

**CITY OF PINE LAKE, GEORGIA
REGULAR SESSION AGENDA
COUNCIL CHAMBERS
JULY 11, 2023 @ 7:00PM
459 PINE DRIVE, PINE LAKE, GA 30072**

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

- Special Called Meeting – June 20, 2023
- Regular Meeting – June 27, 2023
- Special Called Meeting – June 29, 2023

Public Comments – 3 minutes each please

Old Business

New Business

1. Ordinance 2023-02 – Fee Schedule Amendment – Plan Review Fees amended by Council action on 05/30/2023 –2nd Read
2. Council Confirmation - Mayoral Appointment of Melody Paris to Stewards of Environmental Education and Design (SEED)
3. Update on Lake Health and Management
4. City Facilities and Public Spaces Access Assessment
5. Special Purpose Local Option Sales Tax II (SPLOST II) – Work Session and Agreement Considerations

REPORTS AND OTHER BUSINESS

Public Comments – 3 minutes each please

Staff Reports

Administration and Public Works
Public Safety

Reports/Comments

Mayor
City Council

Information for “The Pine Lake News” eblast.

Adjournment

**MAYOR
MELANIE HAMMET**

COUNCIL MEMBERS

Jean Bordeaux, Mayor pro tem
Tracey Brantley
Nivea Castro
Brandy Hall
Augusta Woods

ADMINISTRATIVE STAFF

ChaQuias Miller-Thornton
City Manager

Sarai Y’Hudah-Green
Chief of Police

Missye Varner
Administrative Coordinator

Susan Moore
City Attorney

CITY OF PINE LAKE
425 ALLGOOD ROAD
P.O. BOX 1325
PINE LAKE, GA 30072

404-999-4901

www.pinelakgega.net

**CITY OF PINE LAKE, GEORGIA
SPECIAL CALLED SESSION AGENDA
COUNCIL CHAMBERS
JUNE 20, 2023 @ 6:00PM
459 PINE DRIVE, PINE LAKE, GA 30072**

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

Call to Order Melanie Hammet called the Special Called Session to order at 6:48pm.

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

**MAYOR
MELANIE HAMMET**

COUNCIL MEMBERS

Jean Bordeaux, Mayor pro tem
Tracey Brantley
Nivea Castro
Brandy Hall
Augusta Woods

ADMINISTRATIVE STAFF

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City Manager

Sarai Y'Hudah-Green
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Adoption of Agenda of the Day

Mayor Pro tem motioned to adopt the Agenda of the Day; seconded by Council Member Woods and passed unanimously.

New Business

1. Ordinance 2023-03 – To Set the Millage Rate for Property Taxation for Fiscal Year 2023 – First Read

Mayor Hammet presented the first read of Ordinance 2023-03 – To Set the Millage Rate for Property Taxation for Fiscal Year 2023 – First Read. City Manager Miller-Thornton talked about residents having increased property valuations as presented by the DeKalb County Tax Assessor's Office. Ms. Miller-Thornton gave an analysis of millage rates in comparison to the City's FY2023 budget.

2. Resolution R-13-2023 – Appointing Ned Dagenhard as Assistant City Clerk

Mayor Pro tem Bordeaux motioned to adopt Resolution R-13-2023 – Appointing Ned Dagenhard as Assistant City Clerk; seconded by Council Member Woods and passed unanimously. Ms. Dagenhard will serve as Assistant City Clerk until such time as it is mutually agreed by the City Manager that he has attained successful level of completion towards municipal clerk's certification.

Adjournment - Council Member Nivea Castro motioned to adjourn; seconded by Mayor Pro tem Bordeaux. The special called meeting adjourned at 7:16pm.

CITY OF PINE LAKE, GEORGIA
REGULAR SESSION MEETING MINUTES
COUNCIL CHAMBERS
JUNE 27, 2023 @ 7:00 PM
459 PINE DRIVE, PINE LAKE, GA 30072

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 Regular Session to order at 7:25pm.

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

Announcements/Communication

Mayor Hammett:

- Welcomed new city employee Mr. Ned Dagenhard, Assistant City Clerk and Court Clerk to the meeting. Mr. Dagenhard's first day was June 26th.
- On June 29, 2023, at 5:00 PM there will be a Special Called Meeting at the Council Chambers, 459 Pine Drive. The agenda item shall be: Moratorium- Lake Use- Fishing.
- Announced that she, City Council, and the City Manager have received much feedback during meetings, and provided via emails, texts, and personal conversations in response to citizen concern regarding the lake, beach, fishing and the wetlands.
- Announced that for the month of July 2023 she will have a Solo Mayor Meeting every Wednesday at 7:00 PM at the Beach House to address resident concerns. She recommended coming by to have a conversation with her. The dates are July 5th, 12th; 19th; and 26th.
- Announced that she and Chief Green attended a meeting on June 19th with the Rockbridge Road Project Manager regarding the Rockbridge Road.
- PLAIN will host a July 4th celebration at the Beach/Lake area from 12:00 PM to 2:00 PM. Free hot dogs, burgers and drinks will be served, and residents are encouraged to bring a potluck dish.

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- Mayor Hammet communicated that Mayor Pro tem Bordeaux had an accident and had minor surgery.

Adoption of Agenda of the Day

Mayor Hammet amended the agenda by placing the Staff Reports before the second public comments section on the agenda. Council Member Brantley motioned to adopt the amended agenda; seconded by Council Member Castro and passed unanimously.

Adoption of the Minutes

- Regular Meeting – June 13, 2023

Council Member Woods motioned to adopt the minutes for Regular Meeting of June 13, 2023; seconded by Council Member Castro and passed unanimously.

Public Comments

There were public comments and they are on file at 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.

Old Business

None.

New Business

1. Ordinance 2023-03 – To Set the Millage Rate for Property Taxation for Fiscal Year 2023 – Second Read

Mayor Hammet provided the Second Read of Ordinance 2023-03 – To Set the Millage Rate for Property Taxation for Fiscal Year 2023. Council Member Woods motioned to adopt the millage rate at 16.481 mil s; seconded by Council Member Castro and passed unanimously.

2. Pridelake 2023 – Thomas Torrent, Event Chair/Coordinator – PLAIN, Event Sponsor
Council Member Brantley motioned to approve Addendum to the Memorandum of Understanding between the City of Pine Lake and PLAIN for Pridelake 2023, with authorization for Mayor Hammet and City Manager Thornton to execute final draft agreement with any minor changes; seconded by Council Member Woods and passed unanimously.

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3. Ordinance 2023-04 – Lake and Recreation Area Policy Amendments

Council Member Castro motioned to approve Ordinance 2023-04 – Lake and Recreation Area Policy Amendments and to set the capacity of the beach at 100 people with the right to revisit the Lake and Recreation Area Policy as needed; seconded by Council Member Brantley and passed unanimously.

4. Court House/Police Facility Renovations – SPLOST

Council Member Castro motioned to approve the Court House/Police Facility Renovations – Architectural/Design Services RFP award for TSW Planning Architecture Landscape in the amount of \$24,750; seconded by Council Member Brantley and passed unanimously.

5. Financial Software Options – Edmunds GovTech and Tyler Technologies InCode

Council Member Woods motioned to approve Financial Software Option – Tyler Technologies InCode; seconded by Council Member Castro and passed unanimously.

6. Leaf Vacuum/Loader Purchase Options – Proposal and Financing Considerations – Environmental Products Group (\$63,700) and Municipal Equipment Sales (\$79,000)

Council Member Brantley motioned to approve the Leaf Vacuum/Loader Purchase Option – Proposal and Financing Considerations – for Environmental Products Group (\$63,700); seconded by Council Member Castro and passed unanimously. Also, Council member Woods motioned to approve City Manager Thornton’s pursuit of lease purchase option through the Georgia Municipal Association Lease Purchase Program for the new leaf loader and a new police vehicle; seconded by Council Member Castro and passed unanimously.

REPORTS AND OTHER BUSINESS

Staff Reports

ChaQuais Miller- Thornton
Administration and Public Works

Please refer to [the link](#) to access the City Managers report dated June 27, 2023. The City Manager reports are on file at 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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Chief Sarai Y'Hudah-Green
Public Safety

Please refer to [the link](#) to access the Police/Public Safety report dated June 27, 2023. The Police/Public Safety reports are on file at City Hall for reviewing. Please email missyevarner@pinelakega.net to request a copy or call 404-999-4931 to schedule an appointment to review the copy on file.

Public Comments

There were public comments and they are on file at City Hall for reviewing. Please email missyevarner@pinelakega.net to request a copy or call 404-999-4931 to schedule an appointment to review the copy on file.

Reports/Comments

Mayor

Mayor Hammet commented that there is a part time beach monitor at the beach/lake. City Attorney Moore stated that there is no lifeguard and that there is swim at your own risk and that the City holds no liability.

Mayor Hammet emphasized that the beach capacity was one hundred individuals and thanked everyone for attending the meeting and for their participation and emails of concerns within the city.

City Council

Council Member Castro commented on the liability of the swim at your own risk at the beach/lake.

Information for “The Pine Lake News” eblast:

Special Called Meeting June 29th 5pm, Council Chambers

Pine Lake City Council will meet Thursday, June 29th, 2023 at 5pm to consider a temporary moratorium on fishing at the lake. If adopted, the temporary moratorium will be reviewed again ~~during the first Council meeting after Labor Day (September 12)~~ July 25, 2023.

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Join PLAIN and the City of Pine Lake for July 4th picnic at the lake!

Please join your neighbors for an Independence Day picnic at the Beach House from 12pm to 2pm. Burgers and hot dogs will be provided and be sure to bring a dessert or side dish to share.

Welcome to Ned Dagenhard, new Assistant City and Court Clerk

Ned joined the Pine Lake team this past Monday, June 26th as a member of the Administration Office and Court Services team. He immediately began training for Municipal Court Clerk certifications and he is excited to be a part of our Pine Lake community.

Mayor's Town Halls in July

Mayor Hammet will hold a solo Town Hall on each Wednesday in July. Come have a conversation starting at 7pm, Beach House. Dates are July 5th, 12th; 19th; and 26th.

City Accepting Applications for Two Positions:

Beach Monitor - seasonal, part-time position.

Public Works Laborer - temporary, full-time position.

If you know someone who might be interested in a summer job, please pass on this information. Application and position descriptions can be found at [Employment Opportunities](#)

Food Assistance Available to Pine Lake Neighbors

PLAIN's [Neighbor to Neighbor](#) (N2N) program assists Pine Lake neighbors in need. If you or someone you know is food insecure or needs other assistance, please call 404 491-0774 and leave a message. A volunteer will call back to discuss needs and help available. All contacts are kept confidential.

Adjournment –

Council member Woods motions to adjourn at 9:23pm; seconded by Council Member Castro and passed unanimously.

Missye Varner, Administrative Coordinator

CITY OF PINE LAKE, GEORGIA
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JUNE 29, 2023 @ 5:00PM
459 PINE DRIVE, PINE LAKE, GA 30072

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

Call to Order – Call to Order: Mayor Melanie Hammet called the Regular Session to order at 5:00pm.

Present: Mayor Melanie Hammet, Mayor Pro Tem Jean Bordeaux, Council Members Augusta Woods and Tracey Brantley. Also present were City Manager ChaQuias Miller-Thornton and Administrative Coordinator Missye Varner. Council Members Brandy Hall and Nivea Castro, Chief of Police Sarai Y’Hudah-Green and City Attorney Susan Moore were not in attendance.

MAYOR
MELANIE HAMMET

COUNCIL MEMBERS

Jean Bordeaux, Mayor pro tem
Tracey Brantley
Nivea Castro
Brandy Hall
Augusta Woods

ADMINISTRATIVE STAFF

ChaQuias Miller-Thornton
City Manager

Sarai Y’Hudah-Green
Chief of Police

Missye Varner
Administrative Coordinator

Susan Moore
City Attorney

Adoption of Agenda of the Day

Mayor Pro tem Bordeaux motioned to adopt the agenda; seconded by Council Member Woods and passed unanimously.

New Business

1. Moratorium – Lake Use – Fishing (Emergency Ordinance 2023-05)

Mayor Pro Tem Bordeaux motioned to adopt the Moratorium – Lake Use – Fishing (Emergency Ordinance 2023-05; seconded by Council Member Woods and passed unanimously. The effective date of the moratorium was set at July 15, 2023. Council will review extension of the ordinance establishing the moratorium on July 25, 2023 (within 30 days of the adoption date of the ordinance).

Adjournment

Mayor Pro Tem Bordeaux motioned to adjourn at 5:14 PM; seconded by Council Member Brantley and passed unanimously.

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425 ALLGOOD ROAD
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Memo

DATE: July 6, 2023
TO: Mayor and City Council
FROM: ChaQuias Thornton
RE: Ordinance 2023-02 – Amendment of Fee Schedule – Plan Review Services – 2nd Read

On May 30, 2023 Council approved amendment of the fees assessed for Plan Review services associated with building permitting. Amendment to the fees were approved as follows:

1. Residential Building Plan Review Fees be amended from
\$100.00 plus 25% of permit fee to \$200.00 plus 25% of permit fee.
2. Commercial Building Plan Review Fees be amended from
\$200.00 plus 50% of permit fee to \$350.00 plus 50% of permit fee

Pursuant to Pine Lake Code of Ordinances, APPENDIX A. – Zoning, ARTICLE 15, Building Permits and Enforcement, Section 15-4 Required Fees, fee schedule must be amended by action of the Council in the form of ordinance adoption.

Therefore, final draft form of Ordinance 2023-02 is presented to Mayor and Council for consideration of a first read during the 06/13/2023 regular meeting of the body. **Second read and adoption is being conducted/considered on 07/11/2023.**

Please do feel free to present any comments, questions, or concerns regarding.

Thank you,

CMThornton

ORDINANCE 2023-02

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF PINE LAKE, GEORGIA, PURSUANT TO PINE LAKE CODE OF ORDINANCES, APPENDIX A. – ZONING, ARTICLE 15, BUILDING PERMITS AND ENFORCEMENT, SECTION 15-4 REQUIRED FEES, TO AMEND FEE SCHEDULE FOR PLAN REVIEW FEES ASSOCIATED WITH THE CITY’S PROVISION OF BUILDING PERMIT SERVICES.

WHEREAS, the City of Pine Lake (City) provides certain services to its citizens, businesses, and stakeholders relevant to the City’s municipal power to regulate and to license the erection and construction of buildings and all other structures; and

WHEREAS, plan review services for the construction, alteration, renovation, and repair of building and all other structures are provided by the City, whether directly or through third-party service provision, for a fee; and

WHEREAS, all fees charged for applications, permits and certificates regulated by the City ordinance shall be in accordance with the fee schedule then in effect; and

WHEREAS, proposed changes in the fee schedule are to be presented to mayor and council for action by ordinance; and

WHEREAS, Mayor and Council have found it necessary to amend Construction Related Plan Review Fees for residential and commercial construction.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Pine Lake as set forth herein:

SECTION 1.

- 1) The schedule of fees charged for plan review services provided in association with building applications permits and certificates as regulated by City be amended as follows:
 - a. The amount assessed for Residential Building Plan Review Fees be amended from \$100.00 plus 25% of permit fee to \$200.00 plus 25% of permit fee.
 - b. The amount assessed for Commercial Building Plan Review Fees be amended from \$200.00 plus 50% of permit fee to \$350.00 plus 50% of permit fee

[SECTION 2 on NEXT PAGE]

SECTION 2.

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

So ordained upon second adoption date below.

First Read _____, 2023

Second Read _____, 2023

MAYOR AND CITY COUNCIL OF PINE LAKE, GA

Melanie Hammet, Mayor

ATTEST:

_____ [SEAL]
ChaQuias M. Thornton, City Manager/Acting City Clerk

Approved as to form:

Susan J. Moore, City Attorney



Memo

DATE: July 6, 2023
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Manager
RE: Council's Confirmation of the Appointment of Melody Paris to Stewards of Environmental Education and Design (SEED)

Mayor Melanie Hammet has selected Melody Paris to be the fifth and final member of Stewards of Environmental Education and Design (SEED) – a standing committee of the City of Pine Lake. In accordance with Charter Section 2.43, "All standing committees shall be appointed by a majority vote of the council."

Confirmation of Council's appointment of Melody Paris to SEED is scheduled for the 7/11/2023 meeting of Mayor and Council.

Thank you,
CMThornton



Memo

DATE: July 7, 2023
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Manager
RE: Public Facilities and Spaces Assessment

In order to address potential issues with accessibility at or on city-owned facilities and spaces, Mayor Hammet's has elected the following course of action:

- Councilmember provision of list of areas of concern.
- Presentation of the list of concerns to the Administration and City Building Official for investigation and review. Detailed response from the building official (or other delegated authority) to be presented to the Administration for recommendation to Council.
- Council prioritization and determination of funding allocations for necessary action to address issues.

Thank you,
CMThornton



Memo

DATE: July 7, 2023
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Manager
RE: Update - Lake Health and Management

Report is to be presented as an update on Lake health and management.

The report is to include considerations made and/or actions taken regarding the following:

- Preparation in advance of the Fishing Moratorium which is set to begin on July 15, 2023.
- Lake and Park Area Clean-up Efforts (planned and conducted)
- Wetlands Maintenance
- Review and consideration of amendments to the City Ordinance, Chapter 62 Public Works Article IV. Lakes, Parks and Recreational Facilities

Report will include updates from:

- City Administration (Mayor Hammet, City Manager, City Attorney, etc.)
- Stewards of Environmental Education and Design (SEED)
- Public Safety (Chief Y'hudah-Green)
- Public Works (City Manager)

Thank you,
CMThornton



Memo

DATE: July 7, 2023
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Manager
RE: Special Purpose Local Option Sales Tax II (SPLOST II)

2023 SPLOST

Tentative deadline for DeKalb cities to pass resolution regarding project referendum for the 2023 Special Purpose Local Option Sales Tax (SPLOST) is August 30, 2023. DeKalb has asked that the city attorneys of each municipality agree to a time to meet with the County to discuss the SPLOST distribution agreement draft. The referendum is scheduled for the November 2023 general election ballot and the Georgia legislature has passed a bill that has removed the percentage and specific nature of project restrictions that were attached to the 2017 SPLOST.

The Administration is asking that Mayor and Council set a date/time to meet in work session to discuss the City's proposed project list, referendum language, and any other considerations for the SPLOST agreement. Council should begin considering the nature of projects that it would like to include in its referendum.

NOTE: SPLOST is an optional one percent county sales tax used to fund capital outlay projects proposed by the county and participating qualified municipal governments. In general, county and municipal governments may not use SPLOST proceeds for operating expenses or maintenance of a SPLOST project or any other county or municipal facility or service.

Thank you,
CMThornton