is asking Council to consider setting a definitive date for the retreat.

Pine Lake Post Office personnel have advised the Administration Office that the reason the outside collection boxes are taped and closed because of extreme vandalism and robbery and that many checks were stolen, manipulated, and/or cashed that perhaps belonged to Pine Lake citizens. Post office personnel are not sure when or if the boxes will reopen and stated that the decision to reopen lies with the district manager.

Chief Y’hudah-Green - Public Safety Report:

The Police Department will conduct employee interviews the week of March 13th.

The much needed golf cart has been received as part of our code compliance reboot initiative. The department continues to expand its online footprint and communication within the active Police Department Page. The page consists of implementing seasonal public safety strategies to address seasonal crime trends.

The Police Department advises that out of an abundance of caution the exterior Postal boxes have been closed due to uptick in theft and fraud complaints to the PLPD and US Postal Service.

Police also noted an uptick in entering autos and recommended securing vehicles and checking security cameras for any suspicious activity.

Copies of the Administration, Public Works and Public Safety reports are on file in City Hall for reviewing. Please email missyeverner@pinelakega.net to request a copy or call 404-999-4931 to schedule an appointment to review the copy on file.

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Reports/Comments

Mayor

There were no Mayoral comments.

City Council

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Information for “The Pine Lake News” eblast.

State of the City Well Attended

Mayor Melanie Hammet presented her report on The State of the City in the Beach House on Thursday February 23rd. It was standing room only with over 60 residents in attendance.

The mayor started out by singing her ode to our “Little Bitty City”. She then spent much of the next hour describing various events and accomplishments, acknowledging all the folks both in and out of the room for their important roles.

She finished up encouraging residents to “take a shift” when elections are held in November for three open positions (mayor and two council seats). If you are interested, the qualification period will be in August. Additional information is available at City Hall and in future issues of this News Brief.

Many thanks to City Manager ChaQuias Thornton, Chief Green, Missye Varner, and the public works crew for putting it all together. Very special thanks to all the attendees who came out on a rainy night to hear how the city is doing.

Mardi Gras Parade & Potluck March 4th, 10:00 AM - 1:00 PM

PLAIN is hosting a potluck Mardi Gras Brunch and a post-brunch parade. Brunch will be a potluck – with beverages provided by PLAIN. The parade will leave from the beach house at noon sharp!

\$6 for PLAIN members | \$7 for non-members | \$4 for children | FREE if you join PLAIN or bring food for the potluck | \$1 off if you bring your own plates & utensils!

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Post Office Halts Use of Drive-up Mail Collection Boxes

The use of the two outside mailboxes at the Post Office has been suspended due to vandalism and possible theft from the boxes. There is a collection box inside the Post Office lobby that is open 24 hrs.

Food Assistance Available to Pine Lake Neighbors

PLAIN's Neighbor to Neighbor (N2N) program supports community activities, assists Pine Lake residents in need and supports Rockbridge Elementary School. [More Information.](#)

The Pine Lake Food Pantry is an important part of N2N. If you or someone you know is food insecure and needs assistance, please call 404 491-0774 and leave a message. A Pantry volunteer will call back to set up service. All contacts are kept confidential.

Huge thanks to all who contribute food and cash to the N2N program. Contributions can be made at the PLAIN Saturday events. You prove that Pine Lake cares!

April 23rd Save the Date.

MAP and SEED will join together to welcome Spring with the annual, **Pollination Celebration** on Sunday April 23rd. Details to follow.

Adjournment

Council Member Hall motioned to adjourn; seconded by Council Member Woods and passed unanimously at 7:49 pm.