

**CITY OF PINE LAKE
CITY COUNCIL MINUTES
March 28, 2023 at 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

NOTE: All attendees are reminded to silence cellular phones and other devices that may cause interruption of the session proceedings.

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

Present: Mayor Melanie Hammet, Mayor pro tem Jean Bordeaux and Council members Augusta Woods, Brandy Hall and Tracey Brantley. City Manager ChaQuias Miller-Thornton and Administrative Coordinator Missye Varner were also in attendance. Council Member Nivea Castro and Chief of Police Sarai Y’Hudah-Green arrived at 7:15pm. City Attorney Susan Moore was not present.

Announcements/Communication

Mayor Hammet communicated that General Contractor Tyler Means did a good job taking down the gazebo and that the granite stones from the gazebo will be housed at the Public Works Department for future use.

Council Member Brantley announced that on April 1st at 11:30 a.m. following the P.L.A.I.N. Pancake Breakfast there will be an Easter Egg Hunt on the beach for ages 5 and under while the 6 - 12 crowd will hunt on the opposite side of the Beach House. The children will also receive goody bags prepared by Mayor Hammet.

Adoption of Agenda of the Day

Council Member Hall motioned to adopt the agenda, seconded by Council Member Woods, the adoption of the agenda passed unanimously.

Adoption of the Minutes

- Regular Meeting – March 14, 2023

Council member Hall motioned to adopt the minutes; Mayor pro tem Bordeaux seconded; the adoption of the minutes passed unanimously.

Public Comments – 3 minutes each please

Tom Ramsey, 610 Spruce Drive thanked Mayor Hammet and Council Members for taking down the gazebo and urged for the bridge to be replaced quickly.

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Old Business

There was not any Old Business.

New Business

1. Call for City of Pine Lake 2023 General Municipal Election

City Manager Miller-Thornton presented the Call for City of Pine Lake 2023 General Municipal Election and upon discussion and Council member Woods motioned to approve the Call for City of Pine Lake 2023 General Municipal Election; Mayor pro tem Bordeaux seconded; and the approval of the Call for City of Pine Lake 2023 General Municipal Election passed unanimously. (4-0 Council Member Castro was not present at the time of the vote)

2. Resolution R-08-2023 – A Resolution Appointing the DeKalb County Board of Registrations and Elections to Conduct the City of Pine Lake, GA 2023 General Municipal Election

Council Member Hall motioned to adopt Resolution R-08-2023 – A Resolution Appointing the DeKalb County Board of Registrations and Elections to Conduct the City of Pine Lake, GA 2023 General Municipal Election; Mayor pro tem Bordeaux seconded, the resolution passed unanimously. (4-0 Council Member Castro was not present at the time of the vote)

3. Engineering Proposal – Survey, Geotechnical, Construction Documents Creation and Construction Administration for the Replacement of Two (2) Pedestrian Bridges at the Lake in the City of Pine Lake – Clark Patterson Lee – \$28,937.00

City Manager Miller-Thornton presented Engineering Proposal followed by discussion, Mayor pro tem Bordeaux motioned to utilize the General Fund to fund the Engineering Proposal – Survey, Geotechnical, Construction Documents Creation and Construction Administration for the Replacement of Two (2) Pedestrian Bridges at the Lake in the City of Pine Lake – Clark Patterson Lee – \$28,937.00; seconded by Council Member Woods; the motioned to approve the Engineering Proposal passed unanimously. (5-0 Council Member Castro had arrived at the meeting)

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Public Comments – 3 minutes each please

There were no public comments.

REPORTS AND OTHER BUSINESS

Public Comments – 3 minutes each please

There were no public comments at this time.

Staff Reports

**City Manager's Report – Administration Department
Municipal Court**

Employment Position:

- Interview sessions have been completed for the position of Municipal Court Clerk. Due to the lack of qualified candidates, and the extensive training scenario that will be required if currently filled, The Administration is considering restructuring of the job description to include duties of the City Clerk's function. Hopefully, the restructuring will allow for a pool of candidates that are equipped with Administrative and/or Court services experience. Restructuring of the job scenario is anticipated to present increased salaries and benefits costs for the position.

• **Public Works**

- The Admin continues to research purchasing options for purchase of a new or used leaf machine. The suggestion is that the asset be acquired with American Rescue Plan Act funds. The item was discussed during the 03/25/2023 Council retreat. Proposal information is expected to be presented to Council in April 2023.
- Completing inventory with-in and clean-up of the shop area.

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Current City Projects:

- Demolition of the gazebo and nearby bridge has been completed as of 03/28/2023. Site inspection was conducted following.
- Ongoing: City Engineers Clark Patterson Lee have provided cost proposal for bid document and construction plan composition, construction administration for rebuild of the inner berm bridges. Consideration of the proposal is on the agenda for the 03/25/2023 meeting of Council. The proposal includes the scope of work for surveys and geotechnical services.

DAM PROJECT:

- Clark Patterson Lee has informed the Administration Office on 03/27/2023 that the plans have received Georgia Soil and Water Conservation Commission (GSWCC) approval.
- CPL has received approval for the plans from GA Environmental Protection Division (EPD).
- As of 03/24/2023, the Regulatory Division of the US Army Corps of Engineers has completed necessary coordination with other federal and state agencies and no adverse comments regarding the proposed work were received. The Division has determined that the proposed scope of work is authorized in accordance with applicable sections of the Nationwide Permits (NWP) program.
- Next step is for the Administration Office to coordinate with Clark Patterson Lee regarding bid document dates.

Rockbridge Road (DeKalb County SPLOST Project):

- 03/20/2023 was the last and most recent meeting of Pine Lake Administration and the DeKalb County SPLOST Project Management Team. Waterline improvements continue. Mayor Hammet has requested a sequence of project activities through to completion. Mayor Hammet has scheduled a construction site walkthrough in April 2023.

Community Policing Initiative:

- Mayor Hammet, Chief Green, and City Manager Thornton have discussed the rededication event and Chief Green and I will work to schedule a date for the event. The event will serve as the government and the community's pledge to a community-oriented collaboration between local law enforcement and the people that they serve.

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Administrative Matters

Applications/Licenses:

- The Administration has processed 22 business license renewals and 2 alcohol license renewals for the 2023 year.

Required Reporting: No report.

Other City Matters

- Council retreat was held Saturday, March 25th, 2023. I would like to thank Council and Chief Green for a very productive retreat. Summary report is being composed and will be presented to Council in advance of the April 11th, 2023 meeting of Council.

The following members of Council have been registered for the State of the DeKalb County to be held on April 26th, 2023: Mayor Hammet and Councilmembers Castro and Woods.

Public Safety

- Chief Green reported that she is currently working with the city manager to schedule a full staff meeting. Chief Green also reported that the police department is working on the re-dedication initiative and that it will be citywide.
- There have been new hires within the Police Department, and they will attend an upcoming council meeting to introduce themselves.
- Police Memorial Month is approaching and there will be a county wide event that the Pine Lake Police Department will participate in. The Chief invited Mayor and City Council to attend.
- Code Enforcement is working with the storm water consultant for the compliance of site visits on Thursday, March 30th.

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Reports/Comments

Mayor Hammet:

- Thanked the Mayor pro Tem, Council Members, City Manager and Chief for their attendance and participation for a great retreat and for getting projects done in a timely manner.

- Stated that she, Council Members Castro and Woods were registered for the State of the County Address on April 26th and invited other members of council to attend.

- Commented that she will be attending Avondale’s State of The City on March 30th at 6:00 p.m. and invited Council Members and Staff to attend.

City Council

There were not any City Council comments at this time.

Information for “The Pine Lake News” eblast:

Permitting Completed for Dam Repair Project

The City’s plan for repair of the Dam have been approved by all required agencies to include Georgia Soil and Water Conservation Commission (GSWCC) and the US Army Corps of Engineers Regulatory Division. Next step is for the Administration Office to coordinate with the City’s engineers regarding bid document dates for the project.

Gazebo Demolition Completed

The gazebo has been removed, leaving a new open space for outdoor activities. Presently there are no plans to build anything in that space.

Council Approves Proposal to Create Construction Documents for two Bridges on the Inner Berm

This work will be completed by Clark Patterson Lee, the Architecture and Engineering firm that has been our Stormwater Consultant for a number of years.

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Scope of work includes:

- Topographic survey of bridges and adjacent areas
- Bridge foundation investigation including soil borings and analysis
- Creation of construction documents
- Administration of the bidding process and the actual project

Pancake Breakfast will be Followed by Easter Egg Hunt

PLAIN's monthly breakfast is happening this Saturday, April 1, from 9:30 am to 11:30 am at the Beach House. The menu includes scrambled eggs, bacon, pancakes/gluten-free pancakes, coffee, tea, and more.

At 11:30, following the breakfast, there will be an Easter Egg Hunt! Children 5 and younger will hunt for eggs on the beach while the 6 - 12 crowd will hunt on the opposite side of the Beach House. After gathering their eggs, (which are empty), they will return to the Beach House to turn the eggs in and get a goody bag. Parents, adults, and older teens are asked to help us hide the eggs at 11:15 and monitor the egg hunt at 11:30.

Food Assistance Available to Pine Lake Neighbors

PLAIN's Neighbor to Neighbor (N2N) program assists Pine Lake neighbors in need. If you or someone you know is food insecure or needs other assistance, please call 404 491-0774 and leave a message. A volunteer will call back to discuss needs and help available. All contacts are kept confidential.

Adjournment

Council Member Hall motioned to adjourn; seconded by Mayor pro tem Bordeaux and passed unanimously at 7:39 pm.