

**CITY OF PINE LAKE, GEORGIA
REGULAR SESSION AGENDA
COUNCIL CHAMBERS
AUGUST 8, 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

- Regular Meeting – July 25, 2023

Public Comments – 3 minutes each please

Old Business

New Business

1. Swearing in of Officer to the Pine Lake Reserve Officer Program-
Officer Craig Wright
2. City Sponsorship of Pine Lakefest 2023 – Requestor, Kathie.
deNobriga, President, Pine Lakefest Inc.
3. Donation of Repairs to the Pine Lake Tennis Courts – Private Entity,
Donor and Pine Lake Association of Involved Neighbors, Conduit
4. Rental Agreement – Pride Lake Gayla Event – August 26, 2023 –
PLAIN Sponsor

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
COUNCIL MEETING MINUTES
JULY 25, 2023, at 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

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

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

Announcements

Mayor Hammet began with a brief recap of the Dekalb County/Rockbridge Road Development Town Hall (which took place Monday, July 17th). Mayor Hammet stated she had requested an “updated” project timeline, which has now been established as having begun in January 2023, and to be completed in November 2023. When Mayor Hammet inquired how local business owners may go about filing an interruption claim, the response from the Dekalb County COO and legal authority were vague and nonspecific. Following consultation with City Manager Miller-Thornton and City Attorney Susan Moore, Mayor Hammet stated she again requested a description of the claim filing mechanism, to understand how such a claim is made actionable. A response from Dekalb County remains pending.

City Manager Miller-Thornton announced the attendance of Public Works employee, DeAndre Hodges. The City Manager thanked Mr. Hodges for his continued efforts to maintain the city’s public spaces, and invited attendees to do the same. It was noted in the introduction that DeAndre is presently the only Public Works employee, as City Hall continues to seek to fill a vacancy in the department.

Adoption of Agenda of the Day

Mayor Hammet amended the agenda to include:

1. To place Staff Reports before the second public comments section.

Council Member Hall motioned to adopt the amended agenda; Council Member Castro seconded and the motion passed unanimously.

Adoption of the Minutes

- Regular Meeting – July 11th, 2023

Council Member Woods motioned to adopt the minutes for Regular Meeting of July 11th, 2023; seconded by Council Member Brantley. The motion passed with a 4-0-1 vote. Council Members Brantley, Castro, Hall, and Woods voted in favor. Council Member Bordeaux abstained.

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COUNCIL MEETING MINUTES
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Public Comment – 3 minutes each please

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

New Business

1. Reenactment of Emergency Ordinance 2023-05 in the form of Emergency Ordinance 2023-05(1) – Fishing Moratorium
 - a. Updates from City Departments and Committees Regarding Lake Area Health and Maintenance and the Moratorium that began on 7/15/2023.

Mayor Hammet reiterated the purpose of the moratorium, and Council Members weighed in on the development of criteria for quantifiable review of lake health and wildlife impact. Council Member Hall discussed the involvement of SEED (Stewards of Environmental Education and Design) in producing pre- and post-moratorium data points. City Manager Miller-Thornton requested direction of City Council in working with City Attorney Susan Moore to develop amendments to Lake Area Policy—which would include verbiage around fishing—upon receipt of SEED and community feedback. Council Member Bordeaux moved to reenact Emergency Ordinance 2023-05 in the form of Emergency Ordinance 2023-05(1) (a 30-day moratorium on fishing within Pine Lake); Council Member Brantley seconded, and the motion passed unanimously.

2. Special Purpose Local Option Sales Tax (SPLOST) II – Project List Considerations

City Manager Miller-Thornton requested that City Council produce a project list in preparation for the upcoming SPLOST II referendum. The City Manager suggested that items on the list be broad categories, and that allocated amounts be characterized as percentages as opposed to fixed dollar amounts, so as to allow flexibility in funding high-priority projects. Also discussed was the proposed amendment to Dekalb County disbursement, adding 1% of total County-wide SPLOST II funds to small cities' (including Pine Lake, Stone Mountain, Lithonia, and Avondale Estates) allotment formula. Given these considerations, a project list will be drafted by City Council Members in the coming weeks. No Council action was required or taken in reference to this agenda item.

3. GMA Lease Option – for purchase of Leaf Machine and Police Vehicle – Amount Financed \$123,185 – 4 year term – Total Lease Payments \$137,348.

City Manager Miller-Thornton announced the terms of a lease agreement with the Georgia Municipal Association for the purpose of procuring a new Leaf Machine, as

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well as a new Police Vehicle. The interest rate for the GMA lease/loan is set at 4.5%, to be paid over a 4-year term. The principal amount is \$123,185, with a payoff amount of \$137,348. Council Member Hall moved to approve the GMA Lease Agreement; Council Member Castro seconded, and the motion passed unanimously.

Staff Reports

ChaQuias Miller- Thornton – City Manager

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 missyevarner@pinelakega.net to request a copy or call 404-999-4931 to schedule an appointment to review the copy on file.

Chief Sarai Y’Hudah-Green – Chief of Police

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 Comment – 3 minutes each please

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

Information for “The Pine Lake News” E-blast

Upcoming Events:

Mayor’s Final Town Hall: Join Mayor Melanie Hammet tonight (**Wednesday 7/26 at 7pm in Beach House**) for a conversation about what’s happening in Pine Lake.

SEED Business Meeting: Pine Lake’s environmental panel (Stewards of Environmental Education and Design) is holding their regular business meeting to plan and review environment related events. **Thursday, 07/27/2023; Clubhouse; 7:00 pm.**

Moratorium on Fishing: The City Council renewed an additional 30-day moratorium on fishing in the lake. The City will review renewal of the moratorium during the week of August 21st. During this time the City will continue to focus on lake clean-up, fishing policy, signage, and other improvements to the lake and park experience.

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Other News:

Qualifying For Elected Office: If you are interested in running for one of the three 2024 open seats (2 council seats; Mayor) please contact City Hall. The qualifying period is August 21-23, 2023; City Hall; 8:30am-4:30pm. Forms will be available at City Hall beginning Monday, July 31, 2023. Each of the open seats is for a four-year term.

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](#)

Millage Rate: On 06/27/2023 the City Council lowered the ad valorem tax millage rate from the 2022 rate of 18.422 to the current rate of 16.481.

Ongoing:

Pine Lake City Council Meetings are held the second and last Tuesday of each month at 7:00PM in the Council Chamber / Courthouse at the corner of Forest and Pine.

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 Hall motioned for adjournment at 8:30pm; Council Member Castro seconded and the motion passed unanimously.

Ned Dagenhard
Assistant City Clerk



Memo

DATE: August 4, 2023
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Manager
RE: Swearing in of Officer to the Pine Lake Reserve Officer Program-
Officer Craig Wright

Chief Green is set to appoint Officer Craig Wright as the newest member of the City's Reserve Officer Program. Chief Green is requesting that official swearing in of the officer be conducted during the upcoming meeting of Mayor and Council on August 8th, 2023. After being sworn in, Officer Wright will join the Reserve Program with eight (8) years of law enforcement experience.

Thank you,
CMThornton



Memo

DATE: August 4, 2023
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Manager
RE: City Sponsorship – Lakefest 2023 – Kathie deNobriga, Pine Lakefest Inc.-Requestor

Kathie deNobriga, (President of Pine Lakefest Inc. and Chief Coordinator of the Pine Lakefest event) has submitted the following request to the Mayor and Council for consideration of City Sponsorship of the upcoming Pine Lakefest 2023 event. It is believed that this request is for cash sponsorship.

Dear Mayor and Council,

As you know, LakeFest has become the signature event of our little city, involving nearly 20 people directly as planners and organizers and, during the weekend itself, another 50-60 as volunteers and 2,000-2,500 of our residents, friends and neighbors. Since February we've been making preparations, large and small, and are excited about how this year's LakeFest is shaping up. The music line-up is complete; we have a new (non-local resident) organizer for the Youth Activity area; another resident has stepped up to lead both the Sand Sculpture contest as well as the Chalk Art, and a new shape to "Floatzilla." We've engaged the local Mangos Caribbean Restaurant to handle liquor sales (and we're so happy to be leaving this to the professionals!).

In other words, plans are coalescing, with the usual uncertainty of hitting our budget (\$13,000). Any support from the City will be most appreciated.

I will be unable to attend the Council meeting on August 8, but one of our Team members, Holley Mitchell, will be available to answer any questions you might have.

With gratitude for all that the City has done and is doing to make LakeFest a success,

Kathie deNobriga
Chief Coordinator

The request for city sponsorship will be presented as an item on the upcoming agenda of Council to be held on 08/08/2023. For Council information, the following are terms of the current 2023 memorandum of understanding between the City and Pine Lakefest Inc. that hold dollar value:

- Waiver of cost for Public Land and Building Use fee applicable for the duration of the event. (Value of \$1,500)
- Use of City Public Works employees to remove from storage and make available to Lakefest traffic barriers and parking signs, install one 8' x 15' Lakefest sign on Rockbridge Road, move picnic tables and install an accessibility ramp at Clubhouse and Lakeshore. (Approximate value \$80)
- Supplement off-duty officer pay (Approximate Value of \$186)
- Waiver of the Public Lands and Building Use application (Value of \$200) – this item is listed in the MOU as a form of city sponsorship.

Thank you,
CMThornton



Memo

DATE: August 4, 2023
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Manager
RE: Donation of Repairs to the Pine Lake Tennis Courts – Private Entity, Donor and Pine Lake Association of Involved Neighbors, Conduit

The Pine Lake Association of Involved Neighbors (PLAIN) has presented consideration to Mayor and Council of the acceptance of donated repairs for resurfacing of the city's tennis courts. Preliminary description of the donated repairs is that private donor will present monies to PLAIN for the repairs and PLAIN will in-turn provide for the repair/resurfacing services to the city asset. Donation is estimated in the amount of \$10,000. PLAIN has already obtained a list of two (2) contractors who might be selected to perform the repair/resurfacing services.

The Administration Office thanks PLAIN for bringing this opportunity forward and has presented to Council the following items for thought:

- What is Council's desire or expectation for future use of the tennis courts space? Is that desire or expectation for use as a tennis court only, or for multipurpose use?
- If it is Council's desire or expectation for multi-purpose (or some alternative) use of the space, is the donor open to their donation of funds being used for that purpose?
- Consideration of relocating current non-tennis activities (i.e. dog park activities) to another location so that there is no discontinuation of the availability of such activities. (It has been presented by PLAIN that a consideration might be to relocate dog park style activities to the park across from the City's courthouse/police department facility).

The City, if it so desires, will have to accept and approve acceptance of the repairs to the facility. In addition, and once approved, Council can allow for PLAIN to manage/oversee the process to accomplish repairs from acceptance of donation and selection of the contractor, to completion of the project – with City oversight only in monitoring City's acceptance of the repairs. The City can just vet the contractor and provide oversight in the monitoring/administration of the City's acceptance of repairs. The contract for service and the insurance protections need to be warranted to the city.

If it is the pleasure of the Council and of PLAIN that the city administer and manage the project beyond the city's acceptance of the donated repairs, would be an additional consideration.

Thank you,
CMThornton



Memo

DATE: August 4, 2023
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Manager
RE: Rental Agreement – Pride Lake Gayla Event – August 26, 2023 – PLAIN Sponsor

Please see the attached Rental Agreement application for the Pride Lake Gayla as presented by Tom Ramsey (PLAIN). The Agreement is for use of the Beach House facility on 08/26/2023. PLAIN has elected to serve as sponsor of the event. The Gayla will serve as a fundraising event for the upcoming Pride Lake 2023 event to be held on September 9th, 2023.

The September 9th Pride Lake Event, and the associated Memorandum of Understanding between the City and PLAIN have been approved by Council for final execution by the Mayor and the City Manager. Council's consideration/approval of the rental agreement application for the GAYLA event will "formally" add the event to list of PLAIN sponsored events approved by Council during the February 2023 MOU between PLAIN and the City of Pine Lake – which will provide for in-kind use of the Beach House facility.

Thank you,
CMThornton



Rental Agreement

City of Pine Lake
425 Allgood Rd
P.O. Box 1325
Pine Lake, GA 30072
404-292-4250
rentals@pinelakega.com

This Rental Application can be submitted on-line or in-person. Once received, we will send an email confirming that your date is available. Payment of the \$ 300 deposit will confirm your booking. Acceptance of the application and deposit by the City shall constitute a contract governing use of the facility.

Name of Event: Pride Lake Gayla Event Date: 8/26/2023
 Responsible Party: Tom Ramsey Secondary Contact: Thomas Torrent
 Responsible Party: [REDACTED] Secondary Phone No: [REDACTED]
 E-Mail Address: [REDACTED] Secondary E-Mail: [REDACTED]
 Mailing Address: [REDACTED]

Facility: <input checked="" type="checkbox"/> Beach House <input type="checkbox"/> Clubhouse <input checked="" type="checkbox"/> Resident <input type="checkbox"/> Non- Resident	Hours of Event: From <u>4 pm</u> To <u>10 pm</u> (including set up and clean up) Number of Attendees: <u>50</u>	Some circumstances may allow for tighter time frames or additional fees on rentals. These circumstances shall be set and agreed upon at signing of this document.
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Description of Event and Special Notes:

Pride Lake Gayla is a fundraising dinner and silent auction to generate funding in supporting of September ' s Pride Lake event.

TR
initial

I have received a copy of the Rules and Regulations for rental of Pine Lake facilities and agree to comply with them. Any and all refunds will be made payable to the Responsible Party (Signer of this Agreement.) I understand that in the event of noncompliance, my event may be terminated with no refund of fee.

Signature of Renter: Thomas Ramsey Date: 7-27-2023
By typing your name herein and submitting this form you agree to be bound by the terms defined below

For Office Use **Agreement #** _____

Acceptance of application by City of Pine Lake:

BY: _____ **DATE:** _____

DEPOSIT PAID \$ _____ **DATE PAID:** _____ **RECEIPT #** _____

BALANCE DUE \$ _____ **DATE PAID:** _____ **RECEIPT #** _____

Special Terms and Stipulations:
