

**CITY OF PINE LAKE, GEORGIA  
WORK SESSION AGENDA  
MARCH 12, 2024 @ 6:00PM  
COUNCIL CHAMBERS, 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 – REGULAR MEETING**

**ANNOUNCEMENTS/COMMUNICATIONS**

**ADOPTION OF THE AGENDA OF THE DAY**

**OLD BUSINESS**

**NEW BUSINESS**

1. Plan and Preparation - 2024 Beach and Lake Reopening
2. SPLOST Project Planning – Recreation
  - a. Public Restroom
  - b. Accessibility
  - c. Replacement Structure – Previous Gazebo Location
  - d. Signage Plan
3. Resolution R-06-2024 – FY2024 Budget Amendment – SPLOST II Collections Adjustment
4. Communications Policy – Social Media Provisions
5. Georgia Interlocal Risk Management Agency- GMA Property & Liability Self Insurance
6. PLAIN – Event Proposals/Applications
  - a. Fundraising Block Party – Sectional Street Closure (Dahlia)
  - b. Monthly Book Club Access (Beach House)
7. Resolution R-07-2024 – FY2023 Budget Amendments

**PUBLIC COMMENTS – 3 minutes each please**

**REPORTS AND OTHER BUSINESS**

- **Staff and Committee Reports**
  - Administration, Courts, and Public Works – City Manager
  - Public Safety – Chief of Police
- **Reports/Comments**
  - Mayor – Scheduling of Council Retreat
  - City Council
- **Information for “The Pine Lake News” eblast.**

**ADJOURNMENT**

**MAYOR**

Brandy Hall

**COUNCIL MEMBERS**

Jean Bordeaux, Mayor pro tem  
Jeff Goldberg  
Thomas Torrent  
Augusta Woods

**ADMINISTRATIVE STAFF**

ChaQuias Miller-Thornton  
City Manager

Sarai Y’Hudah-Green  
Chief of Police

Ned Dagenhard  
Assistant City Clerk

Susan Moore  
City Attorney

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

404-999-4901

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**CITY OF PINE LAKE  
REGULAR MEETING MINUTES  
February 27<sup>th</sup>, 2024 at 7:00 PM  
Council Chambers  
459 Pine Drive, Pine Lake, GA**

**Call to Order:** Mayor Brandy Hall called the Regular Meeting to order at 7:00pm.

Present: Mayor Brandy Hall, Mayor Pro Tem Jean Bordeaux, Council Member Augusta Woods, and Council Member Jeff Goldberg. Also present were City Manager ChaQuias Miller-Thornton, Chief of Police Sarai Y'hudah-Green, City Attorney Susan Moore, and Assistant City Clerk Ned Dagenhard. Council Member Thomas Torrent was not in attendance.

**Announcements/Communications**

None.

**Adoption of the Agenda of the Day**

Mayor Pro Tem Bordeaux moved to adopt the Agenda of the Day; Council Member Goldberg seconded.

No discussion took place.

Mayor Hall called for a vote, and the Council voted unanimously in favor of the motion.

The motion carried.

**Adoption of Minutes**

- **Special Called Meeting – February 8<sup>th</sup>, 2024**
- **Regular Meeting – February 13<sup>th</sup>, 2024**

Council Member Woods moved to adopt the Minutes from both the February 8<sup>th</sup>, 2024 Special Called Meeting and the February 13<sup>th</sup>, 2024 Regular Meeting; Mayor Pro Tem Bordeaux seconded.

No discussion took place.

Mayor Hall called for a vote, and the Council voted unanimously in favor of the motion.

The motion carried.

**Old Business**

None.

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**New Business**

**1. Resolution R-03-2024 – Confirmation of Executive Session February 8, 2024**

City Manager Miller-Thornton introduced R-03-2024 as affirming 1) the presence of the Mayor, Council Members, and City Attorney at the Executive Session held on February 8<sup>th</sup>, 2024 at 7:30pm, 2) that the Executive Session was held on a basis specified in the Official Code of Georgia (Annotated), and 3) the authority of the Mayor to execute the Resolution.

Mayor Pro Tem Bordeaux moved to approve Resolution R-03-2024; Council Member Woods seconded.

No discussion took place.

Mayor Hall called for a vote, and the Council voted unanimously in favor of the motion.

The motion carried.

**2. SAFEbuilt – CPI Notification – Increase in Fee Schedule**

City Manager Miller-Thornton introduced the item for consideration by City Council. Contract between the City and SAFEbuilt, Pine Lake's contracted building inspection authority, provides that SAFEbuilt is to receive a Consumer Price Index increase in fees charged for services provided under the contract. The proposed CPI increase is 3.2% and constitutes an increase in SAFEbuilt's Service Fee Schedule for building official and administration, flood plan manager, residential and commercial building permit, and city owned project fees. SAFEbuilt assesses its fees as a percentage of the total amount collected at permit issuance, and based on budgeted estimates for the services provided, the CPI increase does not constitute a change in the City's fee schedule.

Mayor Pro Tem Bordeaux moved to approve the proposed CPI increase and the associated changes in the contract's Service Fee Schedule; Council Member Woods seconded.

A brief discussion took place, regarding the influence project size bears on the length of an inspection, and comparable fees within neighboring municipalities.

Mayor Hall called for a vote, and the Council voted unanimously in favor of the motion.

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The motion carried.

**3. Resolution R-04-2024 – FY2023 Budget Amendment – Year End Reconciliations**

City Manager Miller-Thornton introduced Resolution R-04-2024, which reconciles actual revenue collected and expenditures incurred, against the FY2023 Budget as adopted and previously amended. City Manager Miller-Thornton gave details related to the proposed line-item and fund changes.

Council Member Goldberg moved to approve Resolution R-04-2024; Mayor Pro Tem Bordeaux seconded.

A brief discussion took place.

Mayor Hall called for a vote; the Council voted unanimously in favor of the motion.

The motion carried.

**4. Resolution R-05-2024 – FY2024 Budget Amendment – Lease Allocation**

City Manager Miller-Thornton introduced Resolution R-05-2024, which transfers the allocation of the GMA lease revenue and the associated expenditure for the new leaf collection machine from the 2023 fiscal year into fiscal year 2024. Delivery of the asset and remittance of invoice for the asset cost was performed in 2024.

Mayor Pro Tem Bordeaux moved to approve Resolution R-05-2024; Council Member Woods seconded.

No discussion took place.

Mayor Hall called for a vote; the Council voted unanimously in favor of the motion.

The motion carried.

**5. Release of Claims and Covenant Not to Sue**

City Attorney Susan Moore introduced the measure, citing the Executive Session which took place February 8<sup>th</sup> at 7:30pm.

Mayor Pro Tem Bordeaux moved to approve the Release of Claims and Covenant Not to Sue; Council Member Goldberg seconded.

City Manager Miller-Thornton asked Attorney Moore if language providing additional detail should be added in the agreement. Attorney Moore advised

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that the language presented was agreed upon by the claimant.

Mayor Hall called for a vote; the Council voted unanimously in favor of the motion.

The motion carried.

**Reports and Other Business**

**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 February 27<sup>th</sup>, 2024. Please email [neddagenhard@pinelakega.net](mailto:neddagenhard@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 February 27<sup>th</sup>, 2024. Please email [neddagenhard@pinelakega.net](mailto:neddagenhard@pinelakega.net) to request a copy or call (404) 999- 4931 to schedule an appointment to review the copy on file.

**Mayor**

Mayor Hall announced that she had performed a walk-through with John Wierville, a shepherd who has been contracted to assist with removal of overgrowth along the Pine Lake dam and inner berm. The Mayor stated that the project is progressing well, and that a previous issue with coyotes on site is on the decline.

Mayor Hall announced that she had met with Council Members Woods and Torrent regarding the Poplar Park development, as the City awaits distribution of the funds from DeKalb County to the City.

Mayor Hall relayed a message from Senator Kim Jackson's office, stating that the bill to amend the Charter of the City of Pine Lake and to annex commercial properties into the Pine Lake city limits, would be introduced to the General Assembly that week.

Finally, the Mayor notified attendees that the next Regular Meeting of City Council will be held at 6:00pm and will be a work session meeting of Mayor and Council.

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**City Council**

Council Member Goldberg alerted the Mayor and Council to the arrival of a seasonal imperative, the trimming of Pine Lake's alder trees.

**Pine Lake News**

**Starting March 12<sup>th</sup>, all City Council meetings will be held at 6:00 PM rather than 7:00 PM.**

Meetings held on the second Tuesday of each month at 6:00 PM will be designated as work sessions. It is the intent of the city council to use work sessions for staff reports, presentations, discussion, public comment, and preview of items expected on the agenda at the regular meeting. No votes will be taken at the work session unless a special called meeting is requested.

Regular council meetings will be held on the last Tuesday of each month at 6:00 PM. During these meetings, public comment will be heard, announcements and communications will be shared, and issues will be discussed and voted on.

**Upcoming Events**

**Wednesday February 28<sup>th</sup> Candidate Forum: 7:00 – 8:00 PM in the Beach House and on Zoom.** PLAIN will host a forum for residents to meet and hear from the candidates for City Council as they answer questions from the community. The form to submit questions to our candidates has now closed to allow our moderator time to organize the questions in advance of the forum. [Zoom Link](#) For additional information see the February 2024 edition [PLAIN and Simple News](#)

**Saturday, March 2nd EASTER GRAS: 10:00 AM - 12:30 PM** in the Beach House. [For additional information see the February 2024 edition of PLAIN and Simple News.](#)

**Saturday, March 9<sup>th</sup> PLAIN RECYCLING: 10:00 AM - 12:00 PM** For additional information see the February 2024 edition of [PLAIN and Simple News.](#)

**March 12<sup>th</sup> Elections:** On [March 12<sup>th</sup>](#), 2024, a special election will be held in conjunction with the 2024 Presidential Preference Primary Election, to fill the unexpired Council term of Brandy Hall which is set to expire December 31, 2025. Two candidates have qualified for this election, Tom Ramsey and Tommie Storms.

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**Advanced voting will be held Monday, February 19th through Friday, March 8th, 2024.** For all Dates and Locations link to [DeKalb County Advance Voting.](#)

The special election will be held in the regular polling place, City of Pine Lake Clubhouse, 470 Clubhouse Drive, Pine Lake, Georgia 30072. The polls will open at 7:00 AM and close at 7:00 PM

**Adjournment:** Council Member Goldberg motioned for adjournment at 8:00pm.

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Ned Dagenhard  
Assistant City Clerk

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ChaQuias Miller-Thornton  
Acting City Clerk



# Memo

**DATE:** March 6, 2024  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton, City Manager  
**RE:** Plan and Preparation – Beach and Lake Reopening

New Business Item – March 12, 2024

As provided in the City of Pine Lake Code of Ordinances, CHAPTER 62 PUBLIC WORKS, ARTICLE IV - LAKE, PARKS AND RECREATIONAL FACILITIES, Sec. 62-86(a) — Swimming in the lake.

“The lake shall be officially open and closed for swimming each year with the opening and closing dates and times to be designated annually by majority vote of the city council.”

Therefore, as we near beginning of the 2024 Beach and Lake Opening/Swim Season, Council is asked to confirm or to provide its updates/modifications to operations for the beach and lake area during the 2024 season.

As a reminder, the following parameters were adopted for the most recent season:

## 2024 Season

June 2nd through September 24th

Monday through Friday – Dawn to Dusk

Saturday and Sunday – Dawn to Noon and from 3PM to Dusk

Beach Monitors in the afternoons on Fridays, Saturdays, and Sundays

One port-a-john provided

Limited capacity - 100 persons

## Positions Funded:

Beach Monitor – 16 weeks\*

Beach Maintenance – 16 weeks\*

\*Starting pay period beginning June 3rd through pay period ending September 22<sup>nd</sup>

Other factors to consider in planning are signage and accessory structures purchase and placement.

Please let me know if you should have any questions regarding.

Thank you,

ChaQuias M. Thornton



# Memo

**DATE:** March 6, 2024  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton, City Manager  
**RE:** 2023 SPLOST II Project Planning – Recreation (Term 2024 thru 2029)

New Business Item – March 12, 2024

Special Purpose Local Options Sales Tax (SPLOST) is an optional one percent county sales tax used to fund capital outlay projects proposed by the county and participating qualified municipal governments. Under the terms of intergovernmental agreements with DeKalb County, the city has received \$ in SPLOST I proceeds and is anticipating receiving \$867,401 in SPLOST II proceeds. SPLOST I encompassed a 6-year term of monthly collections beginning April of 2018 and ending March of 2024. SPLOST II will encompass a 6-year term or monthly collections to begin April 2024 and to continue through March of 2030.

In line with the SPLOST II referendum passed by DeKalb County voters and resolution adopted by the City of Pine Lake, the City is committed to completing the following forms of projects with SPLOST II proceeds:

	PROJECT TITLE	PERCENTAGE	ESTIMATED PROJECT FUNDING
	Roads, streets, and bridges purposes, including sidewalks and paths; acquisition rights of way; construction, renovation, resurfacing; and improvement; relocation of utilities; improvement of surface-water drainage; repairs necessary for preservation of roads; accessibility improvements; storm water and drainage.	42.4%	\$367,401
	Recreation, parks, lakes, and dams facilities, including construction, demolition, repair, renovation, replacement, acquisition, accessibility improvement.	46.1%	\$400,000
	Public safety facility and/or equipment.	5.8%	\$50,000
	Public works facility improvements.	5.8%	\$50,000
	Total		\$867,401

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. Attached is a memorandum pertaining to Authorized Projects for SPLOST II Funding.

For the purposes of SPLOST II project planning scheduled for the March 12, 2024 work session of Mayor and Council, the topic of discussion will be Recreation capital project planning to include:

- Recreation, parks, lakes, and dams facilities:
- Construction
  - Demolition
  - Repair, renovation, and replacement
  - Acquisition
  - Accessibility improvement.

As a matter of course, Mayor and Council would need to identify associated and appropriate capital projects and determine the priority of such projects. The Administration will work to determine estimated cost projections for identified projects and then present to Council, a preliminary plan for project completion based on an estimation of the scheduled collection of proceeds.

Average annual collections are calculated at \$144,566 with an average 2% growth in collections over the 6-year term. An estimated \$91,622 is projected to be collected in year 1 (April 2024-December 2024). Note: Please see the attached FY2024 Budget Amendment, as proposed to reflect estimated collections, as calculated.

CY24	CY25	CY26	CY27	CY28	CY29	CY30	Total
91,622	139,335	142,122	144,964	147,863	150,821	50,674	867,401

The table does not consider the additional \$2million in anticipated SPLOST revenue from County proceeds to be distributed to the 4 small cities (Avondale, Lithonia, Pine Lake and Stone Mountain).

Note: Please reference FY2024 Budget Amendment – Resolution #R-06-2024, as proposed. The resolution is proposed to reflect estimated collections, as calculated, for the 2024 fiscal year. The resolution proposes a reduction in anticipated revenue of \$40,878.00 (from \$132,500 as budgeted to \$91,622 as projected based on the fact that revenue collections are set to begin in April 2024 instead of the previously assumed start of January 2024).

For reference, preliminary notes regarding the SPLOST I schedule for 2023 can be found on the next pages of this memorandum.

Thank you,  
  
ChaQuias M. Thornton

[See Next Pages]

# 2017 SPLOST I

Preliminary - Pre-Audit Analysis									12/31/2023
CITY OF PINE LAKE									
SCHEDULE OF SPECIAL PURPOSE LOCAL OPTION									
SALES TAX EXPENDITURES									
FY2023 - To Date of Report (Pre-Audit)									
	PROJECT	ORIGINAL	EXPENDITURES			ESTIMATED		UPDATED	CHANGE IN
		COST	BEGINNING	CURRENT	TO	PERCENT		COST	PROJECT
		ESTIMATE	OF YEAR	YEAR	DATE	COMPLETE		ESTIMATE	COST
	Renovation/expansion								
	public safety and courts	300,000	4,480	24,952	29,432	9.8%	270,568	350,000	50,000
	Police dash cameras	20,000	-	-	-	0.0%	20,000		
	Renovation/repairs of								
	City Hall	70,000	48,036	-	48,036	68.6%	21,964		
	Restroom for public works bldg.	5,000	-	-	-	0.0%	5,000		
	Rebuild of Oak Road from Forest								
	Street to Spring Street*	150,000	-	-	-	0.0%	150,000		
	Road/street repair &								
	improvements *	168,500	33,142	1,303	34,445	20.4%	134,055	392,000	73,500
	Police vehicle	45,000	38,458	-	38,458	85.5%	6,542		
	Public works enhanced								
	gate repairs	7,000	-	-	-	0.0%	7,000		
		765,500	124,116	26,255	150,371		615,129		123,500
									889,000
				Original Projects Cost Estimation					
				Updated Project Cost Estimation					
*Oak Road and Street repair allocations combined to meet estimated cost of Oak Road project.									

Below is a table of actual SPLOST I revenue collections through 02/28/2024 and estimated collections for 03/30/2024.

		Collections		Total Collections
		SPLOST	LMIG*	through 12/31/2023
FY2018		79,856		
FY2019		109,957	10,555	
FY2020		106,826	11,501	
FY2021		128,638		
FY2022		139,902	10,955	
FY2023		142,112	11,382	
1/30/2024		13,167		
2/28/2024		10,801		
Estimated 3/30/2024		10,633		
		741,892	44,393	786,285

\*LMIG collections, as shown, are dedicated to the Oak Road project.



# Memo

**DATE:** March 7, 2024  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton  
**RE:** Resolution R-06-2024 FY2024 Budget Amendment – SPLOST II Revenue Adjustment

Please see the attached FY2024 Budget Amendment (Resolution R-06-2024), as proposed. The proposed amendments to the SPLOST II budget are presented to account for calculated revenue collections (as estimated) for the 2024 year with collections to begin in April 2024 instead of January 2024. The proposal represents a reduction in anticipated revenue of \$40,878.00 (from \$132,500 as budgeted to \$91,622).

A proposed decrease in revenue constitutes a proposed decrease in expenses.

Please review the attached for your consideration of approval on March 26<sup>th</sup>, 2024.

Please do contact me with any questions and/or concerns regarding.

Thank you,  
CMThornton

## RESOLUTION #R-06-2024

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

**WHEREAS**, the FY2024 local budget for the City of Pine Lake, Georgia was adopted in December 19, 2023; 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 SPLOST II Fund 910 budget be made this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

GENERAL FUND						
	LINE ITEM	Original Budget	Increase	Decrease		New Budget
910-313900	SPLOST	132,500.00		40,878.00		91,622.00
	Fund Balance Allocation					
			-	40,878.00	(40,878.00)	
GENERAL FUND EXPENDITURES						
	LINE ITEM	Original Budget	Increase	Decrease		New Budget
910-0000-0000-521401	Contracted Services	32,500.00		10,878.00		21,622.00
910-0000-0000-541300	Buildings & Building Improv.	100,000.00		30,000.00		70,000.00
			-	40,878.00	(40,878.00)	
			Sum Total		-	

\_\_\_\_\_  
Brandy Hall, Mayor

\_\_\_\_\_  
ChaQuias M. Thornton  
City Manager/Acting City Clerk

# Memo

**DATE:** March 8, 2024  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton, City Manager  
**RE:** Communications Policy

New Business Item – March 12, 2024

In an attempt to enhance and to increase the City of Pine Lake's ability to provide consistent communication of information, I am asking Council for Council input to inform a City initiated Communications Policy for the City. I would like to discuss the objectives and overview of such policy and to get Council to weigh in at the upcoming work session.

The objective of the policy will be to promote the agenda of the City by establishing provisions for the transmittal of city related information that allows for a consistent, reliable method of communicating such information to interested parties – including but not limited to residents, business and property owners, visitors, the general public, etc.

The desired action/result of the policy is for the target audience to be provided a reliable and consistent means of receiving information about City related engagement, events, and operations.

The Administration suggests that the policy include:

- Purpose
- Policy Statement
- Duties and Responsibilities
- Media Relations
- Website
- Newsletter
- Social Media (Including Social Media Posting)**
- Emergency Notification System
- Retention and Open Records

Topics of discussion during the upcoming work session will serve to shape the Social Media section of the overall communications policy and can include discussion on:

- Restatement of the city website as the official method of communication for the City.
- Identification of the social media sites and accounts that the City will engage in.
- Identification of Site Administrators.
- Scope and parameters of content/information submitted and/or received. (i.e. will the City's social media platform(s) receive comments from network members, responsibility of monitoring and management of such content).

I have begun composed an initial draft of policy and will need Council input to inform draft form for presentation of the social medial section of the policy to Council for consideration.

Thank you, CMThornton



# Memo

**DATE:** March 7, 2024  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton, City Manager  
**RE:** Georgia Interlocal Risk Management Agency- GMA Property & Liability Self Insurance

New Business - March 12, 2024

The City's property and liabilities coverage plan is set to renew on May 1, 2024. However, as of the date of this memorandum, the Administration office has not received the proposal with lines of coverage and contribution amounts. **Therefore, I am asking that Council keep this item as a placeholder for consideration during the upcoming regular session of Council to be held on March 26<sup>th</sup>, 2024.**

In the interim of receiving official proposal for coverage, the Administration Office does anticipate or has received notice of the following expected changes, as relevant to the City:

- The City received notice on February 1 that to achieve the rate adequacy indications provided by GIRMA's actuary, members are to anticipate an average rate increase of 15% for the upcoming 2024-2025 renewal. I do anticipate some renewal credits that will offset anticipated rate increase, so any necessary budget amendments will not be presented until the plan coverage has been approved by Council and initial invoice for coverage has been received.
- For members who are currently insuring dams or docks for property damage coverage, we will continue covering these items but at an Agreed Amount value. This means the member will provide the value for which you wish to insure the dam or dock and GIRMA would pay up to that amount in the event of a total loss. GIRMA would not pay more than the Agreed Amount if the damage exceeded the scheduled Agreed Amount.

Thank you,

ChaQuias M. Thornton



# Memo

**DATE:** March 8, 2024  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton, City Manager  
**RE:** PLAIN – Events Proposal (Block Party and Monthly Book Club Access)

New Business Item – March 12, 2024

Officer/member of the Pine Lake Association of Involved Neighbors (PLAIN) have presented the following events, as proposed, for Council consideration for in-kind use of space, street closure, etc.

1. Fundraising Block Party (with proposed street closure – section of Dahlia)  
Submitted: 02/27/2024  
Event Date(s): May 5<sup>th</sup>, 2024, 11:30am-3:30pm  
Traffic Control Plan (TCP) has not been submitted at the time of this correspondence.
2. Monthly Book Club 'Assess (Beach House)  
Submitted: 03/04/2024  
Event Date(s): Third Monday of each month, 1:00pm-3:00pm – to begin Monday, 03/19/2024

Under the current Memorandum of Understanding between the City of Pine Lake and PLAIN, “If PLAIN proposes an event, program or project requesting or requiring in kind or financial support from the City beyond the scope of this MOU, it shall prepare an event, program or project-based agreement for the City’s consideration. The City makes no assurance that such agreement will be approved by the City.”

Admin notes for proposed Item 1: Fundraising Block Party (with sectional road closure)

Additionally, and currently, the city only has codified regulations for street closures that are centered around low and high impact media production activity. However, in line with previous process for road closures associated with city-wide festivals and events, the following process was presented to Mr. Burgamy (PLAIN President) for consideration of the proposed block party and associated closure(s).

- Mr. Burgamy was asked to complete the attached public lands and use application and to include the following with the application:
  - Proposed Traffic Control Plan (TCP) depicting all driveway access, public street access, and private properties that will be affected by the proposed closure. (For review by Chief Green) (Ref. Code Section 38-36 “Street closures, obstruction or interference with normal traffic flow, including pedestrian use of public rights-of-way, shall be detailed in the application, including any use of on street parking spaces and/or parking in alleys or side streets.”

(TCP has not been submitted at the time of this correspondence. However, any approval should require TCP submission and a satisfactory finding after review by the Chief of Police.)

Admin notes for proposed Item 2: Monthly Book Club Assess (Beach House)

In line with the MOU between the City and PLAIN, PLAIN is to apply, for events not already listed on Exhibit A, for all required permits and comply with all terms and conditions of City's Property/Business Owner's Rental Agreement for the Beach House and the City's Permit for Outdoor Festivals and/or Use of Public Lands and Buildings understanding that this MOU is an addendum to both such Agreement and Permit. See the submitted application attached.

The proposed use falls within the scope of the MOU and PLAIN has presented other one-day events that have been approved internally and with the approved events constituting an amendment to the list of events approved in Exhibit A. The proposed event is a recurring event to be held monthly and the Administration will be seeking confirmation/consent for Administrative approval of such events.

As a reminder, the City Council is set to consider PLAIN's proposal for rental of city facilities during the work session of Mayor and Council on April 9<sup>th</sup>, 2024. Council may want to consider how current language in the MOU may offer some of the same allowances that PLAIN has presented in the proposal that is up for review and consideration.

Thank you,

ChaQuias M. Thornton



**Permit for Outdoor Festivals and/or  
Use of Public Lands and Buildings  
Application**

PERMIT # \_\_\_\_\_

**For City Hall Use Only**

Date Received: \_\_\_\_\_

BY: \_\_\_\_\_

\$300.00 App Fee Payment Method \_\_\_\_\_

Total Due \$ \_\_\_\_\_ Balance Due \_\_\_\_\_

Date Paid in Full: \_\_\_\_\_

Name of Applicant: P.L.A.I.N / Calvin Burgamy

Applicant's Street Address: 4568 Dahlia Dr PO Box: 892

City: Pine Lake State: GA Zip: 30072

Cell Telephone: 158 69 9855 Email: cburgamy@gmail.com

Type of Event: fund raiser for P.L.A.I.N - donations accepted

Date (s) of Event: May 5, 2024

Hour (s) of Event: 11:30 AM - 3:30 pm.

Public Areas & Building (s) requested: None using the very short Block @ 4568 Dahlia

Estimated Attendance: 50-100

Requested Public Works Services to be provided during normal business hours (hours in excess of 15 hours will be billed to event organizers):

NONE

Requested tables/chairs (may be provided by City if available):

NONE

Additional Police Services requested (may be required by City Administrator and billed to event organizer):

NONE

Request Road Closure:

3 driveways ~~affected~~ - Diane Durrett, Karen Kennedy  
calvin Burgamy  
1 block of Dahlia Dr - 4568 Dahlia

Sanitation Plan for trash, recyclables and portable toilets:

homeowner bins will suffice

List of all required contact information for ad

Calvin Burgamy

There will be music, and sell of PLAIN swag.

BYOB

Calvin Burgamy  
Applicant's Printed Name

Cal Burgamy  
Applicant's Signature

3-1-2024  
Applicant Date



## Rental Agreement

City of Pine Lake  
425 Allgood Rd  
P.O. Box 1325  
Pine Lake, GA 30072  
404-292-4250  
[rentals@pinelakega.com](mailto: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: PLAIN - Pine Lake Book Club Event Date: March 19, 2024 (3rd Monday of each month)

Responsible Party: Thomas Ramsey Secondary Contact: Calvin Burgamy

Responsible Party: [REDACTED] Secondary Phone No: [REDACTED]

E-Mail Address: tom\_ramsey@me.com Secondary E-Mail: cburgamy@gmail.com

Mailing Address: PLAIN, PO Box 44, Pine Lake, GA 30072

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 12:30pm To 3:30pm  
(including set up and clean up)  
Number of Attendees: 10-20

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.

### Description of Event and Special Notes:

The Pine Lake Book Club meets monthly, on the 3rd Monday of each month from 1-3 pm. We have included 30 minutes on either side of that window for set up and breakdown. Kate Nevis (Plain Secretary) and Rachael Gates (Plain Member) would be persons in-charge. This book club is open to all Pine Lake residents, and there is no charge to belong or attend meetings.. we are requesting this as a recurring monthly meeting for the balance of the year and will submit a new request for 2025. We will add this meeting to Appendix A in the PLAIN MOU 1 year annual

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: March 4, 2024  
*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:

\_\_\_\_\_



# Memo

**DATE:** March 8, 2024  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton  
**RE:** Resolution R-07-2024 FY2023 Budget Amendment

The Manager's and Accounting Offices are continuing to work through final preparation of FY2023 year-end financials. Please hold for any adjustments that might need to be presented to Council for consideration.

Thank you,  
CMThornton