

**CITY OF PINE LAKE, GEORGIA
REGULAR SESSION AGENDA
COUNCIL CHAMBERS
NOVEMBER 14, 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/COMMUNICATIONS

ADOPTION OF THE AGENDA OF THE DAY

ADOPTION OF MINUTES

- Regular Meeting – October 31, 2023

PUBLIC COMMENTS – 3 minutes each please

OLD BUSINESS

NEW BUSINESS

1. Presentation of Revised (to-date) FY2023 and Proposed FY2024 Budgets
2. FY2023 Budget Amendment

REPORTS AND OTHER BUSINESS

- **Public Comments – 3 minutes each please**
- **Staff and Committee Reports**
 - Administration, Courts, and Public Works – City Manager
 - Public Safety – Chief of Police
- **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
Augusta Woods

ADMINISTRATIVE STAFF

ChaQuias Miller-Thornton
City Manager

Sarai Y’Hudah-Green
Chief of Police

Ned Dagenhard
Assistant City Clerk

Missye Varner
Administrative Coordinator

Susan Moore
City Attorney

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**CITY OF PINE LAKE
REGULAR MEETING MINUTES
October 31st, 2023 at 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

Call to Order: Mayor Hammet called the Regular Session to order at 7:03pm.

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

Adoption of Agenda of the Day

Council Member Woods moved to adopt the agenda of the day; Council Member Castro seconded, and the motion passed unanimously.

Adoption of the Minutes

- Regular Meeting – October 10th, 2023

Council Member Castro moved to adopt the minutes from the October 10th Regular Meeting; Council Member Brantley seconded, and the motion passed unanimously.

Old Business

1. **Ordinance 2023-04 – To Amend Chapter 62 Public Works, ARTICLE IV – Lake, Parks, and Recreational Facilities – Second Read, Adoption**

City Council entertained a second read of Ordinance 2023-04. City Manager Miller-Thornton referenced in her introduction the changes made since the previous read, which included language adding a required majority vote of Council to set rules and regulations for policy related to the Lake, Parks, and Recreational Facilities. Mayor Hammet performed the second read. Council Member Brantley moved to adopt Ordinance 2023-04; Council Member Castro seconded, and the motion passed unanimously.

New Business

1. **Resolution R-19-2023 – FY2023 Budget Resolution**

City Manager Miller-Thornton presented an amendment to the FY2023 budget to allow for the appointment and compensation of Stephanie Capers to the position of Court Clerk. The City Manager made clear that— due to recent and upcoming staff departures in Administration and Court—the appointment would not directly result in a budget increase for FY2024. Council Member Woods moved to

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approve Resolution R-19-2023; Council Member Brantley seconded, and the motion passed unanimously.

Reports and Other Business

Melanie Hammet — Mayor

Mayor Hammet expressed her desire for increased security at Family Dollar in preparation for the local grocer's acquisition of a retail alcohol (beer & wine) license. Additionally, the Mayor requested an update from PLAIN on the status of the tennis courts' renovation.

ChaQuias Miller- Thornton — City Manager (Director of Administration, Courts and Public Works)

Please refer to [the link](#) to access the City Manager's report dated August 8, 2023. The City Manager reports are on file at City Hall for reviewing. Please email missyevartner@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 August 8, 2023. The Police/Public Safety reports are on file at City Hall for reviewing. Please email missyevartner@pinelakega.net to request a copy or call (404) 999-4931 to schedule an appointment to review the copy on file.

Pine Lake News E-Blast

Upcoming events:

Rockbridge Road Closure: Rockbridge Road will be closed to thru-traffic between Allgood Road and Rowland Road from 7:00 pm on Friday, November 3rd until 5:00am on Monday, November 6th. Access to all businesses will be maintained throughout the weekend by traffic details at either end of the construction zone. Thru-traffic will be rerouted to Ranger Road. [Click here](#) for more information.

Elections: On November 7, 2023, a municipal general election will be held in the City of Pine Lake. Mayor and two City Council seats up for election. The designated polling location for this election is the Pine Lake Clubhouse at 470 E Clubhouse Circle.

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Other news:

Delayed Arrival of Leaf Vacuum/Loader: Due to unforeseen manufacture impediments, arrival of the Leaf Vacuum/Loader has been delayed to late-November/early-December. Public Works has devised an alternate plan for collection.

Planning Retreat: A planning retreat for the Mayor, City Council, and Administration is scheduled for November 11th from 9am-2pm. A location for the retreat is to be determined.

Adjournment: Council Member Castro motioned for adjournment at 7:37pm.

Ned Dagenhard
Assistant City Clerk

ChaQuias Miller-Thornton
Acting City Clerk



Memo

DATE: November 11, 2023
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Manager
RE: FY2024 Proposed Budgets

Copies of the FY2024 Budget Document (as proposed) will be provided to Mayor and Council prior to the 11/14/2023 meeting of Council.

Pursuant to Section 6.24 - Operating budget of the Pine Lake Charter:

On or before a date fixed by the city council but not later than 45 days prior to the beginning of each fiscal year, the city manager shall submit to the mayor and city council a proposed operating budget for the ensuing fiscal year. The budget shall be accompanied by a message from the city manager containing a statement of the general fiscal policies of the city, the important features of the budget, explanations of major changes recommended for the next fiscal year, a general summary of the budget, and such other comments and information as the city manager may deem pertinent. The operating budget, the capital improvement budget, the budget message, and all supporting documents shall be filed in the office of the city clerk and shall be open to public inspection.

The documents will be subsequently posted to the City's website for public viewing and will be filed in the office of the city clerk.

Thank you,

CMThornton

RESOLUTION #R-20-2023

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

WHEREAS, the FY2023 local budget for the City of Pine Lake, Georgia was adopted in December 13, 2022; and

WHEREAS, it is necessary to amend such budget now;

THEREFORE, be is 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 _____, 2023.

GENERAL FUND REVENUES					
		LINE ITEM DESCRIPTION	Increase	Decrease	
	311201	Ad Valorem Prior- Residential	2,434.00		
	311210	Utilities - Prior Years	318.00		
	311301	Motor Vehicle Tax		2,000.00	
	311710	Electricity Franchise	25,215.00		
	311720	Cable Franchise	4,140.00		
	311730	Gas Franchise	4,057.00		
	311700	Franchise - Other		33,412.00	
	316200	Insudrance Premium Tax	5,349.00		
	322100	Building Permits	3,265.00		
	322200	Certificates of Occupancy	475.00		
	345100	Building Rentals		13,000.00	
		Lease Proceeds	123,185.00		
		Fund Balance Allocation		-	
		Fund Balance Allocation		-	
			168,438.00	48,412.00	120,026.00
GENERAL FUND EXPENDITURES					
		LINE ITEM DESCRIPTION			
ADMINISTRATION					
	521110	Payroll Service	2,115.00		
	523500	Travel	1,400.00		
	531210	Water	1,700.00		
POLICE					
	512101	Employee Benefits Other		1,700.00	
	522220	Auto Repair		3,000.00	
	542200	Vehicle	56,300.00		
PUBLIC WORKS					
	522210	Equipment Repairs & Maint		4,000.00	
	522230	Building Repairs & Maint	326.00		
	542300	Equipment/Capital	66,885.00		
			128,726.00	8,700.00	120,026.00
		Sum Total			-

Melanie Hammet
Mayor

ChaQuias M. Thornton
City Manager/Acting City Clerk