

CITY OF PINE LAKE, GEORGIA
SPECIAL CALLED MEETING & WORK SESSION AGENDA
APRIL 9th, 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 – SPECIAL CALLED MEETING

- 1. Georgia Interlocal Risk Management Agency – GMA Property & Liability Self Insurance**
- 2. Project Bid No. PW 2024-001 - Pedestrian Bridge Replacement**

ADJOURNMENT

CALL TO ORDER – WORK SESSION MEETING

ANNOUNCEMENTS/COMMUNICATIONS

ADOPTION OF THE AGENDA OF THE DAY

OLD BUSINESS

NEW BUSINESS

- 1. Beach House and Clubhouse Rental Proposal – P.L.A.I.N.**
- 2. Initiated Amendment to the Code of Ordinances, Appendix A. – Zoning and the Official Zoning Map of the City of Pine Lake**

PUBLIC COMMENTS – 3 minutes each please

REPORTS AND OTHER BUSINESS

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

ADJOURNMENT

MAYOR
Brandy Hall

COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

ChaQuias Miller-Thornton
City Manager

Sarai Y’Hudah-Green
Chief of Police

Ned Dagenhard
Assistant City Clerk

Susan Moore
City Attorney

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

404-999-4901

www.pinelakega.net



Memo

DATE: April 1, 2024
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Manager
RE: Georgia Interlocal Risk Management Agency- GMA Property & Liability Self Insurance

Special Called – April 9, 2024

Renewal Terms, as proposed for the 2024-2025 coverage period, have been presented to the City for Property and Liability Self Insurance. The policy plan offers protections for the following categories of acts, operations, and property:

- General Liability and Law Enforcement Liability
- Public Officials/Errors & Omissions Liability
- Automobile Liability and Physical Damage – Including Uninsured Motorist
- Crime/Fidelity
- Property
- Equipment Breakdown
- Cyber

Proposal coverage is quoted at \$\$41,570 (to include renewal credits valued at \$6,037).

Payment terms are established in the following options:

Option 1: Full Amount Due on Binding

Option 2: 50% down – Balance due in 30 days

Option 3: 25% down – Balance due in 4 monthly installments with contribution must be paid within 6 months of the effective date.

I recommend approval of the terms as proposed – with the implementation of payment option 3.

Thank you,

CMThornton

HISTORY

New Business - March 12, 2024

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

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

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

Thank you,

ChaQuias M. Thornton

Georgia Interlocal Risk Management Agency

GMA Property & Liability Self-Insurance Program

CONTRIBUTION PAYMENT TERMS

CITY OF PINE LAKE

RLFC# P11

INVOICE NUMBER	346956
EFFECTIVE DATE	05/01/2024
INVOICE AMOUNT	\$41,570
PROPOSAL NUMBER	RPI1-PR2024-1

PAYMENT TERMS:

- OPTION 1: Full Amount Due on Binding
- OPTION 2: 50% Down – Balance due in 30 days
- OPTION 3: 25% Down – Balance due in 4 monthly installments. The entire contribution must be paid within 6 months of the effective date.

Checks should be made payable to **GIRMA**. Please sign and return with your check to:

Georgia Interlocal Risk Management Agency
P.O. Box 105377
Atlanta, Georgia 30348

Please sign and date on the lines below that you have read and accept the limits and deductibles outlined in the renewal terms. Please return the signed invoice with your initial payment to the GIRMA address above.

Authorized Signature

Date

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE	Contribution Breakdown	Contribution Total
City of Pine Lake (PI1)	Effective Date	05/01/2024
GENERAL LIABILITY		
Grants Administered	\$0	
GROSS OPERATING EXPENDITURES	\$1,608	
PARK ACREAGE	\$0	
HOUSING AUTHORITIES - UNITS	\$0	
PUBLIC UTILITIES - CABLE / TELECOM	\$0	
PUBLIC UTILITIES - ELECTRIC	\$0	
PUBLIC UTILITIES - GAS	\$0	
PUBLIC UTILITIES - SEWER	\$0	
PUBLIC UTILITIES - WATER	\$0	
REFUSE COLLECTION	\$0	
SCHOOLS - ALL OTHER STUDENTS	\$0	
SCHOOLS - TRADE OR VOCATIONAL STUDENTS	\$0	
WATER RELATED ACTIVITIES - # BEACHES, LAKES, POOLS	\$0	
GENERAL LIABILITY TOTALS		\$1,608

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE			Contribution Breakdown	Contribution Total
AUTOMOBILE LIABILITY	Number of Vehicles	Contrib Per Vehicle	Total Contribution	
Trucks - Van, Pickups, Light Trucks	0	\$0.00	\$0.00	
Trucks - Medium Weight	2	\$428.93	\$857.86	
Trucks - Heavy Weight	0	\$0.00	\$0.00	
Trucks - Extra Heavy Weight	0	\$0.00	\$0.00	
Trucks - Ambulances or Paramedic Vehicles	0	\$0.00	\$0.00	
Trucks - Garbage	0	\$0.00	\$0.00	
Trucks - Fire Trucks	0	\$0.00	\$0.00	
Private Passenger - Fire Cars	0	\$0.00	\$0.00	
Private Passenger - Police Cars	6	\$2,898.20	\$17,389.20	
Private Passenger - All Other Type Cars	0	\$0.00	\$0.00	
Trailers - Semi Trailers	0	\$0.00	\$0.00	
Trailers - Trailers	2	\$107.23	\$214.46	
Buses - Public Transit Buses	0	\$0.00	\$0.00	
Buses - School Buses	0	\$0.00	\$0.00	
Motorcycles	0	\$0.00	\$0.00	
AUTO LIABILITY TOTALS	10			\$18,462

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE			Contribution Breakdown	Contribution Total
AUTOMOBILE PHYSICAL DAMAGE	Number of Vehicles	Contrib Per Vehicle	Total Contribution	
Trucks - Van, Pickups, Light Trucks	0	\$0.00	\$0.00	
Trucks - Medium Weight	2	\$238.09	\$476.18	
Trucks - Heavy Weight	0	\$0.00	\$0.00	
Trucks - Extra Heavy Weight	0	\$0.00	\$0.00	
Trucks - Ambulances or Paramedic Vehicles	0	\$0.00	\$0.00	
Trucks - Garbage	0	\$0.00	\$0.00	
Trucks - Fire Trucks	0	\$0.00	\$0.00	
Private Passenger - Fire Cars	0	\$0.00	\$0.00	
Private Passenger - Police Cars	6	\$888.88	\$5,333.28	
Private Passenger - All Other Type Cars	0	\$0.00	\$0.00	
Trailers - Semi Trailers	0	\$0.00	\$0.00	
Trailers - Trailers	2	\$59.52	\$119.04	
Buses - Public Transit Buses	0	\$0.00	\$0.00	
Buses - School Buses	0	\$0.00	\$0.00	
Motorcycles	0	\$0.00	\$0.00	
PHYSICAL DAMAGE TOTALS	10			\$5,929

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE	Contribution Breakdown	Contribution Total
UNINSURED MOTORIST LIABILITY		\$116
LAW ENFORCEMENT LIABILITY	\$1,881.20 per officer	\$9,406
PUBLIC OFFICIALS LIABILITY		\$4,398
PROPERTY (including Mobile Equipment and Boiler & Machinery)	Values / Rates	\$7,402
Total Insured Value	\$2,313,084	
Rate per \$100 of Value	\$0.3200	
POLICE ANIMALS	\$0	\$0
CRIME	\$26.09 per employee	\$287
TOTAL CONTRIBUTION*		\$47,607

* Figures may be off by \$1 due to rounding



Memo

DATE: April 4, 2024
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Manager
RE: Project Bid No. PW 2024-001 - Pedestrian Bridge Replacement

Special Called – April 9, 2024

The bid close date for replacement of the pedestrian bridges on the inner berm was March 12, 2024. This project is anticipated to be funded by the portion of General Fund Balance that has been set aside from American Rescue Plan Act dollars - \$176,901.

On March 12, 2024 at 2:00pm, the sole bid as received was opened with the following results:

Cline Service Corp. \$275,000

Upon further review of the project, a \$20,000 reduction in bid amount can be assumed if the city is able to lower the water level of the lake approximately 3 feet during construction - resulting in a potential contract cost of \$255,000 if awarded as bid and as negotiated.

Additionally, the City has the potential to be awarded Community Development Block Grant. Award in the amount of \$72,000 towards the completion of the project, as applied for by City Manager Thornton during the 2023 application cycle for DeKalb County CDBG. Acceptance of the award would result in rebid of the project specifying the administration requirements for projects let under the CDBG program guidelines. These requirements include Davis-Bacon wage rules. The Davis-Bacon Act is triggered when construction work over \$2,000 is financed in whole or in part with CDBG funds. It requires that workers receive no less than the prevailing wages being paid for similar work in the same area. The requirements for pay and reporting may result in an increase in any bid amount received. Acceptance of the award might also delay project start.

The Council has the following options:

- Reject the bid and decide to rebid the project. It has been determined in conversation with the City's engineer of record (Clark Patterson Lee) that there is really no alternative to reduce the project scope.
- Reject the bid and decide to rebid the project including CDBG Davis-Bacon requirements – understanding that there is a potential for project start delay due to process and that there is a potential for an increase in bid estimates for contractor adherence to wage and reporting requirements.
- Acceptance of the bid and the cost of \$255,000 - with \$176,901 to be allocated from General Fund Balance held after electing the standard allowance of American Rescue Plan

Act dollars – will require an additional \$78,099 in funding allocation. The only currently identified options for the additional funding allocation are general fund balance appropriation or SPLOST II funding appropriation. Assuming approximately \$13,000 per month in SPLOST II collections, regular accumulation of \$78,099 will take approximately 6 months. SPLOST II collections are anticipated to begin in April 2024.

Please let me know if you should have any questions or concerns regarding this matter.

Thank you,

ChaQuias M. Thornton

April 9, 2024

Special Called Meeting Adjourned

and

April 9, 2024

Work Session Meeting Called to Order



Memo

DATE: April 4, 2024
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Manager
RE: Beach House and Clubhouse Facilities Rental Proposal – P.L.A.I.N.

Please see the attached, most recent and revised draft (dated 04/04/2024) of the Beach House and Clubhouse Facilities Rental Proposal. The proposal is presented to Mayor and Council by the Pine Lake Association of Involved Neighbors. P.L.A.I.N. has requested that Mayor and Council please review the attached cover letter (dated 02/12/2024) and the proposal that discuss the utilization of the Beach House and Clubhouse by Pine Lake residents.

Thank you,

ChaQuias M. Thornton

To: Brandy Hall, Jeff Goldberg, Thomas Torrent, Augusta Woods, Jean Bordeaux,
ChaQuias Miller-Thornton, Danita Robinson
From: Calvin Burgamy, Kate Nevins, Kathleen Lower (P.L.A.I.N.)
Subject: Beach House and Club House
February 12, 2024

Dear Mayor, Councilpersons, and City Administrator,

We are writing to bring to your attention a proposal that we believe could significantly benefit our community by fostering a sense of community engagement and recreation. We propose the implementation of a six-month trial period during which citizens can access the beach and clubhouse facilities free of charge for rental purposes. *(See attached proposal that includes details of this plan)*

Background: Our city is blessed with beautiful natural assets, including a beautiful beach and clubhouse facilities. However, we have observed that these resources are not utilized to their full potential by our citizens, possibly due to financial constraints.

Proposal: We recommend that the City Council consider initiating a six-month trial period during which citizens can access the beach and clubhouse facilities at no cost for gatherings and recreational purposes. This trial period aims to encourage community members to make use of these resources, fostering a stronger sense of community engagement and promoting the well-being of our residents.

Benefits: Community Building: Free access to the beach and clubhouse facilities will encourage citizens to come together, fostering a stronger sense of community and promoting social interaction.

Increased Awareness: The trial period will serve as an excellent opportunity to raise awareness about the available facilities, ensuring that more residents become familiar with the possible uses of the facilities.

Feedback and Evaluation: The trial period will provide valuable insights into the demand for such community spaces and allow for the collection of feedback from citizens, enabling the City Council to make informed decisions for the future.

Implementation: To implement this trial period, we suggest coordinating with the city administrator and current rental coordinator to establish a streamlined reservation system and clearly communicate the terms and conditions for usage during this period.

We believe that by offering citizens free access to these facilities, we can enhance the overall quality of life for our community members, strengthen the bonds within our city, and provide an outlet for the enormous potential of our citizens.

Thank you for your time and consideration of this proposal. We are more than willing to discuss this matter further and provide any additional information needed.

Sincerely,

Calvin Burgamy, President, PLAIN cburgamy@gmail.com 678-557-9855
Kate Nevins, Secretary, PLAIN kfnevins53@gmail.com [404-858-7320](tel:404-858-7320)
Kathleen Lower, PLAIN member kathleenvl@comcast.net 404-858-7320

Proposal for Community Use of Beach and Club House

Revised April 4, 2024
Calvin Burgamy, Kathleen Lower, and Kate Nevins

Objective:

We propose use of the Beach House and Club House for residents at no-charge. We propose a 6-month trial period, with a check in at 3 months, to test the efficacy of the program and mechanics of the process.

Description

- No-charge access to the facilities is available to residents every day of the week. The City of Pine Lake may preempt events in the Beach/Club House for a rental opportunity with (14 days notice.) Pine Lake Lounge and PLAIN have priority. Major events such as Election Day and candidate forums are scheduled in advance and blocked out on the City Events calendar.
- Events may be scheduled up to 60 days in advance. Events can be scheduled for a period up to four hours and can be scheduled on a recurring basis.
- Events must be open and advertised to all residents, subject to event capacity. Individuals from outside Pine Lake may also attend.
- Events are free or donation only.
- Private events such as by-invitation parties are not covered by this policy but are handled by rental through the City of Pine Lake.

Operations:

- Sign-ups are handled online through a booking app, such as Sign Up Genius, with the submission of info about the event. Language in the app will cover all terms and conditions required by the city. Users signing up will indicate agreement online so that no exchange of paperwork is required. A check-in with Danita is the next step in exploring scheduling software.
- Event Organizers are responsible for setup and break down of furniture and for clean-up of the meeting room, kitchen, and bathrooms. E.O. must notify the Rental Coordinator immediately if the facility is not in a clean, satisfactory condition. A clean-Up checklist will be provided to the Organizer, and the Organizer is required to text the Rental Coordinator that the group is leaving and text pictures of the areas to the Rental Coordinator that the space is ready for the next event. A fee will be levied if the facility is not left clean. Clean up fees must be paid before the organizer can sign up for the facility again. Heat and air conditioning must be reset to the specified level at exit.
- Access to the facilities will be available through smart lock codes with a key for back up, (approx. \$200).

Deleted: .

- We also recommend use of a “smart” thermostat that can be reset remotely. If the current thermostat is not effective for this it should be replaced.
- No event shall go beyond 10 pm.

Administration:

A Rental Coordinator, employed by the city, will:

- Set up and maintain the scheduling app, track sign ups and distribute the access number to organizers. The City Events Schedule calendar is available for viewing on-line for residents.
- An additional person serves as back up for managing authorizations.
- Review sign-ups for eligibility and process any paperwork required by the city.
- The City provides trash bags and cleaning materials.

As proposed, additional costs/responsibilities for the city as identified by Jean Bordeaux:

Start Up/One Time Tasks

- Identify back up person for authorizations. *
- Install and learn new software for scheduling. *
- Create new forms and instructions.
- Create checklist for cleaning.
- New door hardware installation at both facilities. *
- Resolve the thermometer question.

On-Going Tasks

- Ensure supply of trash bags and cleaning materials.
- Request payment if clean-up is insufficient.
- Reset locks for each use.
- Reset thermostat for each use.

*PLAIN could take responsibility for these items.



Memo

DATE: April 4, 2024
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Manager
RE: Initiation of Amendment to the Zoning Ordinance/Zoning Map of the City of Pine Lake

Work Session – April 9, 2024

As you are aware, the Georgia General Assembly, by way of SB 562, has passed legislation annexing property into the incorporated limits of the City of Pine Lake – thereby creating a change in city boundary and subsequently a change in the city’s zoning map. The annexing of property also constitutes assigning of the appropriate zoning district classification to the affected parcels.

Pine Lake, Georgia Code of Ordinances, Appendix A Zoning, Article 13 – Amendments, Section 13-2 Amendments authorized provides the following regarding amendments to the zoning ordinance of the City of Pine Lake, including amendments to the official zoning map:

Sec. 13-2. - Amendments authorized.

- A. The mayor and council may by ordinance amend this ordinance, and any maps adopted in relation thereto, whenever public necessity, public convenience, the general welfare, or good zoning practice justify such action.
- B. Initiation of amendments: Proposed changes in zoning regulations or in zoning map boundaries may be initiated by the mayor, the council, any elected official, the city administrator; or the zoning official who shall submit such amendment to the city clerk; or through an application filed with the city clerk by the owner of the affected property or a duly authorized agent of the owner.
- C. Review of proposed amendments: all proposed zoning amendments shall be reviewed by the zoning official who will make a determination as to whether the application is complete and shall prepare a written report reflecting the manner in which the application relates to the criteria of the situation.

Article 13 in full can be found at:

https://library.municode.com/ga/pine_lake/codes/code_of_ordinances?nodId=PTIICOOR_APENDIX_AZO_ART13AM

As a required act to fulfill the zoning process relative to the annexing of property into the incorporated city limits of Pine Lake, and as City Manager (duly titled as city administrator), I announce the initiation an amendment to the zoning ordinance/zoning map of the City of Pine Lake for the purpose of amending the City’s zoning map and of assigning the appropriate Commercial (C1), Village Commercial Subarea, zoning classification for/to property annexed into the city as a result of an act of the Georgia General Assembly in the form of Senate Bill 562.

Please let me know if you should have any questions or concerns regarding this matter.

Thank you, CMThornton