

**CITY OF PINE LAKE, GEORGIA  
REGULAR SESSION AGENDA  
MARCH 26, 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**

**PUBLIC COMMENT – 3 minutes each please**

**ADOPTION OF THE MINUTES**

- Regular Session – February 27, 2024
- Work Session – March 12, 2024

**OLD BUSINESS**

**NEW BUSINESS**

1. Resolution R-08-2024 – Declaration of Results of March 12, 2024 Special Election
2. Swearing-in of Council Member-elect Tom Ramsey
3. Plan and Preparation - 2024 Beach and Lake Reopening
4. Resolution R-06-2024 – FY2024 Budget Amendment – SPLOST II Collections Adjustment
5. Communications Policy – Social Media Provisions
6. PLAIN – Event Proposals/Applications
  - a. Fundraising Block Party – Sectional Street Closure (Dahlia)
7. Resolution R-07-2024 – FY2023 Budget Amendments
8. Confirmation of Mayoral Appointment of Poplar Park Planning Ad Hoc Committee – Calvin Burgamy

**PUBLIC COMMENTS – 3 minutes each please**

**REPORTS AND OTHER BUSINESS**

- **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  
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P.O. BOX 1325  
PINE LAKE, GA 30072**

**404-999-4901**

**[www.pinelakega.net](http://www.pinelakega.net)**

**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. SAFEbuilt, Pine Lake's contracted building inspection authority, is raising their service fees. Since SAFEbuilt assesses its fees as a percentage of the total amount collected at permit issuance, the increase does not affect the City's fee schedule.

Mayor Pro Tem Bordeaux moved to approve the proposed Increase in Fee Schedule by SAFEbuilt; Council Member Woods seconded.

A brief discussion took place, regarding the influence project size bears on the length of an inspection, and comparable use of SAFEbuilt as a vendor in neighboring municipalities.

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

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 incurred revenue and expenditures against the FY2023

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Budget as adopted.

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 moves the allocation of a GMA lease for a new leaf collection machine into FY2024, as well as the associated expenditure, since arrival of- and payment for- the item was delayed into 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.

No discussion took place.

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)**

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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 encumbrance of funds from DeKalb County.

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, as well as a bill to annex commercial properties currently within Pine Lake city limits, would be introduced that week.

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

**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.

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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.

**Advanced voting will be held Monday, February 19<sup>th</sup> through Friday, March 8<sup>th</sup>, 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

**CITY OF PINE LAKE  
WORK SESSION MINUTES  
March 12<sup>th</sup>, 2024 at 6:00 PM  
Council Chambers  
459 Pine Drive, Pine Lake, GA**

**Call to Order:** Mayor Brandy Hall called the Work Session to order at 6:00pm.

Present: Mayor Brandy Hall, Mayor Pro Tem Jean Bordeaux, Council Member Augusta Woods, Council Member Jeff Goldberg, and Council Member Thomas Torrent. 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.

**Announcements/Communications**

Mayor Hall announced the meeting as being the first Work Session to take place, and reminded attendees that there would be one public comment section at the end.

Mayor Pro Tem Bordeaux announced that the Pine Lake Juneteenth Celebration would take place Saturday, June 15<sup>th</sup>. A planning session will be held Thursday, March 21<sup>st</sup> at 6:30pm at the Clubhouse.

Council Member Goldberg announced that he and Council Member Torrent enjoyed a “lively presentation” by City Attorney Susan Moore, acting in the capacity of lecturer during the UGA Carl Vinson Institute “Newly Elected Training.”

Mayor Hall added that the Charter Amendment and Annexation bill had passed the Georgia Senate, and that the bill would be going before the House of Representatives in the following week.

**Adoption of the Agenda of the Day**

Mayor Hall motioned to amend the Agenda of the Day to include 1) Item No. 8, Expansion of Contract Terms for the Dam and Outer-Berm Overgrowth Removal Project with *Ewe Can Do It* Naturally, and 2) an Executive Session to take place immediately preceding adjournment.

Pro Tem Bordeaux moved to adopt the Agenda of the Day as amended; Council Member Torrent seconded.

No discussion took place.

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

The motion carried.

**New Business**

**CITY OF PINE LAKE  
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**1. Plan and Preparation - 2024 Beach and Lake Reopening**

The Mayor, City Manager, City Council, and Chief of Police discussed how traffic, holidays, and safety play into a long-term strategy for formalizing the beginning and end of the Pine Lake Beach recreation area season.

No action was taken by City Council.

**2. SPLOST Project Planning – Recreation**

**a. Public Restroom**

**b. Accessibility**

**c. Replacement Structure – Previous Gazebo Location**

**d. Signage Plan**

Mayor Hall introduced the topic of project listing for lake-area recreation facilities, describing the listing as reflective of citizen input and priorities. A discussion took place, wherein the City Manager offered potential aesthetic and practical-financial/budgeting benefits of a cohesive plan involving all four projects listed. Council Member Woods inquired as to whether the public restroom would be handicap accessible, which was then confirmed by the City Manager, who referenced current project planning.

A brief interjection from the City Attorney referenced the possibility of using both SPLOST I and SPLOST II funds, so long as the considered-project is categorized on both project lists.

No action was taken by City Council.

**3. Resolution R-06-2024 – FY2024 Budget Amendment – SPLOST II Collections Adjustment**

The City Manager informed the Mayor, Council, and attendees that since SPLOST II collections begin in January, but disbursement begins following the first quarter, the FY2024 would require adjustment accordingly.

No action was taken by City Council.

**4. Communications Policy – Social Media Provisions**

Mayor Hall introduced the topic of a codified Communications Policy as it relates to City-maintained social media accounts. City Manager Miller-Thornton outlined various considerations to be made regarding such a policy, informed by like and existing policies that City Manager has drafted and administered, and that other



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jurisdictions have implemented. City Council began discussing the efficacy of different social media sites, as it relates to the goal of connecting with the most of citizens while not overwhelming the administrators of the City account(s).

At the close of the discussion, Council Member Goldberg and Chief Green encouraged citizens to sign up for DeKalb County Emergency service alerts (ENS).

No action was taken by City Council.

**5. Georgia Interlocal Risk Management Agency- GMA Property & Liability Self Insurance**

City Manager Miller-Thornton stated that discussion and consideration of the item would tentatively take place during the March 26<sup>th</sup> Voting Session. She described an increase in rate premium 5%increase in premium cost for Property & Liability Self Insurance with the Georgia Municipal Association, as announced by GMA. However, the increased cost, she added, will likely be mitigated by available modification credits.

Council Member Torrent inquired as to why rates were increasing. The City Manager replied that rates are calculated on a national basis, and such things as loss ratios and various events like disasters and cyber security infiltrations likely play a role. Mayor Hall described it as the rising cost of global warming.

No action was taken by City Council.

**6. PLAIN – Event Proposals/Applications**

**a. Fundraising Block Party – Sectional Street Closure (Dahlia)**

**b. Monthly Book Club Access (Beach House)**

City Manager Miller-Thornton introduced—to the Mayor and City Council—an application submitted by Calvin Burgamy, President of P.L.A.I.N. (Pine Lake Association for Involved Neighbors) for a block party on Dahlia Drive that would require a partial road closure. A brief discussion took place regarding a traffic mitigation plan, and the City Manager added that no action need be taken yet, as the event will take place in May.

Additionally, P.L.A.I.N. is seeking approval for a monthly book club to be held at the Pine Lake Beach House. Council Member Torrent raised the question as to whether the standing event would be impacted by a hypothetical paid-request to rent the facility. Mayor Pro Tem Bordeaux suggested that, in such a case, P.L.A.I.N. would be given notice of the conflict and have their event moved to the Pine Lake Club House. The Administration was directed to treat the application

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like other requests of PLAIN that could, under the current MOU, can be approved Administratively.

**7. Resolution R-07-2024 – FY2023 Budget Amendments**

Discussion of the item was postponed to the March 26<sup>th</sup> Voting Session.

No action was taken by City Council.

**8. Proposed Expansion of Contracted Services for Overgrowth Removal at the Dam and Outer-Berm – *Ewe Can Do It Naturally***

Mayor Hall introduced the measure to authorize expansion of the current landscaping contract with *Ewe Can Do It Naturally*, to include previously-discussed job of grubbing and debris-removal along the dam. A discussion took place regarding the expansion options, referencing a series listed in the contract.

Mayor Hall called for a motion to approve selected items A, C, and D as an addendum to the existing contract.

Mayor Pro Tem Bordeaux moved to approve the addendum; Council Member Torrent seconded the motion.

Mayor Hall called for a vote.

The motion carried with a unanimous vote.

**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 March 12<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 March 12<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 scheduling of the Spring City Council planning retreat would be delayed until after the March 12<sup>th</sup> Special Election.

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**City Council**

Council Member Goldberg announced that, as part of a community recycling effort organized by P.L.A.I.N., two truckloads of recyclables were pulled from public land in the City.

Council Member Torrent communicated that the Supreme Court of the United States has recently changed the definition of wetlands.

**Pine Lake News**

**PLAIN Recycling Event:** Congratulations to PLAIN on a highly successful recycling event where two truckloads of glass, styrofoam, stretchy plastic and electronics were collected and taken to specialty recycling location(s).

**Special Elections Results:** Tom Ramsey was elected to fill the vacant seat on City Council previously held by Mayor Brandy Hall. Special thanks to both candidates for their willingness to serve and to the 193 Pine Lakers who voted.

**Upcoming**

**Saturday, March 16th DeKalb Recycling Event:** DeKalb Sanitation Dept will collect Household Hazardous Waste from 8:00 AM - Noon at 3720 Leroy Scott Drive, Decatur, GA.30032 Additional information.

**3rd Annual Juneteenth Planning Meeting:** Thursday March 21st 6:30 PM This will be the first planning meeting for our 2024 Juneteenth Celebration. We need your input and ideas, everyone is welcome. For more information email [jeanbordeaux@pinelakega.net](mailto:jeanbordeaux@pinelakega.net)

**Ongoing**

**Pine Lake City Council Meetings** are the second and last Tuesday of each month at 6:00 PM in the Council Chamber / Courthouse at the corner of Forest Road and Pine Drive. Mask at your own discretion.

**Executive Session**

Council Member Goldberg motioned for City Council to enter Executive Session at 8:02pm. Council Member Torrent seconded; and the motion carried with a unanimous vote.

Executive Session was held.

Council Member Torrent motioned to adjourn Executive Session and to re-enter

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the Regular Work Session at 8:14pm; Council Member Goldberg seconded, and City Council re-entered the Regular Work Session.

No action was taken out of executive session.

**Adjournment:** Council Member Woods motioned for adjournment of the Regular Session at 8:15pm.

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Ned Dagenhard  
Assistant City Clerk

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ChaQuias Miller-Thornton  
Acting City Clerk

**R-08-2024**  
**RESOLUTION DECLARING THE RESULTS OF**  
**THE MARCH 12, 2024 SPECIAL ELECTION**

WHEREAS, at the direction of the Mayor and Council of the City of Pine Lake, Georgia, an election was held on March 12, 2024, for the purpose of electing mayor and two-at-large members for the City Council.

WHEREAS, after receiving the tabulation of the votes cast in said election from the official returns of said election, we, the City Council of the City of Pine Lake, Georgia, find the results of the said election to be set out on these official returns which are attached hereto and made part of this resolution; and,

WHEREAS, Thomas Ramsey received the highest number of votes cast in the special election for the position of council member.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved, by the City Council of the City of Pine Lake, Georgia, that Thomas Ramsey was elected to fill the City Council At-Large position.

BE IT FURTHER RESOLVED, and it is hereby resolved, that this resolution is adopted this \_\_\_\_ day of March, 2024.

ATTEST:

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Brandy Hall, Mayor

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ChaQuias M. Thornton  
City Manager/Acting City Clerk

# Memo

**DATE:** March 21, 2024  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton, City Manager  
**RE:** Plan and Preparation – Beach and Lake Reopening

New Business Item – March 26, 2024 – Regular Session of Council

On March 12, 2024 Mayor and Council discussed plans and preparation for the 2024 Beach and Lake Opening

Council consented on the following:

Annual opening – June 1  
Annual closing – September 30

Hours: Monday through Friday – Dawn to Dusk  
Saturday and Sunday – Dawn to Noon and from 3PM to Dusk

Positions Funded by FY2024 Appropriations:

Beach Monitor – 16 weeks\*  
Beach Maintenance – 16 weeks\*

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

Employment of Beach Monitor and Beach Maintenance Personnel from June 1 through September 30<sup>th</sup> will constitute minor increase in salaries and associated expenses within the Recreation Department 2300. The increase is estimated at approximately one (1) pay period equivalent (\$1,031).

Council entertained discussion on the revising the job description of the Beach Monitor position as a “Beach Ambassador” however, consent was not provided. I have included job descriptions for the positions. Administration will post the positions no later than April 1.

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## History of item:

New Business Item – March 12, 2024 – Work Session of Council

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 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 22, 2024  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton, City Manager  
**RE:** Communications Policy – Social Media

## New Business Item – March 26, 2024 Regular Session

Please see the attached draft of the City of Pine Lake Social Media Policy. This section of policy will ultimately be incorporated as a section within the City of Pine Lake Communications Policy. I recommend review and consideration of such policy in advance of an expanded implementation of the city's social media presence.

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### History

#### New Business Item – March 12, 2024 Work Session

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

## Social Media Policy

### *Purpose*

The City of Pine Lake's Social Media Policy ("Policy") is a guiding document that provides general guidelines that will govern the City's participation in social media. It also provides guidance and protocols and defines roles and responsibilities for the content and administration of the City's social media accounts.

### *Principles of Engagement*

The City of Pine Lake is committed to openness and transparency and the engagement of the Pine Lake Community regarding City programs, services and policies. The City recognizes that social media provides valuable opportunities to communicate with stakeholders and provides timely, accurate, and relevant information. Further, the City has an inherent interest in participating in the presence of on-line conversations pertaining to the City in order to proactively address community issues and to nurture a relationship of collaboration with its stakeholders.

The City supports the following principles in the administration of social media:

- Community engagement
- Timely, accurate, and responsive information
- Positive public image
- Transparency and accountability

### *Social Media Accounts Generally*

The City will maintain multiple social media accounts and explore opportunities for new accounts as they arise. Social media sites must:

- Benefit the Citizens of Pine Lake
- Enhance City of Pine Lake operations and communications
- Operate at reasonable cost to the City of Pine Lake

The City's website (<http://www.pinelakega.net>) will remain the City's primary and predominant internet presence. The most appropriate uses of social media tools are as informational channels to increase the City's ability to broadcast its messages to the widest possible audience.

Wherever possible, content posted to the City's social media sites must contain hyperlinks directing users back to the City's official website for in-depth information, forms, documents or online services necessary to conduct business with the City of Pine Lake.

The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

- Social Media Platforms:
- Facebook
  - YouTube
  - Twitter
  - Other platforms as approved by the City Manager or Council Action

## ***Content***

The content on City social media accounts should be professional and intended to inform and engage. Information posted by the City must be accurate, relevant and consistent with established City policies and ordinances. Only properly authorized staff or vendors will post content and comments on the City's social media sites. Administrator(s) of City social media sites will adhere to confidentiality requirements as needed and not provide any information that may be detrimental to the City, to City of Pine Lake Elected Officials, or to City of Pine Lake Staff. Site administrators must ensure that privacy, confidentiality, copyright and data protection laws are respected.

## ***Definitions Related to Content Management***

Administrator - The site administrator is the person or his/her delegate(s) that is ultimately responsible for the content posted to the City's social media sites. The Administrator shall be the City Manager. The City Manager can designate delegates to serve as content specific administrators.

Affiliated organizations - Official affiliates of the City of Pine Lake that are privy to necessary and applicable information about the organization. Official affiliates are boards, commissions, committees and other groups that are directly appointed by the City Council or that have an official agreement with the City, such as through a memorandum of understanding or other similar agreements.

## ***Administration***

The City Manager will serve as the site administrator (s) for the oversight and administration of social media for the City of Pine Lake. All City activity on social media will be take place through this administrator or his/her delegates and, will ultimately subject to the action of Mayor and Council. There may be a separate content specific administrator for each form of content (i.e. city administration, department operations, community events and affiliated organizations, emergency management).

## ***Control of Content***

The site administrator and his/or delegate(s) works collaboratively with staff and affiliate organizations to ensure that information published online about activities is accurate, easy to understand and responsive to public inquiries. The site administrator reserves the right to edit or remove content from City social media sites where it is deemed unsuitable, inappropriate or in violation of this Policy. The City will retain any content that is edited or removed from a social media site. The time, date and the reason it was edited or removed will be recorded.

## ***Information Flow***

The site administrator(s) relies upon City departments, City committees, and affiliated organizations to provide ongoing information as content for keeping the sites up-to-date. The site administrator is responsible for ensuring the clarity and relevance of posted content. Each department head or his/her department delegate will be responsible for online content relevant to that department and to serve as the contact person for new requests.

### *Inappropriate Content*

The site administrator may moderate any City of Pine Lake social media account with unsuitable content. This will be stated in a disclaimer on each City of Pine Lake social media site. Some examples of inappropriate content include but are not limited to the following:

- content that are profane, abusive, threatening, harassing, intimidating, hateful or intended to defame any person or organization
- content considered to be disrespectful or insulting to City officials, staff or representatives
- content that suggest or encourage illegal activity
- content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, gender identity or sexual orientation
- sexual content or links to sexual content
- solicitations or advertisements, including promotion and endorsement of any financial, commercial or non-governmental agency
- information that may compromise the safety or security of the public, a public facility, or a public event
- public disclosure of personal and confidential information
- religious and political messages
- promotional messages for personal gain or personal solicitation
- harmful software, viruses, Trojan horses or malware in any form
- data that could reasonably be expected to cause, directly or indirectly, strain on any computing facilities, or interfere with others' use of the service, such as spam
- inappropriate jokes, slurs, or innuendos
- content for the purposes of promoting a candidate for any elected or appointed office
- content that violates intellectual property rights of any other party

### *Copyright Adherence*

Intellectual property issues (e.g., copyright, trademark, brand names, logos, moral rights to a work, etc.) exist and must be respected. Proper permission to use others' intellectual property will be obtained prior to usage.

### *Personal Use*

The City of Pine Lake social media presence and social media sites/accounts are for City of Pine Lake purposes only and will not be used for personal use. Outgoing messages of a personal nature will not be posted on the City's social media. Only the site administrator, or his/her designee(s) can authorize or post City content to City social media sites. Other City employees are not permitted to represent the City on these sites. Violations of this policy are subject to disciplinary standards as provided for by the City's personnel policies and all other rules and regulations of the City and its departments as applicable.

### ***Disclaimer & Terms of Use***

Each City of Pine Lake social media site will contain the below disclaimer:

*This site is maintained by the City of Pine Lake for the purpose of providing information and engaging the community. It is informal and should not be considered official communication from the City. For official information on the City of Pine Lake and its programs, services and policies, please visit <http://www.pinelakega.net/>. The views of external participants commenting on this site do not necessarily represent those of the City of Pine Lake.*

*The City's regular scheduling of postings to this site is during regular business hours, Monday to Friday, 8:30am-4:30pm, excluding City holidays.*

*All information provided by the City of Pine Lake on this site is for informational purposes only and is subject to change without notice.*

*The City of Pine Lake reserves the right, without notification and at our sole discretion, to remove any objectionable content.*

*The appearance of external links on this page does not represent official endorsement by the City of Pine Lake.*

*The City does not accept responsibility for ads, videos, promoted content or comments accessible from any external website and we do not control or guarantee the accuracy, relevance, timeliness or completeness of information contained on a linked website. We do not endorse the organizations sponsoring linked websites or the views they express or the products/services they offer.*

*The City has taken reasonable precautions to ensure there are no viruses associated with this page and advise we are not responsible for any loss or damage resulting from your use.*

*Facebook, Twitter, and YouTube are third party service providers that may collect, store, and manage*

*your personal information whenever you access and use this site. Please refer to their terms of service and/or privacy statements for particulars. Note that the City of Pine Lake has no control over what is done with your personal information.*

*If you have any questions about the City's collection of personal information through this page please contact the City at (404) 999-4901.*

### ***Content Retention and Open Records***

City of Pine Lake social media accounts and sites are subject to the Georgia Open Records Act and the U.S. Freedom of Information Act. Any content maintained on a social media website that is related to City business, including a list of subscribers or "friends," is public record. As such, the City is responsible

for responding completely and accurately to any public records request for public records on its social media activities. Content related to City business shall be maintained in an accessible format and so that it can be produced in response to an open records request.

Whenever possible, City social media websites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.

Content will be retained in accordance with the appropriate Georgia Local Government Records Retention Schedules.

### *Monitoring*

The site administrator will monitor City social media sites on an ongoing basis to ensure that all content is in compliance with the Policy guidelines. Inappropriate content is immediately recorded for record-keeping purposes and deleted.

Oversight provided by the site administrator, generally:

- monitor social media sites to track content on City related topics
- respond to inquiries as appropriate and in accordance with the established protocols
- consult regularly with designated representatives of City departments, committees, and affiliated organizations to collect content and package appropriately for the City's social media sites
- post City content to social media sites as necessary
- record any content that is inappropriate and remove said content from City sites
- report regularly on the results of all monitoring and measurement activity
- ensure social media activity coincides with established City of Pine Lake policies, ordinances, communication networks, etc.



# Memo

**DATE:** March 21, 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 26, 2024 – Regular Session of Council

Please see the item history below. Chief Green has reviewed the attached Traffic Control Plan (TCP) and has deemed it satisfactory for the safe reroute and flow of traffic.

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## History

New Business Item – March 12, 2024 – Work Session of Council

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 Part (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: \_\_\_\_\_

178 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

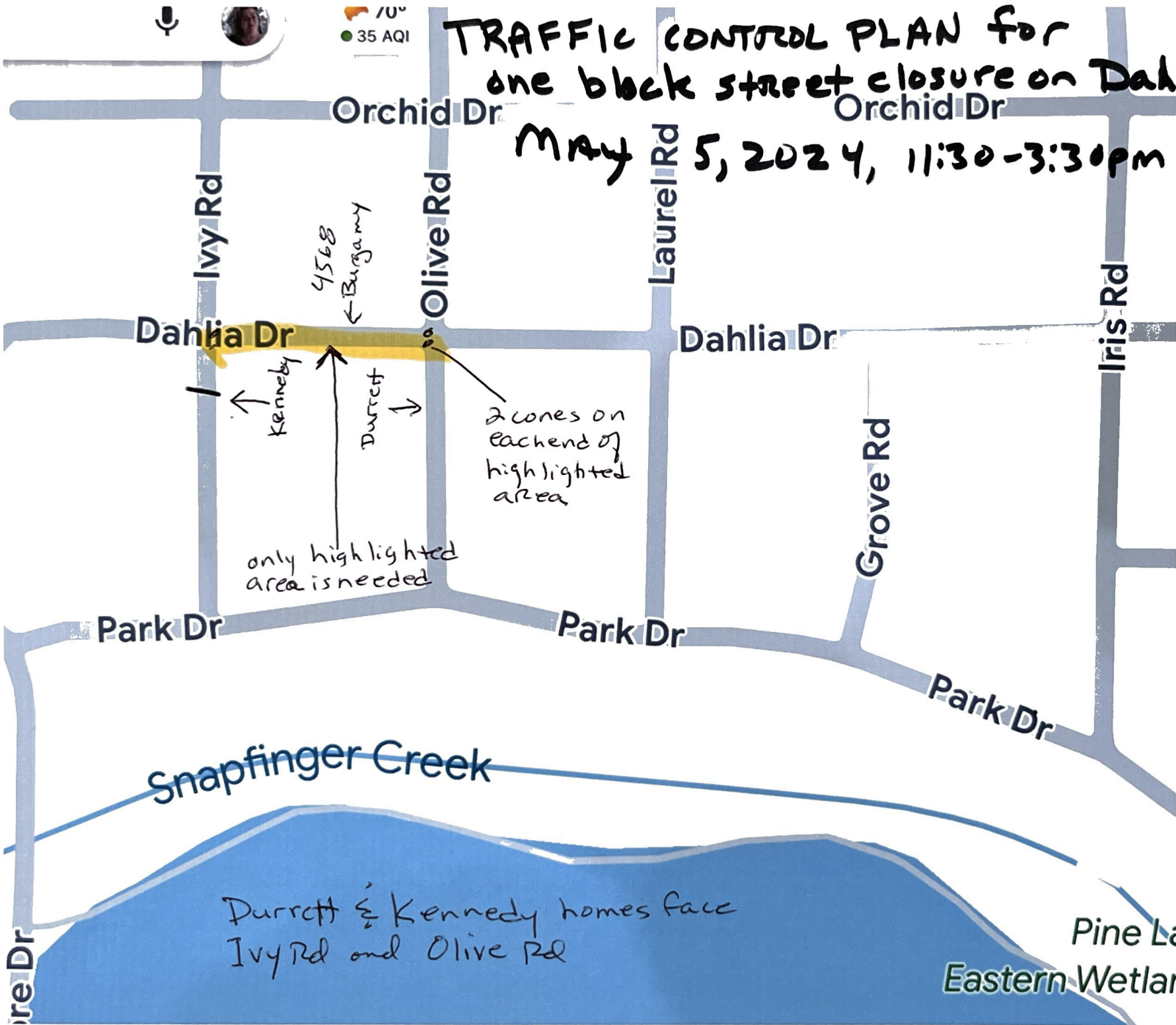
3-1-2024

Applicant Date



70°  
35 AQI

# TRAFFIC CONTROL PLAN for one block street closure on Dahlia May 5, 2024, 11:30-3:30pm



# Memo

**DATE:** March 22, 2024  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton  
**RE:** Resolution R-07-2024 FY2023 Budget Amendment

New Business Item – March 26, 2024 Regular Session

Please see the attached FY2023 Budget Amendment as presented in the form of Resolution R-07-2024.

## REVENUE

100	347100 Lakefest	\$1,614
	Fund Balance	\$7,528
Total Revenue		\$9,142

## EXPENSE

### Administration

1100	531005 Special Program Supplies (\$1,500)	No expense incurred
1100	531105 Special Programs	\$2,300 Lakefest Sponsorship - \$500 Cash/\$1800 Off-duty officer Expense (Offset by \$1,614 Lakefest Contribution)
1100	521499 Technology	\$1,026 Final subscription pymt - Prev Financial Software
1100	523300 Advertising	\$ 150 Reconciliation of Invoices for DeKalb Champion
1100	521400 Other Contracted Svc	\$ 426 Quarterly expenses for EMC Security at CityHall

### Public Works

1400	531600 Small Equipment	\$5,240 Replacement - Loss by Theft
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### Recreation

2300	522100 Other-General Op Exp	\$1,500 Holiday Season Prep and Expense
Total Expense		\$9,142

## HISTORY

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.

## RESOLUTION #R-07-2024

### 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 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 \_\_\_\_\_, 2024.

REVENUES					
		LINE ITEM DESCRIPTION	Increase	Decrease	
100-347110		Lakefest	1,614.00		
		Fund Balance Allocation	7,528.00	-	
			9,142.00	0.00	9,142.00
EXPENDITURES					
		LINE ITEM DESCRIPTION			
ADMINISTRATION					
1100	531005	Special Program Supplies		1,500.00	
1100	531105	Special Programs	2,300.00		
1100	521499	Technology	1,026.00		
1100	523300	Advertising	150.00		
1100	521400	Other Contracted Services	426.00		
PUBLIC WORKS					
1400	531600	Small Equipment	5,240.00		
RECREATION					
2300	522100	Property Services Other	1,500.00		
			10,642.00	1,500.00	9,142.00
			-		

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Brandy Hall, Mayor

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ChaQuias M. Thornton, City Manager/City Clerk



# Memo

**DATE:** March 22, 2024  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton, City Manager  
**RE:** Confirmation of Mayoral Appointment to the Poplar Park Planning Ad Hoc Committee

Mayor Hall is requesting Council consideration of the appointment Calvin Burgamy to the Poplar Park Planning Ad Hoc Committee.

Thank you,

CMThornton