

**CITY OF PINE LAKE
CITY COUNCIL MEETING VIA ZOOM
AMENDED AGENDA
APRIL 28, 2020
7:00 PM**

Call to Order

Adoption of the Agenda

CONSENT AGENDA

Adoption of 3/9/20; 3/24/20; 3/31/20; 4/7/20 & 4/14/20 meeting minutes

OLD BUSINESS

Adoption of Ordinance Extending Emergency Powers as Amended

COVID-19 Update

Public Comments

Mayor Comments

Council Comments

Adjournment

Residents can access this meeting by calling:
Conference line 1 (646)876-9923 Meeting ID 195 643 477

**CITY OF PINE LAKE
COUNCIL MEETING MINUTES
MARCH 9, 2020
7:00 PM**

Call to order

Mayor Melanie Hammet called the meeting to order at 7:00 P.M. Present were Mayor Pro-Tem Jean Bordeaux, Council Members Augusta Woods, Brandy Hall and Tracey Brantley. Council member Brandy Beavers attended virtually. Also, in attendance were Chief Sarai Y'Hudah-Green and City Attorney Susan Moore. City Administrator Valerie Caldwell was not in attendance.

Pledge of Allegiance was led by the Mayor Hammet.

Announcements/Communication

Woods communicated that on March 9th she and Hammet visited and introduced themselves to the commercial corridor business owners. They passed out city mugs and will go again on March 11th.

Beavers communicated that she and her family have been quarantined since March 4th at their home for Corona Virus exposure. She stated that they are feeling fine and that this is for social distancing. Hall offered food to the family.

Hall announced that the fruit trees have arrived for the Foodwell Alliance orchard plantings project.

Hammet communicated that Commissioner Lorraine Cochran Johnson has confirmed that a 25K grant has been confirmed for the city for the Eco Arts Project.

Adoption of Agenda

Hall amended the agenda by adding the Foodwell Alliance update to Old Business. Hall motioned to adopt the amended agenda, seconded by Bordeaux. 5-0

Public Comments

There were not any comments.

CONSENT AGENDA

Meeting minutes of 02/25/20 Council meeting

The minutes were approved 5-0 on motion by Hall and seconded by Woods.

OLD BUSINESS: Communication Plan

Discussion and update was led by Beavers. Bordeaux motioned to address proposal package

questions and for the Mayor to engage Nikki Perry, Communications Consultant for the communications plan of \$3K and seconded by Hall.5-0

Report on Eco Arts Tourism Proposal

Hammet reported that Commissioner Lorraine Cochran-Johnson stated that the city would receive a \$25k grant. Brantley reported that the second draft proposal looks fantastic. The Mayor recommended that Brantley and Johnson conduct a meeting to review the proposal before submission.

Next Steps for Foodwell Alliance Grant/

Hall reported that the \$10k check was received last week for the Orchard Project. She also stated that the fruit trees have arrived. Hall, Hammet and Brantley will meet on March 22 from 9-11am to work on the project presentation.

Foodwell Alliance update- Hall

A Town Hall meeting will be scheduled to update the citizens and for their input. Hall proposed rainwater harvesting behind Public Works for the trees and that volunteers are needed.

NEW BUSINESS

Corona Virus Preparedness Plan

Hammet led the discussion of the plan for the Cov19-Virus and that communication of information will be posted on Pine Lake Announce, the City Website and Facebook. Bordeaux presented a draft contingency plan in case the city needs to close offices and to be able to continue essential functions and services.

Public Comments

There were not any comments.

Mayor's Comment

There were not any comments.

Council Comment

There were not any comments.

Communication Summary

Communications Plan for Coronavirus 19 updates for the community is to put current information on the website, Pine Lake Announce and Facebook.

Adjournment

Bordeaux motioned to adjourn; seconded by Brantley at 8:43 pm.

Missye Varner, Administrative Assistant

**CITY OF PINE LAKE
CALLED MEETING VIA ZOOM
MINUTES
MARCH 24, 2020
7:00 PM**

Call to order

The virtual called meeting was called to order at 7:03 PM by Mayor Melanie Hammet – Present were Mayor Pro-Tem Jean Bordeaux, Council Members Augusta Woods, Brandy Hall and Tracey Brantley and Brandy Beavers. Also, in attendance were City Administrator Valerie Caldwell, Chief Sarai Y'Hudah-Green, City Attorney Susan Moore and Administrative Assistant Missye Varner.

2019 Budget Adjustments: Hall motioned to approve the 2019 Budget Adjustments; seconded by Beavers. Vote 5-0

Consideration of Emergency Powers Ordinance: Mayor Hammet opened the discussion that was led by Attorney Moore. This 30 day ordinance provides the Mayor powers to declare a state of emergency due to the novel coronavirus disease 2019 global pandemic; to encourage residents to shelter in place and abide by a voluntary curfew; to delegate certain powers to the mayor to respond to the emergency; to prohibit dining at restaurants and establishing regulations for take-out or delivery of food; to establish public health and safety standards for businesses and for gatherings of more than 10 people; to close public facilities that encourage congregating and have fixtures that may contain and transmit the virus; and to repeal conflicting ordinances. After the discussion **Ordinance NO. 2020-03** passed unanimously and goes in effect immediately.

COVID 19 Update: Mayor Hammet stated that she was waiting for Governor Brian Kemp's direction and that he did not give clear direction for a state of emergency for the State of Georgia and that the Mayors are making their own decisions whether to shelter in place. Hammet recommended the city to shelter in place during the COVID 19 crisis. She also stated that a donation of two functional apartments are operational for essential staff should law enforcement need them during the pandemic.

The Mayor also communicated that Ducks Kitchen Food Trailer has been approved and will be taking orders and delivering meals ONLY on Saturdays and Sundays. The trailer will be parked near the police station and there will not be any gathering. Beavers stated that the Food Pantry will be open on April 1st in the old city hall and that food and financial donations will be taken at the Club House. The time and dates for the donations are on PLAIN's website at <http://plainhelps.org>. Discussion for additional Food Trucks serving within the city will be discussed at the next Zoom meeting on March 31 at 7:00pm.

Hammet stated that City Hall and Court was open with only one employee present at a time while others worked virtually for safety concerns.

Adjournment: Bordeaux motioned to adjourn at 7:40; seconded by Hall. 5-0

Missye Varner

Administrative Assistant

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Conference line: at 1 (646) 876-9923 – Meeting ID 195 643 477

**CITY OF PINE LAKE
CITY COUNCIL MEETING MINUTES VIA ZOOM
MARCH 31, 2020
7:00 PM**

Call to Order

The virtual called meeting was called to order at 7:03 PM by Mayor Melanie Hammet. Present were Mayor Pro-Tem Jean Bordeaux, Council Members Augusta Woods, Brandy Hall and Tracey Brantley and Brandy Beavers. Also, in attendance were City Administrator Valerie Caldwell, Chief Sarai Y'Hudah-Green, City Attorney Susan Moore and Administrative Assistant Missye Varner.

OLD BUSINESS

COVID-19 Update

The Mayor stated that the City has shown and presented itself as a weight bearing bone and that every single day there is a new hero. She also said that she was working with remarkable people at a remarkable moment.

The Food Truck is doing well and has served over 236+ first responders for surrounding municipalities during lunchtime.

NEW BUSINESS

Consideration of Resolution as a City of Ethic-

Moore led the discussion to recertify the city for 4 years. Woods motioned to approve the resolution; seconded by Hall. 5-0

Public Comments

Resident Thomas Ramsey thanked the Mayor and Council for the great job organizing and getting people involved and encouraged others to step up.

Mayor Comments

Mayor was selected to the DeKalb County COVID-19 Task Force that consists of a number of local mayors and government officials. She also gave a brief update of other DeKalb cities medical status and stated that Governor Brian Kemp has issued the order to Shelter in Place; which Pine Lake was already observing.

Council Comments

Beavers commented that the Food Pantry is stocked and open. Donations are still being accepted and that there are 20-30 volunteers. Judy & Merry Rose Forster provided hand sewn mask for the volunteers. Beavers thanked all for their assistance.

Adjournment – Bordeaux motioned to adjourn at 7:31 pm; seconded by Hall.5-0

Missye Varner, Admin Asst

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**CITY OF PINE LAKE
CITY COUNCIL MEETING VIA ZOOM
APRIL 7, 2020
7:00 PM**

Call to Order

The virtual meeting was called to order at 7:03 PM by Mayor Melanie Hammet – Present were Mayor Pro-Tem Jean Bordeaux, Council Members Augusta Woods, Brandy Hall and Tracey Brantley and Brandy Beavers. Also, in attendance were City Administrator Valerie Caldwell, Chief Sarai Y’Hudah-Green and Administrative Assistant Missye Varner.

Adoption of Agenda-

Woods motioned to adopt the agenda; seconded by Bordeaux. 5-0

COVID-19 Update- Mayor Hammet provided an update on Coronavirus as it related to the city. She also stated that all members of council and staff were doing an exemplary job in the various areas assigned to as it relates to the virus. Hammet also said that the businesses’ have been contacted and advised of the SBA loans and grants that are available. Members of council and staff provided the following updates:

- Bordeaux- Residential Roster and emails communications
- Hall- Business support team and support to businesses on funding available
- Woods- Business support team and support to businesses on funding available
- Beavers- Food pantry, donations and volunteers
- Brantley- 2020 Census and the effects from COVID-19
- Chief Green- Officer safety equipment protocol, delivery of camper and signage
- Caldwell – Business support team, Public Works keeping buildings/public space sanitized and clean, April 30th court is cancelled
- Varner- Business support update and support to business on funding available

Mayor Comments- DeKalb Judicial Executive Order extended to May 13; update on the resident that is recovering from virus; Women’s Owned Business Grant available; 800 meals have been served at the Food Truck; participated in a conference call with governor on 4/7 and advised all to protect themselves.

Council Comments

There were not any comments

Public Comments

There were not any comments

Adjournment – Bordeaux motioned to adjourn at 7:31 pm; seconded by Hall.5-0

Missye Varner, Admin Asst

Residents can access this meeting by calling:

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**CITY OF PINE LAKE
CITY COUNCIL
MEETING MINUTES
APRIL 14, 2020
7:00 PM**

Call to Order

The virtual meeting was called to order at 7:00 PM by Mayor Melanie Hammet. Present were Mayor Pro-Tem Jean Bordeaux, Council Members Augusta Woods, Brandy Hall and Tracey Brantley and Brandy Beavers. Also, in attendance were City Administrator Valerie Caldwell, Chief Sarai Y'Hudah-Green, City Attorney Susan Moore, Administrative Assistant Missye Varner and Court Clerk DeLisa Brown.

COVID-19 Update

Mayor Hammet asked council and staff to provide their updates:

- Bordeaux- Currently getting contact information for the Residential Roster and emailing updates. Residents are still getting flyers from the post office. The city is examining the financial impact from COVID-19.
- Beavers- Food pantry is accepting food and donations. Also, there is a good stock of food.
- Brantley- 2020 Census and the effects from COVID-19. Residents are getting their forms in the mail and the deadline to complete is August 14th. She thanked the post office for their assistance. Pine Lake involvement and interest is the county lowest but is making progress. Signage will be installed through the city and the county is setting up phone trees and need volunteers.
- Hall- Business support team and has spoken with owners and shared that her application has been received and is in review. PPP applications must have 10 or more employees to qualify.
- Woods- Business support team reported that Stephanie Spiller has been in contact with businesses on her list and is assisting. Woods stated that several on her list has applied at SBA & PPP for funding.
- Brown has left many voicemails and spoke with an owner and provided the website information. The owner is also interested in unemployment.
- Varner- Has been in contact with owners on list and three has applied and loan is pending. Another business is still gathering documentation.
- Caldwell-Business support team has been in contact with owners and they are very appreciative for the city's help and concern. The storm water repair project began 4/15/20
- Chief Green- One way on the berm has been established . She thanked residents for providing extra resources. FEMA provided face masks and DeKalb County will send face shields on 4/15 for the police department.

Mayor Comments & COVID-19 Update:

- Weather (Storm) Preparedness was available for the past weekend but not needed
- The Food Truck for First Responders has served over 1,025 meals provided by generous donations
- On each Thursday State of Georgia Mayors have a conference call with Governor Brian Kemp who stated that COVID-19 Virus should peak by May 1st.
- Dr. Tumley, DeKalb County Health Department stated that the World Congress Center, Atlanta has been fitted as a hospital for the virus crisis. She advised to continue to shelter in place although difficult to measure.
- On April 15th DeKalb County Health Department will have a list of phone numbers to call for information on district COVID-19 testing.
- Advised residents to stay alert as it is beautiful outside verses the dire health situation and to continue to practice social distancing

Public Comments

Resident Shirley Kinsley stated that she is sewing Special Cotton N95 Mask and will coordinate with Chief Green to provide some to the Police Department.

Council Comments

Bordeaux stated she has new information on unemployment to email to businesses.

Adjournment – Bordeaux motioned to adjourn at 7:40 pm; 2nd by Wood.5-0

Missye Varner, Admin Asst

Residents can access this meeting by calling:
Conference Line 1(646)876-9923 Meeting ID 195-643-477

ORDINANCE NO. 2020-03

AN ORDINANCE BY THE CITY OF PINE LAKE TO EXTEND A STATE OF EMERGENCY DUE TO THE COVID-19 GLOBAL PANDEMIC; TO ENCOURAGE RESIDENTS TO SHELTER IN PLACE AND ABIDE BY A VOLUNTARY CURFEW; TO DELEGATE CERTAIN POWERS TO THE MAYOR TO RESPOND TO THE EMERGENCY; TO CLOSE PUBLIC FACILITIES THAT ENCOURAGE CONGREGATING AND HAVE FIXTURES THAT MAY CONTAIN AND TRANSMIT THE VIRUS; AND TO REPEAL CONFLICTING ORDINANCES

WHEREAS, the President of the United States declared a National Public Health Emergency on March 13, 2020; and

WHEREAS, the Governor of the State of Georgia declared a State of Emergency in Georgia on March 14, 2020; and

WHEREAS, the Governor of the State of Georgia issued an executive order on April 23rd, 2020; Providing guidance for reviving a healthy Georgia in response to COVID-19 and

WHEREAS, the city of Pine Lake Georgia issued passed an Ordinance - No. 2020-03 on April 24th, 2020 declaring a state of emergency due to the novel coronavirus disease 2019.

WHEREAS, the Chief Executive Officer of DeKalb County issued an executive order on March 23, 2020 declaring a public health emergency exists within DeKalb County; and

WHEREAS, the World Health Organization has declared the Novel Coronavirus Disease 2019 (COVID-19) a world health emergency and a global pandemic; and

WHEREAS, the Centers for Disease Control and Prevention have recommended that public gatherings be limited in order to mitigate the spread of the virus and protect vulnerable members of the community including those who are elderly or immune compromised; and

WHEREAS, Section 2.24 of the Charter of the City of Pine Lake authorizes the adoption of emergency ordinances and Section 1.12(b), subsections (8), (11), and (41) provide the City with powers to declare an emergency, take steps to address the emergency, prohibit any practice or use of property that is detrimental to the health of the inhabitants of the City and enforce such standards, and to exercise all powers necessary or desirable to protect the health and general welfare of the inhabitants of the City;

NOW THEREFORE, BE IT ORDAINED by the City of Pine Lake, in a public and specially called meeting as authorized by O.C.G.A. § 50-1-14(1)(g), as follows:

Section 1. The Mayor and Council adopt and make the findings in the “Whereas” paragraphs the factual findings of the Mayor and Council.

Section 2. The Mayor and Council hereby extends the state of emergency in the City of Pine Lake. They encourage inhabitants to shelter in place as much as possible and to abide by a voluntary curfew beginning at 9:00 p.m. each night and ending at 6:00 a.m. the next morning.

Section 3. To the extent not otherwise already authorized by state or federal law or by the City's charter or ordinances, the City Council does hereby grant to the Mayor the authority to use all powers set forth in Section 58-23 of the City's Code of Ordinances so that she may act in an expeditious fashion to protect and promote the health, safety and welfare of the residents, businesses and visitors to the City of Pine Lake. Any act taken by the Mayor pursuant to this ordinance may be reviewed and repealed by the City Council.

Section 4. All public City meetings through the end of May, 2020 will be conducted by teleconference in accordance with O.C.G.A. § 50-14-1(g) without the requirement of a quorum being present in person so long as the public is afforded simultaneous access to the teleconference meeting. Regular meetings of the Mayor and Council will be held each Tuesday night at 7:00 p.m. through the end of May, 2020.

Section 5. For all gatherings of ten (10) or more persons in any public or private place, all individuals shall maintain a distance of at least 6 feet between themselves as much as reasonably practicable. The limit of ten (10) persons shall be measured by including the aggregate of all persons present at one time, including, but not limited to, all children, customers, visitors, employees, and instructors. The distance restriction shall not apply to persons who are all domiciled within the same dwelling unit. For gatherings of up to ten (10) persons, all individuals are encouraged to maintain a distance of at least six (6) feet between themselves as much as reasonably practicable.

Section 6. In recognition that the virus may live on surfaces located in public places and parks and thus be transmitted to persons touching such surfaces, all playground equipment, the Beach House, and the Club House are closed to the public during the term of this ordinance. Violation of this Section shall constitute a misdemeanor. Individuals may still use public paths, trails, greenspaces and tennis courts for exercise.

Section 7. The various clauses and subsections of this ordinance are intended to be severable. Should any of the provisions of this ordinance be deemed invalid by a court of competent jurisdiction, it is the intent of the City Council that the remaining provisions remain in full force and effect.

Section 8. All ordinances and portions of ordinances in conflict with the terms of this ordinance are hereby repealed as to the subject matter of this ordinance.

Section 9. This ordinance shall become effective upon its approval by the City Council, signature by the Mayor, and approval as to form by the City Attorney.

Section 10. Pursuant to Section 2.24 of the Charter of the City of Pine Lake, this emergency ordinance shall automatically stand repealed thirty (30) days following the date upon which it was adopted.

ADOPTED this 28th day of April, 2020.

MAYOR AND CITY COUNCIL OF PINE LAKE, GEORGIA

Mayor Melanie Hammet

ATTEST:

Valerie Caldwell, City Clerk
(SEAL)

Approved as to Form:

Susan J. Moore, City Attorney