

**CITY OF PINE LAKE**  
**AGENDA**  
**January 11, 2022**  
**7:00 PM**  
**Council Chambers**  
**459 Pine Drive Pine Lake, GA**

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Call to Order

**OATH OF OFFICE**

Jean Bordeaux, Brandy Hall and Augusta Woods will be administered the Oath of Office for new terms as Council members.

Announcements/Communication

Adoption of Agenda

**CONSENT AGENDA**

Adoption of the Minutes of the regular meeting of December 28, 2021.

**OLD BUSINESS**

Second Reading – Ordinance Amending Definitions in the Tree Preservation Ordinance

Ordinance Amending Definitions in the Tree Preservation Ordinance to Authorize the City Council to Serve as the Pine Lake Tree Authority Board and Clarifying the term “Qualified Professional”.

**NEW BUSINESS**

Appointment of Mayor Pro tempore  
Reappointment of City Attorney Susan Moore  
Reappointment of Municipal Court Judge L’Erin Wiggins

Oak Drive Repair and Maintenance Project Bid

Nomination of new City Administrator (Director of Administration)  
Confirmation of the new City Administrator contingent on approval of an Employment Services Agreement on January 25, 2022.

**REPORTS AND OTHER BUSINESS**

Public Comments

Staff  
Mayor  
City Council

Information for “The Pine Lake News” eblast.

Adjournment

**CITY OF PINE LAKE**  
**MINUTES**  
**December 28, 2021**  
**7:00 PM**  
**Council Chambers**  
**459 Pine Drive Pine Lake, GA**

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Call to Order – Mayor Hammet called the meeting to order at 7:00pm.

Present: Mayor Hammet; Mayor pro tem Bordeaux; and Council members Brantley and Woods. Council member Beavers attended electronically. Also present were Acting City Administrator Peggy Merriss, City Attorney Susan Moore and Police Chief Sarai Y’Hudah-Green.

Absent: Councilmember Hall.

**Announcements/Communication**

Mayor Hammet thanked the McCluggage’s for the homemade cakes that were delivered to Mayor and Council and staff.

**Adoption of Agenda**

On a motion by Mayor pro tem Bordeaux, second by Council member Woods, and all voting “aye”, the agenda was adopted.

**CONSENT AGENDA**

Adoption of the Minutes of the executive session and regular meeting of December 14, 2021.

On a motion by Mayor pro tem Bordeaux, second by Council member Woods, and all voting “aye”, the consent agenda was adopted with an amendment to correct the December 14, 2021 regular meeting minutes to reflect that Council member Beavers stated that she supported funding the full season of beach and lake operations and not 16 weeks. .

**NEW BUSINESS**

Adoption of Resolution R-15-2021 Adopting the Revised 2021 and Proposed 2022 budgets.

Ms. Merriss stated that there was a needed amendment to the budget resolution to add \$1500 to the personnel costs in the Recreation Department for extending the beach and lake opening from 12 weeks to 16 weeks. The result was that for the

2022 Proposed General Fund Budget, the appropriation from fund balance increased from \$55,390 to \$56,890 and personnel services increased from \$539,310 to \$540,810 and the total was balanced at \$898,220.

On a motion by Mayor pro tem Bordeaux, second by Council member Brantley, and all voting "aye", the Resolution was adopted as amended.

Ordinance Amending Definitions in the Tree Preservation Ordinance to Authorize the City Council to Serve as the Pine Lake Tree Authority Board and Clarifying the term "Qualified Professional".

Ms. Moore stated that the Pine Lake Tree Conservation Ordinance references a Tree Authority Board but there are no records that a Board has been appointed or has been functional in many years. The primary function of the Board is to hear appeals of a determination from the City Arborist. Ms. Moore added that there was an infrequent need for the Board that it seemed logical that the Council serve the role if there is an appeal.

Ms. Moore added that the other recommended change was to the definition of "Qualified Professional" so that a person designated as a certified arborist could complete a plan, that required training on the Pine Lake Ordinance by the City's Arborist was deleted and the requirement for the City Arborist to maintain a list of qualified professionals is deleted. Ms. Moore stated that the changes reflect the City's current policies and practices.

In response to a question from Council member Beavers, Ms. Merriss responded that residents would be able to select their own contractor as long as they met the qualification and that they had to comply with the City's ordinance.

On a motion by Council member Woods, second by Mayor pro tem Bordeaux, and all voting "aye", the first reading of the Ordinance was adopted.

#### Authorization for Pre-Payment of Law Enforcement Grants

Ms. Merriss recommended that the Council authorize pre-payment of the Public Safety Officials and First Responders Supplemental Grant provided by the State of Georgia using funds provided through the American Rescue Plan Act (ARPA) to provide every full-time law enforcement staff with a one-time payment of \$1,000.

Ms. Merriss noted in late October, 2021, that the City of Pine Lake had filed all of the required paperwork to receive the funding for our four police officers but has not received the grant. She indicated that there is no concern that the grant will not be received at some point, and we can account for it as a 2021 receivable.

In response to a question from Council member Beavers, Ms. Merriss stated that the total grant to Pine Lake would be just over \$4,300 and included four \$1,000 grants and also covered the City's social security costs.

On a motion by Council member Brantley, second by Mayor pro tem Bordeaux, and all voting "aye", authorization was approved as recommended.

Amendment to the Employment Agreement for the Acting City Administrator.

On a motion by Mayor pro tem Bordeaux, second by Council member Woods, and all voting "aye", the amendment was approved.

Adoption of Resolution R-16-2021 Confirming the Executive Session of December 14, 2021.

On a motion by Council member Woods, second by Mayor pro tem Bordeaux, and all voting "aye", the resolution was approved.

## **REPORTS AND OTHER BUSINESS**

Public Comments – There were no comments from the public.

Staff – Ms. Merriss noted that the City would be closed on Friday, December 31<sup>st</sup> for celebration of the New Year holiday.

Mayor – Mayor Hammet thanked Raoul Martinez for the upgraded LED lights on the holiday decorations.

City Council – Mayor pro tem Bordeaux stated that the City should consider purchasing K95 masks for all staff.

Information for "The Pine Lake News" eblast.

- Budget was adopted and will be placed on the website
- Closing on December 31, 2021
- January 22, 2022 is the volunteer day for the Foodwell grant completion.

Adjournment

On a motion by Council member Woods, second by Council member Brantley, and all voting "aye", the meeting was adjourned at 7:28pm.



# Memo

**To:** Mayor and City Council

**From:** Peggy Merriss, Acting City Administrator  
Susan Moore, City Attorney

**Date:** December 20, 2021

**Re:** Amendment to Two Definitions in the Pine Lake Tree Conservation Ordinance

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The purpose of this memorandum is to recommend amending the Pine Lake Tree Conservation Ordinance to specifically authorize the City Council to serve as the Tree Authority Board and to have the definition of "Qualified Professional" reflect the City's actual practice .

The Pine Lake Tree Conservation Ordinance references a Tree Authority Board but there are no records that a Board has been appointed or has been functional in many years. There has been some indication that it was difficult to fill spaces on various Boards with volunteers due to the small population size of the City and the limited number of people willing to volunteer. The primary function of the Board is to hear appeals from an applicant or adjacent property owner directly impacted by an action of the City Arborist. There are also no records that indicate that an appeal has been filed with the Tree Authority Board, although there may be appeals filed in the future.

The definition of "Qualified Professional" is amended to include a person designated as a certified arborist can complete a plan and the requirement for the City Arborist to maintain a list of qualified professionals is deleted. This reflects the City's current policies and practices.

Therefore, it is recommended that the ordinance be amended to specifically authorize the City Council to serve as the Tree Authority Board to fulfill the responsibilities for hearing administrative appeals and to refine the definition of "Qualified Professional."

ORDINANCE NO. 2021-\_\_

**AN ORDINANCE BY THE CITY OF PINE LAKE TO AMEND THE TREE CONSERVATION ORDINANCE SO AS TO AUTHORIZE THE CITY COUNCIL TO SERVE AS THE PINE LAKE TREE AUTHORITY BOARD; TO REVISE THE DEFINITION OF QUALIFIED PROFESSIONAL; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.**

**WHEREAS**, the Pine Lake Tree Conservation Ordinance (“Ordinance”) enacted in 2007 provides standards and procedures regulating removal of trees in order to preserve and protect the City of Pine Lake’s natural environment; and

**WHEREAS**, the Ordinance places responsibility for administration of the Ordinance with the Director of Administration and the City Arborist, and establishes a Tree Advisory Board to administer appeals from any applicant or adjacent property owner directly impacted by an action of the City Arborist; and

**WHEREAS**, the Tree Authority Board has rarely, if ever, been called upon to perform its administrative appeal duty; and

**WHEREAS**, Section 3.11 of the Charter of the City of Pine Lake states that, except as otherwise provided by law, no person holding an elective office in the city shall serve on any City board, commission or authority; and

**WHEREAS**, because it rarely meets and acts, the City Council enacts this law as an exception to Section 3.11 of the Charter of the City of Pine Lake; and

**WHEREAS**, the current definition of Qualified Professional is not accurate;

**NOW THEREFORE, BE IT ORDAINED** by the City of Pine Lake 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.** Section 22-252 of the Code of Ordinances of the City of Pine Lake is amended by striking the definitions of “Qualified Professional” and “Tree Authority Board” and inserting in lieu thereof as follows:

*“Qualified Professional: Any individual possessing a degree in forestry, urban forestry, landscape architecture, or horticulture, ~~having been trained by the City of Pine Lake in the implementation of this article, and tree protection in building construction. The City Arborist shall certify and maintain a list of Qualified Professionals.~~ and certified by the International Society of Arboriculture.”*

*“Tree Authority Board (TAB): A board consisting of Pine Lake residents, established by City Council, which presides in conjunction with the city administration to oversee the permitting of tree removal. The Mayor and City Council are explicitly authorized to appoint the Mayor and City Council to serve as the Pine Lake Tree Authority Board.”*

**Section 3.** 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 4.** This ordinance shall become effective upon its approval by the City Council and signature by the Mayor.

ADOPTED this \_\_\_\_\_ day of January, 2022.

MAYOR AND CITY COUNCIL OF PINE LAKE, GEORGIA

\_\_\_\_\_  
Mayor Melanie Hammet

ATTEST:

\_\_\_\_\_  
Peggy Merriss, Acting City Clerk  
(SEAL)

Approved as to Form:

\_\_\_\_\_  
Susan J. Moore, City Attorney



# Memo

**To:** Mayor and City Council

**From:** Peggy Merriss, Acting City Administrator *Peggy Merriss*

**Date:** January 6, 2022

**Re:** Oak Drive Repair and Maintenance Project - Bids

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On October 21, 2021, the City of Pine Lake issued an invitation to bid on a repair, maintenance and repaving project for Oak Drive. This project was designated as part of the City of Pine Lake's Special Purpose Local Options Sales Tax (SPLOST) project list.

On Tuesday, November 23, 2021 at 2:00pm, bids were opened with the following results:

Dickerson Group	\$489,665
Anderson Grading	\$391,999

Both bids exceeded the amount of total funding available from the combined proceeds of the SPLOST revenue and the State of Georgia Local Maintenance Improvement Grants (LMIG). The City's Engineering Consultants with CPL were surprised at the high price of both bids and generally attributed it to the rock removal and the impact of COVID-related issues that were impacting construction projects throughout the United States including labor and material shortages and unreliable delivery schedules.

In discussions with CPL, the project was modified by removing the intersection and drainage improvements at the corner of Oak Drive and Forest Road. The low bidder, Anderson Grading provided an amended lump sum price of \$337,505. CPL thinks this is a lot of money for the value that we are getting but also do not think that rebidding will yield better results.

The SPLOST allocation includes \$150,000 specifically for the Oak Drive project and \$168,500 for general street repair for a total of \$318,500. There is also approximately \$30,990 in accumulated State LMIG funding for a total of \$349,490. We anticipate receiving at least \$9,000 in 2022 LMIG funding for an estimated total of \$358,490. We have already spent \$25,360 for engineering services and anticipate needing an additional \$15,000 for project management services. This leaves \$318,130, which is a shortfall of \$19,375 to complete the project.

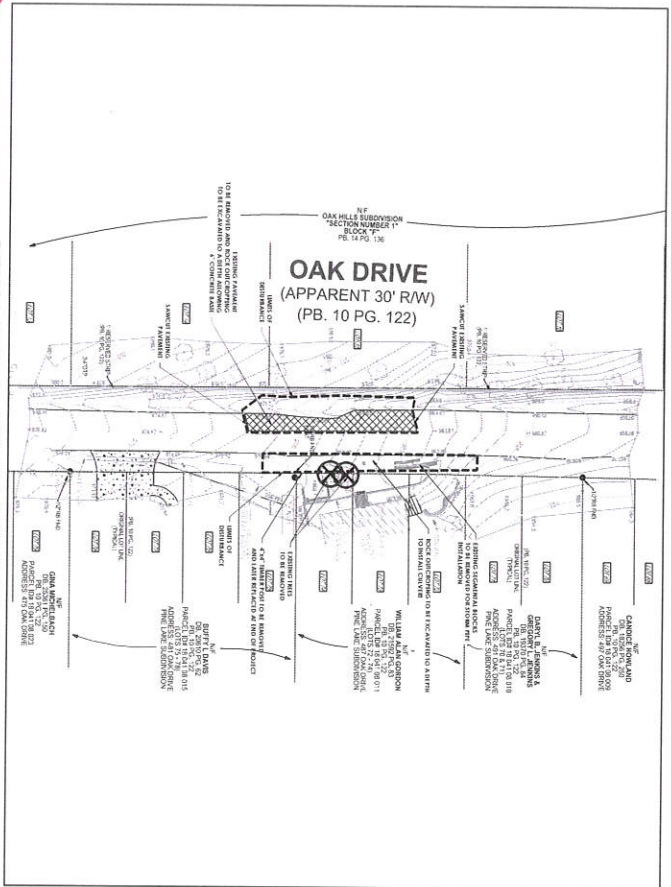
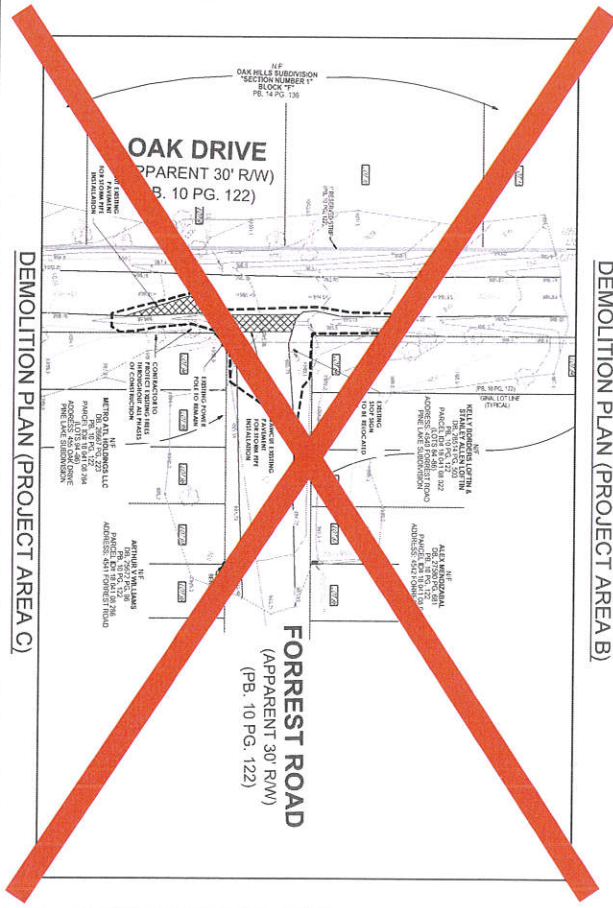


The Council has several options:

- Reject the bids and decide to rebid the project no later than early 2023, so that if acceptable bids are received, then the project can be completed before the end of the current SPLOST project authorization in March 2024. This would also allow time to receive additional LMIG funding in 2023.
- Reject the bids and explore the possibility of having the Pine Lake project included with another city's bid as an alternate to determine if there is enough cost savings through economies of scale so that the project can be completed within existing budget allocations. If not, the project could be rebid as a stand-alone project as described in the above option.
- Accept the low bid with a project scope change order to reduce the lump-sum cost to \$337,505. Cover the project shortfall of \$19,375 with funds from the General Fund Balance or consider using American Rescue Plan Act funding. This is a public project which fits the ARPA criteria.



LEGEND	
	AREA OF EXISTING PAVEMENT TO BE REMOVED AND RECONSTRUCTED WITH 1" ASPHALT SURFACE AND 4" GRANULAR FILL. HATCH 2" HIGH x 3" WIDE ASPHALT CONCRETE
	DEMOLISH, REMOVE AND LEGALLY DISPOSE BASE, CONCRETE SIDEWALK AND ALL OTHER APPURTENANCES.
	EXISTING TREE TO BE REMOVED



PROJECT NUMBER 150047.00	C-4
DRAWING NUMBER	

DATE 06/25/21	DRAWN JCE	CHECKED JMN
SHEET TITLE DEMOLITION PLAN		

CITY OF PINE LAKE  
 FY 2021  
 ROAD MAINTENANCE PROJECT

LOCATED IN  
 LAND LCT DISTRICT  
 CITY OF PINE LAKE, DEKALB COUNTY, GEORGIA



REVISIONS				
NO.	DATE	BY	CHKD	DESCRIPTION

NO.	DATE	BY	CHKD	DESCRIPTION

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