

Information and proposed expenses should be estimated as accurately as possible and additional expenses actually incurred can be submitted upon return.

The check request/purchase order should include miscellaneous per diem amounts, such as meals and parking, "city standard" (www.mapquest.com) miles or odometer readings, and an agenda of the meeting or conference. Mileage will be paid at the IRS standard mileage rate. The IRS usually adjusts this amount annually, and the City will follow IRS standards. Personal vehicles should only be used if a City vehicle is not available, not in condition for the trip or upon approval of the Mayor. Employees may be reimbursed for the mileage incurred from the point of departure for the travel destination. During the normal work week, the point of departure will be either the employee's residence or work place, whichever is nearer to the destination point. During weekends and holiday, employees should use the actual point of departure to calculate travel mileage. The Finance Department should be immediately notified if for any reason the employee is unable to attend the event, so that registration may be refunded if possible and per diem's repaid if applicable.

The City will pay directly to the training office, conference headquarters, etc. for the registration for employees or elected officials and spouses of elected officials (where spouse registration is available) for those conferences, seminars, or training sessions approved by the proper authority. The City will also pay/reimburse for registration paid by a personal credit card if required and personal expenses associated with the training or conferences such as mileage, meals, airfare, parking, and lodging, etc.

Meals, Lodging and Incidental Expenses

Reimbursement for meals, lodging and incidental expenses are reimbursable only when "away from home" travel is required. Incidental expenses include costs for parking and tips for services. Employees or elected officials of the City would be deemed to be traveling "away from home" if duties require the individual to be away from the general area of home substantially longer than an ordinary day's work.

Appropriate tax-exempt forms (Hotel/Motel Tax Exempt and Georgia Sales Tax Exemption) should be submitted upon registration/check-in for lodging. It is the responsibility of the employee to see that the forms are submitted correctly and that the City receives all eligible exemptions for travel expenditures. Generally, hotels/motels located within the state of Georgia will recognize and grant the exemption. If the lodging establishment is hesitant at check-in, effort should be made to clear the matter before checkout, so the rates will not include taxes.

Reimbursement for meal expenses when "away from home" travel is required will be made at a rate of \$30 per day. Breakfast will be provided if the employee is "away from home" before 7:00 am. Lunch will be provided if the employee "away from home" at 12:00 pm. Dinner will be provided if the employee is "away from home" at 6:00 pm.

If certain meals are provided in conference registration or when eligible meals include only one or two meals in a day:

1. Breakfast may be reimbursed up to $\frac{1}{4}$ of the allowable per diem rates (breakfast may still be reimbursed even if continental breakfast is served, if requested by employee); and/or
2. Lunch may be reimbursed up to $\frac{1}{4}$ of the allowable per diem rates; and/or
3. Dinner may be reimbursed up to $\frac{1}{2}$ of the allowable per diem rates.

Employees, elected officials or spouses of elected officials on official business may elect to submit receipts for meals. However, the rates per day should not exceed the rates per city in Georgia as listed at www.gsa.gov. Official conferences that are out of state should not exceed the limits allowed in the Federal Travel Regulations for that particular state/ locality. Conferences, seminars, or training, which do not include lodging for an overnight stay, will not include meal reimbursement unless the meal is a required part of the meeting or the requirements are met for the length of time "away from home". (i.e. leave prior to 7:00 a.m. to receive breakfast and return after 6:00 p.m. to receive dinner.)

UNIFORM POLICY

The City of Blue Ridge provides uniforms to all employees as applicable to their department. The maintenance/plant workers, including but not limited to the street, water, sewer, and park departments are provided semi-annually with shirts and jackets with the City logo and receive \$200 annually for the purchase of pants and/or boots. All lifeguards are provided with bathing suits, approved and purchased directly by the City. The police department is supplied with all uniforms and accessories deemed necessary by the Police Chief and purchased directly by the City. The City Hall department is periodically provided with shirts or jackets with the City logo at the discretion of the Office Manager, not to exceed \$600 annually for the entire office.

VENDOR FILE AND MAINTENANCE

All vendor files are maintained by the finance department with an annual file containing all invoices and checks for each vendor according to the vendor number automatically assigned by the accounts payable software. A temporary vendor number may be used if it is an expected one-time purchase, with specific temporary vendor numbers for certain categories of purchases such as travel, hotels, reimbursements and refunds. Procedures to control the entering and editing of the master file data include naming standards such as any vendor name beginning with "A" or "The" should drop the first word and any vendor name ending in Inc. or Corp. should include that designation. A vendor should only be added upon approval by the finance department to avoid a vendor being entered into the accounting system multiple times. The vendor master file will be reviewed annually to inactivate vendors who have not been used during the past 12 months. Any vendor providing a service will be required to complete a W-9 form and provide the information necessary to issue a 1099, if necessary, prior to the issuance of any checks to that vendor.

FEDERAL WORK AUTHORIZATION PROGRAM

Pursuant to O.C.G.A. § 13-10-91, all contracts for the physical performance of services within this state, to be binding on and enforceable against the City, shall require the contractor to register and participate in the federal work authorization program to verify work eligibility of all newly hired employees and subcontractors. Before a bid for any such service is considered by the City, the bid shall include a signed, notarized affidavit from the contractor attesting to the following:

- (1) The affiant has registered with and is authorized to use the federal work authorization program;
- (2) The user identification number and date of authorization for the affiant; and
- (3) The affiant is using and will continue to use the federal work authorization program throughout the contract period.

No contractor or subcontractor under contract with the City in connection with the physical performance of services within this state shall be entitled to payment from public funds for its services unless such contractor or subcontractor registers and participates in the federal work authorization program. It shall be deemed a breach of contract for any contractor, or subcontractor thereof, who physically performs services within this state under a contract with the City, to fail or refuse to participate in the federal work authorization program throughout the term

of such contract. It shall be the duty of the contractor and/or subcontractor(s) to maintain records of federal work authorization verification by all newly hired employees for the term of the contract and to maintain such records for not less than three years from the contract's date of final completion. Such records shall be considered an open public record and made available to the City upon request or in the event of contract audit by a federal or state agency; provided, however, any information in such record protected from public disclosure by federal or state law shall be redacted.

PROHIBITED TRANSACTIONS

It shall be the policy of the City that no employee of the City shall also be a vendor be allowed to participate in the bidding process or sell goods or services to the City. Purchases shall not be routinely solicited from suppliers in which any elected or public official of the City is known to hold a pecuniary interest of ten percent or greater, or over which he or she exercises significant managerial control, unless it can be demonstrated that no other reliable source of supply is available, and the public officer makes written disclosure of such interest and abstains from participation in the consideration of the purchase. All purchases, regardless of amount, from suppliers in which a public official holds a pecuniary interest of ten percent or greater, or exercises significant managerial control, shall require the approval of the City Council.

BID RETENTION AND AUTHORITY TO REJECT BIDS

All bids for goods or materials of any kind or character purchased by the City shall be kept on file by the City Clerk in accordance with the document retention schedules of the City. After an award has been made, the bids shall be subject to inspection at any time during normal business hours by any citizen of the City.

Except where prohibited by law or by the wording of an advertisement for bids, the authority permitted to accept bids shall be permitted to reject all bids or parts of bids and readvertise for bids, where the public interest will be served thereby.

ELECTRONIC TRANSMISSION OF INFORMATION, SIGNATURES AND RECORDS

Electronic commerce shall include but not limited to on-line vendors registration, acceptance of bids and proposals by electronic mail, electronic or virtual purchasing malls and catalogs, notifications of solicitations and download capability and acceptance of electronic (digital) signatures. Notwithstanding any other provisions, this section applies to records generated, stored, processed, communicated, or used for any purpose by the City for purchasing, procurement, acquisition, services, or disposition of personal property. This shall apply to all City contracts except for public works contracts.

The City Clerk and/or the Finance Director or his or her designee is authorized to promulgate procedures to coordinate, create, implement, and facilitate the use of common approaches and technical infrastructure, as appropriate, to enhance the utilization of electronic commerce, electronic records, electronic signatures, and electronic security procedures by and for the City for these purposes. The City Clerk and/or the Finance Director shall be authorized to develop, implement, and facilitate procedures for the use of electronic records, electronic signatures, and security procedures for all other purposes. The City Clerk and/or the Finance Director is authorized to promulgate methods, means, and standards for secure electronic procurement transactions.

An electronic record satisfies any rule requiring a document to be in writing. An electronic signature satisfies any rule of law requiring a signature. Any electronic record is signed as a matter of law if it contains a secure electronic signature. An electronic signature is deemed to be

secure if it is created by application of a security procedure that is commercially reasonable and provided the electronic signature can be verified and agreed to by the City. Further, it is considered secure if it can be linked to the electronic record to which it relates in a manner such that, if the record is changed, the electronic signature is invalidated. The electronic record will be deemed secure when it can be verified not to have been altered since a specified point in time.

UNCLAIMED PROPERTY

In accordance with O.C.G.A. 44-12-190 et. seq. all unclaimed property held longer than the dormancy period, will be remitted to the Georgia Department of Revenue. The dormancy period for most property, including accounts payable and customer deposits, is 5 years.

Revenue Policies

The City levies, collects, and records certain taxes, license fees, permit fees, intergovernmental revenues, charges for service, investment income, fines and forfeitures, and other miscellaneous revenues and financing sources. This policy provides direction in the application, acceptance and administration of revenues the City receives.

DIVERSIFICATION AND STABILITY

All revenues have particular characteristics in terms of stability, growth, sensitivity to inflation or business cycle effects, and impact on the taxpayers and customers. A diversity of revenue sources can improve the City's ability to handle fluctuation in revenues and potentially help to better distribute the cost of providing services. The City shall strive to maintain a diversified and stable revenue structure to shelter it from short-term fluctuations in any primary revenue source. When possible, the revenue mix shall combine elastic and inelastic revenue sources to minimize the effect of economic downturns.

As part of the annual budget process, an objective analytical process will estimate revenues realistically and prudently. The City will estimate revenues of a volatile nature conservatively.

USER BASED FEES AND CHARGES

The level of user fees for cost recovery should consider the community-wide versus special service nature of the program or activity. The use of general-purpose revenues is appropriate for community-wide services, while user fees and charges (exchange revenue) are appropriate for services that are of special benefit to easily identified individuals or groups.

The City's revenue system will strive to maintain equity in its structure. That is, the City will seek to minimize or eliminate all forms for subsidization between entities, funds, services, utilities, and customers. However, it is recognized that public policy decisions may lead to subsidies in certain circumstances.

Fees will be reviewed on an annual basis and should be updated during the budget process to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery.

For services associated with a user fee or charge, a fee shall offset the costs of that service, where possible. Costs of services include direct and indirect costs such as operating and maintenance costs, administrative costs, and charges for the use of capital (e.g., depreciation and debt service).

ALTERNATIVE REVENUE SOURCES

The City shall seek alternative funding sources whenever possible to reduce the required revenue from non-exchange transactions (e.g., property taxes). Such alternative sources include private and public grants, federal or state assistance, and public and private contributions.

REVENUE COLLECTION

The City will follow an aggressive policy collecting revenues, consistent with state and federal laws. This policy includes charging of penalties and interest, revoking City licenses, and providing for the transferring and assignment of tax executions.

The City collects revenue over-the-counter and through the mail from the general public in the form of cash, personal checks and money orders. The City also offers online payment options and direct debit of customers' bank accounts for repetitive payments such as monthly utility bill payments.

It is the policy of the City to exercise appropriate internal control over all cash received, to ensure that they are collected, documented, recorded and deposited to the correct bank accounts and to detect and deter error and fraud. Suitable controls have been established where payments are received. All funds are placed in a safe or vault at night or when the deposit is completed and deposits are taken to the bank daily in locked bags.

Collections:

- Revenue received from customers should always be given a receipt for all cash receipts. Utility payments may not have a receipt issued if paid by check or money order since clearing of the document can serve as receipt.
- All checks received should have valid contact information, such as address, telephone, and driver's license number, so returned checks can be collected. Identification should be reviewed for authenticity and if appearance is questionable, the identification should be copied and this should be sent to the City Police Department in adherence with the Red Flag laws.

WRITE-OFFS AND ADJUSTMENTS

The City of Blue Ridge Water & Sewer will only adjust a water bill if the billed amount for the water exceeds the average bill for water by \$1,000. The customer must provide proof that the line has been repaired before an adjustment can be made. The customer must pay at least the City's cost to produce on water that went through their meter. A customer who turns their bill into an insurance company to be reimbursed is not eligible for an adjustment. Sewer adjustments are considered separate and are based upon whether they impacted the City sewer system. Proof must be provided that the leak did not enter the sewer system and the billed amount must exceed the average by \$100. Adjustments for errors on the City's part such as meter reading errors and data entry errors should be at the discretion of the Utility Billing Supervisor. Penalty and cut-off adjustments for Water & Sewer should be at the discretion of the Utility Billing Supervisor. All adjustments should be documented and include periodic review of the Office Supervisor or Finance Director.

Write-offs for Water & Sewer should be at the discretion of the Utility Billing Supervisor for closed accounts where the account holder is deceased or has filed bankruptcy. The Utility Billing Supervisor can write-off any closed accounts with balances over 10 years old. Write-offs made by the Utility Billing Supervisor should include documentation showing review of the Office Supervisor or Finance Director. All other write-offs should be approved by the City Council.

All other adjustments, including but not limited to taxes and business licenses, should be made by the Tax and License Clerk and should be documented and maintained for periodic review by the Finance Director or Office Supervisor.



Donna Whitener, Mayor

7-14-2015

Adopted

Community'; 'Church BR Church of Christ'; 'Church Epworth 1st Baptist'; 'Church Bethel UMC'; 'Church Cherry Log Christian'; 'Church World Harvest Church'; 'Church Temple Baptist'; 'Church Hemptown Baptist'; 'Church Morganton Baptist'; 'Don Homer'; 'Carl Bender'; 'Carlie Hammond'; 'Maria Rowse'; 'Alison Fanelli'; 'Robert Kimsey'; 'Mike Crane'; 'Mike Barilla'; 'Sue Deimen'; 'Connie Hallmark'; 'Ron (Rook) Williams'; 'Antonio Aiello'; 'Amber Aiello'; 'Sherri Webber'; 'Anne Shumway'; 'James Beno'; 'David Richterkessing'; 'Carol Gray'; 'Susan Culbert'; 'Judy Estey'; 'Toby Minter'; 'Luke Travis'
Cc: 'City BR'; angiearp@cityofblueridgega.gov; brucepack@cityofblueridgega.gov; rodneycendall@cityofblueridgega.gov; Rhonda Thomas; haroldherndon@cityofblueridgega.gov; Rick Larosa; Martin Haber (martin@martinhaber.com); jackmorton311@gmail.com

Subject: Blue Ridge Master Plan and support of the Labor Day BBQ Event and the Good Samaritans

Dear local churches, Pastors, congregations and all those who support the Good Samaritan's Labor Day BBQ event:

I have been forwarded an email that was sent out to all of you last Thursday from the Good Samaritan's CEO Carlie Hammond. On behalf of the City of Blue Ridge's Master Plan Team, I would like to reiterate what Carlie Hammond stated and invite you to attend this Tuesday's City council meeting at City Hall, 6:00pm. Our committee and the council have been working very hard for almost 5 months to help our city government establish a "strategic plan" for implementing any new building, landscaping, street scapes, etc. in the downtown area. There are great things happening all around us: new casino in Murphy, zero retail space available on our Main Street, Record amounts of sales and bed tax dollars coming into our town and county, and much more. We also have a local population that is in desperate need for help and are experiencing hard times. We are fortunate to have so many non-profits organizations like the Good Samaritans, Feed Fannin, Snack in a Backpack, Light Up Blue Ridge, Open Arms, Family Connection and many others that work hard and long hours with huge numbers of volunteers to help those in need.

Our current Mayor and City Council realized that there is so much that needs to be done in our town including: paving of main street and the completion of the street scape project down East Main, new toilets downtown, elimination of all hazards where someone could get hurt, completion of the Depot Renovation, more parking, addition of gateways on the highway so visitors know where to turn to come downtown, wayfinding signage downtown so everyone knows where to go and how to find places, addition of more seating and shade areas downtown, and much more.

A. Overview of what the Blue Ridge City Council is doing with the Master Plan Project:

1. The city contacted two citizens to help them get going on all the above projects. Jack Morton and myself worked with Angie Arp and Bruce Pack to establish a game plan. This was presented to the Council and the council voted to engage professionals to assist them with this effort: Rick Larosa, AIA and his architectural firm R Designworks: Rick is a registered architect and is registered in over 25 states. He works with many jurisdictions across the country helping them with city planning issues just like we are doing. Rick has offices here and in Kennesaw and has devoted months of his firms talent to help Blue Ridge with this effort. Martin Haber, ASLA – is landscape architect and has worked on many very successful and notable projects including Disney's Wilderness Lodge, The Atlanta Olympics and many city parks all across the country. Martin and is a wealth of knowledge for Blue Ridge in terms of city and park planning and selection of native plants and design of plantings. Martin now lives full time here in Blue Ridge. I am Cindy Trimble, ASID an Interior Designer and Event Planner who was a commercial designer for 20+ years in Atlanta prior to moving to Blue Ridge full time 14 years ago. I have been a member of many design teams for office parks, shopping malls, convention centers and was on the "Look of the Games" team for the Atlanta Olympics planning and designing over 21 venues including the Olympic Village. I am also the current President of the Blue Ridge Business Association and have been on the committees producing many of the festivals and events in downtown for almost 15 years.
2. Once engaged, the design team took a month to gather historical documentation from every source we could find in, around and on the city of Blue Ridge. This included all previous design and engineering plans, infrastructure information from the city manager, recent documentation from the 20/20 group that was headed by a professional from University of Georgia that the City Council hired three years ago to assemble a group of citizens and develop an analysis of the city. It also involved doing studies of pedestrian and vehicular traffic. We worked with the city's engineers who have been mapping out the utilities, the sewer, water and storm water systems (prior to now, none of these systems were documented in any media.)

3. We gathered information from many who stage events and festivals in the park: The Arts Association (Arts in the Park Festivals), The Lodging Association (Blues & BBQ Festival), The Blue Ridge Business Association (Light Up Blue Ridge, Fire & Ice Chili Contest and Ice Festival, Safe Zone Halloween event, 4th of July Parade, Summer Block Parties, etc.). We presented to the Chamber of commerce's tourism committee. With these groups, we looked at how the park is used, what areas of downtown are not utilized properly, what areas could be modified to better support the city and all the activities.
4. All the churches were represented by Carlie Hammond of the Good Samaritans. We offered to contact all of you, but were instructed by Mrs. Hammond that she was speaking on behalf of all the churches as CEO of the Good Samaritans.
5. We then worked with two city council members, Angie Arp and Bruce Pack to develop a priority list of projects, a list of available and potential funding sources and a master calendar of everything that happens in the city so we could determine when projects could be staged without disrupting business or events.
6. R Designworks with Martin Haber spent over a month developing over 15 architectural presentation boards with design "concepts" that were placed on display in city hall for 2 months for both the council and citizens to see and comment on. These design concepts modified by the design team as comments came in from the public.
7. We advertised in the paper and held three town hall meetings plus had a special presentation to the Blue Ridge Business Association Membership and the Kiwanis Organizations. We encouraged the public to stop by City Hall and had sticky-notes in front of the presentation boards for the public to make comments on regarding specific areas and the overall design.
8. From all the presentations and meetings and the sticky note comments, we put together a spreadsheet with all of the comments, suggestions and criticisms from everyone.
9. From this list, the design team, Angie Arp and Bruce Pack went back to the drawing boards to create more "conceptual" sketches for all to review and comment on. The new ideas have been presented at each subsequent city council meeting since we started this effort.
10. From the beginning, we explained to everyone that this process is "dynamic" it will move and change and get improved and better support the city's needs as time goes on and new ideas and comments come in. We also reiterated that the "Master Plan" is not a final document in anyway. As the city grows and changes, so will the master plan. What this effort does is brings all issues to the surface in a design format for all to see and our City Government to move forward on.

B: Clarifications on what was sent to you in the email from the Good Samaritans through Carlie Hammond:

1. From the beginning, it was not our committee that suggested removing the BBQ pit from the park and moving the Labor Day BBQ event to the Farmer's Market. This idea came from Carlie Hammond, who communicated this idea to Mayor, Donna Whitener stating: "the Good Samaritans would like to consider moving the Labor Day BBQ to the Farmer's Market because there would be more room and it would be easier for the drive through traffic." Mayor Whitener brought that comment to our committee and we responded. The first sketch of the southern end of the park, from Church Street to the existing stage and BBQ pit (the plan Ms. Hammond copied you in her email) shows moving of the playground and removal of the pit from this end of the park.
2. In subsequent council meetings, Mrs. Hammond stated her opinion had changed. She said that the Good Samaritans would not like move to the Farmer's Market. This gave the design team feedback that we needed to address the BBQ pit in terms of location, function, amount of use, it's relation to the rest of the park, etc.
3. Following analysis of the comments from those listed in item # A-3 above who stage events in the park, the design team and committee felt the playground and BBQ pit were both in the wrong location for the future use and growth of the park and the city. This feedback plus our professional opinions and experience on how the park should be laid out to better support the entire city and all events led us to a new design.
4. Everyone involved in this process including the design team and City Officials have applauded the work the Good Samaritans do. We all realize how important the Labor Day BBQ is. This one event is the largest event that focuses on our local citizen's needs and is supported by our Churches. Most of the other events support tourism which generates hundreds of thousands of dollars in sales and bed tax dollars that supports our city's and county's infrastructure and keeps our taxes down.

5. Given this awareness, it is our intent to help make the Good Samaritan's Labor Day BBQ event better than it has ever been before.
6. We were given feedback from many would like to utilize a BBQ pit in the park throughout the year, (in addition to some of the Good Samaritans members and Churches). The feedback we received is that:
 - a. the current pit is antiquated,
 - b. the pit is not constructed well to support all types and sizes of BBQ events, it is too large requiring an enormous amount of charcoal, wood and lighter fluid to keep it going.
 - c. The pit concrete exploded two years ago almost injuring some people,
 - d. The roof does not vent well causing a lot of smoke to come down in the cooking area.
 - e. Many of the Church's own large mobile smoker/grills and would prefer to use them rather than the large pit.
7. This feedback led the design team to rethink how the pit should be designed and where it should be located. It was brought to the team's attention that Rick Larosa's firm recently designed the corporate headquarters for Royal Oak Charcoal in Alpharetta. Royal Oak is the largest manufacturer of charcoal in the world. Included in their headquarter design were huge pavilions and state of the art BBQ pits that were designed by R DesignWorks!!! From this project his team learned a lot about how to design pits.

C: Our next step:

Following all of the above, our committee once again looked at all the options, the overall layout of the park, the requirements of all of the events, what infrastructure is already in place in the park for us to use, etc. We discussed costs for all of the ideas and during the design process the City was able to secure a private grant for \$120,000 for horticultural elements for the one block of the park from church Street to the existing stage area. Also the Kiwanis approached the City and stated that in celebration of their 100 year anniversary, they would like to help with the new playground by submitting for a grant from Kiwanis International. The only caveat here is that the city has a deadline in order to use these funds. The design for this end of the park including the playground and the BBQ pit has to be completed and the work done this year. The Master Plan Team and the City are moving forward to get all documents ready so that following the completion of the Labor Day BBQ and The Blues and BBQ Festival, work can begin.

The Master Plan team developed a new plan that addresses the location and re-design of the BBQ pit to a more central location closer to the area on Church Street that has become the city's "food court" during all our events. This area has additional power and water to support food vendors. We also discussed having the pit be broken down into multiple pits rather than one 30 foot long pit that will be easier to manage and smaller groups could easily use with success. One council person stated that if the pits were designed in this way and located close to church Street, they could possibly be rented to food vendors during our many festivals that would generate income for the city.

We will be presenting new concepts this Tuesday that will address this design direction.

We look forward to seeing all of you there so you can be a part of this process and help make Blue Ridge better.

Thank you for your time and consideration,

Regards,

Cindy Trimble

Cindy Trimble, ASID, NCIDQ, RID

Owner, President
 Trimble Kelly Studios, Inc.
 Design ReFind
 PO Box 1169

TO: City of Blue Ridge Mayor and Council.
FR: Good Samaritans of Fannin County Inc
DT: 14 July 2015
RE: GS Handout related to Master Plan and Response to Planning Committee Email
CC: Planning Committee Members (3)

Thank you for the opportunity for Good Samaritan representatives to speak with the Mayor and Council this evening. We have concerns about the proposed Master Plan's recommendations that will negatively impact Good Sam operations in the southernmost section of the park.

It is unfortunate that Good Sam has not been included in any of the preliminary or even current discussions because proposed recommendations critically impact Good Sam's ability to continue our Labor Day Bar-B-Q fundraiser.

Recommended changes of concern relating to the park area across from First Baptist include:

- removing the barbecue structure built when LDBBQ moved from the Depot area in 1998
- relocating the playground in front of what should be the grill and available audience seating area in front of the stage
- projecting the stage be used to house picnic tables and provide shade for the parents
- filling of the open, grassy areas currently available for booth space, blankets or lawn chairs, tables and chairs, etc with special plantings, walkways, senior exercise stations, trees etc.
- separating the "Children Talking to Children" Daffodil Memorial Garden from the playground is also a concern although does not directly relate to Good Sam operations.

The rationale for most of these changes seems to create open space outside a "restricted area" as mentioned in minute 22 of the May 24th FYN video. Good Sam information was presented in the same meeting beginning around 1.22 minutes. No feedback or follow up made to Good Sam by planning committee. URL follows

<http://fannin.fetchyournews.com/2015/05/26/watch-town-hall-meeting-in-blue-ridge/>

It is unfortunate that Good Sam has not been included in any of the preliminary or even current discussions. The proposed change to remove the existing barbecue structure and move the playground and add so much to the park critically impacts Good Sam's ability to continue our Labor Day Bar-B-Q fundraiser.

RESPONSIVE NOTES

To more readily identify Good Sam's response to the email you rec'd from Cindy Tremble, I'm printing her section titles/numbers/statements bold letters and Good Sam responses *initialized* print. Prayerfully, this format will work to turn the tide because the proposed changes adversely affect Good Samaritans operations and Labor Day Bar-B-Q

B Clarifications on what was sent to you in the email from the Good Samaritans through Carlie Hammond:

B -1 From the beginning, it was not our committee that suggested removing the BBQ pit from the park and moving the Labor Day BBQ event to the Farmer's Market. This idea came from Carlie Hammond, who communicated this idea to Mayor, Donna Whitener stating: "the Good Samaritans would like to consider moving the Labor Day BBQ to the Farmer's Market because there would be more room and it would be easier for the drive through traffic." Mayor Whitener brought that comment to our committee and we responded. The first sketch of the southern end of the park, from Church Street to the existing stage and BBQ pit (the plan Ms. Hammond copied you in her email) shows moving of the playground and removal of the pit from this end of the park.

I was not at your early meeting to hear what the Mayor said In the Mayor's defense, she called me the next morning to apologize for possibly speaking out of turn by repeating a conversation we had in the park while putting up the tents for Labor Day. Yes, we had joked that if moved the BBQ to the Farmer's Market would not have to put up tents.. No, there was never a plan to move LDBBQ.

I started attending City Council meetings to clarify did not want to move and to voice our objections and to define our absolute need for the barbecue structure and grill for LDBBQ. Yet nothing in the master plan ever changed nor were we offered opportunity to provide input as wer other park users

B-2 In subsequent council meetings, Mrs. Hammond stated her opinion had changed She said that the Good Samaritans would not like move to the Farmer's Market.

Your statement that I stated my "opinion had changed" is incorrect as evidenced by FYN videos of Council meetings. It was never my expressed opinion as an individual nor any decision by our committee to move LDBBQ to the Farmers' Market.

This gave the design team feedback that we needed to address the BBQ pit in terms of location, function, amount of use, it's relation to the rest of the park, etc.

GS volunteers are available to share ideas that our volunteers have discussed over the years to make the structure more user friendly for smaller groups and individuals throughout the year.

Obviously, Good Sam must continue asking the Council not to remove the barbecue structure because it is essential for LDBBQ and used by other groups, churches and businesses in the community. Our primary objection and basis for most of our comments is removing the existing barbecue structure and filling the usable open, grassy areas with structures and plantings that absolutely preclude use of the stage for existing or future events.

B 3. Following analysis of the comments from those listed in item # A-3 above who stage events in the park, the design team and committee felt the playground and BBQ pit were both in the wrong location for the future use and growth of the park and the city.

Seems at this point of plan analysis, the committee could have contacted and/or considered input from LDBBQ as the primary users of the structure.

This feedback plus our professional opinions and experience on how the park should be laid out to better support the entire city and all events led us to a new design.

Again, even having feedback from Good Sam about the necessity of the grill? GS folks are not ornery and we are more than willing to share ideas. We would like to tap into your wealth of expertise about thoughts we have had over the years to make the current grill structure much more user friendly/useable for small groups or individuals. One idea was making a removable "shelf" on rollers to hold charcoal much closer to the grill and/or perhaps a creative way folks could hook up their own propane tanks? Rick may have creative ideas from his experience and grill contacts

B 4. Everyone involved in this process including the design team and City Officials have applauded the work the Good Samaritans do. We all realize how important the Labor Day BBQ is. This one event is the largest event that focuses on our local citizen's needs and is supported by our Churches.

Then hear our prayers.

B 5. Given this awareness, it is our intent to help make the Good Samaritan's Labor Day BBQ event better than it has ever been before.

Thank you for your intent. This is the 35th Labor Day Bar-B-Q and to experience this controversy and lack of consideration truly saddens us. Moving the grill upon which we rely is not going to improve the event going forward. The exorbitant cost of cooking thousands of pounds of meat for twenty plus hours on charcoal or gas is cost prohibitive for Good Sam to continue this event. The barbecue structure cannot be replaced in today's dollars.

We were given feedback from many would like to utilize a BBQ pit in the park throughout the year, (in addition to some of the Good Samaritans members and Churches).

Interesting that you would provide feedback to others without requesting or responding to comments from Good Sam official spokespersons.

The feedback we received is that:

a. the current pit is antiquated,

The structure was designed by UGA in the nineties and built to last "for your lifetime". It fully fulfills the purposes for which it was designed and built and prior to the Master Plan, (was) thought to be fairly indestructible. It facilitates an old time, traditional barbecue effort and flavor that continues to awe tourists and generations of dinner guests. I have requested a copy of the UGA plans from the City Clerk for Rick's review and comment.

b. the pit is not constructed well to support all types and sizes of BBQ events, it is too large requiring an enormous amount of charcoal, wood and lighter fluid to keep it going. You are correct that it currently does not support all types and sizes of BBQ events although it is available to all by reservation with the City. That said, people also use the covered structure as a serving area, to protect grills they bring in from rain, to display wares, for lighting at night, to picnic, for hand washing, etc.

Of particular note, Good Sam volunteers have discussed making a moveable "shelf" on some sort of rollers to use under the grill for charcoal. This would be more cost effective and user friendly for folks with smaller operations, families, etc. Also discussed ways for folks to bring and hook up propane tanks for personal or business use.

Unfortunately, the Good Sam folks that actually know and use the grill were not consulted or asked for feedback or input prior to decisions made to remove the structure and flip the playground and incapacitate the stage.

c. The pit concrete exploded two years ago almost injuring some people, The flat, cement area safely used as a fire pit for twenty+ years had to be re-poured on the other end of the grill due to TriState's placement of the three phase power panel for the skating rink. Concrete poured too late in the summer did not have time to cure and the center under the fire exploded during the night. No one was injured because they were turning the meat at the other end of the forty foot grill. This will not be a recurring problem and additional safety measures are already underway.

d. The roof does not vent well causing a lot of smoke to come down in the cooking area The structure is designed with fans in both ends of the roof line to remove smoke and the roof is fully vented on both sides. Maintenance or some adjustments may be needed for the fans and in some years, a five foot industrial floor fan has been borrowed. Smoke sometimes does get in your eyes.....

e. Many of the Church's own large mobile smoker/grills and would prefer to use them rather than the large pit.

Functionally, this is not an option for the level of production and thousands of pounds of chicken and ribs prepared on the grill. Product consistency, food service handling, temperature control and quality oversight cannot be maintained on multiple sites and grills mentioned above. Nor do hardwood coals vs gas vs charcoal grills taste the same. Please review the photos you received with the email and/or look in the book Carl provided. Remember that we are grilling 20+ hours on 150+ sq ft grill surface over donated hardwood coals. As good stewards of funds for benevolent works, we simply can't justify spending funds when we have access to wood as a free and renewable resource.

B-7. This feedback led the design team to rethink how the pit should be designed and where it should be located. *Once again, the incidental feedback described above does not include opinions/knowledge/experience of the folks who have manned the grill for twenty plus years!! And if you do have any names/know the folks that offered above feedback, feel free to share with Antonio or others on the committee so we can address concerns from committee standpoint.*

It was brought to the team's attention that Rick Larosa's firm recently designed the corporate headquarters for Royal Oak Charcoal in Alpharetta. Royal Oak is the largest manufacturer of charcoal in the world. Included in their headquarter design were huge pavilions and state of the art BBQ pits that were designed by R DesignWorks!!! From this project his team learned a lot about how to design pits.

Perhaps (with Keith's approval) a state of the art grill can be added to his existing pavilion without building yet another structure in the limited, open grassy space common to city parks.. Did not see Council or Planning team members at the gazebo last Thursday noon but want to share that 40-50 persons sang in the Gazebo! (Sentinel took pictures). The Gazebo has been used for music and other groups over the years, has electricity and some seating so should be preserved rather than replaced as is rumored may happen. Additional and larger structures in the park will limit grassy open areas used for booth space for downtown events..

Most persons, events, etc will not require the grill space needed by LDBBQ.
However, the grill space is needed by LDBBQ to grill thousands of pounds of meat. Free, donated wood and volunteer labor is the ONLY affordable option for us to continue this successful fun-raiser.

C: Our next step:

Following all of the above, our committee once again looked at all the options, the overall layout of the park, the requirements of all of the events, what infrastructure is already in place in the park for us to use, etc. We discussed costs for all of the ideas and during the design process the City was able to secure a private grant for \$120,000 for horticultural elements for the one block of the park from church Street to the existing stage area.

1) Does this really say 120,000 grant is to be spent on horticultural elements in the one block? This differs from statements in Council meetings that a 120 thousand dollar grant secured that is to be drawn down over a four year period with the first 40 thousand available this fall.

2) Although the grant guidelines may require horticultural elements, grants don't usually dictate specifics such as those chosen by the design committee. The items detailed in the schematic sent to the churches pretty much fill the entire block with exercise stations, walk ways, arboretum, plantings, etc, all of which will have to be cared for or maintained. The plan leaves little, if any, user friendly open space such as grass that is normally found in parks..

3) Building a brand new playground on a site that is more narrow and smaller than its current location does not seem cost effective or good stewardship of funds. Because the existing location has more space and larger trees already providing shade, it seems more sensible to refurbish and expand the playground in its present location to accommodate additional or specialized equipment. The suggestion from one of our volunteers reported in several meetins is the use of a sun shade with guttering on the sides to help prevent excessive accumulations of water in the playground.

4) City Council and Planning Committee members each received an email from Mike Weinroth, founder of the Daffodil Garden in the park. He requested the playground remaining in place next to the Daffodil Garden that memorializing children murdered in the Holocaust and facilities "Children Talking to Children"

5) Quite sadly, putting the playground in front of the existing stage area limits any future use as a stage or platform. There will be no more grass for folks to spread their blankets or lawn chairs to enjoy music, movies, etc. The response of the design team is that will bring flatbed truck down by the Beanery and the Depot for a stage and installing three phase power for large special events. Certainly do all that if is what is desired by the downtown merchants but don't destroy other parts of the park unnecessarily. Why not keep the covered stage folks have used for years in available for large or small community groups to use? There is no reason to render the grassy areas, covered stage and barbecue structure unusable even as an alternative/.

6) In both audio and video recordings, the architect states that moving the playground creates open space that is outside the alcohol restricted area. While I understand this was not stated by the Mayor or Council, it is a matter of record.

From a cursory review of the sale and consumption ordinances posted on the City website and the State Alcohol License site, the plan to move the playground does not create the anticipated three or five hundred feet from a church. The current playground is directly across the street from the grounds of First Baptist Church. Grounds include the main church building as well as

the secondary church building (old city hall) and church playground facilities. Blue Ridge Methodist is still church property until such a time as it may sell for an alternate use.

BOTTOM LINE, THERE IS NO REASON NOT TO LEAVE THE PLAYGROUND, STAGE AND BARBECUE STRUCTURE IN PLACE AND AVAILABLE FOR PUBLIC USE RATHER THAN TO DESTROY TRULY FUNCTIONAL PROPERTY.

Also the Kiwanis approached the City and stated that in celebration of their 100 year anniversary, they would like to help with the new playground by submitting for a grant from Kiwanis International.

Is having a new playground, rather than an existing playground, a stipulation of the Kiwanians submitting the above grant? Or do they simply want to celebrate their anniversary by contributing meaningfully to the children?

The only caveat here is that the city has a deadline in order to use these funds. The design for this end of the park including the playground and the BBQ pit has to be completed and the work done this year.

Is it that the work needs to be done this year in order to draw one fourth of the grant?

The Master Plan Team and the City are moving forward to get all documents ready so that following the completion of the Labor Day BBQ and The Blues and BBQ Festival, work can begin.

Sadly, again, it seems that any or all public comment regarding the southernmost section of the park has been disregarded.

Given the lack of response over the past few , is the issue already decided or closed ?

Before work begins as above, please consider the following plan that is faith-fully optimistically provided. Is the City Council willing to vote to destroy functional property based on attempts to identify alcohol free areas in our public parks?

The Master Plan team developed a new plan that addresses the location and re-design of the BBQ pit to a more central location closer to the area on Church Street that has become the city's "food court" during all our events. This area has additional power and water to support food vendors. We also discussed having the pit be broken down into multiple pits rather than one 30 foot long pit that will be easier to manage and smaller groups could easily use with success. One council person stated that if the pits were designed in this way and located close to church Street, they could possibly be rented to food vendors during our many festivals that would generate income for the city.

*Please see item B- 7 above re adding grill to existing structure.
Curious if new plan for a thirty foot grill has anything to do with LDBBQ as again, have not been involved with design team.*

A. Overview of what the Blue Ridge City Council is doing with the Master Plan Project:

3. We gathered information from many who stage events and festivals in the park: The Arts Association (Arts in the Park Festivals), The Lodging Association (Blues & BBQ Festival), The Blue Ridge Business Association (Light Up Blue Ridge, Fire & Ice Chili Contest and Ice Festival, Safe Zone Halloween event, 4th of July Parade, Summer Block Parties, etc.). We presented to the Chamber of commerce's tourism committee. With these groups, we looked at how the park is used, what areas of downtown are not utilized properly, what areas could be modified to better support the city and all the activities.

The Planning Committee did not include Good Samaritan when initially gathering information from park users nor have they met with us or offered any feedback in the last few months. Good Sam's consistently concerns stated in City Council meetings have not been responded despite statements that the existing barbecue grill is critical for the LDBBQ to grill thousands of pounds of ribs and chicken.

4. All the churches were represented by Carlie Hammond of the Good Samaritans. We offered to contact all of you, but were instructed by Mrs. Hammond that she was speaking on behalf of all the churches as CEO of the Good Samaritans.

Strange to say! Searching on line for a list of participating churches, Cindy only found Good Sam CFO Carl Bender's contact number and called him to ask if the barbecue grill was really needed. He explained the necessity of the barbecue grill and she requested a list of churches for which he provided a copy of last year's publication, "Telling Our Story". She then emailed me requesting information on all of the participating churches because she wanted to ask each pastor if they objected to not having the grill... despite two of three executive officers already having answered her question.

The following explanation was rendered to no avail. Good Samaritans of Fannin County Inc., is the Georgia nonprofit representing the association of area churches. Notably, pastors and churches have relied for decades on Good Sam's inter-denominational committee structures for distributing benevolent funds and fundraising activities.

9. From this list, the design team, Angie Arp and Bruce Pack went back to the drawing boards to create more "conceptual" sketches for all to review and comment on. The new ideas have been presented at each subsequent city council meeting since we started this effort.

In deference to the latter statement about responding to public comment or feedback, have had no response to comments made by Antonio Aiello or me. Unless missed a Council meeting, no "new idea" has been presented in response to our critical need for the existing barbecue grill.

In addition, Good Sam has folks with many years of experience and expertise available to the Council and the Master Planning committee available simply by asking.

City of Blue Ridge

480 West First Street • Blue Ridge, Georgia • (706) 632-2091

City of Blue Ridge
Workshop Meeting Minutes
City Hall
480 West First Street
August 4, 2015 at 10:00 AM

Present: Mayor Donna Whitener
Council Members Angie Arp, Bruce Pack
And Rhonda Thomas
City Clerk Kelsey Ledford

Absent: Council Members Harold Herndon
And Rodney Kendall

1) Call Meeting to Order:

Council Member Bruce Pack made a motion to call the meeting to order. The motion was seconded by Council Member Rhonda Thomas. The Council voted 3-0. Motion carried.

2) Prayer and Pledge of Allegiance:

Council Member Bruce Pack offered a word of prayer followed by the Pledge of Allegiance.

3) Council Meeting Rules of Procedures:

The rules of procedures were available at the Council desk.

4) Approval of Minutes:

Council Member Rhonda Thomas made a motion to approve the July 7, 2015 Workshop Meeting Minutes. The motion was seconded by Council Member Angie Arp. The Council voted 3-0. Motion carried.

5) Waste Water Treatment Plant:

Mayor Whitener stated that the Council is waiting on Waste Water Treatment Plant Supervisor, James Weaver to receive quotes and further information for the Council. Council Member Rhonda Thomas made a motion to table the topic until Mr. Weaver receives the documents. The motion was seconded by Council Member Bruce Pack. The Council voted 3-0. Motion carried.

6) Water and Sewer Reservation for Lindley Development, LLC:

Gary Keel and Vince Lindley spoke about the plans for an assisted living memory care and requested that their sewer reservation for the facility be renewed. The request is for the City of Blue Ridge to reserve 8,000 gallons per day capacity sewer and water service for parcel 0054-A-0181A for a period of twelve months. Mr. Keel stated that they were waiting on permission from

City of Blue Ridge

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the Department of Transportation (DOT) to remove trees and grade on DOT right of way. Mr. Keel presented copies of a survey to the Mayor and Council that was completed by Lane Bishop (attached). Mr. Lindley stated that they are so close to starting construction but that they are now waiting to receive permission from DOT. He continued to state that this should be the last reservation request. Mr. Lindley explained the process in which they are required to complete in order to open a facility of this nature. He presented a copy of the plans for the construction of the assisted living facility to the Mayor and Council (attached). He informed the Mayor and Council that this facility would be the only one of its kind within a 40 mile distance because the assisted living/nursing homes in this region do not possess memory care units for people with dementia/Alzheimer's. Mr. Keel stated that this facility would provide 75 full time jobs and 50 part time jobs. Mr. Lindley added that the state will not allow them to construct the facility without a sewer reservation. Council Member Rhonda Thomas made a motion to extend the reservation for one year. The motion was seconded by Council Member Bruce Pack. The Council voted 3-0. Motion carried.

7) Proposed Amendment to the Water and Sewer Surcharge Ordinance:

Utility Billing Supervisor, Rebecca Harkins presented proposed changes to the water and sewer surcharge ordinance (attached). Mrs. Harkins stated that the amounts/charges in the ordinance were not changed, that only the wording of the ordinance was changed in order to reflect the way that the Water and Sewer Department operates. Council Member Rhonda Thomas made a motion to accept the recommended changes by Rebecca Harkins to remove the mention of square footage. Mayor Whitener asked for a second. Council Member Angie Arp asked if the motion would include the revision of section 1. Council Member Rhonda Thomas reworded her motion to accept the recommended changes on the handout given by Rebecca Harkins reflecting revised sections 1 and 2. The motion was seconded by Council Member Angie Arp. The Council voted 3-0. Motion carried.

8) Water Plant Supervisor, Tim Hawkins request approval for Industrial Chemical purchase:

Mayor Whitener stated that Water Plant Supervisor, Tim Hawkins submitted a letter to the Mayor and Council for permission/approval to purchase chemicals to treat the water at the plant (attached). The letter stated that the cost would be \$ 3,500-\$ 4,200 and that the chemicals are ordered every three months. The Mayor and Council discussed the possibility of allowing Mr. Hawkins to purchase the required chemicals for the next six months. Council Member Angie Arp made a motion to authorize Tim Hawkins to order up to six months' worth of water treatment chemicals for the Water Plant. The motion was seconded by Council Member Bruce Pack. The Council voted 3-0. Motion carried.

9) Finance Director, Alicia Stewart request approval for E. Rene Bidez, CPA invoice:

Finance Director, Alicia Stewart submitted an invoice for Mayor and Council approval (attached). The invoice is for the preparation of the 2014 audit. The Mayor and Council discussed the fact that the City had to have a single audit of federal funds prepared along with the annual audit.

City of Blue Ridge

480 West First Street • Blue Ridge, Georgia • (706) 632-2091

Council Member Rhonda Thomas made a motion to approve the \$ 12,500 fees for the Annual Audit and the Single Audit of Federal Funds invoice. The motion was seconded by Council Member Angie Arp. The Council voted 3-0. Motion carried.

10) Waste Water Treatment Plant Supervisor, James Weaver request approval for Temsco, Inc. Invoice:

Waste Water Treatment Plant Supervisor, James weaver submitted an invoice for Mayor and Council approval (attached). Mayor Whitener stated that Mr. Weaver had already started this process and ordered the items listed on the invoice prior to the current purchasing policy being adopted. Council Member Angie Arp made a motion to approve the invoice in the amount of \$ 5,249.93 for supplies for the Waste Water Treatment Plant. The motion was seconded by Council Member Bruce Pack. The Council voted 3-0. Motion carried.

11) Traver Aiken—Blue Ridge Housing Authority PILOT:

Traver Aiken the Executive Director of the Blue Ridge Housing Authority (BRHA) was present to discuss the BRHA pay in lieu of taxes (PILOT) with the Mayor and Council. The PILOT that were discussed were for the years 2011-2013. The net amount owed from the BRHA at the date of this meeting is \$ 6,852.46. Mr. Aiken presented bills from Tow's Septic Service indicating that they bills were paid by the BRHA for maintaining and repairing water and sewer lines for the years 2011-2013. After presenting the bills, he requested that the City Council off set the PILOT to reflect the payment to Tow's by the BRHA in the amount of \$ 4,430. Mr. Aiken stated that he was willing to pay half of the Tow bills if the City Council was willing to accept half of the bill total as payment for their delinquent PILOT. He explained that the problem is that there has not been an adopted procedure on how to handle this situation. Mayor Whitener and Mr. Aiken discussed the Tow's Septic bills. Mayor Whitener stated that she did not believe that all of the bills were the City's because there are several that look like tenant issues. Mayor Whitener also stated that Tony with Tow's Septic is very good at making sure that the City gets billed for their issues and the BRHA gets billed for theirs. Council Member Angie Arp asked if the City was responsible for the BRHA lines from the meter to the houses. Mr. Aiken stated that to a certain degree they were because the BRHA deeded over some responsibility in 1995 to the City to maintain the service and trunk sewer lines to the unit. The Mayor, Council and Mr. Aiken discussed the parties' responsibility of the lines. Mayor Whitener stated that some of the bills that Mr. Aiken provided look like they are the BRHA's responsibility but that the City would review the bills and decide which ones that they are responsible for. She asked if the Council had any objections to Water Superintendent Shannon Payne reviewing the bills and getting in contact with Tow's Septic to determine the bills that are the City's responsibility. There being no objections the Council proceeded to the next item on the agenda.

12) Haymore Family—Park Pavilion:

Mayor Whitener stated that the Haymore Family was unable to attend the meeting but that they submitted a letter to the Council (attached). Mayor Whitener read their letter aloud.

City of Blue Ridge

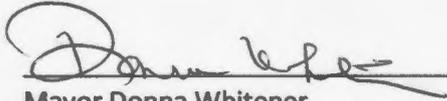
480 West First Street • Blue Ridge, Georgia • (706) 632-2091

13) Executive Session (if needed):

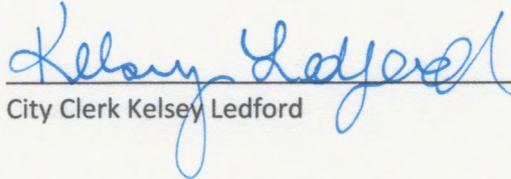
An executive session was not needed at this meeting.

14) Adjournment:

Council Member Bruce Pack made a motion to adjourn the meeting. The motion was seconded by Council Member Rhonda Thomas. The Council voted 3-0. Meeting adjourned.



Mayor Donna Whitener



City Clerk Kelsey Ledford



Approved



**GEORGIA DEPARTMENT
OF COMMUNITY HEALTH**

Nathan Deal, Governor

Clyde L. Reese III, Esq., Commissioner

2 Peachtree Street, NW | Atlanta, GA 30303-3159 | 404-656-4507 | www.dch.georgia.gov

**Writer's Direct Dial
(404) 463-0691**

September 19, 2014

Ms. Patricia Lindley
Blue Ridge Mountains Assisted Living and Memory Care
207 Carsons Creek Drive
Dawsonville, Georgia 30534

**Re: DET2014-121—Request for Letter of Determination Regarding
Establishment of Personal Care Home; Blue Ridge Mountains Assisted
Living and Memory Care – Blue Ridge, Fannin County, Georgia**

Dear Ms. Lindley:

The Georgia Department of Community Health (the "Department") is in receipt of your request for a letter of determination regarding the establishment of a new personal care home. The Department received the request on July 17, 2014 and docketed the request as DET2014-121. Additional information was received on September 19, 2014. Thank you for your efforts to comply with Georgia's Certificate of Need ("CON") laws.

Through its request, Blue Ridge Mountains Assisted Living and Memory Care, LLC ("Blue Ridge Mountain") seeks written confirmation from the Department that the development of a 150-bed personal care home is not subject to prior CON review and approval. Blue Ridge Mountain will be located on Highway 515, Blue Ridge, Fannin County, Georgia. A legal description of the property location is attached hereto as Exhibit "A."

Senate Bill (SB) 433, passed by the 2008 Georgia General Assembly and signed into law, is a comprehensive CON reform package. The CON reform changes took effect on July 1, 2008. One of those changes included the definition of a personal care home. The definition of a personal care home now provides that only a personal care home, as previously defined, which has at least twenty-five (25) beds and is certified as a provider of medical assistance for Medicaid purposes pursuant to Article 7 of Chapter 4 of Title 49, will be a defined health care facility. See O.C.G.A. § 31-6-2 (17) and (30).

Ms. Patricia Lindley
September 19, 2014
Page | 2

This means that, as of July 1, 2008, only personal care homes that are certified Medicaid providers with twenty-five (25) or more beds will be subject to prior CON review and approval. As a result, the Department determines that, as long as the personal care home, which Blue Ridge Mountain proposes to develop, is a private-pay facility and does not become a certified Medicaid provider, the establishment of the facility is not subject to prior CON review and approval.

Please be advised that the determination does not constitute a license and is expressly conditioned on Blue Ridge Mountain's ability to maintain a license. Further, please be advised that Licensing, not Health Planning, determines the appropriate classification of personal care homes, for which licensure includes assisted living as a sub classification. Additionally, please note that this determination response is based upon the facts and assertions contained within the determination request. If any of these matters change in a manner material to the analysis contained herein, this determination would be void.

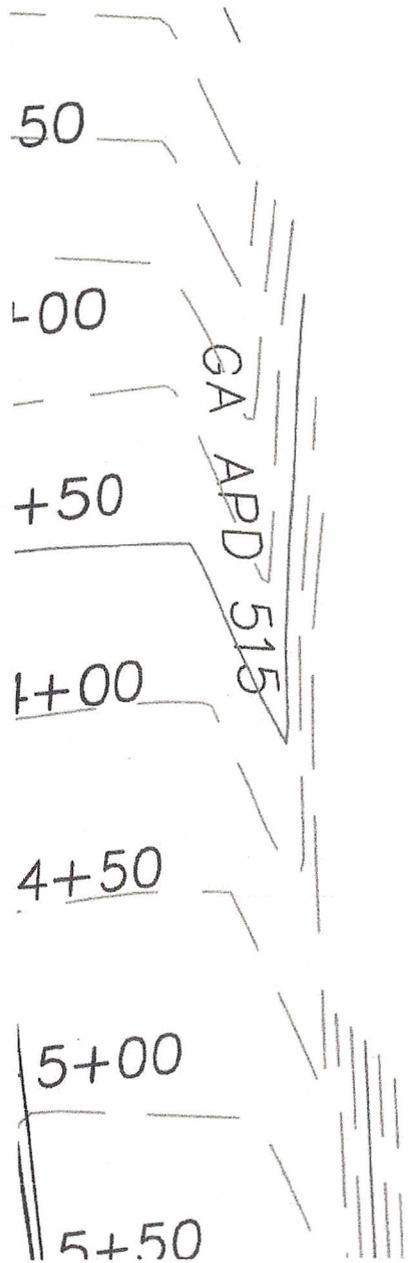
I hope this reply is responsive to your request. Please feel free to contact me if you have any further questions or concerns.

Sincerely,



Roxana D. Tatman
Legal Director, Health Planning
Georgia Department of Community Health
Healthcare Facility Regulation Division

cc: DET File



COMPENSATED FOR IN A MANNER SET FORTH BY THE GA. D.O.T.

2. CONTOURS TAKEN FROM AN AERIAL TOPO BY BERRY AND ASSOCIATES, NAVD 1988.

THERE ARE NUMEROUS HEDGES WITHIN THE R/W
EXISTING TREES ON R/W 4" DIAMETER OR LARGER
TOTAL 15 TREES

SHORT LEAF PINES	
SIZE (DIA.)	#
10" (REMOVE)	1
12" (REMOVE)	1
14" (REMOVE)	1

POPLAR	
SIZE (DIA.)	#
4" (REMOVE)	3
6"	2

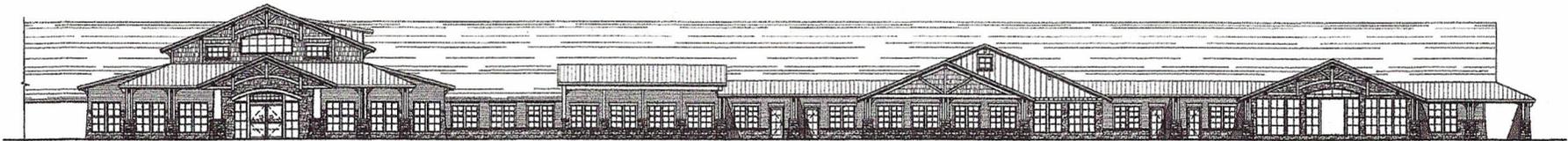
MAPLE	
SIZE (DIA.)	#
5" (REMOVE)	1

CHERRY	
SIZE (DIA.)	#
12" (REMOVE)	1
14"	1

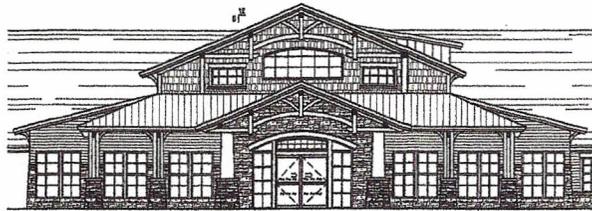
COTTONWOOD	
SIZE (DIA.)	#
12"	1

CRAB APPLE	
SIZE (DIA.)	#
4" (REMOVE)	1
5" (REMOVE)	1

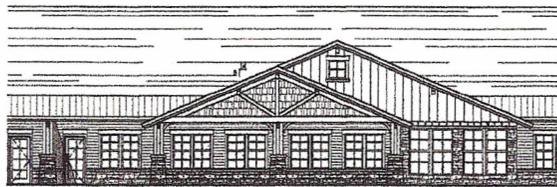
SWEETGUM	
SIZE (DIA.)	#
4" (REMOVE)	1



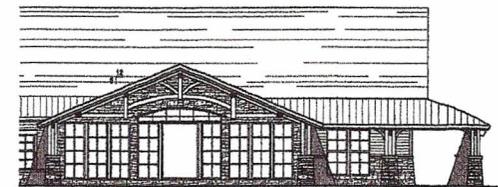
A PARTIAL CONCEPTUAL ELEVATION
SCALE: 1/4" = 1'-0"



B ENTRY / DROP-OFF ELEVATION
SCALE: 1/4" = 1'-0"



C ENLARGED WING ELEVATION
SCALE: 1/4" = 1'-0"



D ENLARGED SITTING ROOM ELEVATION
SCALE: 1/4" = 1'-0"



LINDLEY ASSISTED LIVING FACILITY
BLUE RIDGE, GA

November 4th, 2014

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T

I have talked with Alicia and we have some recommended changes to the Surcharge ordinance to make it more functional and accurate.

Current Section 1

BE IT ORDAINED, and there is hereby created a separate account or fund of the City to be known as “Water & Sewer Service Improvement Account” to be used solely and exclusively to receive for deposit the surcharges hereinafter authorized, and for payment of expenses related to repairing, improving and upgrading any portion of the system deemed by the City to be inadequate to provide new or expanded service. The Mayor and Council shall be the sole and exclusive judge in this regard.

Revised Section 1

Should be changed in the last sentence to read “The Finance Director and Utility Billing Supervisor shall be the sole and exclusive judge in this regard.”

Section 2, I would like to remove the language involving square footage and business size. We have always based surcharges on meter size and the ordinance should reflect this.

Current Section 2

WATER

Service to single family residential unit- ½ inch meter	\$ 500.00
Service to small business (to 5K sq. ft.)- ½ inch meter	2,000.00
Service to large business (plus 5K sq. ft or 1 inch meter)	4,000.00

Strip, or larger shopping development determined as multiple of above, or water meter size @ \$4,000 per inch opening, to be determined by the Mayor and Council.

Revised Section 2

WATER

Service for ¾ residential meter	\$500.00
Service for ¾ commercial meter	\$2000.00
Service for 1" meters	\$4000.00
Service above 1" will be	\$4,000 per inch

Please feel free to ask Becky or Alicia if you have any questions, keep in mind we are not changing any dollar amounts only language to reflect the proper way of doing things.

I will be needing to order chemicals for the Water Treatment plant in August.

The chemicals will be ordered through Industrial Chemical And will cost between \$3,500.00 and \$4,200.00.

This is an order that is to placed every 3 months to supply the needs for water treatment at the plant.

Due to the new policy I will need the City Council approval before I can place this order, so this will have to be on the August Council meeting's agenda for approval.

Submitted by - Tim Hawkins
Water Plant

Tim Hawkins
7-21-15

Date – July 21st. 2015

**E. Rene Bidez, CPA
PO Box 999
McCaysville, GA 30555
706-964-9000**

June 29, 2015

City of Blue Ridge
480 West First Street
Blue Ridge, GA 30513

Preparation of Annual Audit for year ended December 31, 2014.	\$9,500.00
Preparation of Single Audit of Federal Funds.	<u>\$3,000.00</u>
	\$12,500.00

TEMSCO, INC.
 Suite 300
 4324 Brogdon Exchange
 Suwanee, GA 30024

INVOICE

DATE	INVOICE #
7/17/2015	5580

BILL TO
City of Blue Ridge 480 W. First Street Blue Ridge, GA 30513

SHIP TO
attn: James Weaver City of Blue Ridge 480 West Main Street Blue Ridge, GA 30513

P.O. NO.	TERMS	REP	DUE DATE	SHIP DATE	SHIP VIA	FOB	FREIGHT
Pj# 798331	Net 30	RN	8/16/2015	7/17/2015	UPS Gro...	Factory	PP&A
ITEM	DESCRIPTION			QTY	RATE	AMOUNT	
318408-005	Module Board kit, UV3 MCB			5	494.00	2,470.00	
302300P	O-Ring, Sleeve Seal 10-pack			4	5.00	20.00	
316640-060	Lamp Sockets			40	30.00	1,200.00	
700105	Compression Spring			4	18.00	72.00	
318452-120	Board Kit, UV3 Relay 120V			5	293.00	1,465.00	
Freight				1	22.93	22.93	

Please make your check to TEMSCO and remit to above address.	Sales Tax	\$0.00
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TERMS: NET 30 DAYS. ALL PAST DUE ACCOUNTS ARE SUBJECT TO A FINANCE CHARGE OF 1.5% PER MONTH (18% PER ANNUM). Phone: 770-614-0194 FAX: 770-614-0325	Total	\$5,249.93
	Payments/Credits	\$0.00
	Balance Due	\$5,249.93

08/04/2015

To: Blue Ridge City Council, Master Plan Committee, Rick LaRosa, and all concerned
From: Dan, Teresa & D.J. Haymore

Please excuse our misunderstanding regarding the City Council Workshop today. We did not realize that the meeting was at 10 AM; but, thought it was at 6 PM. Dan & I had to be at work, and D.J. is in New Orleans. We received a call last night saying that we were on the agenda for today. So, if possible, we wanted to share some thoughts regarding the Master Plan for the downtown park by letter.

When we attended last month's council meeting, along with many of our concerned Scouts and Good Samaritans, we will admit, we were "riled up" about the proposed plans *as we had heard them*. We were not clear on exactly what had been decided already, and wanted to listen with an open mind.

After hearing more explanation, and listening to the concerned citizens, here are a few thoughts we came away with:

It is our understanding that there will be several more town hall meetings for the public to express their concerns; however, after listening to the speakers, and in our opinion, it was apparent that certain decisions have already been decided. We were also unaware that to be allowed time to speak (for 5 minutes), one must sign-up 5 days in advance.

Of course, we were very concerned about the playground being moved south in front of the "Eagle" pavilion, since that was D.J.'s Eagle Scout Project. The original intent for the pavilion was to be multi-functional and to provide a covered stage performance area for different groups/individuals for various types of events. The new plan would move the playground into the grassy area, demolish the BBQ pit and leave the pavilion for use only as a shaded cover for parents to watch their children play. The stated reasoning behind moving the playground is that it would be in a "quieter, less busy" area in front of the church for children, further away from the congested area near the depot. And although no one would admit it, we feel the alcohol ordinance (no sale of alcohol within 300 feet of the church) plays a large part in the move. Everyone was also informed that the City had received a \$120,000 donation for re-landscaping of the park from an individual, and Kiwanis intends to apply for a grant to purchase new playground equipment as a 100th anniversary project. They said the current playground equipment is dangerous and the Bear Tree is termite-

ridden. They also said that the BBQ pit would be moved to an area in front of the Fire Station, and an amphitheater would be placed in the middle of the park near the gazebo (facing the Methodist Church) for performances.

The Good Samaritans were greatly concerned because of the Labor Day BBQ, and I don't know if they feel that moving the BBQ pit will satisfy their concerns. The Director of the BRMAA was very vocal about her concerns for "Arts in the Park" booth space, since mostly ALL of the "grassy open areas" will be taken up with some sort of structure or landscaping. She was told that there would be *plenty* of space for booths, but we don't think she was convinced. The original plan proposed that the section of street by the Depot be closed to make a gathering area with a fountain. The revised plan showed making it a one-way street going toward L&L Beanery for tour buses to exit after dropping-off train riders. They kept reiterating that the plan is "fluid" and will without a doubt incorporate more changes as citizens voice their concerns. However, they did admit that any plan will NOT please everyone, and concessions will have to be made.

This is a short summary of the meeting as we saw it. Please let us know if this is not accurate. Here are a few questions and concerns we have:

- 1) Perhaps the major impetus for the change is so that alcohol can be served away from the 300 foot area across from First Baptist Church. Is this correct? *COMMENT: Is it really necessary to have access to alcohol in the stage area? The intent of project was to be a multipurpose facility that would benefit families in the community in a variety of uses.*
- 2) The Master Plan does not leave any open, grassy areas in the park, because it appeared to have some sort of structure or landscaping on every inch of the park. *COMMENT: There will be no space for the library to show the outdoor "Flicks in the Sticks" summer movies; no place to have any library or community programs/events; no place for businesses (such as ETC) to have their Customer Appreciation events; no place for BRMAA to set up booths for "Arts in the Park" (Spring & Fall); no place to spread a blanket and have a picnic; no place to simply throw a Frisbee; etc...*
- 3) Is playground equipment truly outdated and unsafe? What year was the current playground installed?
- 4) Demolition of Labor Day BBQ grill. *COMMENT: We believe the importance of having a multi-purpose grill and having the LDBBQ*

downtown to fund the benevolent ministry of the Good Samaritans was communicated well at the 7/14/15 meeting. However, communication and feedback between the parties needs to be established. It appeared that much of the plan was completed without input from individuals/groups that actually USE the space. Does the proposed NEW grill adequately address the needs of the Good Samaritans?

- 5) We are concerned that the Committee will be influenced by special interests and those who seek personal financial gain, and not make decisions that will truly be for the betterment of the entire community.
- 6) It was mentioned several times that the committee was not trying to change the "character" of Blue Ridge. We believe it has already been detrimentally changed. Borrowing from the movie "It's a Wonderful Life", please don't allow our "Bedford Falls" to become "Pottersville". And, don't kill the "goose that laid the golden egg".
- 7) After actually seeing the plan and hearing more explanation, we can see benefits. However, it makes us sad and apprehensive to see such dramatic changes about to take place.
- 8) Appalachian Mountain folk are by nature reclusive and mistrusting of strangers. Many "native" Fannin Countians feel that those who have moved here try to force their agendas, because they know better than the "poor, mountain hicks". We have personally witnessed this rude and insulting behavior more than a few times! We try to follow the Golden Rule, but many do not. It's all about respect for your fellow man, which unfortunately we are seeing less and less of these days...
- 9) We appreciate the expertise of the designers (and we have great personal respect for Mr. LaRosa, as he was a major contributor to D.J.'s Eagle Scout project and designer of the pavilion), and hope that they respect the concerns of the citizens brought forth in the process, and attempt to incorporate those ideas into the plan.
- 10) Please consider (as someone suggested) adding an "average citizen" or two to the committee to provide another perspective, other than just the elected officials and the consultants.

This letter describes some of the opinions of all three members of the Haymore family: Dan, Teresa and D.J.

City of Blue Ridge

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City of Blue Ridge
Council Meeting Minutes
City Hall
480 West First Street
August 11, 2015 at 6:00 pm

Present: Mayor Donna Whitener
Council Members Angie Arp, Harold Herndon,
Rodney Kendall, Bruce Pack and Rhonda Thomas
City Clerk Kelsey Ledford

1) Call Meeting to Order:

Council Member Rodney Kendall made a motion to call the meeting to order. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried.

2) Prayer and Pledge of Allegiance:

Council Member Bruce Pack offered a word of prayer followed by the Pledge of Allegiance.

3) Council Meeting Rules of Procedures:

Mayor Whitener stated that the Council Meeting Rules of Procedures were available at the Council desk.

4) Approval of Minutes from Previous Meeting:

There were not minutes available for approval at this time.

5) Alcohol Ordinance Amendment (Second Reading and Adoption):

The first reading of the Alcohol Ordinance Amendment (attached) was held at the Council Meeting on July 14, 2015. Council Member Rodney Kendall made a motion to dispense the reading of the Alcohol Ordinance and to approve the second reading and to adopt the Alcohol Ordinance Amendment. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

6) Water and Sewer Surcharge Ordinance Amendment (First Reading):

The proposed amendment was explained at the Workshop Meeting on August 4, 2015 by Utility Billing Supervisor, Rebecca Harkins. Council Member Rodney Kendall made a motion to accept the first reading of the Water and Sewer Surcharge Ordinance. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried. The second reading and adoption is scheduled to be on the agenda for the September 8, 2015 Council Meeting.

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7) LifeForce Contract with Special Stipulations:

Mayor Whitener read an email from City Attorney, David Syfan stating his concerns with the LifeForce Contract (attached). After she addressed Mr. Syfan's concerns she stated that she did not feel that this would be a problem for the City. Mayor Whitener stated that the Council had already approved the contract but that the Council would need to make a decision in regards to the approval of the special stipulations prepared by Mr. Syfan. Council Member Rodney Kendall made a motion to approve the LifeForce Contract including the Special Stipulations (attached). The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

8) Waste Water Treatment Plant:

Mayor Whitener stated that Waste Water Treatment Plant Supervisor, James Weaver is currently waiting to receive quotes for mixers and blowers for the Waste Water Treatment Plant. Mayor Whitener stated that she would like to update the Council on the smoke testing that the Waste Water Treatment Plant crew performed the week of August 10, 2015. She explained that smoke testing was done to find problem areas with sewer lines and storm drains along East Main Street. Mayor Whitener stated that several problem areas were identified and would need to be addressed as soon as possible. She informed the Council that the crew ran out of their liquid smoke product and will resume the testing as soon as more was reordered. She mentioned that the crews may be tearing up some storm drains in the next few week and may find some severe issues when they get into the water and sewer lines. She stated that the Council may need to hold a special called meetings to approve some of the costs when they are determined. Mayor Whitener asked that the quotes that Mr. Weaver is to provide be tabled until the quotes are provided. Council Member Rodney Kendall made a motion to table the quotes until the Council receives further information. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.

9) Master Plan:

Mayor Whitener stated that Rick Larosa needed feedback from the Council in regards to an email that he sent to the Mayor and Council (attached). She announced that she had a follow up meeting with Patrick Vickers with the Department of Community Affairs (DCA) on Thursday, August 13, 2015 at 10:00 am. She mentioned that she believed that after the meeting the City would be able to sign some sort of a contract with DCA. She informed the Council that as a result the Council may need to have a Special Called Meeting. Mayor Whitener told the Council that it was important that the Council provide Mr. Larosa with feedback. She began to describe an experience she had on Robert's Way while watching delivery trucks unload. She informed the Council that she did not think that the current plans for Robert's Way would be efficient because the delivery truck have a difficult time in this area already and the plans may worsen the problem. Cindy Trimble spoke up from the audience and stated that the Master Plan team is at a standstill until the Council provides feedback. Council Member Angie Arp suggested calling a Special Called Meeting so that the Council could discuss the questions that Mr. Larosa has.

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Mayor Whitener replied that the Council may call a meeting but that answering Mr. Larosa's questions prior to the Special Called Meeting would be beneficial. Mayor Whitener mentioned that the Appalachian Regional Commission (ARC) grant application is due by August 31, 2015. She stated that the ARC grant was a \$300,000 grant and that she needed Council approval to sign the required documents to apply for it. Mayor Whitener also discussed a redevelopment grant. Ms. Trimble suggested that since Council Members Angie Arp and Bruce Pack are the liaisons between the Council and the Master Plan Team then maybe they could get input from the Council and relay it back to the team in regards to Mr. Larosa's email. Mayor Whitener asked that the Council set a date to return to the Master Plan to begin the approval process. Council Member Angie Arp asked what exactly the Mayor wanted approved. Mayor Whitener explained that parts of the Master Plan would need to be approved in order to begin the grant process because the Council will have to show what it needs the grant money for. Council Member Arp replied that she thought the Council had already established that the street, storm drains and restrooms were the primary needs at the moment and that those improvements would probably exceed the funds that the City had. Mayor Whitener continued to explain different grants and what would need to be included in the grant applications. Cindy Trimble spoke up from the audience and stated that the reasoning behind the Blue Ridge Business Association being involved in this process was because the City did not have a Downtown Development Authority (DDA). Ms. Trimble continued to speak about the grant process and that the City has received many in kind professional services from volunteers. Mayor Whitener mentioned that the money that has been paid to Mr. Larosa will not be included in the match money because it does not qualify since it was spent before the grant application was sent it. Council Member Angie Arp stated that she was afraid that the City will not meet the deadline they set for the street repairs to occur in January and February 2016. Mayor Whitener stated that the City was not going to make the deadline until the Council starts applying for grants and allowing her to sign applications. She stated that there is no easy money. Council Member Rhonda Thomas stated that grants are a process. Mayor Whitener mentioned that the City was under contract with the Steedley Firm so the City will not need to send Request For Qualifications to grant administrators. She did mention that she would need to find out what to do about the engineering services at her meeting with DCA on August 13, 2015. Mayor Whitener and Ms. Trimble repeated that the Council needed to submit feedback to the Master Plan Team. Mayor Whitener and Ms. Trimble continued to explain different grants and revolving loans. Mayor Whitener mentioned that the other option that the City had was to have revenue bonds, but that the City would have to repay that money. Mayor Whitener stated that the City has never had as much match money as it does now. Council Member Rodney Kendall made a motion to allow Mayor Whitener to sign the ARC Grant Application. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

10) Grant—Discussion Only:

Council Member Angie Arp stated that this topic was covered while the Mayor and Council were discussing the Master Plan. Mayor Whitener announced that the Vaughn-Jordan Foundation

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grant which required a two page application (attached) was approved and the City will receive \$120,000 for horticulture improvements within the downtown park from Church Street the doctor offices. Cindy Trimble spoke up from the audience and stated that if the City goes through with the grant and plans submitted by Martin Hebert then the City Park will be the first ADA handicap Assessible Park in all of Georgia.

11) Viridis Yard Maintenance Contract:

The owner of Viridis, Luke Dilbeck was present to discuss with the Council the proposed yard maintenance contract (attached). The yard maintenance will be \$1,125 per month with an additional \$750 for mowing and weed eating. Mr. Dilbeck stated that landscaping is an investment. Mayor Whitener stated that an outside party would be best for the City considering the City Crews stayed busy. Council Member Rodney Kendall made a motion to approve the contract with Viridis until December 31, 2015 and to reevaluate the contract then. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

12) Water Plant:

Mayor Whitener stated that the City Water Plant roof would need to be modified as she referenced an email from Carter & Sloope Representative, Matt Smith (attached). The Mayor and Council discussed this topic briefly. Council Member Rodney Kendall made a motion to modify and redo the roof. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

13) Sales Tax Refund on the Water Plant:

Mayor Whitener explained that the Water Plant project will be completed soon and that the project cost an estimated \$ 18 million. She continued to explain that companies that have worked on the project for the City have bought supplies and have paid taxes on the materials. She stated that Cities do not pay sales tax therefore, the City will need to approve a company to go back and recover the sales tax that was paid on the Water Plant project. Mayor Whitener stated that Attorney Clifford Harpe contacted her and proposed that his company perform the sales tax recovery for the City. She stated that his company would charge the City 25% of the total sales tax recovery but that if there is no tax recovery his firm will not charge the City. Mayor Whitener stated that Carter & Sloope representative, Matt Smith informed her that Cater & Sloope will perform the service for a flat \$5,000 regardless of the amount of sales tax that is recovered. She stated that Mr. Smith has estimated that the City will receive \$75,000 in sales tax recovery. Mayor Whitener asked the Council whether they wanted to use the company that charges the percentage or the company that charges the flat fee. Mayor Whitener stated that Carter & Sloope would be more familiar with the contractors and suppliers used during the project because they were the engineers that worked on the project. The Council discussed the topic for a moment. Council Member Rodney Kendall made a motion to approve Carter & Sloope to perform the sales tax recovery service. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

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14) Railing for Sidewalk on Depot Street:

Mayor Whitener stated that the sidewalk located at 730 East Second Street (intersection of East Second Street and Depot Street) were in poor condition. She addressed her concern in regards to the safety of the sidewalk. Mayor Whitener explained to the Council that the City would need some railing and repairs in order to minimize the City's liability. Council Member Rhonda Thomas stated that there are several areas in the City where railing should be on the sidewalks. She stated that she would be happy to show the rest of the Council if they would like. Mayor Whitener stated that many children get off the bus and walk up and down the sidewalk. She stated that she was not asking for a vote at the moment but that she would like for the Council to go and inspect the area. Mayor Whitener asked that this topic be discussed at the next meeting on September 1, 2015.

15) Meeting:

Council Member Rhonda Thomas requested that the Council change the title of "Workshop" Meeting to Council Meeting since the Council votes at every meeting anyways. She stated that because it is titled workshop the public gets confused as to whether it is open or whether the Council votes. Council Member Angie Arp stated that according to the policy the Council should really limit their voting during the workshop meetings unless it is necessary. Council Member Rhonda Thomas stated that she agreed and that the Council may need to change their policy or actually limit their voting at workshop meetings. Mayor Whitener and Council Member Rodney Kendall stated that before Kendall suggested holding workshops the City did not hold them prior to his request. Council Member Rhonda Thomas stated that the City's language should reflect their actions at meetings. Council Member Angie Arp stated that technically the Council can vote at any meeting as long as a quorum is present regardless of what the meeting is called. Council Member Rhonda Thomas stated that this is just something to think about and further discuss in the next meeting scheduled for September 1, 2015.

16) USDA Supervised Account:

City Clerk, Kelsey Ledford explained to the Council that the Water Plant Project will not be completed by the September 31, 2015 deadline. Therefore, in order to continue to receive the funds from USDA, Rural Development requires the City to put the funds into a Supervised Account. Mrs. Ledford stated that the project is scheduled to be completed by December 2015. She continued to state that the Council would need to allow Mayor Whitener and herself to sign the required documents to set the account up and transfer the money. Mayor Whitener continued to explain why the deadline was not met and why the supervised account must be opened. Council Member Rodney Kendall made a motion to allow Mayor Whitener and City Clerk, Kelsey Ledford to sign any documents for the USDA Supervised Account. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.

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17) Awake America 911 Prayer and Memorial Service—Lydia Long:

Lydia Long the Coordinator of Awake America was present to announce that Awake America is holding a 911 Prayer and Memorial Service on September 12, 2015 at 12:00 pm. Ms. Long continued to explain the event and invited everyone to attend.

18) Appeal of Zoning Board of Appeal Decision (544 East Main Street)—Swan McKnight, Queen & Court, LLC:

Swan McKnight was scheduled to speak but was unable to attend the meeting. Therefore, her husband Jim McKnight spoke on her behalf. Mr. McKnight referenced the letter that Mrs. McKnight submitted to Roy Parsons (attached). Mr. McKnight requested that the City Council appeal the Zoning Board of Appeals decision made on July 7, 2015. Council Member Rodney Kendall stated that the Council should not appeal the Zoning Board of Appeal's decision and should deny the McKnight's request. He continued to state that the Council should research amending the current Zoning Ordinance to determine if certain issues are necessary. Council Member Angie Arp stated that the Council needed to decide whether or not to continue allowing residential on East Main Street because of the limited parking in this area. She stated that if the ordinance were amended to address this issue that it would still be difficult to enforce. She continued to state that there is a safety issue involved with allowing residential dwellings on the third floor due to fire hazards. Zak Bryant with R. Design Works stated that the plans include on-site parking. The Council continued to discuss the topic. Mayor Whitener asked Mr. Bryant how other Cities handled this or made it work. Mr. Bryant replied that all Cities are different. Council Member Rodney Kendall stated that the Zoning Board of Appeal has made a decision and that the Council should uphold the board's decision. He suggested that Mr. Parsons provide the Council with a pro's and con's list for amending the ordinance. He continued to state that the City has a current ordinance and that the Zoning Board of Appeal has made a decision based on the current ordinance. Council Member Rodney Kendall stated that board has made a decision and will not grant a variance while the current ordinance stands. Council Member Rhonda Thomas agreed that the Council should follow the recommendations of its boards. Council Member Angie Arp stated that the Council cannot amend their ordinances just because someone requests that they be amended because the Council has denied others how have requested the ordinances be amended. Mayor Whitener suggested that the Council research other Cities who have a Live, Work, Play moto. Council Member Rodney Kendall made a motion to uphold the Zoning Board of Appeals decision and to deny the request of Mr. & Mrs. McKnight as well as receive a pro's and con's list from Mr. Parsons in regards to amending the current Zoning Ordinance. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

19) The Blue Ridge Business Association—Cesar Martinez:

Cesar Martinez was unable to attend the meeting therefore, Cindy Trimble spoke on his behalf. Ms. Trimble gave an update on the Blue Ridge Business Association (BRBA). She invited the Council to their meeting on August 27, 2015 at 6:00 pm at the Arts Center. She stated that

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shoplifting has increased downtown as the shops are beginning to close later in the evening. She stated that the association is in the process of implementing a “buddy business” strategy but she requested that the City Police Department patrol the area more often. Ms. Trimble stated that the BRBA is diligently working on helping with the Master Plan surveys. She also stated that they are currently raising money for Light Up Blue Ridge (LUBR). Ms. Trimble requested LUBR funding from the City as well as assistance with decorating.

20) Storm Water—Bill Ryan:

Bill Ryan discussed with Mayor Whitener an engineering bill received by the City from Stevenson & Palmer in regards to the storm water issue. Mr. Ryan stated that he received a copy of the bill after submitting an Open Records Request. Mr. Ryan also asked about the public comment deadline and the Council Meeting Procedures. Mayor Whitener and Council Member Angie Arp explained that the public had to submit their name and topic 5 days prior to the meeting.

21) 715 Summit Street—Jim Sisson:

Jim Sisson stated that Sisson Log Homes has recently contracted with Better Building Systems to construct an addition to one of their buildings. He stated that Chad Bowers with Better Building Systems discovered while trying to obtain a permit that the building would cross the City’s property line. Mr. Sisson provided a copy of the property survey to the Mayor and Council (attached). He stated that Sisson’s had always assumed that the fence was the property line. Mr. Sisson stated that the new building would encroach the City’s property by 10 square feet. Mr. Sisson requested that the City sale, lease or give an easement on the property. The Mayor and Council discussed the 10 foot set back requirements and the acreage of the property. Mr. Sisson stated that their preference of handling the situation would be to purchase the property from the City. The Council discussed selling the property and making the fence the new property line. Mayor Whitener stated that in order to sell the property to Mr. Sisson the City would need to have the property appraised. Council Member Rhonda Thomas stated that the cost of the appraisal could be included with the sale price. Council Member Rodney Kendall stated that he would need to abstain from voting on this topic because he does business with Mr. Bowers. Mayor Whitener stated that everyone would probably have to abstain because they all do business with either Mr. Sisson or Mr. Bowers. Mayor Whitener asked the Council if they wanted to proceed with the appraisal and prepare to sale the property to Mr. Sisson. She continued to state I hate it, we all do business with them but we are going to have to vote no matter what. Mayor Whitener then asked for a vote. Council Member Angie Arp made a motion to get the City’s property appraised. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

22) Eagle Scout Project—Ben Bruce:

Ben Bruce was unable to attend the Council Meeting. Prior to the meeting Mr. Bruce submitted a letter to the City Clerk explaining his plans for his Eagle Scout project (attached). Mayor Whitener stated that Mr. Bruce was requesting the Council’s permission to paint a trout logo

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over the City's storm drains to notify the public that the City's storm drains lead back to the local rivers and streams. Council Member Rodney Kendall made a motion to allow Mr. Bruce to proceed with his planned Eagle Scout project. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried.

23) Executive Session (if needed):

There was no executive session at this meeting.

24) Adjournment:

Before the Council adjourned the meeting City Clerk Kelsey Ledford asked the Council to specify which option they wanted to approve in regards to the Water Plant roof modification under agenda topic number 12. Council Member Rodney Kendall made a motion to amend the motion to detail that option number 1 is to be approved. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried. Council Member Rodney Kendall made a motion to adjourn the meeting. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Meeting adjourned at 8:05 pm.



Mayor Donna Whitener



City Clerk Kelsey Ledford



Approved

FIRST READING July 14, 2015

PASSED August 11, 2015

AN ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CITY OF BLUE RIDGE ORDINANCE NO. 4.12.11, AS AMENDED, BEING AN ORDINANCE TO REGULATE THE SALE OF ALCOHOLIC BEVERAGES IN THE CITY OF BLUE RIDGE, GEORGIA; TO INCLUDE DISTINCT DEFINITIONS FOR CRAFT BREWED MALT BEVERAGES, AND EXCLUSIVE MALT BEVERAGE BY THE PACKAGE AND ANCILLARY GROWLER MALT BEVERAGE TASTING LICENSE ("GROWLER LICENSES") WITHIN THE LIMITS OF THE CITY OF BLUE RIDGE, GEORGIA; TO PROVIDE FOR THE ISSUING OF GROWLER LICENSES; TO PROVIDE FOR LICENSE FEES FOR GROWLER LICENSES; AND FOR OTHER PURPOSES.

WHEREAS, the Mayor and Council of the City of Blue Ridge are charged with the protection of the public health, safety, and welfare of the citizens of Blue Ridge; and

WHEREAS, the Blue Ridge City Council has previously adopted Ordinance No. 4.12.11, as amended, to regulate the sale of alcoholic beverages within the City;

WHEREAS, Section 110.45-1 ("Definitions") shall be amended to include the definition of *Craft beer*, *Growler* and *Ancillary growler tasting* as words, terms, or phrases recognized within the Alcoholic Beverage Ordinance; and

WHEREAS, Section 110.45-7 ("Types of Licenses to be Issued") of the Alcoholic Beverage Ordinance currently prohibits retail malt beverage by package licenses from providing growler tastings on the licensed premises; and

WHEREAS, Section 110.45-42 ("Regulations for Package Dealers") of the Alcoholic Beverage Ordinance currently prohibits the exclusive retail sale of craft beer malt beverage by the package and ancillary growler tastings; and

WHEREAS, the Mayor and Council desire a distinction between convenience store malt beverage by the package licenses, and growler licenses, whose primary purpose is the retail of craft beer packaged in containers of varying size, and to include malt beverage licenses offering the sale of growlers the ability to provide tastings of craft beer malt beverages on the licensed premises; and

WHEREAS, the Mayor and Council desire to allow growler licensees the ability to distinctly offer craft beers by growlers exclusively.

NOW THEREFORE, the Council of the City of Blue Ridge hereby ordains, as follows:

**SECTION 1. AMENDMENT TO THE CODE OF THE CITY OF
BLUE RIDGE REGARDING THE SALE OF
ALCOHOLIC BEVERAGES.**

The Code of the City of Blue Ridge, Georgia, regarding the sale of alcoholic beverages is hereby amended by modifying and adopting new provisions regulating the sale of alcoholic beverages within the City of Blue Ridge, Georgia, and which shall read as follows:

(A) Section 110.45-1. "Definitions" of the City of Blue Ridge Alcoholic Beverage Ordinance (Ordinance 4.12.11, as amended) regulating the sale of alcoholic beverages within the city limits, is hereby amended to include the following definitions.

Ancillary growler tasting are samples of craft beer provided to customers of licensed malt beverage only package stores with ancillary growler malt beverage tasting under conditions set forth in Section 110.45-42 of this Ordinance.

Craft Beer means any malt beverage that is produced by a small, independent and traditional brewery. Flavored malt beverages are NOT considered *craft beer*. *Small* is any brewery with an annual production less than 6 million barrels per year. *Independent* means less than 25% of the craft brewery is owned or controlled by an alcoholic beverage industry member

who is not themselves a craft brewer. A *traditional* brewer is one that has either an all malt flagship or has at least 50% of its volume in either malt beverages or in beverages which use adjuncts to enhance rather than lighten flavor. *Craft beer* is typically produced by small brewers, and is made with both traditional and non-traditional ingredients added for distinctiveness. *Craft beer* is often historic, unique, and innovative malt beverages that often have no stylistic precedent.

Growler means reusable, resealable, and professionally sanitized container made of either glass, plastic or other material that may be considered as a bottle not to exceed 2 liters and not less than 12 ounces that is filled with craft beer from a keg and sealed airtight by a licensee, or an employee of a licensee, holding a malt beverage package license with ancillary growler malt beverage tasting issued by the City of Blue Ridge.

(B) Section 110.45-7. "Types of Licenses to be Issued" of the City of Blue Ridge Alcoholic Beverage Ordinance, regulating the sale of alcoholic beverages within the city limits, is hereby amended by adding the following additional license:

(6) Combination licenses:

(f) Malt beverage only by the package, with ancillary growler malt beverage tasting.

(C) Section 110.45-23(a) Fees, under "Other Licenses," add the following additional license fees:

	ANNUAL FEE
Fee for sale of malt beverages by the package with ancillary growler malt beverage tasting in an establishment with 10,000 sq. ft. or less of total floor space of the business establishment	\$ 800.00

Fee for sale of malt beverages by the package with ancillary growler malt beverage tasting in an establishment having between 10,001 and 20,000 sq. ft. of total floor space of the business establishment. 1600.00

Fee for the sale of malt beverages by the package with ancillary growler malt beverage tasting in an establishment having 20,001 sq. ft. or more of total floor space of the business establishment 3200.00

(D) Section 110.45-42. "Additional Regulations for Package Dealers" of the City of Blue Ridge Alcoholic Beverage Ordinance regulating the sale of alcoholic beverages within the city limits, is hereby amended by adding the following provisions to read as follows:

(e) Persons holding a license to sell malt beverage by the package shall be permitted to sell them only at retail, and not for consumption on the premises. This section shall not apply with respect to tasting pursuant to an ancillary growler malt beverage tasting license.

(f) Malt beverage package licensees whose retail beverage sales are one-hundred percent (100%) derived from the sale of craft beer must meet the following requirements: (i) licensees must meet all requirements and be approved for malt beverage by the package sales and ancillary growler tasting combination license, and (ii) the licensee must maintain and display an up to date list of domestic non-craft brewers that may not be sold on the premises for inspection by customers, citizens, and the Council of the City of Blue Ridge and its agents.

(g) Malt beverage by the package with ancillary growler tasting licensees specializing in the retail of craft beer as defined in Section 110.45-1, shall be permitted to sell craft beer malt beverages by the growler, and other unique, special, non-conforming alternate bottle styles of original craft beer packaging intended for single sale in bottles typically not larger than 750 ml and not less than 10 oz.

(h) Malt beverage by the package and ancillary growler tasting licensees may NOT display malt beverages, signs, or promotional banner outside of the building except for a business name sign.

(i) Ancillary craft beer sampling for customers shall be limited to two (2) ounces within any eight (8) hour period.

(j) Malt beverage by the package with ancillary growler tasting licensees, may fill growlers with draft beer that is defined as craft beer, at the licensee's location from kegs lawfully procured by the licensee, subject to the following requirements: (i) the filled growler must be securely sealed, on premises with a tamper proof plastic cap or tamper proof seal; (ii) at least seventy-five percent (75%) of the licensee's total gross sales are from the packaged sale of malt beverages, and (iii) the licensee complies with all State, Federal and local packaging and labeling laws regarding alcoholic beverages. Each filled growler must be removed from the premises in its securely sealed condition.

(k) No open containers of malt beverages shall be removed from the premises.

(l) Holders of an ancillary growler tasting permit shall not charge for samples or tastings, but may accept donations for a charitable organization of their choice.

SECTION 2. **REPEAL OF CONFLICTING ORDINANCES TO THE**
EXTENT OF THE CONFLICT.

All parts of ordinances in conflict with the terms of this ordinance are hereby repealed to the extent of the conflict, but it is hereby provided that any ordinance or law which may be applicable hereto and aid in carrying out and making effective the intent, purpose and provisions hereof, is hereby adopted as a part hereof and shall be legally construed to be in favor of upholding this ordinance on behalf of the City of Blue Ridge, Georgia.

SECTION 3. **SEVERABILITY.**

If any paragraph, subparagraph, sentence, clause or phrase, or any portion of this ordinance should be declared invalid or unconstitutional by any Court of competent jurisdiction or if the provisions of any part of this ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the provisions of this ordinance not so held to be invalid, or the application of this ordinance to other circumstances not so held to be invalid. It is hereby declared to be the intent of the City Council of the City of Blue Ridge, Georgia to provide for separate and divisible parts, and it does hereby adopt any and all parts hereof as may not be held invalid for any reason.

SECTION 4. **EFFECTIVE DATE.**

The effective date of this ordinance shall be upon its passage by the City Council

SO ORDAINED, this 11 day of August, 2015.

BLUE RIDGE CITY COUNCIL

By: Don White
Mayor

Shonda Thomas
Councilperson

Bruce Smith
Councilperson

Paul Henderson
Councilperson
Angie Ayers

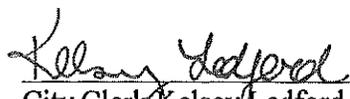


Councilperson



Councilperson

Attest:



City Clerk Kelsey Ledford

Kelsey Addington

From: R. David Syfan <rds@homlaw.com>
Sent: Friday, August 07, 2015 12:42 PM
To: kelsey@cityofblueridgega.gov; 'Donna Whitener (Mayor Blue Ridge,GA)'
(donna@cityofblueridgega.gov)
Cc: rodneykendall@cityofblueridgega.gov; Rhonda Thomas;
haroldherndon@cityofblueridgega.gov; brucepack@cityofblueridgega.gov;
angiearp@cityofblueridgega.gov
Subject: Life Force special stipulations
Attachments: W176544.DOCX

Kelsey:

Pursuant to your request, attached above, are the Lifeforce contract special stipulations and which have been revised by the attorneys for Lifeforce. The biggest change that I see in their revisions is that they took out the liquidated damages paragraph as to a breach by Lifeforce. The lack of this paragraph will give us some problems in the event of a breach by Lifeforce in that the City is not a person that would use the Lifeforce service and instead the contract benefits the residents of the City. We would therefore be stuck in the event of a breach of suing for damages based upon traditional breach of contract law.

In any event, attached above are the revised stipulations and which will need to be attached to the Lifeforce contract and approved by the City Council.

As always, the City Council will need to do a cost-benefit analysis as to the proposed contract, and determine whether the City should enter into the contract and pay the consideration required by the contract.

I'll be glad to discuss. Thanks, David

R. David Syfan
HULSEY, OLIVER & MAHAR, LLP
200 E.E. Butler Parkway
P.O. Box 1457 (30503)
Gainesville, GA 30501
770.532.6312
770.531.9230 (fax)



Plan Code: 9236

LIFE FORCE

**AirMedCare Network Municipal Site Membership
For City of Blue Ridge, GA**

Organization: City of Blue Ridge, GA
Address: 480 W 1st Street
Blue Ridge, GA 30513
Contact: Mayor Donna Whitener
Phone: 706-632-2091 **Fax:** 706-632-3278
Email: donna@cityofblueridgega.gov
County: Fannin

Membership Sales Manager/ Base: Jimmy Morse / Erlanger Life Force

Covered Individuals and Transports:

Any individual whom resides within the boundaries of Blue Ridge, GA when transported for medical necessity by Erlanger Life Force (or any AirMedCare Network Provider) will be covered under the standard terms and conditions for an AirMedCare Network membership (attached), except:

- Transport must be:
 - From a pickup location in Fannin County, GA;
- If the covered person transported is uninsured at the time of transport, Med-Trans Corporation will bill the covered person at the "Medicare Allowable Rate" for the transport.

Fees:

City of Blue Ridge, GA will pay to AirMedCare Network a total of \$3,900.00 annual.

Upgrade Benefit to Covered Individuals:

Any individual who resides within the boundaries of Blue Ridge, GA may elect to obtain a full household membership (which waives T&C exemptions listed above and Included coverage outside the herein listed service area) for an additional \$35/year.

Duration:

This agreement will be effective upon AirMedCare Network's receipt of (a) this agreement signed by the participating Organization AND (b) payment for the amount as provided above. This agreement will be effective for one (1) year, and will be evaluated by both parties for renewal at least thirty (30) days prior to the end of the one (1) year term.



P.O. Box 948 West Plains, MO 65775

Initial DW



Terms and Conditions

AirMedCare Network is an alliance of affiliated air ambulance providers* (each a "Company"). An AirMedCare Network membership automatically enrolls you as a member in each Company's membership program. Membership ensures the patient will have no out-of-pocket flight expenses if flown by a Company by providing prepaid protection against a Company's air ambulance costs that are not covered by a member's insurance or other benefits or third party responsibility, subject to the following terms and conditions:

1. Patient transport will be to the closest appropriate medical facility for medical conditions that are deemed by AMCN Provider attending medical professionals to be life- or limb-threatening, or that could lead to permanent disability, and which require emergency air ambulance transport. A patient's medical condition, not membership status, will dictate whether or not air transportation is appropriate and required. Under all circumstances, an AMCN Provider retains the sole right and responsibility to determine whether or not a patient is flown.
2. AMCN Provider air ambulance services may not be available when requested due to factors beyond its control, such as use of the appropriate aircraft by another patient or other circumstances governed by operational requirements or restrictions including, but not limited to, equipment manufacturer limitations, governmental regulations, maintenance requirements, patient condition, age or size, or weather conditions. FAA restrictions prohibit most AMCN Provider aircraft from flying in inclement weather conditions. The primary determinant of whether to accept a flight is always the safety of the patient and medical flight crews. Emergent ground ambulance transport of a member by an AMCN Provider will be covered under the same terms and conditions.
3. Members who have insurance or other benefits, or third party responsibility claims, that cover the cost of ambulance services are financially liable for the cost of AMCN Provider services up to the limit of any such available coverage. In return for payment of the membership fee, the AMCN Provider will consider its air ambulance costs that are not covered by any insurance, benefits or third party responsibility available to the member to have been fully prepaid. The AMCN Provider reserves the right to bill directly any appropriate insurance, benefits provider or third party for services rendered, and members authorize their insurers, benefits providers and responsible third parties to pay any covered amounts directly to the AMCN Provider. Members agree to remit to the AMCN Provider any payment received from insurance or benefit providers or any third party for air medical services provided by the AMCN Provider, not to exceed regular charges. Neither the Company nor AirMedCare Network is an insurance company. Membership is not an insurance policy and cannot be considered as a secondary insurance coverage or a supplement to any insurance coverage. Neither the Company nor AirMedCare Network will be responsible for payment for services provided by another ambulance service.
4. Membership starts 15 days after the Company receives a complete application with full payment; however, the waiting period will be waived for unforeseen events occurring during such time. Members must be natural persons. Memberships are non-refundable and non-transferable.
5. Some state laws prohibit Medicaid beneficiaries from being offered membership or being accepted into membership programs. By applying, members certify to the Company that they are not Medicaid beneficiaries.
6. These terms and conditions supersede all previous terms and conditions between a member and the Company or AirMedCare Network, including any other writings, or verbal representations, relating to the terms and conditions of membership.

*Air Evac EMS, Inc. / EagleMed LLC / Med-Trans Corporation / REACH Air Medical Services, LLC —
These terms and conditions apply to all AirMedCare Network participating provider membership programs, regardless of which participating provider transports you.



P.O. Box 948 West Plains, MO 65775

Page 2 of 3

Initial D.W.



Agreed to by:

Donna Whitener
Signature

Donna Whitener
Printed Name

Mayor
Title

City of Blue Ridge
Organization Name

August 11, 2015
Date

Keth Hovey
Signature

Keth Hovey
Printed Name

Vice President
Title

Membership
Division

8/12/15
Date



P.O. Box 948 West Plains, MO 65775

Initial D.W.

Special Stipulations

(1) Each AMCN participating provider shall maintain Professional Liability Insurance in an amount not less than \$1,000,000 per claim and \$3,000,000 annual aggregate, with \$2,000,000 of excess coverage (or such greater amount as may be required by applicable law).. Such coverage shall be maintained during the term of this Agreement. Proof of such coverage shall be provided to the City.

In addition to the insurance required hereinabove, in the event any AMCN participating provider subcontracts with any firm or individual for transport services in connection with the Agreement, AMCN shall require any and every such firm or individual to have and maintain the same level of Professional Liability Insurance under the same conditions.

(2) AMCN shall indemnify, defend (with mutually agreeable counsel) and hold harmless the City from and against all liability, claims, losses, costs, attorneys' fees, expert witness fees, all litigations costs, and all other expense to the extent arising out of, or resulting from, any negligence of AMCN or from the AMCN's breach of any term or condition of this Agreement.

(3) This Agreement shall be governed by the law of the State of Georgia. Any legal action under this Agreement filed by either AMCN or the City shall be filed in the Superior Court of Fannin County, Georgia, or applicable Federal court. AMCN expressly agrees that it shall be subject to the jurisdiction and venue of such courts for any such action.

(4) City, in City's discretion, may mediate, or arbitrate, any dispute arising under this Agreement. City is under no obligation to mediate or arbitrate, or both, any dispute arising under this Agreement. City shall have the right to resolve any dispute arising under this Agreement pursuant to litigation in a court of competent jurisdiction.

(5) Notwithstanding anything to the contrary contained herein, the City may, as its option, withhold making any payment and shall not be obligated to make any payment to the AMCN hereunder if one or more of the following conditions exist:

a. AMCN has failed to perform any of its obligations hereunder or otherwise, or is otherwise in default under any of the Contract Documents including but not limited to the Special Stipulations;

b. Any part of such payment is attributable to Work which is defective or not performed in accordance with the Contract Documents; provided, however, that such payment, subject to other provisions of these Contract Documents, shall be made as to the part thereof attributable to the Work which is performed in accordance with the Contract Documents and is not defective; or

c. AMCN has failed to make payment promptly to the AMCN's Subcontractors or for materials or labor used in the Work.

AMCN performance under the Agreement will be suspended during any time when the City has failed to make payment to AMCN for any reason.

(6) AMCN shall comply with the Equal Employment Opportunity federal and state laws, and shall not discriminate in the employment of any person based upon race, gender, color, creed or other protected classifications under federal and state law.

(7) AMCN shall verify its compliance with O. C. G. A. § 13-10-91, by providing an affidavit by an agent authorized to bind AMCN and which affirmatively states that the individual, firm or corporation which is contracting with City has registered with and is participating in the federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or

any equivalent federal work authorization program to verify information of newly hired employees]. AMCN will secure from each subcontractor that participates in the project, a similar verification of compliance and provide a copy of each such verification to City.

(8) AMCN shall meet the standard of care owed by medical transport providers similarly situated, and as to the scope of the work shall be that degree of care and skill and diligence ordinarily employed by the profession generally. In the event of a breach of standard of care by AMCN, then City or third party beneficiaries shall have all remedies allowed by law for said breach.

(9) AMCN represents that Erlanger Life Force (or another AMCN participating provider) has sufficient personnel and equipment in order to operate and reach a pickup location in Fannin County, Georgia during the term of the Agreement. All AMCN participating provider air ambulance services are subject to the terms and conditions of the Agreement.

(10) The "terms and conditions" attached to the Agreement is structured for an individual membership as opposed to a municipal site membership. The parties agree that it is their intent that upon the payment of the annual municipal site membership fee as provided by the Agreement by the City, that for the term of the Agreement insured individuals who reside within the boundaries of the City of Blue Ridge, Georgia, at the time of transport and who are transported from a pickup location in Fannin County, Georgia, will be treated the same as if they had paid the membership fee as provided by said terms and conditions. However, in order to receive the upgrade benefit, such individuals must pay the additional fee as provided by the terms of the Agreement.

(11) AMCN, including any AMCN participating provider, is not an employee or other agent of the City, but is an independent contract. The City will not direct AMCN in the manner

or method of providing services and AMCN shall be solely responsible for all of its professional decisions. AMCN is responsible for providing sufficient personnel and equipment to meet its obligations under the Agreement but has the full and complete right to determine the performance of its obligations under the Agreement.

(12) In order to provide an individual with AMCN to respond to issues regarding the Agreement, AMCN designates the following person as the contact for AMCN:

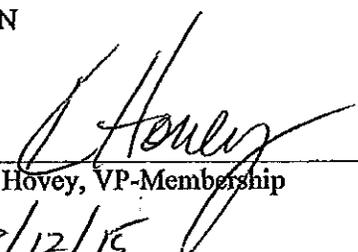
Mr. James (Jimmy) Morse
P. O. Box 948
West Plains, MO 65775
Phone: (423) 468-0988
Email: james.morse@amgh.us

AMCN will timely provide to the City any update necessary due to a change in contact information indicated hereinabove for AMCN.

(13) In order that the City can evaluate the effectiveness of the Agreement, AMCN shall provide reports as to the utilization (not including protected health information under HIPAA) of the services of AMCN by residents of the City, and with the first report being after six months from the beginning date of the Agreement, and the second and final report being ten months from the beginning of the Agreement.

ACCEPTED:

AMCN

By: 
Keith Hovey, VP-Membership

Date: 8/12/15

CITY:

CITY OF BLUE RIDGE

Paula

Mayor Anna Whitener

Date: August 11, 2015

RDS/lc/2881/W176544

Kelsey Addington

From: Rick Larosa <RLarosa@rdesignworks.com>
Sent: Monday, August 03, 2015 7:50 PM
To: angiearp@cityofblueridgega.gov
Cc: City BR; Cindy Trimble; Kelsey Addington; Bruce Pack; Harold Herndon; Rhonda Thomas; Rodney Kendall; Martin Haber; Jack Morton; Zak Bryant
Subject: Re: City of Blue Ridge master plan

Hi team. To be clear, the following is a partial list of the most significant elements (that have been presented in the initial master plan draft) that require some input and direction. Of course these macro decisions will lead to more details and questions but, before a final master plan can be developed, direction on these items is needed.

No decision needs to be rushed or made at all on these items, unless you as a City Council decide to give input. If you simply want us to complete a final master plan without your directions, we can but it is not advisable.

- 1) How would you like to address the trains bus traffic? Extend Roberts way through the depot, as it is currently, stop Roberts away and use West Main, not implement the depot Plaza (closed Depot Street) and drop off buses on Depot St., Loop Roberts way back onto E. Main St. (without affecting adjacent property owners) or some other idea not yet discussed?
- 2) What do you want to do with the playground? Improve it in its existing location, move it and improve it in a new location or some other idea not yet discussed?
- 3) What do you want to do about Depot Street? Do you want to close it (removable bollards) and make it a pedestrian Plaza, only narrow the existing Street and make it one way only (which way?), keep it to way but eliminate the side parking areas or do nothing?
- 4) Do you want to provide additional parking near City Hall? We have proposed a parking deck, a parking lot and (most recently), turning the adjacent streets into one-way traffic and striping for diagonal parking. We understand there may not be enough road right-of-way to do that last idea so, what direction should we look next?
- 5) Do you like the widened sidewalk areas on the west edge of E. Main St. around the depot?
- 6) Do you like the covered, old style, depot waiting platforms around the depot?
- 7) What do you want to do with the existing barbecue pit? Improve it in its existing location, move it to a new location (in our last meeting we illustrated it being located in the grassy area between the railroad tracks and across from the fire station) with scalable grilling pits and a new pavilion or some other idea not yet discussed?
- 8) How much improvement do you want to do to the existing park green space? We have shown many walkways and options.
- 9) What do you want to do with the depot restrooms? Improve them in place, relocate them and create a new two-story restroom and welcome building (as our initial concept suggested), create a new restroom closer to the existing depot or something else not yet discussed?
- 10) Are you OK with the changes we have initially proposed 4 E. Main St.? We show parking on only one side, tree islands and why didn't the sidewalks. Is this approved?

11) What do you want to do about Roberts way? Is it approved that we flip the parking to be adjacent to the tracks and create a Greenway connecting Mountain Street to the depot? This issue is related to the service drive that currently serves the back of the depot.

12) What do you want to do about the existing performance platform? We show it being incorporated into a new playground location. We have proposed a new performance stage on the west side of East Main between the large Magnolia and the Memorials. Is this acceptable or is there another idea not yet discussed?

13) We used the 2020 committee report to identify potential Gateway locations. Are these still acceptable?

14) A conceptual budget was delivered at the last meeting I attended. Is this acceptable and do you have any questions? It includes estimates for the infrastructure upgrades, a bikepath (The exact connecting path needs to be determined) and all the other elements that we have put into the initial Master Plan concept.

15) What do you want to do with the area immediately around the depot? We show it as an extended pedestrian Plaza but there has been additional discussion about removing some of the train cars.

16) Are we done gathering public input? I have a meeting tomorrow morning at 9 AM with Carlie to listen to an idea she wants to present. I will then be at the 10 o'clock workshop with y'all. After that, I have a meeting with Nicole at the art center to discuss park layout. Cindy and Martin have done additional presentations to the Kiwanis and business Association. Additionally, the chamber has requested a presentation. Are there any other groups that need to be considered or incorporated?

17) We show a new restroom located in the north city parking lot. Is this acceptable?

As you can see, most of these items are interconnected and relate (ie, E. Main St. with a potential Roberts way bus turnaround with the location of a new restroom and the white and sidewalks with depot waiting canopies), it would be prudent to address all of these questions so a complete picture of how downtown could work can be developed and a final master plan can be presented.

Please let me know how you would like to proceed... We can have a meeting to discuss all of these points one by one so a consensus can be found, you can leave it up to me, you can make decisions as a counsel and let me know or some other idea not yet discussed. Again, you can also choose to not do any of this but a master plan will not be realized. Thanks.

Rick LaRosa
R Design Works

VAUGHN-JORDAN FOUNDATION, INC.
"Horticultural and Botanical Enrichment"

TRUSTEES

Dr. James A. Vaughn, Jr.
C. Roland Vaughn III
James P. Vaughn, Ph.D.
Alvin H. Vaughn
James L. Watt

FOUNDERS

Lewis C. Vaughn
Varina V. Vaughn
Winona W. Jordan

GRANT APPLICATION AND CERTIFICATION
FOR APPLICANTS RECOGNIZED BY THE IRS
AS CHARITABLE ORGANIZATIONS

Applicant: City of Blue Ridge-
480 West First Street
Blue Ridge, Georgia 30513

Please provide the information indicated below as a part of this Grant Application:

1. Amount of grant requested: \$100,000.00
2. Purpose to be served by grant: For beautification of a family fitness park and garden setting for downtown park area.
See attachment for project description of downtown park..
3. Expected period for your expenditure of the requested grant: September 2015
4. Does the amount of the grant(s) you are requesting from the Foundation for the current year exceed 20 percent of the Applicant's aggregate financial support from all sources other than the Foundation in the four years preceeding the current year?
 Yes No

If "Yes," you may be required to complete a more detailed "Support Certification." Please contact the Foundation for more information.

In submitting this grant application, the Applicant certifies as follows:

1. The Applicant was recognized by the Internal Revenue Service by letter dated N/A - government [add date] as an organization described both in section 501(c)(3) of the Internal Revenue Code and in the following category

[check appropriate box]:

- Section 509(a)(1) and 170(b)(1)(A)(vi).
 Section 509(a)(1), other than Section 170(b)(1)(A)(vi).
 Section 509(a)(2).
 Section 509(a)(3).
 Section 509(a)(4).

2. A copy of the most recent letter from the Internal Revenue Service referred to in the preceding paragraph is attached to this certification, and the Applicant has not received from the Internal Revenue Service a revocation of or change in the determination contained in that letter.
3. To the best of the knowledge of the officers and directors or trustees of the Applicant, there has been no proposal, threat or suggestion by the Internal Revenue Service to the Applicant that the determination referred to in paragraph 1 above should be revoked or modified.
4. The Applicant is organized as a [correct description checked on page 1] under the laws of [insert state] Government-Georgia.
5. None of the officers, directors, trustees or other managers of the Foundation is, or is expected to become, a founder, creator, officer, director, trustee or other manager of the Application. [If this is not accurate, the details of such a relationship must be fully described in an attachment to this application.]
6. None of the requested funds will be used by the Applicant to support or oppose legislation, or otherwise engage in grassroots or direct lobbying activities, to conduct any voter registration drive or activities, or to support or oppose any candidate for elected public office. [If this is not accurate, the details of any such anticipated expenditure must be fully described in an attachment to this application.]
7. The Applicant does not discriminate in conducting its affairs against any person or on account of race, color, national origin, sex religion or age.
8. The Applicant's governing body has authorized the undersigned officer to submit this application and certification.
9. The Applicant commits to the Foundation that it will advise the Foundation of any change in the certifications contained in any of paragraphs 1 through 8 above which occur while this grant application is pending.
10. Applicant must submit a budget and, if applicable, a site plan.
11. If the request is for \$25,000 or greater, Applicant or a representative may attend, in person, the Trustee's meeting at which this grant application is proposed for approval.

Applicant organization:

The City of Blue Ridge
 Organization Name

Mayor Donna Whitener
 Applicant Name (Print)

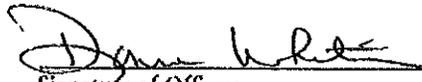
480 West First Street
 Address:
Blue Ridge, Georgia 30513

(706) 632-2091
 Phone:

(706) 632-3278
 Fax:

donna@cityofblueridgega.gov
 E-mail:

Officer providing certification:


 Signature of Officer:

Donna Whitener
 Officer Name (Print)

06/01/2015
 Date:



Yard Maintenance Contract

This contract is made between City of Blue Ridge, (hereafter known as the Client) and Viridis Landscaping (hereafter known as the Contractor). The Client desires to have certain maintenance services, described below, performed upon a property located at downtown Blue ridge. Therefore, the parties hereby agree as follows:

1. Client shall grant Contractor access to the yard and its surroundings during regular business hours and other mutually agreeable times.
2. (Client or **Contractor**) shall provide all equipment and consumable supplies necessary to perform maintenance services on the property.
3. Client shall pay Contractor \$ \$1,125.00 by the last day of each (week or **month**) for regular maintenance services to be performed during the rest of that (week or month). See "Regular Maintenance" description below.
4. Client shall pay Contractor for any additional maintenance or repair work that may become necessary to maintain a pleasing, safe, and horticulturally healthy property (hereafter known as "ad hoc work"). Contractor shall bill Client for the cost of ad hoc work and Client shall include payment with Client's next payment for regular maintenance.
5. Ad hoc work whose cost is less than \$ N/A may be performed by Contractor without Client's explicit authorization. Work which Contractor estimates will cost \$ N/A or more shall be authorized by Client before it is performed.

6. "Regular Maintenance" shall include: for the areas of downtown, City Hall and island at light at Chevrolet dealership

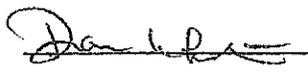
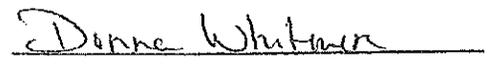
- | | |
|---|---|
| <input type="checkbox"/> mowing | <input type="checkbox"/> weed eating |
| <input checked="" type="checkbox"/> edging of flower beds | <input checked="" type="checkbox"/> leaf removal from flower beds |
| <input checked="" type="checkbox"/> hedging | <input checked="" type="checkbox"/> blowing (decks, patios, driveway) |
| <input checked="" type="checkbox"/> trimming of shrubs, trees | <input checked="" type="checkbox"/> removal of debris from the yard |
| <input checked="" type="checkbox"/> pruning of plants | <input checked="" type="checkbox"/> weeding |
| <input checked="" type="checkbox"/> fertilization | <input checked="" type="checkbox"/> general clean-up of flower beds |
| <input checked="" type="checkbox"/> fungicide application | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> herbicide application | _____ |
| <input checked="" type="checkbox"/> pesticide application | _____ |

7. Contractor shall begin performing regular maintenance on 08/01/2015 with an initial clean up fee of \$1,000.00. Which will be completed by 07/31/2015.

Thereafter, regular maintenance shall be performed on a schedule to which the parties agree.

8. Either party may terminate this agreement with written notice to the other party. Any payment for services rendered owed by Client shall be due and payable at the time this agreement is terminated.

In witness to their agreement to these terms, the Client and Contractor affix their signatures below:

<u></u>	<u>8/11/15</u>	<u></u>
--	----------------	---

Client's signature, date

Client's Printed name

480 West First Street, Blue Ridge, GA 30513

Client's street address, city, state, ZIP code



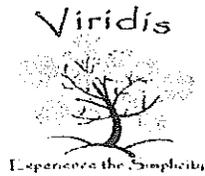
Viridis Landscape and Design

Contractor's Signature, date

Contractor's business name

1924 Aska Rd. Blue Ridge, GA 30513

Contractor's business address, city, state, ZIP code



Yard Maintenance Contract

This contract is made between City of Blue Ridge, (hereafter known as the Client) and Viridis Landscaping (hereafter known as the Contractor). The Client desires to have certain maintenance services, described below, performed upon a property located at downtown Blue ridge. Therefore, the parties hereby agree as follows:

1. Client shall grant Contractor access to the property and its surroundings during regular business hours and other mutually agreeable times.
2. (Client or Contractor) shall provide all equipment and consumable supplies necessary to perform maintenance services on the property.
3. Client shall pay Contractor \$ 750.00 by the last day of each (week or month) for regular maintenance services to be performed during the rest of that (week or month). See "Regular Maintenance" description below.
4. Client shall pay Contractor for any additional maintenance or repair work that may become necessary to maintain a pleasing, safe, and horticulturally healthy property (hereafter known as "ad hoc work"). Contractor shall bill Client for the cost of ad hoc work and Client shall include payment with Client's next payment for regular maintenance.
5. Ad hoc work whose cost is less than \$ N/A may be performed by Contractor without Client's explicit authorization. Work which Contractor estimates will cost \$ N/A or more shall be authorized by Client before it is performed.

6. "Regular Maintenance" shall include: for the areas of downtown, City Hall and Island at light at Chevrolet dealership

- | | |
|--|--|
| <input checked="" type="checkbox"/> mowing | <input checked="" type="checkbox"/> weed eating |
| <input type="checkbox"/> edging | <input type="checkbox"/> leaf removal |
| <input type="checkbox"/> hedging | <input type="checkbox"/> blowing (decks, patios, driveway) |
| <input type="checkbox"/> trimming of shrubs, trees | <input type="checkbox"/> removal of debris from the yard |
| <input type="checkbox"/> pruning of plants | <input type="checkbox"/> weeding |
| <input type="checkbox"/> fertilization | <input type="checkbox"/> general clean up |
| <input type="checkbox"/> fungicide application | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> herbicide application | _____ |
| <input type="checkbox"/> pesticide application | _____ |

7. Contractor shall begin performing regular maintenance on 07/29/15.

Thereafter, regular maintenance shall be performed on a schedule to which the parties agree.

8. Either party may terminate this agreement with written notice to the other party. Any payment for services rendered owed by Client shall be due and payable at the time this agreement is terminated.

In witness to their agreement to these terms, the Client and Contractor affix

their signatures below:

<u>Donna White</u> 8/11/15	<u>Donna Whitener</u>
----------------------------	-----------------------

Client's signature, date

Client's Printed name

480 West First Street, Blue Ridge, GA 30513

Client's street address, city, state, ZIP code

[Signature]

Viridis Landscape and Design

Contractor's Signature, date

Contractor's business name

1924 Aska Rd. Blue Ridge, GA 30513

Contractor's business address, city, state, ZIP code

Rebecca Harkins

From: Matt Smith <msmith@cartersloope.com>
Sent: Tuesday, August 11, 2015 10:19 AM
To: "Donna Whitener (Mayor Blue Ridge,GA)" (donna@cityofblueridgega.gov)
Cc: Alex Wiseman; kelsey@cityofblueridgega.gov; 'Rebecca Harkins'
Subject: WTP - Roof Modifications
Attachments: Roof Information.pdf

Importance: High

Donna:

Please see the below email from Alex Wiseman regarding a proposed change on the Water Treatment Plant project. As you can see from his explanation, this change will not result in any additional cost for the City but is a decision that needs to be made this week. Please review this information at your earliest convenience and let me know your thoughts. Please feel free to contact Alex or myself if you have any questions.

Matt Smith, PE
Carter & Sloope, Inc.
115 Woodland Way, Suite 120
Canton, GA 30114
Office: 770-479-8782
Cell: 478-214-3535

From: Alex Wiseman
Sent: Tuesday, August 11, 2015 10:03 AM
To: Matt Smith <msmith@cartersloope.com<mailto:msmith@cartersloope.com>>
Subject: BR - Roof Modifications
Importance: High

Mayor Whitener,

The original construction scope of the WTP included new metal roofing for the treatment building addition and the new sludge dewatering and high service pump buildings. This new metal roof is a standing seam type with aluminum panels which offer reliable long-term performance. We were aware that the existing treatment building roof was replaced sometime within the previous ten years so it was decided to leave that existing roof in place to help minimize construction costs. However, now that bids have been received on all three USDA projects and the full budget appears adequate, there are several concerns that warrant discussion about leaving the existing roof in place.

* The existing roof is an exposed fastener type with fasteners drilled directly through the roof panels and attached to purlins between the trusses. As a comparison, the standing seam roof uses fasteners to attach metal clips to the roof decking and then folds each roof panel over the clip to enclose all fasteners. Furthermore, a solid decking with a weather-shield underlayment will be provided for full roof support between the trusses and enhanced water protection. This system provides improved weather resistance, better thermal movement capacity, and eliminates all penetrations through the panels.

* The existing roof is made of steel panels. This is adequate for most installations; however, chemical fumes from the chlorine gas and fluoride solutions are very aggressive to steel substrates and can speed corrosion significantly. Aluminum is more corrosion resistant than steel and will last longer in the water treatment environment.

* Aesthetics: due to the different seam types, color fading, and roof age it will be impossible to install a matching panel on the building addition.

In discussing these concerns with the Contractor, we have priced two options to consider.

1. Remove the existing steel roof panels, soffits, and downspouts and replace with the standing seam aluminum roof, soffits, and downspouts specified for the other new construction for a uniform appearance. Additional cost will be \$28,558.

2. Remove the existing steel roof panels, soffits, and downspouts and replace with standing seam steel roof, soffits, and downspouts for a uniform appearance. Additional cost will be \$21,104.

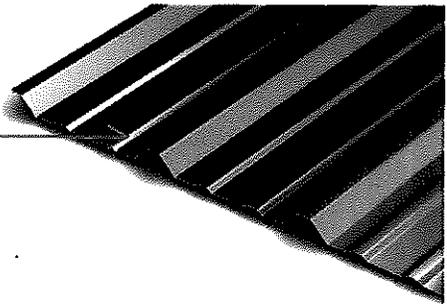
We also discussed leaving the existing roof in place; however, considering the capital investment in the interior equipment we do not feel that is a reliable alternative at this time since it appears sufficient funds are available. Given that the roof will be replaced, we also feel that the \$7,400 adder for the aluminum panels is a good investment for the value and corrosion resistance that will be provided for the life span of the buildings. Therefore, C&S recommends that the City approve option 1 to achieve a consistent appearance and provide the best roofing protection for all of the new construction at the treatment plant.

The construction contract included a Supplemental Work Allowance in the amount of \$75,000 to cover modifications such as these that can be better evaluated during construction. To date, we have allocated \$43,174 leaving an available balance of \$31,826. Acceptance of the roof adder will reduce the allowance budget to \$3,268 but will not require a contract change order. In order to prevent any schedule delays we need to make a decision as quickly as possible but no later than Friday the 14th. I apologize for the short notice so please give us a call if you have any questions or concerns about this decision. I have attached some pictures to help visualize the roof details discussed above.

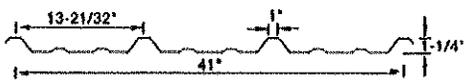
Sincerely,

Alex Wiseman, PE
Carter & Sloope, Inc.
(706)769.4119

Existing steel roof panel. Exposed fasteners are drilled directly through each panel into purlins running between the roof trusses.



R-41 PANEL*



Steel roof panel

Purlin

Truss



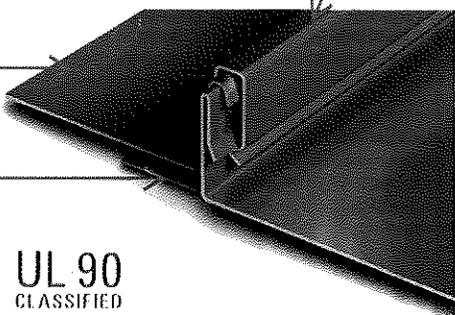
Existing WTP roof

Proposed standing seam aluminum roof panel.

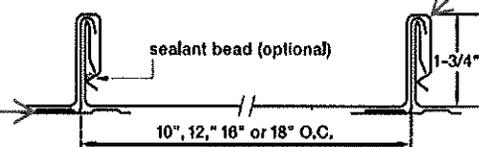
Metal clip to be secured to solid OSB roof decking. No fasteners through actual roof panel.

Proposed roof also to include continuous OSB decking and weather shield underlayment. (Not shown).

Folded seam over metal clip to conceal all fasteners



UL 90
CLASSIFIED



10 July 2015

Roy Parsons
The City Of Blue Ridge
480 West First Street
Blue Ridge, GA 30513

Mr. Parsons,

We attended the Blue Ridge Zoning Board of Appeals this past Tuesday July 7, 2015 requesting a variance in the Blue Ridge Zoning Ordinance Loft Dwelling regulations. The property in question is 544 E. Main St. Blue Ridge, GA 30513

We want to build a 3 story building that will be no taller than the tallest building on Main Street, The Mustard Seed Building. The street level will have a retail store and level 2 will have 2 high end warehouse loft type apartments and level 3 will have 1 high end warehouse loft type apartment. These apartments would be leased with no less than a 12 month lease.

Please consider this letter as an appeal to the denial of the Zoning Boards decision to the Blue Ridge City Council.

Sincerely,



Swan McKnight
Queen and Court, LLC
404-317-5687
swanmck@gmail.com

cc Jim McKnight CFO Queen and Court LLC
Rick La Rosa at R Design Works

MINUTES
BLUE RIDGE ZONING BOARD OF APPEALS
July 7, 2015

Board Members present: Nancy Wehunt, Angelena Powell, Michael Eaton, Ralph Garner

Noting a quorum was present, Board Chairman Michael Eaton motioned the meeting to order; Angelena Powell seconded the motion; all approved.

Nancy Wehunt motioned for approval of the minutes of the April 30, 2015, meeting; Michael Eaton seconded the motion; all approved.

Chairman Eaton announced the first item of business: an appeal by Charles Kisselburg, 84 Church Street, to allow a variance of five feet on a fifteen-foot setback requirement. Such variance would accommodate the placement of his carport.

Mr. Kisselburg presented a signed and notarized affidavit by his next-door neighbor, who expressed no objection to the requested variance. Nancy Wehunt motioned to grant the variance; Angelena Powell seconded; all approved.

The second item of business: an appeal by Nancy Berns, 11 Mountain Street, for a sign ordinance variance for businesses at Hampton Square.

Mr. Butch Morton presented the appeal in behalf of several business owners at Hampton Square, including himself, Nancy Berns, Kathy Green, Genevieve Smith and Bob Ford.

The heart of Mr. Morton's remarks was the need for awareness by passing motorists as to what businesses were located at Hampton Square. The business owners believe that a 4-ft-wide X 10-ft-high sign would make for more "visibility." He stated the Department of Transportation (DOT) had no problem with the proposed sign in terms of its possible obstruction of motorists' visibility.

However, the Board had its concerns. For one thing, the pertinent ordinance for the Central Business District (CBD) zone limits the height of a sign to no more than 4-feet. Further, Wehunt and Garner questioned how much additional visibility the sign would give passing motorists considering the size of each business listing on the 10-foot-high board. Wehunt referenced a similar sign that was approved for placement on Scenic Drive by a different board and opined that *that* sign "doesn't work for anybody either"

[for the same reason]. Garner added he felt the gain in visibility by passing motorists would not offset the making of a precedent for the entire CBD.

Wehunt called for a motion to vote on the variance appeal; Garner seconded. Wehunt then motioned that the variance be approved; Eaton seconded; Angelena Powell and Garner voted to deny the variance. At that point, Wehunt suggested the matter be postponed until the DOT approval regarding sightlines could be presented and the board members all had a chance to visit the similar sign on Scenic Drive. Eaton recommended tabling the motion until the next meeting; Wehunt seconded; all approved.

The third item of business: an appeal by Queen and Court, LLC, 544 East Main Street, for a variance that would allow the placing of a loft apartment on the third floor of a building to be constructed in what is now a parking lot.

Mr. Jim McKnight presented the appeal in behalf of Swan McKnight, owner of the property under discussion. He shared drawings that supported his remarks that two lofts would be built on the second floor and a third loft on the third floor.

Wehunt raised the concern about parking for the future tenants of the new building. Rick LaRosa, architect for the proposed building, referenced three parking places on Roberts Way. Garner pointed out that the appeal was out of step with the ordinance in that the ordinance requires 1) two off-street parking places per loft; 2) that a loft can be built only on the floor above ground level; and 3) that a dumpster is provided.

Wehunt echoed Garner's concern regarding the appeal for a sign variance, that the third-floor-loft request would be precedent setting. She then asked what kind of tenants would occupy the lofts. The McKnights responded, "Ourselves," and said they would live on the third floor, and tenants with a yearly lease would live on the second floor.

Garner motioned that the application be denied on the grounds it would be precedent setting. He added, "I think we should support the determination of the zoning administrator in this matter. Eaton seconded the motion; all approved.

After the vote, McKnight asked what recourse was left for their request. Eaton said he felt it would be better for the LLC to approach City Council and ask for an amendment to the zoning ordinance instead of asking the Zoning Appeals Board to make a variance on what would be an important precedent-setting issue.

The fourth item of business: an appeal by Michael Hasson, 44 Hall Street, for an eight-foot variance along the East First Street right-of-way to accommodate the construction of his new home.

Mr. Hasson assured there have been no objections by neighbors. He further stated the new home he proposes would crowd the Hwy 76 right-of-way by less than the old home that was demolished. Angelena Powell motioned to approve the variance request; Michael Eaton seconded; Powell, Eaton and Garner approved; Wehunt abstained.

The fifth item of business: an appeal by the Fannin County Board of Education in behalf of Blue Ridge Elementary School, 227 East Highland Street, for a variance that would allow for a five to ten foot setback from Highland Street rather than the required thirty feet.

Mr. Art Hubbard, an assistant superintendent with the Board of Education, stated that a new computer facility is proposed that would be built on the setbacks of an existing building. Because of a steep drop-off, the new building could be moved further back only minimally, thus the need for the variance. He assured that guard rails would be installed as a safety precaution along East Highland where the variance is required. Garner made a motion to grant the variance; Eaton seconded; all approved.

Chairman Eaton motioned to adjourn the meeting; Wehunt seconded; all approved.

To the City of Blue Ridge, Council Members, and Mayor.

I, Benjamin Bruce from troop 460 in Morganton Ga, am proposing an eagle scout project that will hopefully bring environmental awareness to our local business owners, community members, and to the public.

My project is to stop people from dumping waste and other contaminants into our rivers and streams. The storm drains around town lead into the Toccoa river. In those rivers and streams is what blueridge is most known for, trout.

Blueridge is Georgia's trout capital. We have people come from all over to fish here and around blue ridge. But there is a problem I have noticed throughout past few months that I haven't been able to assess till now. And that is that people are dumping harmful chemicals, trash, and other waste into the storm drains around blue ridge. I believe it is a lack of knowledge of where these drains lead to that causes people to put their waste down the drain.

My plan is to give people this knowledge right there before they make the wrong decision again or for the first time, while also adding some more features to the downtown part of blueridge. I want to paint the storm grates with a blue border around them with the slogan, "only rain down the drain" right in front of the drain in big bold text. Also, depending on how much donations I receive for my project, I would like to paint the grates themselves blue with a forest green trout emblem on the grate.

I do believe this project would spark more environmental awareness in our community along with brightening up blueridge at the same time. I hope you all like my project idea and approve it so I can start working on it soon!

Thank you for listening to my proposal.

Sincerely,
Benjamin Bruce of Troop 460

City of Blue Ridge

480 West First Street • Blue Ridge, Georgia • (706) 632-2091

City of Blue Ridge
Special Called Meeting Minutes
City Hall
480 West First Street
August 25, 2015 at 10:00 AM

Present: Mayor Donna Whitener
Council Members Angie Arp, Harold Herndon,
Rodney Kendall, Bruce Pack, and Rhonda Thomas
City Clerk Kelsey Ledford

1) Call Meeting to Order:

Council Member Rodney Kendall made a motion to call the meeting to order. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.

2) Prayer and Pledge of Allegiance:

Council Member Bruce Pack offered a word of prayer followed by the Pledge of Allegiance.

3) Council Meeting Rules of Procedures:

Mayor Whitener stated that the Council Meeting Rules of Procedures were available at the Council desk along with the meeting agenda.

4) Electric Pole Downtown for Vendors:

Paul Gribble proposed to the Council the installment of an additional electric pole downtown for vendors. Mr. Gribble stated that the Blue Ridge Mountain Arts Association (BRMAA) already installed an electric pole at the corner of West Main Street and Church Street. Mr. Gribble stated that he would like to purchase an additional electric pole and pay for the installation of the pole. The additional electric pole would be placed between the BRMAA building and the Court House on West Main Street. He stated that after the installation of the pole that he would donate the pole to the City contingent upon the City taking responsibility of the monthly payments for both electric poles which is approximately \$19.00 a month for each pole. Mr. Gribble stated that the event that he is involved in, Blues and BBQ would make a donation to the City each time they use the electric pole. He also suggested that the City could increase their event permit in order to make up for the monthly fee that the City would incur from taking responsibility of the electric poles. Council Member Bruce Pack made a motion to accept Mr. Gribble's proposal for the installation of the pole, with the City taking over the monthly fee for both electric poles. The motion was seconded by Council Member Rodney Kendall. The Council voted 5-0. Motion carried.

City of Blue Ridge

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5) Sewer Plant Repair:

Mayor Whitener stated that Sewer Plant Supervisor, James Weaver has requested Council approval to repair U.V. modules for the Sewer Plant. Mayor Whitener stated that former City Clerk, Bill Sowers had approved for the U.V. modules to be sent off for a repair quote but that a new purchasing policy has been adopted since then. The Mayor stated that the City has recently received the new quote. Mayor Whitener asked that the Council return to this item later in the meeting once Mr. Weaver submits the quote total.

6) Grant Writer, Engineer and Architect for Downtown Master Plan:

Mayor Whitener stated that Angela Steedley has submitted a contract for grant writing services for an Appalachian Regional Commission (ARC) Grant. She stated that the ARC grant request is for \$300,000 with a 20% match from the City. Mayor Whitener stated that the ARC Grant deadline is August 31, 2015 and that the Steedley Firm contract would need to be approved prior to submitting the grant application. Council Member Angie Arp stated that she remembered Ms. Steedley advising the City that the likelihood of the City receiving this grant was slim. She asked if Ms. Steedley would be submitting the grant for the City for free. Mayor Whitener stated that there was a fee on the front page of the Steedley Firm contract. Mayor Whitener stated that she believed that it was the grant from One Georgia that the City may not be able to get. Council Member Angie Arp disagreed and stated that it was the ARC grant. Mayor Whitener then asked Cindy Trimble to speak. The Mayor, Council and Ms. Trimble continued to discuss the different grants available. Council Member Rodney Kendall stated "so I guess we are at whether or not we want to choose someone from our existing Request for Qualifications (RFQs) or put out a new RFQ and wait 60 days". Council Member Rodney Kendall made a motion to put out RFQs for the engineer. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried. Council Member Rodney Kendall made a motion to put out RFQs for the architect. Mayor Whitener asked what kind of RFQs should be put out, as built or design build. The Council discussed the Mayor's question. After some discussion Mayor Whitener stated that a motion was on the floor and asked for a second. Council Member Rodney Kendall stated that he withdrew his previous motion. The Mayor, Council and Ms. Trimble discussed the requirements for an architect on this project. Council Member Rodney Kendall made a motion to put out RFQs for a design build architect. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried.

7) Phase I of Master Plan:

Mayor Whitener asked the Council what they wanted Phase I of the Master Plan to include. The Council discussed the possibility of having storm drains and East Main combined to make up Phase I of the Master Plan. After some discussion, Council Member Angie Arp stated that the City had some funds that maybe they could spend towards the project. Arp stated that the City could probably get the street and storm drainage completed for \$1.2 million. Council Member Bruce Pack stated that the Council has been talking about this for over a year. Mayor Whitener stated that it takes time if you do it right. The Council discussed the project briefly before

City of Blue Ridge

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Council Member Rhonda Thomas suggested that the Council use City funds to begin on the storm drain issues and then apply for the grants for the next phase which would be repaving and the restrooms. After discussion about Phase I Mayor Whitener stated that the Water, Sewer and Street Crews have been working on East Main Street. Council Member Rodney Kendall suggested a balloon option for the pipes downtown which would coat the pipes that are in need of repair. By doing the balloon option the cracks and holes would be repaired but it would not fix crushed pipes. Mayor Whitener stated that there is a lot more to this project than just paving and putting in sidewalks. Council Member Angie Arp asked if when the City puts out bids if they could put something out for a contractor to give them a price on what it would take just to redo sewer and water drains from Depot Street to Messer Street. Mayor Whitener mentioned putting it out in a bid. Council Member Rodney Kendall stated "either way it's not going to be completely accurate because you could run into unexpected problems". Mayor Whitener stated that she was hoping to find out what some of the unexpected problems were with the work that the City crew would be doing in the next few weeks. Council Member Angie Arp and Mayor Whitener discussed grant match money and the timeframe in which grants are awarded. Council Member Bruce Pack questioned how the business owners would feel if the City begins the project in Spring/Summer. Business Owner Jack Morton spoke from the crowd and stated that it is just a price to pay in order to get what we want. He also mentioned that his business did not suffer last time the City worked on East Main Street. Cindy Trimble spoke from the crowd and stated that the master plan team needs additional feedback from the Council. She also discussed the need for marketing and signage during the East Main Street project to direct visitors during construction. Mayor Whitener explained that these are not simple decisions that need to be made. Mayor Whitener then asked each Council Member individually what they thought should be included in Phase I. The entire Council was in agreement that storm water drainage and East Main Street improvements should be included in Phase I. Mayor Whitener then stated that she disagreed. Mayor Whitener explained that the City has money to start addressing the storm water. She continued to explain that East Main Street was important to her but that the RDLF (Redevelopment Loan Fund) grant would not cover the paving or sidewalks but that it would cover the restroom facility because the City could rent out spaces. Mayor Whitener continued to talk about the different grants and stated that if the Council wanted Phase I to include storm water drainage and East Main improvements than the City did not need to apply for the ARC grant or the RDLF grant. Council Member Angie Arp and Mayor Whitener discussed applying for the grants for Phase II and using City funds for Phase I. Council Member Rodney Kendall stated that if the Council could have both projects going on at the same time then that would be great. Mayor Whitener suggested including storm water drainage improvements, the plaza and the restrooms in Phase I and East Main Street in Phase II. The Mayor and Council continued to discuss the options available and the qualifications/requirements for the grants. Council Member Angie Arp suggested using the Water and Sewer surcharge funds on water and sewer improvements on East Main Street. After more discussion, Mayor Whitener stated that the LMIG funds need to be used by end of year in order to get next year's funds. Mayor Whitener and Council Member Angie Arp began discussing

City of Blue Ridge

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additional parking needs in town. The Council discussed parking on Robert's Way and adding parking on the street adjacent to City Hall. Council Member Angie Arp was concerned that the City would not be able to receive money from all of the grants that have been discussed. Council Member Arp requested that Mayor Whitener confirm with Angela Steedley that applying for the ARC grant will not disqualify the City from applying for the RDLF grant. Council Member Rhonda Thomas made a motion to accept the contract based on a post conversation that Mayor Whitener will have with Angela Steedley about the probability of getting this grant and to go ahead and accept this contract. The motion was seconded by Council Member Rodney Kendall. The Council voted 5-0. Motion carried. Council Member Rodney Kendall made a motion to include in Phase I: storm water drainage improvements, bathrooms and the area around the depot and the sidewalks. Council Member Angie Arp asked "the sidewalks for what". Council Member Kendall stated "where the plaza is". The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

8) Consideration of amendments to loft dwelling and construction requirements:

Council Member Rodney Kendall stated that he had spoken with Roy Parsons and the he feels like they need to add to Mr. Parsons' list. Council Member Angie Arp handed out a list of suggestions to the Council. Her main concerns were fire protection and parking. Council Member Rodney Kendall stated that the fire department was good but a fire on East Main Street could overwhelm them. Mayor Whitener then read Mr. Parsons' recommendations (attached). Council Member Rodney Kendall stated that he disagreed with item number 7 on Mr. Parsons' list. He stated that he felt like the buildings needed a sprinkler system or retrofitted because if not and the building caught on fire it would burn down half the block. Mayor Whitener asked Council Member Arp what was on her list other than what Mr. Parsons had addressed. Council Member Arp stated "on number two allow loft units on the second and third levels with some requirements, have a maximum number of units per square foot on each level which that would be something that we could just. We'll have to figure out, you know what that number would be. Allow maximum number of bedrooms per unit with a maximum of occupants and that's due to the restricted congested area on East Main Street and the parking issue. If you're only going to allow two parking spaces and you have four bedrooms, that's not going to jive. You also need to consider are they going to use these as residential or nightly rentals." Council Member Arp went on to explain that if the units were used as nightly rentals then more than likely there would be four different couples for a four bedroom unit which would result in additional vehicles. Council Member Arp stated "the main thing to me on this is making sure that parking on East Main is preserved and not for residential. So I mean we are going to have to have some restrictions. Then on three". Mayor Whitener stated that she liked the option of having residential only on the second and third levels. She mentioned that she did not like residential on the first floor. Council Member Arp mentioned that parking should be required on the property instead of on the main street. She also asked how the City would enforce the parking requirements and to make sure that residents were not parking on East Main Street. Council Member Arp stated that she agreed with Mr. Parsons on the fire protection requirements.

City of Blue Ridge

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Council Member Arp stated that she agreed with Mr. Parsons on the garbage but that she did not think that dumpsters should be allowed, only trash cans within a confined area. Mayor Whitener discussed the problem with garbage downtown and explained that many people do not have an area to place trash cans. She then explained that some people will not pay for garbage service and actually throw their garbage in other people's trash cans. Mayor Whitener stated that everyone that has a business license should have garbage service. She also mentioned anyone who lives downtown should also have garbage service. Council Member Angie Arp stated that new buildings should be required to have an outside stairway. Mayor Whitener stated that she thought every level was supposed to have exit doors. Council Member Arp stated that the owner should indicate whether the lofts will be used for residential purposes or commercial purposes like nightly rentals. She also stated there should be no metal siding or metal buildings in CBD areas. Her last recommendation is that all owners are to follow the storm drain policy if the City decided to adopt a storm water retention ordinance. Council Member Arp mentioned requiring larger buildings or buildings with more units to have a retention pond. The Council discussed that buildings on East Main Street were limited in space and would probably not be able to meet the retention pond requirement but Council Member Arp stated that for other projects like the Temple Property should be required to have one. Mayor Whitener asked if the Council would be able to make a decision on September 1, 2015. Council Member Rodney Kendall suggested that the Council contact Mr. Parsons to get a collaborative list together. Council Member Rhonda Thomas suggested parking on just one side of East Main Street to help with the fire issues. Council Member Rodney Kendall agreed that it was difficult to drive a fire truck down East Main Street. Mayor Whitener asked if there was anything on the list Council Member Arp provided that someone has a problem with. Council Member Arp stated that she thought Mr. Parsons should look at her list and maybe even have the City Attorney review it to confirm that the items on the list are legal. Council Member Rodney Kendall stated that the City should have all of their bases covered. Mayor Whitener asked if there was anything that someone did not like before it is sent to Mr. Parsons. Council Member Rhonda Thomas stated that she agreed that bottom level should be commercial. Council Member Rodney Kendall stated that he believes that is what Mr. Parsons had recommended and that he agreed as well. Council Member Kendall mentioned the possibility of a residential unit being placed on the basement level off of Robert's Way and that he did not think that residential units should be at grade level or below. Mayor Whitener stated that if the Council had anything else that they wanted to add that they would need to contact Mr. Parsons.

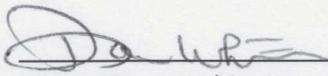
Council Member Rhonda Thomas stated that the Council did not make a motion on the Sewer Plant Repair. Council Member Rodney Kendall made a motion to approve the repair work. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

City of Blue Ridge

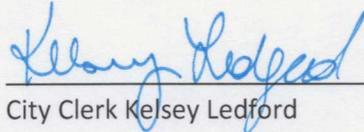
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9) Adjournment:

Council Member Rodney Kendall made a motion to adjourn the meeting. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Meeting adjourned at 12:00pm.



Mayor Donna Whitener



City Clerk Kelsey Ledford

November 10, 2015

Approved



Kelsey Addington

From: Roy Parsons <royparsons@cityofblueridgega.gov>
Sent: Friday, August 21, 2015 4:06 PM
To: 'Donna Whitener'; rodneykendall@cityofblueridgega.gov;
angiearp@cityofblueridgega.gov; 'Rhonda Thomas';
haroldherndon@cityofblueridgega.gov; brucepack@cityofblueridgega.gov
Cc: 'Kelsey Addington'
Subject: Loft Development Guidelines

To: The Mayor and Council members

I would like to offer the following recommendations regarding the loft dwelling development in Blue Ridge. Any changes that I suggest would include safety and structural improvements to our buildings.

1. Reduce the maximum number of stories from 4 to 3 that buildings located in the CBD could be constructed to. Buildings located on split level type lots, the bottom floor would not be considered a story and would be limited to an area of 50 percent of the story above.
2. Remove the maximum number of loft units allowed per building.
3. Allow loft units to be placed on all floors with the stipulation that, if someone wishes to locate a unit on the floor at grade, it must be located at the rear of the building and occupy no more than 50 percent of the floor area. This would maintain the commercial/retail space in the building area which fronts upon the street.
4. Parking would be required on the property on which the loft unit is located or, on an approved off premise site. Two parking spaces per unit would be required.
5. I suggest, whether any changes are made to the loft unit requirements or not, that the City consider adopting more stringent construction codes for the CBD. That could include the adoption of codes for a designated Fire District.
6. A garbage disposal proposal agreed upon by the developer/owner and the City.
7. If the state construction codes do not require sprinkler systems based upon the building type, number of stories, and size, sprinkler systems would not be required.

If you have any interest in amending the codes relating to the Zoning Ordinance or the Building Codes, I would be glad to discuss any item with you.

Roy

City of Blue Ridge

480 West First Street • Blue Ridge, Georgia • (706) 632-2091

City of Blue Ridge
Workshop Meeting Minutes
City Hall
480 West First Street
September 1, 2015 at 10:00 AM

Present: Mayor Donna Whitener
Council Members Angie Arp, Harold Herndon,
Rodney Kendall and Bruce Pack
City Clerk Kelsey Ledford

Absent: Council Member Rhonda Thomas

1) Call Meeting To Order:

Council Member Rodney Kendall made a motion to call the meeting to order. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Motion carried.

2) Prayer and Pledge of Allegiance:

Council Member Bruce Pack offered a word of prayer followed by the Pledge of Allegiance.

Mayor Whitener asked for a motion to amend the agenda to allow for an approval for the purchase of road salt for the Street Department. Council Member Rodney Kendall made a motion to amend the agenda to add the purchase of the salt. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Motion carried.

3) Council Meeting Rules of Procedures:

Mayor Whitener stated that the Council Meeting Rules of Procedures were available at the Council desk.

4) Approval of Minutes:

Council Member Rodney Kendall made a motion to approve the August 4, 2015 Workshop Meeting Minutes. The motion was seconded by Council Member Angie Arp. The Council voted 4-0. Motion carried.

5) Sidewalk Railing:

Mayor Whitener stated that she was following up on the sidewalk located at 730 East Second Street (intersection of East Second Street and Depot Street) that she mentioned at the August 11, 2015 Council Meeting. Mayor Whitener and the Council discussed the dangerous situation that the sidewalk imposed to the public. Council Member Rodney Kendall made a motion to add an additional step to the bottom set of steps on the side walk as well as replace the steps that

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are slanting/tilting as well as to add a hand rail. The motion was seconded by Council Member Angie Arp. The Council voted 4-0. Motion carried.

6) Meeting:

At the August 11, 2015 Council Meeting Council Member Rhonda Thomas had requested that the Workshop Meetings be called Council Meetings to reflect the actions of the Council so that the public would understand that the Council votes at each meeting. Council Member Angie Arp stated that technically the Council can vote at any meeting as long as there is a quorum present. She and Mayor Whitener discussed tabling topics before a motion could be made. Council Member Rodney Kendall made a motion to change the wording of the Council's Workshop Meetings to Council Meetings. The motion was seconded by Council Member Angie Arp. The Council voted 4-0. Motion carried.

7) Clarification on Master Plan Phase 1 and 2:

Council Member Rodney Kendall stated that he and Council Member Angie Arp wanted to clarify that the funds from the sale of the City property near the marina was put into an account by resolution and that in order to spend the funds the Council would have to take it out and spend it by resolution. Mayor Whitener stated that Angela Steedley and Matt Smith would be able to speak on this subject in a moment to possibly help clarify where funds are coming from. Mayor Whitener stated that the Council may come back to this item later in the meeting.

8) Angela Steedley—Depot Plaza & Phase I Drainage Improvements: Financing Plan, Carter & Sloop Engineering Contract Review and Approval, and Architectural Design Discussion, contract for Redevelopment Grant/Loan Funds:

Angela Steedley stated that the Council had received the ARC grant pre-application in front of them that was submitted to the Department of Community Affairs. Ms. Steedley stated that the application was for Phase I which included the restroom facility, blight improvements, and sidewalk improvements associated with the restroom facility and depot area. Ms. Steedley stated that the storm drainage could be included in Phase I A because what she is finding is as the business surveys slowly come in, that there are sewer issues downtown that are related to the storm drainage issues. Ms. Steedley stated that until preliminary engineering occurs they cannot figure out what is going on downtown with the storm drainage and sewer infrastructure. She continued to state that it is crucial that the City receives all of the business surveys in order for her to assess the financial factors involved. She stated that it is very important to get the information from the surveys to use as leverage to receive grant funding. She stressed that she is unable to move forward without the surveys from the downtown property and business owners. She stated that she predicts that this project will include three phases. She stated that environmental reports are required for receiving funding. Ms. Steedley stated that she was aware that the Council wanted to begin and complete the project by January 2016. She provided the Mayor and Council a schedule of how the grant process normally occurs and she stated that the only way to fast track this process is to begin the preliminary process now. Ms. Steedley

City of Blue Ridge

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stated that the City of Blue Ridge has procured Carter & Sloope to perform engineering services for the next two years when they were doing the latest Community Development Block Grant. Ms. Steedley discussed a timeline of meetings thus far which included a meeting in May, July and August. She stated that until the August meeting everyone was a little unsure of what funding the City could apply for since this is such a big project and the City's needs are so great. She explained that there has not been much time to put all of the information together since they did not know what to apply for until the August meeting. Council Member Angie Arp mentioned that she had met with Mayor Whitener and Ms. Steedley in April and was under the impression that the grant process was on going since the lunch meeting in April. Ms. Steedley, Council Member Arp and Mayor Whitener discussed the undertaking of the master plan, miscommunication and that Ms. Steedley has only been under contract for one week. Council Member Angie Arp stated that she did not want to delay the storm drain issues and East Main Street just to receive \$300,000. Ms. Steedley stated that because the City submitted the pre-application on August 31, 2015 then the City does not have to wait another year to begin the process of receiving the grant. She stated that the City Council will need to amend the motions made as to engineering and architectural request for qualifications at the August 25, 2015 Special Called Council Meeting in order to move forward with the project. Ms. Steedley stated that at this point neither of those motions are needed. Mayor Whitener mentioned that Matt Smith would need commitment from the City to start work on the SRF grant by September 31, 2015. She explained that the City would probably not be able to use SPLOST funds for the storm drainage but that the City would be able to apply for a SRF grant that would help fund the storm drainage improvements. Matt Smith explained that storm drainage was not a viable funding project for Redevelopment, ARC or Georgia 1 grants. He explained that there is new language within the SRF requirements that would include storm drainage and allows a 20% principal forgiveness. Mr. Smith stated that the City would have to show how it can pay back the other 80% of the loan. Council Member Arp asked what the maximum amount available to the City is. Mr. Smith explained that half a million dollars was the cap. Mr. Smith explained the application scoring process and how project readiness earns more points. He also explained that environmental approval would need to be received by EPD and that the process took about 60 days to complete. Mayor Whitener mentioned using SPLOST funds on East Main Street and asked about resizing pipes within the infrastructure. Mayor Whitener spoke about plans for Phase II and Ms. Steedley explained that Phase I and Phase II would be interconnected. There was discussion on how to change/modify the motions made at the August 25, 2015 Council Meeting in reference to RFQ's. Ms. Steedley explained that the engineers and the architect need to be selected simultaneously because they will work together to complete the restroom facility. Mr. Smith then handed the Mayor and Council a copy of his contract to review if they choose to select Carter & Sloope to provide engineering services. Council Member Angie Arp asked what was included in the contract. Mr. Smith replied that the Depot Plaza and the storm drainage was included. It was clarified that the Council would modify their motions from the last meeting and then later, the project services would be put out for bid once the grant is awarded. Ms. Steedley mentioned that Carter & Sloope and R Design were familiar with the project. She continued to

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explain the importance of the surveys and explained that they assisted in capturing the local investment as well as job creation. Mayor Whitener added that DCA supports economic development. Ms. Steedley continued to discuss the surveys and stated that the data from the surveys is confidential and is collected for a report that is submitted to DCA. Council Member Angie Arp asked if for some reason the City did not receive the grant would the City be able to use the plans that Carter & Sloope creates at a later time. Mr. Smith stated yes and explained that nothing is wasted. After Ms. Steedley discussed the surveys again, Mr. Smith explained that GEFA requires that the City show how it will repay the loan. Mr. Smith explained that sewer rates would need to be raised or that the City would need to figure out a new revenue stream. Ms. Steedley explained the option of imposing a higher tax in a certain area that benefits from the improvements in order for the City to finance the improvements. Mayor Whitener asked the Council if they were comfortable with the motions made on August 25, 2015 in regards to RFQ's or if they wanted to amend/change the motions. Council Member Rodney Kendall made a motion to reopen the motion that was made on August 25, 2015 to put engineering out for RFQ's. The motion was seconded by Council Member Angie Arp. The Council voted 4-0. Motion carried. Council Member Rodney Kendall made a motion to approve Carter & Sloope, from the existing RFQ list, to provide engineering services to the City. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Motion carried. Before the Council made a motion and voted on an architect, Council Member Angie Arp asked if the Council would be able to change/modify the floorplan as needed. Mayor Whitener replied yes. The Mayor and Council discussed the existing floorplan. Council Member Rodney Kendall made a motion to open up the motion from August 25, 2015 for an architect RFQ design build. The motion was seconded by Council Member Angie Arp. The Council voted 4-0. Motion carried. The Mayor and Council discussed design build. Council Member Rodney Kendall made a motion to accept R. Design Works to provide architectural services to the City. The motion was seconded by Council Member Angie Arp. The Council voted 4-0. Motion carried.

9) Vendors and Mobile Vendors:

The Mayor and Council discussed the possibility of allowing food trucks within the City limits. Council Member Angie Arp stated that the City Attorney suggested designating an area for the food truck vendors. Cindy Trimble spoke from the audience and suggested that City Hall be the designated area. The Mayor and Council discussed different locations, regulations, and maximum number of permits to be allowed. Mayor Whitener suggested that City Licensing Clerk Sally Smith do research to find out what other Cities allow.

10) Leak Detection Services Quote from MatchPoint:

The Mayor and Council were presented a quote from MatchPoint for leak detection services over the span of two weeks in the amount of \$14,000 (attached). Council Member Rodney Kendall made a motion to approve the quote from MatchPoint. The motion was seconded by Council Member Angie Arp. The Council voted 4-0. Motion carried.

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11) Skid Steer Quotes from Three Vendors:

The Mayor and Council discussed the purchase of a skid steer. Council Member Rodney Kendall made a motion to table the topic until the next Council Meeting. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0.

12) Road Salt Quote from Blue Marlin Logistics:

The Mayor and Council were presented a quote from Blue Marlin Logistics in the amount of \$8,650 for 50 tons of road salt. Council Member Rodney Kendall made a motion to purchase 50 tons of road salt. The motion was seconded by Council Member Angie Arp. The Council voted 4-0. Motion carried.

13) Carlie Hammond—Good Samaritans and Labor Day BBQ:

Carlie Hammond was not present.

14) Bill Ryan—Storm Water and Robert’s Way Traffic:

Bill Ryan discussed and questioned the Council about the August 25, 2015 Special Called Council Meeting. Mr. Ryan asked the Mayor and Council if they would be willing to bond the Master Plan improvements. Mr. Ryan discussed the surveys related to the Master Plan. The Mayor, Council, Mr. Smith, Mr. Ryan discussed grants and funding for the Master Plan. Mr. Ryan closed by discussing the traffic flow on Robert’s Way with the Mayor and Council.

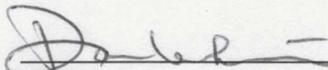
15) Executive Session (if needed)--Personnel:

The Council decided that an executive session was not need at this time.

Council Member Rodney Kendall made a motion to remove Barbie Gerald from her probation period for the position of Office Manager and have her remain in the position. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Motion carried.

16) Adjournment:

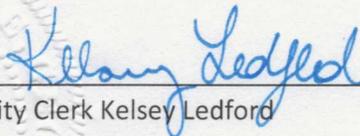
Council Member Rodney Kendall made a motion to adjourn the meeting. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Meeting adjourned at 11:36 am.



Mayor Donna Whitener

December 1, 2015

Approved



City Clerk Kelsey Ledford



Kelsey Addington

From: Rebecca Harkins <rebeccaharkins@cityofblueridgega.gov>
Sent: Friday, August 07, 2015 8:53 AM
To: kelsey@cityofblueridgega.gov
Subject: FW: Quote- Leak Detection Services
Attachments: City of Blue Ridge-SQ-000138.pdf

This needs to be added to the agenda for the next available meeting. It is a quote for leak detection. It will be paid out of water loss control and we are asking for 2 weeks so the total will be \$14,000.

From: Sarah Christman [mailto:sarah@matchpointinc.us]
Sent: Thursday, August 06, 2015 2:47 PM
To: rebeccaharkins@cityofblueridgega.gov
Cc: Joel Townsend; Simon Wick
Subject: Quote- Leak Detection Services

Good afternoon,

Please see the quote attached for leak detection services. Let us know if you have any questions.

Thank you!

--

Sarah Christman
CUSTOMER SUPPORT/INTERNAL SALES

215 Racine Dr., Suite 201
Wilmington, NC 28403
P: (910) 509-7225
F: (910) 509-7226
sarah@matchpointinc.us



www.matchpointinc.us



Matchpoint Inc
215 Racine Drive

Suite 201 Wilmington, NC 28403
www.matchpointinc.us
Emailsarah@matchpointinc.us
Tel 910-509-7225
Fax 910-509-7226

Sales Quote

Quote #	SQ-000138
Date	8/6/2015

Billing Address

City of Blue Ridge Water & Sewer
480 West First St
Blue Ridge, GA
30513
Becky Harkins
706-632-2091

Shipping Address

City of Blue Ridge Water & Sewer
480 West First St
Blue Ridge, GA
30513

Contact Phone

Sales Rep		Payment Terms		
Joel Townsend		Net 15		
Item	Description	Quantity	Unit Price	Sub-Total
Services	1 weeks of investigative leak detection services @ \$7000.00/week	2	\$7,000.00	\$14,000.00

Standard Terms and Conditions Apply

Matchpoint will mobilize and perform leak detection services where the utility has already performed assessments. The miles covered during the services will vary based on the material and location of the pipe in the selected areas.

Leak detection services are to be performed in either Oct., Nov., or Dec. of 2015; the exact date is TBD by Matchpoint and the utility.

Barbie Gerald

From: craig@bluemarlinlogistics.com
Sent: Tuesday, September 01, 2015 9:29 AM
To: barbiegerald@cityofblueridgega.gov
Subject: Road Salt

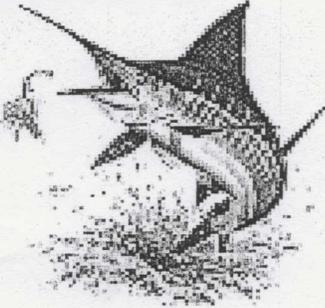
Good Morning Barbie.

The road salt this year is \$173/ ton. one load is roughly 25 tons..

HOOAH!

Craig Craven

BLUE MARLIN LOGISTICS GROUP/
BRIDGE TRANSPORT
Office 706-265-2861
fax 404-601-5500



0. C
173.00 x
50.00 =
8,650.00 *

City of Blue Ridge

480 West First Street • Blue Ridge, Georgia • (706) 632-2091

City of Blue Ridge
Council Meeting Minutes
City Hall
480 West First Street
September 8, 2015 at 6:00 PM

Present: Mayor Donna Whitener
Council Members Angie Arp, Harold Herndon,
Bruce Pack and Rhonda Thomas
City Clerk Kelsey Ledford

Absent: Council Member Rodney Kendall

1) Call Meeting To Order:

Council Member Bruce Pack made a motion to call the meeting to order. The motion was seconded by Council Member Angie Arp. The Council voted 4-0. Motion carried.

2) Prayer and Pledge of Allegiance:

Council Member Bruce Pack offered a word of prayer followed by the Pledge of Allegiance.

3) Council Meeting Rules of Procedures:

Mayor Whitener stated that the Council Meeting Rules of Procedures were available at the Council desk for public inspection.

4) Approval of Minutes:

a) Council Member Rhonda Thomas made a motion to approve the July 14, 2015 Council Meeting Minutes. The motion was seconded by Council Member Angie Arp. The Council voted 4-0. Motion carried.

b) Council Member Rhonda Thomas made a motion to approve the August 11, 2015 Council Meeting Minutes. The motion was seconded by Council Member Angie Arp. The Council voted 4-0. Motion carried.

5) Water and Sewer Surcharge Ordinance Amendment (Second Reading and Adoption):

The Mayor and Council held their first reading of the Water and Sewer Surcharge Ordinance Amendment at the August 11, 2015 Council Meeting. Council Member Rhonda Thomas made a motion to accept the second reading and adoption of the amendment to the Water and Sewer Surcharge Ordinance (attached). The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Motion carried.

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6) Blue Ridge Housing Authority PILOT:

Mayor Whitener gave an update on the Blue Ridge Housing Authority PILOT and stated that the Council had tabled the topic at the August 4, 2015 Workshop Meeting to gather further information before making a decision. Mayor Whitener stated that Water and Sewer Distribution Supervisor Shannon Payne and Water Crew Member Jim Robinson had met with Tony with Tow's Septic Service prior to the meeting to determine which Tow's bills were the City's responsibility. Council Member Angie Arp made a motion to apply the \$2,435 outlined in the Tow's bills to offset the Blue Ridge Housing Authority's PILOT that is owed for the previous years. The motion was seconded by Council Member Rhonda Thomas. The Council voted 4-0. Motion carried.

7) Sign Ordinance:

Council Member Angie Arp stated that Land Development Employee Roy Parsons had requested that two Council Members meet him downtown at a set date and time to review signage downtown in order to determine what the Council would like to permit. Council Member Rhonda Thomas suggested that Angie and she meet with Mr. Parsons. Council Member Angie Arp made a motion to table the sign ordinance. The motion was seconded by Council Member Rhonda Thomas. The Council voted 4-0. Motion carried.

8) Carter & Sloope contract for Downtown Redevelopment (Depot Plaza & Phase I Drainage Improvements) Project:

Mayor Whitener stated that City Attorney David Syfan wanted to make a few changes to Carter & Sloope's contract before the City approved it. Mayor Whitener requested that the Council table the contract until the next meeting. Council Member Rhonda Thomas made a motion to table the contract until the next meeting. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Motion carried.

9) Cross Country Flag Day (April 29, 2015):

Mayor Whitener explained that Tennessee Pastor Walter McGill, who completed his cross-country pedestrian journey on April 29, 2015, hand-carrying the American flag. She stated that he has requested that the City declare a Day of Recognition for April 29, 2015. Mayor Whitener suggested that the Council table the topic until they are able to do some research. Council Member Rhonda Thomas made a motion to table the topic until the next meeting to be held on October 6, 2015. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Motion carried.

10) Parking on Church Street & East Main Street:

Mayor Whitener stated that Dr. Hold's office on East Main Street is experiencing an issue with parking. Mayor Whitener stated that Dr. Hold is requesting additional handicap parking and limited parking near his office. Council Member Angie Arp suggested that all of East Main Street be limited parking. The Mayor and Council discussed the different possibilities available for

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parking on East Main Street. A business owner stated that limited parking on East Main is not customer friendly. Council Member Rhonda Thomas made a motion to add handicap parking on East Main Street and limited two hour parking on Church Street near Dr. Hold's office. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Motion carried.

11) Probation Contract:

Mayor Whitener discussed the possibility of the City changing probation companies. Mayor Whitener stated that the City Attorney David Syfan was in the process of reviewing the contract so the contract will need to be tabled until the next meeting. Council Member Rhonda Thomas made a motion to table the probation contract until the next meeting. The motion was seconded by Council Member Angie Arp. The Council voted 4-0. Motion carried.

12) Rural Development Community Facility Grant:

Mayor Whitener informed the Council of a Community Facility Grant offered by Rural Development. She stated that the grant is for \$25,000 and that the City of Blue Ridge is 75% eligible for the grant. Mayor Whitener stated that this grant can be used for purchasing equipment. She stated that the City could use a new skid steer, extended cab truck for the water department or upgrades at the Sewer Plant. Council Member Angie Arp asked if the City could apply for the grant without hiring a grant writer. Mayor Whitener stated that Tammy Decker with Rural Development said that she could do the paperwork for the City. Council Member Rhonda Thomas stated that she has been told by several members of the crew that they would really like to have a skid steer. The Mayor and Council discussed which equipment to apply the grant to. Council Member Rhonda Thomas made a motion to move forward with the grant with Rural Development for the purchase of a skid steer. The motion was seconded by Council Member Angie Arp. The Council voted 4-0. Motion carried.

13) Skid Steer Quotes:

Mayor Whitener stated that this topic was discussed with the Rural Development Community Facility Grant.

14) IT in a box:

City Clerk Kelsey Ledford gave a brief summary of IT in a box and the benefits that it would offer the City. Council Member Angie Arp made a motion to try IT in a box for three months. The motion was seconded by Council Member Rhonda Thomas. The Council voted 4-0. Motion carried.

15) Snow Plow Quotes:

Mayor Whitener discussed with the Council the possibility of purchasing snow plows for the Street Department as requested by Shop Supervisor Tony Byrd. Mr. Byrd submitted three quotes to the Mayor and Council (attached). The Mayor and Council discussed the different quotes but wanted to speak to Mr. Byrd to see which snow plows he preferred. Council Member

City of Blue Ridge

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Rhonda Thomas made a motion to table the topic until the next meeting when Mr. Byrd could be present to answer the Council's questions. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Motion carried.

16) The Blue Ridge Business Association—Cesar Martinez:

Cesar Martinez gave an update on Light Up Blue Ridge, Safezone and new board members of the Blue Ridge Business Association.

17) Patricia Jones—Animal Control:

Patricia Jones was not present at the meeting.

18) Bill Ryan—Storm Drain:

Bill Ryan stated that he did not wish to speak.

19) Patrick Crain—Mayor Qualifications:

Patrick Crain spoke on the Mayor's qualifications. He stated that the Council is held responsible for holding the Mayor and other Council Members responsible for upholding the law while in office.

20) Executive Session—Land Sale:

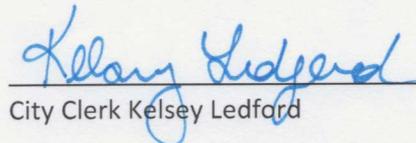
Council Member Rhonda Thomas made a motion to close the meeting for an executive session for the purpose of discussing a land sale. The motion was seconded by Council member Bruce Pack. The Council voted 4-0. Motion carried. Council Member Rhonda Thomas made a motion to open the meeting up from an executive session. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Motion carried. Mayor Whitener stated that no decision was made because the City will need to do some more research.

21) Adjournment:

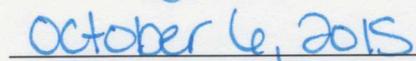
Council Member Rhonda Thomas made a motion to adjourn the meeting. The motion was seconded by Council Member Angie Arp. The Council voted 4-0. Meeting adjourned at 7:40 pm.



Mayor Donna Whitener



City Clerk Kelsey Ledford



Approved

AN AMENDMENT TO THE ORDINANCE DECLARING FINDINGS OF FACT THAT PORTIONS OF THE PHYSICAL PLANT OF THE WATER AND SEWER SERVICE OF BLUE RIDGE ARE INADEQUATE TO SUPPLY APPLICATIONS FOR SERVICE AT NEW AND ADDITIONAL LOCATIONS; TO PROVIDE FOR CREATION OF A FUND TO BE USED TOWARD PAYING THE COST OF CONSTRUCTION, IMPROVEMENT AND REPAIR OF THE WATER AND SEWER SERVICES; TO PROVIDE OF SCHEDULE OF SURCHARGES TO BE PAID BY APPLICATIONS FOR NEW OR EXTENDED SERVICE TO BE DEPOSITED INTO SAID FUND; TO MODIFY OR REPEAL ANY EXISTING ORDINANCE IN CONFLICT HERewith; TO PROVIDE AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

ORDINANCE AMENDMENT

No. 2015-09-08

WHEREAS, the city has authorized and received engineering reports and studies concerning the operation of the Water & Sewer Service, and more particularly the condition of the feeder and service lines, connections and facilities of the system, and has determined that the system is unable in some areas to provide new and additional service at this time. It has been further determined that the city is unable to bear the cost of necessary improvements out of the operating funds of the Water & Sewer Service, and for the City to provide new and extended service to applicants, it is necessary that a one-time surcharge be added to the application and connection fees in accordance herewith.

1.

BE IT ORDIANED, and there is hereby created a separate account or fund of the city to be known as "Water & Sewer Service Improvement Account" to be used solely and exclusively to receive for deposit the surcharges hereinafter authorized, and for payment of expenses related to repairing, improving and upgrading any portion of the system deemed by the city to be inadequate to provide new or expanded service. The Finance Director and Utility Billing Supervisor shall be the sole and exclusive judge in this regard.

2.

BE IT ORDAINED, and there is hereby imposed, a surcharge to be paid by applicants for water and/or sewer services at a location not presently served, or expanded service to a site presently being served, in addition to the usual application and connection fees. The surcharge shall be determined as follows:

WATER

Service for ¾ residential meter	\$500.00
Service for ¾ commercial meter	\$2000.00
Service for 1" meters	\$4000.00
Service above 1" will be	\$4000 per inch

SEWER

Where sewer service is available, and service line in place, a surcharge equal, and in addition to the water charge shall be paid.

Strip and larger shopping development requiring either engineering studies, line construction, installation or lift station(s), or additional work, will be charged at a rate to be determined by the Mayor and Council after engineering report is received.

3.

BE IT ORDAINED, that nothing contained herein shall require the City to provide service in areas not presently served, and the Mayor and Council shall be the sole and exclusive judge in this regard.

4.

BE IT ORDAINED, that any existing ordinance in conflict with the provisions hereof is hereby modified or repealed to the extent of such conflict.

5.

BE IT ORDAINED, that this ordinance shall become effective upon approval and signature of the Mayor.

Filed: September 9, 2015

First Reading: August 11, 2015

Second Reading and Adoption: September 8, 2015

Shank Thomas
Council Member

Dona Whitener
Mayor, Dona Whitener

Bruce Park
Council Member

Harold Hume
Council Member

Angie Ay
Council Member

Council Member

ATTEST:

Kelsey Ledford
Kelsey Ledford, City Clerk

August 24, 2015

To: City of Blue Ridge Mayor and Council
From: Shop Supervisor/Mechanic, Tony Byrd

Mayor and Council,

Please see attached to this letter, three (3) quotes for a proposed skid steer that can be used for the Water, Sewer, Street and Park Departments. The quotes are from Yancey Cat, John Deere, and Mason Tractor Co. Each quote is for a 75-100 HP tractor equipped with bucket, forks and solid cushion tires. I recommend that the Council approve the quote from Yancey Cat because the skid steer will be of good quality and replacement parts are available. From experience, the parts may be ordered and received within the next day. Aftermarket parts are also available with the Yancey Cat. If you approve the quote for John Deere then aftermarket parts will not be available because you will have to purchase parts directly from John Deere. The Yancey Cat is under a state wide, Georgia government contract discount. Therefore, we would be purchasing the equipment at a good price. If you do not wish to purchase from Yancey Cat, I recommend purchasing from John Deere. I do not recommend purchasing from Mason Tractor because the skid steer they have quoted is a Terex which is weak and top heavy. In my opinion it would not be of the same quality as a Yancey Cat or John Deere.

I believe that the departments would benefit and be more efficient if the Council were to approve this purchase. In the future the Council may even wish to purchase attachments such as a street sweeper, or auger bit. There are many ways in which the City Departments could use a skid steer.

If you have any questions, feel free to call me at 706-633-6339.

Thank you for your time,

Tony Byrd
Shop Supervisor/Mechanic



This one first pick

Quote 134416-01

August 11, 2015

Price on last page

CITY OF BLUE RIDGE

Dear Sir,

Yancey Bros. is happy to provide the attached quotation for equipment based on our discussion and your requirements. Please review this carefully to ensure that all necessary items are accounted for. I am available should any questions arise.

CATERPILLAR, INC. Model: 262D OROP Skid Steer Loader

STOCK NUMBER:EM2015290 SERIAL NUMBER:0DTB03766 YEAR:2015 SMU:1

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Chuck Abney
Machine Sales Representative

CATERPILLAR, INC. Model: 262D OROP Skid Steer Loader

STANDARD EQUIPMENT

POWERTRAIN

Cat C3.3B Diesel Engine
- Gross Horsepower per SAE J1349
74.3 hp (55.4 kW) @ 2400 RPM
- EPA Tier 4f and EU Stage IIIB
Certified with Aftertreatment

Filter, Cartridge Type, Hydraulic
Filters, Cartridge Type, Fuel
and Water Separator
Radiator / Hydraulic Oil
Cooler (side-by-side)

- Electric Fuel Priming Pump
- Glow plugs Starting Aid
- Liquid Cooled, Direct Injection
- Air Cleaner, Dual Element, Radial Seal
- S-O-S Sampling Valve, Hydraulic Oil

- Spring Applied, Hydraulically Released, Parking Brakes
- Hydrostatic Transmission
- Four Wheel Chain Drive

HYDRAULICS

Standard Flow Auxiliary Hydraulics with Continuous Flow

CONTROLS:

- Electro/Hydraulic Implement Control, RH
- Electro/Hydraulic Hydrostatic Transmission Control, LH

ELECTRICAL

- 12 Volt Electrical System
- 80 Ampere Alternator
- Ignition Key Start / Stop / Aux Switch
- Lights:- Gauge Backlighting
- Two Rear Tail Lights
- Two Rear Halogen Working Lights

- Two Adjustable Front Halogen Lights
- Dome Light
- Backup Alarm
- Heavy Duty Battery, 880 CCA
- Electrical Outlet, Beacon

OPERATOR ENVIRONMENT

Gauges :

- Fuel Level
- Hour Meter

Operator Warning System Indicators:

- Air Filter Restriction
- Alternator Output
- Armrest Raised / Operator Out of Seat
- Engine Coolant Temperature
- Engine Oil Pressure
- Glow Plug Activation
- Hydraulic Filter Restriction
- Hydraulic Oil Temperature
- Park Brake Engages
- Regeneration- Engine Emissions
- Storage compartment with netting
- Adjustable Vinyl Seat

- Ergonomic Contoured Armrest
- Adjustable Joystick Controls
- Control Interlock System, when Operator Leaves Seat or Armrest Raised :
- Hydraulic System Disables
- Hydrostatic Transmission Disables
- Parking Brake Engages
- ROPS Cab, Open, Tilt Up
- Anti-theft Security System w/6-button keypad
- FOPS, Level I
- Top and Rear Windows
- Floormat
- Interior Rear View Mirror
- 12V Electric Socket
- Horn
- Hand (Dial) Throttle, Electronic

FRAMES

- Lift Linkage, Vertical Path
- Chassis, One Piece Welded

- Belly Pan Cleanout Support, Lift Arm

Machine Tie Down Points (4)

Rear Bumper, Welded

OTHER STANDARD EQUIPMENT

Engine Enclosure - Lockable
 Extended Life Antifreeze (-37C, -34F)
 Coupler, Mechanical
 Hydraulic Oil Level Sight Gauge
 Radiator Coolant Level Sight Gauge
 Radiator Expansion Bottle
 Cat Tough Guard Hose
 Heavy Duty Flat Faced Quick Disconnects
 with Integrated Pressure Release

Split D-Ring to Route Work Tool Hoses
 Along Side of Left Lift Arm
 Variable Speed Hydraulic Cooling Fan
 Per SAE J818-2007 and EN 474-3:2006 and
 ISO 14397-1:2007
 Rated Operating Capacity:
 - 2700 lb
 - 1225 kg

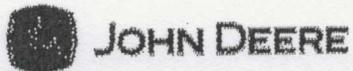
MACHINE SPECIFICATIONS

Description	Reference No
262D SSL TIER 4 FINAL HRC	345-5262
CONVERSION ARRANGEMENT	345-5911
INSTRUCTIONS, ANSI, NACD	388-8147
HYDRAULICS, PROPORTIONAL	345-5923
ONE SPEED	345-4923
ROPS, OPEN (C1)	418-5780
DISPLAY, BASIC, ANTI-THEFT	378-1033
BATTERY, HEAVY DUTY, 880 CCA	361-6386
SEAT BELT, 2"	258-4095
QUICK COUPLER, MANUAL	345-4910
INSTRUCTIONS, ENGLISH	233-5913
SEAT,AIR SUSPENSION,VINYL,HEAT	345-6349
PACKAGE, PERFORMANCE, (H1)	345-5220
FORKS, 48" PALLET W/ CARRIAGE	353-1697
LABOR TO SWAP TIRES	

Sell Price	\$43,912
Total Quote Price	\$43,912

WARRANTY

Standard Warranty: 12 months/unlimited hours
 12 months/unlimited hours Standard Warranty (6month or 1 Year)



Quote Summary

Prepared For:
City Of Blue Ridge
GA

Prepared By:
Joe Arnick
Nelson Tractor Company, Inc.
2934 Hwy 615 W
Blairsville, GA 30512
Phone: 706-745-2148
joe@nelsontractorco.com

Quote Id: 11989756
Created On: 21 August 2015
Last Modified On: 21 August 2015
Expiration Date: 30 September 2015

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 326E SKID STEER	\$ 39,479.00 X	1 =	\$ 39,479.00
JOHN DEERE 328E SKID STEER	\$ 43,138.00 X	1 =	\$ 43,138.00
JOHN DEERE 332E SKID STEER	\$ 46,144.00 X	1 =	\$ 46,144.00
Equipment Total			\$ 128,761.00

Quote Summary	
Equipment Total	\$ 128,761.00
Sub Total	\$ 128,761.00
Total	\$ 128,761.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 128,761.00

This would Be
my second pick

Salesperson : X _____

Accepted By : X _____

Confidential

From: Pam Fink pam@luceygroup.com
Subject: Re: new board members
Date: September 8, 2015 at 4:07 PM
To: Cesar Martinez cesarmart2@icloud.com



Yes.

Here are their names and email addresses.

Cindy Trimble <cindy@trimblekellystudios.com>, Blue Ridge Adventure Wear
<cesarmart2@icloud.com>, Pam Fink <pam@lgwebconsulting.com>, Anne Merkel, Ph.D.
<merakel@earthlink.net>, Cory Bryant <Cory@kpinsmail.com>, Stuart Arp
<stuart@chestersblueridge.com>, Janice Cary <janicecary@etcmail.com>, David Durkin
<david@terraoutfitters.com>, Ruth Jordon <janicecary@etcmail.com>, Missy Mercier Lillard
<melissamercier@live.com>, Frank Moore <fmoore@fxm-law.com>, David Skillman
<dskillman@northgeorgiaford.net>, Abigail Summar <abigail@blondeanarchy.com>

Cindy Trimble
Cesar Martinez
Pam Fink
Anne Merkel
Cory Bryant
Stuart Arp
Janice Cary
David Durkin
Ruth Jordon
Missy Mercier Lilard (not sure if it is one l or two in the middle of her last name)
Frank Moore
David Skillman
Abigail Summar

On Sep 8, 2015, at 3:59 PM, Cesar Martinez <cesarmart2@icloud.com> wrote:
Hi Pam, do you have the list of the new board members?
Thanks,
Cesar

Pam Fink
pam@luceygroup.com
www.lgwebconsulting.com
706-258-2432
"Helping small businesses in a digital world."



City of Blue Ridge

480 West First Street • Blue Ridge, Georgia • (706) 632-2091

City of Blue Ridge
Special Called Meeting Minutes
City Hall
480 West First Street
September 21, 2015 at 10:00 am

Present: Mayor Pro Tem Rodney Kendall

Council Members Angie Arp,
Bruce Pack and Rhonda Thomas
City Clerk Kelsey Ledford
City Attorney David Syfan
Attorney Austin Perry

Purpose: to hold a special called meeting to have an executive session to discuss with legal counsel pending litigation and being the lawsuit of Ada Street, LLC vs. Angie Arp, et al., and matters related to said lawsuit.

1) Call Meeting to Order:

Council Member Bruce Pack made a motion to call the meeting to order. The motion was seconded by Council Member Angie Arp. The Council voted 4-0. Motion carried.

2) Prayer and Pledge of Allegiance:

Council Member Bruce Pack offered a word of prayer followed by the Pledge of Allegiance.

3) Council Meeting Rules of Procedures:

Mayor Pro Tem Rodney Kendall stated that a copy of the Council Meeting Rules of Procedures were available at the Council desk.

4) Executive Session—Litigation:

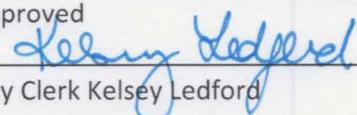
Council Member Angie Arp made a motion to close for Executive Session to discuss pending litigation with legal counsel. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Motion carried. Council Member Angie Arp made a motion to exit Executive Session. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Motion carried.

5) Adjournment:

Council Member Angie Arp made a motion to adjourn. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Meeting adjourned at 10:54 am.



Mayor Pro Tem Rodney Kendall

OCTOBER 6, 2015
Approved


City Clerk Kelsey Ledford

City of Blue Ridge

480 West First Street • Blue Ridge, Georgia • (706) 632-2091

City of Blue Ridge
Council Meeting Minutes
City Hall
480 West First Street
October 6, 2015 at 10:00 am

Present: Mayor Donna Whitener
Council Members Angie Arp, Harold Herndon,
And Rhonda Thomas
City Clerk Kelsey Ledford

Absent: Council Members Rodney Kendall,
And Bruce Pack

1) Call Meeting to Order:

Council Member Rhonda Thomas made a motion to call the meeting to order. The motion was seconded by Council Member Angie Arp. The Council voted 3-0. Motion carried.

2) Prayer and Pledge of Allegiance:

Mayor Whitener stated that since Council Member Bruce Pack was not present to offer a word of prayer that everyone will take a moment of silence. The Pledge of Allegiance followed.

3) Council Meeting Rules of Procedures:

Mayor Whitener stated that the council meeting rules of procedures were available at the Council desk. She also stated that a revision to the policy is up for approval from the Council. Council Member Rhonda Thomas made a motion to approve the revision (attached). The motion was seconded by Council Member Harold Herndon. The Council voted 3-0. Motion carried.

4) Approval of Minutes:

- a) Council Member Rhonda Thomas made a motion to approve the minutes from the September 8, 2015 Council Meeting. The motion was seconded by Council Member Angie Arp. The Council voted 3-0. Motion carried.
- b) Council Member Rhonda Thomas made a motion to approve the minutes from the September 21, 2015 Special Called Council Meeting. The motion was seconded by Council Member Angie Arp. The Council voted 3-0. Motion carried.

5) Waste Water Treatment Plant Quotes:

Waste Water Treatment Plant Supervisor, James Weaver discussed three quotes (attached) each bidder's quote included the aerator, soft starter, local disconnect, and necessary electrical and mechanical installation in their proposal. After some discussion Mr. Weaver stated that he recommended the Council approve the quote from Dwight Oliver Electric. Mayor Whitener

City of Blue Ridge

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asked Mr. Weaver to forward the three quotes to Carter & Sloope and allow them to confirm which quote is the better for the City before the Council approves a quote. Council Member Rhonda Thomas made a motion to table the topic until the Council Meeting scheduled for October 13, 2015. The motion was seconded by Council Member Angie Arp. The Council voted 3-0. Motion carried.

6) Cross Country Flag Day:

Mayor Whitener spoke briefly and provided an update. Council Member Rhonda Thomas made a motion to pass a resolution declaring April 29, 2015 as Cross Country Flag Day (attached). The motion was seconded by Council Member Harold Herndon. The Council voted 3-0. Motion carried.

7) Appalachian Pretrial Probation Program Contract:

Mayor Whitener provided a brief update and summary of the services offered by Appalachian Pretrial Probation Program (APPP). The Council discussed the topic until it was decided to not take action until the entire Council is available. Council Member Harold Herndon made a motion to table the topic. The motion was seconded by Council Member Angie Arp. The Council voted 3-0. Motion carried.

8) Carter & Sloope SRF Contract:

Mayor Whitener discussed the SRF contract with the Council and asked Utility Billing Supervisor Rebecca Harkins to give a brief presentation on the last SRF grant the City received. Council Member Rhonda Thomas made a motion to table the topic until the next meeting. The motion was seconded by Council Member Angie Arp. The Council voted 3-0. Motion carried.

9) Blue Ridge Municipal Planning Commission Recommendation:

Mayor Whitener read the recommendation of the Planning Commission regarding the annexation of Lake Blue Ridge Marina (attached). Council Member Rhonda Thomas made a motion to accept the recommendation of the Planning Commission and to annex the 1.87 acres of land and that it be zoned C-2 (General Commercial). The motion was seconded by Council Member Angie Arp. The Council voted 3-0. Motion carried.

10) Lake Blue Ridge Marina Annexation Ordinance (First Reading):

Mayor Whitener read the first paragraph of the Lake Blue Ridge Marina Annexation Ordinance. Council Member Rhonda Thomas made a motion to accept the first reading of the Lake Blue Ridge Marina Annexation Ordinance. The motion was seconded by Council Member Harold Herndon. The Council voted 3-0. Motion carried.

11) Lake Blue Ridge Marina Zoning Ordinance (First Reading):

Mayor Whitener read the first paragraph of the Lake Blue Ridge Marina Zoning Ordinance. Council Member Rhonda Thomas made a motion to accept the first reading of the Lake Blue

City of Blue Ridge

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Ridge Marina Zoning Ordinance. The motion was seconded by Council Member Angie Arp. The Council voted 3-0. Motion carried.

12) First Budget Hearing for the 2016 Budget for the City of Blue Ridge:

Mayor Whitener asked if there were any questions pertaining to the proposed budget before asking for a motion. Council Member Rhonda Thomas made a motion to approve the budget. The motion was seconded by Council Member Harold Herndon. Council Member Angie Arp stated that she hoped Council Members Rodney Kendall and Bruce Pack have looked at the budget. Mayor Whitener stated that they should have since everyone got it a couple of weeks ago. The Council voted 3-0. Motion carried.

13) Millage Rate Ordinance (First Reading):

Mayor Whitener read the first paragraph of the Millage Rate Ordinance. Council Member Rhonda Thomas made a motion to accept the first reading of the Millage Rate Ordinance. The motion was seconded by Council Member Angie Arp. The Council voted 3-0. Motion carried.

14) Solar Ordinance:

The Mayor, Council and City Clerk discussed the need for the City to adopt an ordinance that addressed the issues of solar panels. Council Member Rhonda Thomas made a motion to allow Roy Parsons to work with the City Attorney in moving forward with writing a solar ordinance for the City of Blue Ridge. The motion was seconded by Council Member Harold Herndon. The Council voted 3-0. Motion carried.

15) Snow Plow Quotes:

Shop Supervisor Tony Byrd was present to give his recommendation as to which type of snow plow the Council should purchase for the Street Department. Council Member Rhonda Thomas made a motion to approve the quote from O.G. Hughes & Sons, Inc. in the amount of \$3,550.00. The motion was seconded by Council Member Harold Herndon. The Council voted 3-0. Motion carried.

16) Waste Disposal Services at the Shop:

Shop Supervisor Tony Byrd was present to give his recommendation as to which company the Council should choose in regards to waste disposal (chemicals, cleaner, etc.) at the City shop. Council Member Rhonda Thomas made a motion to approve the quote from Tri-State Government Services, Inc. in the amount of \$7,986. The motion was seconded by Council Member Harold Herndon. The Council voted 3-0. Motion carried.

17) Propane Gas Quotes:

The Mayor and Council reviewed and discussed the quotes from Appalachian Propane and Ferrellgas. Council Member Rhonda Thomas stated that she would be abstaining from this vote. Council Member Angie Arp asked if the Council could still vote. Mayor Whitener stated yes we

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can and asked for a motion to approve. Council Member Angie Arp asked “so just two of us can vote”. Mayor Whitener stated well you do have a quorum, you have three people here, you have to have two votes though. Council Member Angie Arp made a motion to accept the quote from Appalachian Propane. The motion was seconded by Council Member Harold Herndon. The Council voted 2-0 with Council Member Rhonda Thomas abstaining. Motion failed from a lack of a quorum voting.

18) Monumental Equipment Inc. Quote:

A quote was presented to the Mayor and Council from Waste Water Treatment Plant Supervisor James Weaver for Monumental Equipment Inc. to service the pumps. This service is done annually and is in the budget every year. Council Member Rhonda Thomas made a motion to approve the service quote from Monumental Equipment Inc. in the amount of \$4,140. The motion was seconded by Council Member Angie Arp. The Council voted 3-0. Motion carried.

19) Mayor Reports:

Mayor Whitener stated that she didn't have anything other than Jim Sisson's property acquisition request. She stated that she guessed everyone had seen the email from the City Attorney that said that Mr. Setser's attorney has called him stating that Mr. Setser is not willing to sign anything in order for the City to sell Mr. Sisson the piece of property. Council Member Rhonda Thomas stated that it's a really good idea to look at this lease. Council Member Thomas continued to discuss the lease issue briefly. Council Member Angie Arp stated that the Council needed to get the advice of the City Attorney. Mayor Whitener stated that she suggested that the Council do that so that the City can tell Mr. Sisson whether or not he can buy the property and build his building. Mayor Whitener stated that according to the attorney the City was at an impasse. Both Council Member Angie Arp and Rhonda Thomas stated that they would speak with Mr. Syfan prior to the October 13, 2015 Council Meeting.

20) Nancy Caulder—Project on 50 & 209 West Main Street:

Relator, Nancy Caulder with Berkshire Hathaway was present to discuss a poll she conducted of the community and stated that the results showed that the majority of the community wanted property that had both residential and retail combined. Ms. Caulder introduced developer Brendan Walsh.

21) Brendan Walsh with Lehigh Development—Project on 50 & 209 West Main Street:

Developer, Brendan Walsh with Lehigh Development was present to discuss a proposed development on West Main Street. Mr. Walsh gave a brief biography of himself and the history of Lehigh Development. Mr. Walsh presented a slideshow presentation of past developments. He stated his recommendations for an amendment to the Zoning Ordinance in regards to loft dwellings. The five minute time limit ran out. Mayor Whitener stated that he was making a huge investment in this City and asked that the Council give him more time to speak. There were no objections from the Council. Mr. Walsh continued with his presentation. Mr. Walsh asked that

City of Blue Ridge

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the Council allow residential units on the third and fourth floors. He also stated that he really liked the existing ordinance in regards to the fire safety and parking regulations. Mr. Walsh discussed the concept of a live, work, play environment. Mr. Walsh thanked the Mayor and Council for their time and stated that he would be at the next meeting to discuss the proposed project in greater detail. Jim McKnight spoke from the audience. He reminded the Council of his similar request to amend the zoning ordinance and asked for an update. Mayor Whitener, Council Members Rhonda Thomas and Angie Arp commented. Mayor Whitener and Council Member Angie Arp discussed the proposed zoning ordinance amendment as well as the procedure to follow when amending the zoning ordinance. Council Member Arp stated that she would like for Roy Parsons to attend the next meeting.

22) Elma Ettman—“Friends of the Mineral Springs Walking Trail”:

Elma Ettman was unable to attend the meeting but submitted a letter for the Mayor and Council to review. Ms. Ettman along with others desire to create a 501(c) 3 organization called the “Friends of the Mineral Springs Walking Trail”. Council Member Rhonda Thomas suggested the City purchase a sign to place at Mineral Springs and Church Street to indicate that it is a walking trail. Mayor Whitener stated that she might could get in touch with Ms. Thompson and have her provide a few sign designs. The Council asked the City Clerk to request that Ms. Ettman or Kathy Thompson attend the next meeting to discuss the topic.

23) Bill Ryan—Storm Water & Property Nuisance:

Bill Ryan did not attend the meeting.

24) Ron Long (Blue Ridge Scenic Railway)—Depot, Sign, and Robert’s Way:

Ron Long discussed a list of items that need to be completed at the Depot that was given to the Mayor and Council at a previous meeting. Mayor Whitener stated that Street Supervisor, Mark Clemmons has the list but has not made anything happen. Mr. Long informed the Mayor and Council of some of his concerns with traffic on Robert’s Way and people parking on the tracks. Mr. Long also informed the Mayor and Council of people climbing on the fall display in front of the Depot. The time limit ran out at this time. Mr. Long discussed a sign proposal with the Council.

25) Patrick Crain—Mayor Qualifications:

Patrick Crain was present to discuss his concerns of the qualifications of the Mayor. He asked that the Council conduct an investigation to determine if the charter or state laws have been violated by Mayor Whitener. Mayor Whitener asked Mr. Crain what she has violated. After some discussion Mr. Crain stated that he would present the Council with a list of violations.

After public comment, Brian Pritchard spoke from the audience. He questioned a concern with the Council Meeting Rules of Procedure.

City of Blue Ridge

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26) Executive Session—Authorize negotiations to purchase, disposal of, or lease of property:

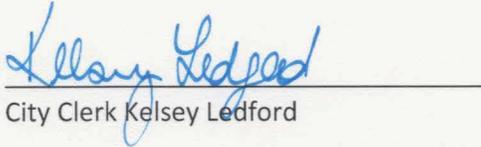
Council Member Angie Arp stated that she would like to discuss this topic with the entire Council. Therefore, the Council did not go into an executive session.

27) Adjournment:

Council Member Angie Arp made a motion to adjourn the meeting. The motion was seconded by Council Member Rhonda Thomas. The Council voted 3-0. Meeting adjourned at 11:42am.



Mayor Donna Whitener



City Clerk Kelsey Ledford



Approved



Blue Ridge City Council Rules of Meeting Procedure

In accordance with the Blue Ridge City Charter Section 3.14 the City Council shall adopt its rules of procedure and order of business consistent with the provisions of this charter and shall provide for the keeping of its proceedings which shall be public record. The City Charter further states in Section 7.13(b) that the word "shall" is mandatory, thus the City Council is mandated by the charter to adopt some form of council meeting rules or policy.

The purpose of having City Council Meeting Rules of Procedure is to ensure that the elected governing body of the City of Blue Ridge can effectively conduct official city business in a productive, formal and timely manner.

This City Council Rules of Meeting Procedure policy shall apply to all meetings held by the Blue Ridge Mayor and City Council, including but not limited to, regular scheduled meetings, special called meetings or public meetings. The following Rules of Meeting Procedure shall apply as follows:

City Council Meetings

For all City Council regular scheduled meetings, special called meetings or public meetings the following meeting procedure rules shall be followed:

The Agenda

Rules of Meeting Procedure for Agenda Items are listed as follows:

- a. Agenda items referenced within the following rules, include all items listed under Old Business and New Business. Public Comment rules and requirements will be listed under Public Comments.
- b. The Mayor and council shall make every attempt to have agenda items on the agenda within (7) calendar days of the meeting. However in the event something comes up that the Mayor or council deems necessary to add to the agenda within (7) calendar days of the meeting then they may do so.
- c. The agenda shall be posted (5) calendar days in advance of the meeting at the City Hall and in the event the agenda changes, the agenda will be revised and posted upon completion of the revision.
- d. Agenda items shall be listed in the following order:
 1. Call Meeting to Order
 2. Prayer and Pledge of Allegiance
 3. Council Meeting Rules of Procedures (to be presented at each meeting by City Clerk)
 4. Approval of Minutes from Previous Meeting (if minutes are completed and available)
 5. Old Business
 6. New Business
 7. Public Comments
 8. Executive Session (if needed)
 9. Adjournment
- e. All agenda items shall be introduced in order by the Mayor. All agenda items with no representative or individual listed, must be restricted to a maximum of five (5) minute discussion between the Mayor and council per agenda item. If the agenda item is only for discussion and no vote is required, it should be noted on the agenda "discussion only" and noted when the item is introduced. If deemed necessary, additional time for an agenda item shall be permitted by the majority vote of the council and with the additional time set by the Council.

For agenda items requiring a vote, once the agenda item has been introduced, a motion shall be called by a council member, if another council member does not state a second, the Mayor shall ask for a second. There shall be no discussion or comments permitted by the Mayor or council until a motion and a second have been made on the item introduced. If the motion does not receive a second on the first request by the Mayor, the motion will not be considered and no discussion will be permitted. If the motion receives a second, the restricted discussion time of five (5) minutes will be permitted. After discussion after the second, the Mayor or council can call for a vote on the motion. During the discussion period, a council member, at any time, may call for a vote on the motion by stating: "I call the question". All discussion shall stop and the motion shall come to a vote immediately, once a call for a vote has been made.

f. Mayor/Council/Administration agenda items. Any representative or individual directly involved in an agenda item wishing to address the City Council regarding said item on the agenda placed there by the City, shall be required to submit their name and the topic of their subject to the city clerk at least (5) calendar days prior to the meeting. All agenda items that have a representative to speak on behalf of a subject shall be restricted to a maximum of five (5) minutes to speak unless additional time is granted by motion passed by the Council. After the representative speaks the Mayor and council shall be allowed to have discussion for a maximum of five (5) minutes per agenda item. If the council needs more information from the representative, an additional two (2) minutes for the agenda item shall be permitted by the majority vote of the City Council. After discussion, a council member may call for a motion if deemed necessary and following the above stated procedures in section (e) for calling the question shall apply.

g. If the Mayor or a council member believes that the City Council Rules of Meeting Procedure have been violated, at the time of the violation, the Mayor or council member shall call for a "point of order". Once a point of order is called, the member calling the point of order must state the point of order. The decision to accept the point of order shall be by the majority vote of the council. If the majority vote of the council determines that there has been a violation of the rules raised by the point of order, a correction shall immediately be made. If the Mayor opposes the decision of the majority vote of the council and refuses to correct the point of order, the council by a majority vote, shall call for the Mayor Pro Tem to correct the rule violation and the Mayor Pro Tem shall correct the rule violation. The meeting shall not proceed until the rule violation has been corrected.

Public Comments

The Mayor and City Council encourages public participation and appreciates when residents bring issues of community concern to their attention. Public comments allow city residents and members of the public to publicly state their opinion or position on various matters pertaining to city business. The following meeting procedure rules listed must be followed for all public comments allowed at Blue Ridge City Council meetings including regular scheduled meetings, special called meetings or public meetings:

a. All members of the public requesting to address the City Council shall be required to submit their name and the topic of their comments to the city clerk at least five (5) calendar days prior to the meeting. Individuals will be permitted a maximum of five (5) minutes to make their comments; all comments shall be limited to their submitted topic. Such time allotment shall not be transferred to other individuals.

b. Public comments are only permitted at the end of the meeting just prior to adjournment, and only by individuals that are listed on the agenda.

c. Public comments shall not be for a question and answer period by the Mayor and council. The Mayor or City Council do not have to respond to comments or questions that are brought forth by individuals under the Public Comments section of the agenda.

Decorum in Council Meetings

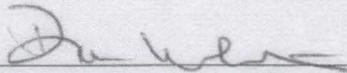
Members of the public shall comply with the following rules of decorum:

a. Once a meeting has been called to order there shall be no comments allowed from any member of the public including but not limited to inappropriate, offensive, impertinent or personal comments to the Mayor, council or between individuals. There shall be no clapping, cheering, opposition gestures or other disruptive actions allowed during the meeting.

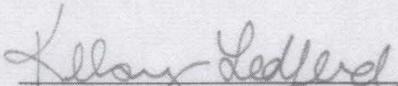
Enforcement of the City Council Rules of Meeting Procedure

If the Mayor or a council member believes that any member of the public has violated the City Council Rules of Meeting Procedures, the individual shall be subject to removal from the meeting by the direction of the majority vote of the City Council. If the majority vote of the council determines that a violation of the meeting rules has been made by an individual, upon request by the Mayor or council, the Chief of Police (or representative) shall remove the individual from the meeting.

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Mayor Donna Whitener

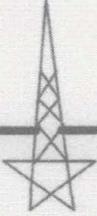


City Clerk Kelsey Ledford

October 6, 2015

Approved





R-W CONTRACTORS, INC.

2511 E. MAIN ST. CHATTANOOGA, TN 37404 VOICE 423/622-1180 FAX 423/622-1189

31Aug15

Blue Ridge Ga
James Weaver
Phone: 706-632-2303
Email: brsewer@etcmail.com

James,

Thanks for asking us to give a quote to install an Aqua Aerobic Mixer Aerator in the existing digester. We will use existing power supply that is feeding one of your compressors and run conduit out of building and to top of tank. We will supply all electrical parts including soft starter and enclosure with on and off switch and indicator lights and price will include new 75 HP aerator from Aqua Aerobics specified by Blue Ridge Sewer Department.

Labor and Material: \$12,500.00
Aerator: \$34,089.10
Total: \$46,589.10

Thanks,

R-W Contractors, Inc
James L Rhoden



September 28, 2015

Mr. James Weaver
480 West First Street
Blue Ridge, GA. 30513

RE: Quote for installation of an Aqua Jet Aerator

Dear James,

Our price to furnish and install a 75 HP Model SS Endura series Aqua-Jet Aerator is **\$83,553.00**

Our Scope is based on the following scope of work.

1. Provide and install (1) - 75 HP SS Endura Series Aqua Jet Aerator.
2. 3 ft. 304 stainless steel draft tube assembly with 316 stainless steel fasteners for 75 HP Aerators.
3. 48" wall bracket of 304 stainless steel for pivotal mooring arm.
4. Pivotal mooring system consisting of stainless steel pivotal mooring arm 26' long, complete with mooring hardware, including stainless steel cable, 316 stainless steel clips, Thimbles, and quick disconnects.
5. Supply and install (1)- 75 HP 480v 3 phase Soft/ Starter in Nema 4 enclosure with on/off selector switch & run light in door of starter panel.
6. Mount the soft starter on stand next to existing control panel & (1) - 100amp /3p/480v NF disconnect in 3r enclosure mounted at platform at digester tank.
7. Supply and install all rigid conduits & THNN copper conductors for a complete system.
8. Supply and install as required stands for mounting the soft starter & the 100 amp disconnect.
9. Supply and install new power distribution block as required in existing control panel for new conductors as required for new starter panel.
10. Electrical Permit if required.

Our price **Does Not Include:**

1. Any sludge removal from the sludge holding tank.
2. Any removal of existing aerator pumps and equipment.

If you have any questions please give me a call.

Thank you

A handwritten signature in cursive script that reads "Duane Gauntt".

Duane Gauntt
Project Manager

City of Blue Ridge Waster Water Plant

From: "Jeff Conley" <jacvrc1@gmail.com>
To: "James / Blue Ridge" <brsewer@etcmail.com>
Sent: Thursday, October 01, 2015 9:56 AM
Subject: Fwd: Aerator Quote

Jeff Conley
Dwight Oliver Electric
770-287-4815

Begin forwarded message:

From: Jeff Conley <jacvrc1@gmail.com>
Date: September 16, 2015 at 09:00:48 EDT
To: James / Blue Ridge <brsewer@etcmail.com>
Subject: Fwd: Aerator Quote

Jeff Conley
Dwight Oliver Electric
770-287-4815

Begin forwarded message:

From: Jeff Conley <jacvrc1@gmail.com>
Date: September 1, 2015 at 09:11:23 EDT
To: James / Blue Ridge <brsewer@etcmail.com>
Subject: Aerator Quote

James,
Dwight Oliver Electric is pleased to quote the following.

***** RE QUOTE *****

By Dwight Oliver Electric:

- Provide and install 1 ea. Aqua Jet (Aqua Aerobics) 75HP floating aerator.
- Additional 3 foot stainless steel draft tube assembly.

- 26 foot long stainless steel pivotal mooring arm along with 48 inch wall bracket.
 - "Severe Duty" rated soft starter to aid in reducing torque upon starting and stopping.
 - Service disconnect at the side of the tank.
 - All electrical to include the power cord, fused protection, conduit, wiring,

10/1/2015

etc. for the aerator.

- All labor necessary to complete the job to the satisfaction of the City of Blue Ridge.

Total Quote is \$65,831.00

If you have any questions, please call me on my mobile number listed below.

Thank you for the opportunity.

Jeff Conley
Dwight Oliver Electric
770-287-4815



Blue Ridge, Georgia Live. Work. Play.

Resolution No. 2015-10-6

**A resolution supporting Cross Country Flag Day and
proclaiming April 29, 2015 as Cross Country Flag Day
in the City of Blue Ridge.**

WHEREAS, the American flag is the national emblem of the United States of America; and

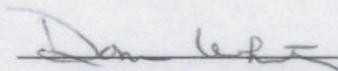
WHEREAS, hand-carrying the American flag on a staff is an honor to the flag and to the United States of America; and

WHEREAS, Pastor Walter "Chick" McGill hand-carried an American flag 233 walk-days from Kill Devil Hills, North Carolina (Atlantic Ocean) to Santa Monica Pier, California (Pacific Ocean) from April 23, 2014 to April 29, 2015; and

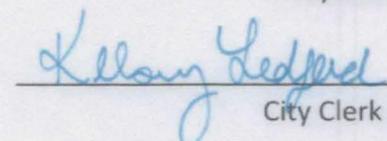
WHEREAS, Pastor Walter "Chick" McGill's cross-country walk is well-documented by media and the American flag that he carried on foot from sea to shining sea is the first documented case of an armed forces veteran accomplishing such an honor of the United States of America;

NOW, THEREFORE, the Mayor and Council of the City of Blue Ridge do hereby petition the curators of the National Museum of American History – SMITHSONIAN INSTITUTION, to accept the McGill "Cross Country Flag" submission and display said flag in an appropriate location within the Museum archives and proclaim April 29, 2015 as Cross Country Flag Day in the City of Blue Ridge, Georgia.

This, the sixth day of October, 2015.



Mayor Donna Whitener

ATTEST:


City Clerk Kelsey Ledford



City of Blue Ridge

480 West First Street

• Blue Ridge, Georgia 30513

• (706) 632 - 2091

TO: The Mayor and Council Members

September 17, 2015

The Blue Ridge Municipal Planning Commission held a public hearing on September 15, 2015. The purpose of the hearing was to hear the request of Lake Blue Ridge Marina, Inc. to designate 1.87 acres of land with a C-2 (General Commercial) classification.

The subject property is proposed for annexation into the corporate limits of the City of Blue Ridge. The Planning Commission recommends to the Mayor and Council members that if the property is annexed into the City, that it be classified for zoning purposes as C-2 (General Commercial).

Signed,



Roy Parsons, Secretary
Blue Ridge Municipal Planning Commission

MONUMENTAL EQUIPMENT INC.

Pump / Mixer Preventative Maintenance Agreement

SCOPE OF WORK

A scheduled preventative maintenance agreement that will consist of a complete, thorough and documented 21 point mechanical and electrical inspection of each pump or mixer listed as part of this agreement. Inspection will be performed as agreed to by Monumental Equipment and equipment owner.

TERMS

This agreement includes all labor for each of the 21 point inspections for each pump/mixer. Any additional repairs not stated on the 21 point check list required during the inspection will be performed only by prior approval of the customer. Warrantee repairs will be at no charge only when approved by the pump/mixer manufacturer. Standard parts and labor rates will apply if not covered by warrantee and will begin immediately. Additional parts needed to perform the preventative maintenance services by Monumental Equipment will be at an additional charge and are not part of this agreement. The Preventative Maintenance Agreement excludes any damages by others, storms, acts of God, etc.

Monumental Equipment Inc. assumes no liability for the loss of use, and/or consequential damage in operating the pumps/mixers or related equipment in performing the preventative maintenance outlined in this agreement. The owner shall have the following at the job site when the Monumental Equipment service technician arrives to perform services.

- | | | |
|---|---|---|
| ✓ Water Supply for washing pumps | Y | N |
| ✓ 120 Volt electric supply | Y | N |
| ✓ Mechanic to assist in the inspection and to receive training | Y | N |
| ✓ Electrician on site | Y | N |
| ✓ Supply lifting equipment when pump is inaccessible/overweight | Y | N |

All repairs performed by Monumental Equipment at their Repair Facility will be in strict accordance with the Manufacturer's Care & Maintenance Manual. Costs for complete overhauls or parts needed for maintenance are not included in this agreement.

Preventative Maintenance fee outlined in this agreement is valid for 1 year(s) at \$ 4,140.00. And will consist of a yearly inspection and complete preventative maintenance service performed on each pump or mixer listed in this agreement which is on the attached list of equipment to be inspected. This agreement may be terminated in writing with a 60 day notice by Monumental Equipment or the customer at any time during the agreement.

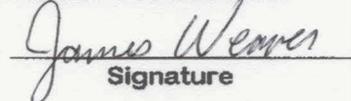
MONUMENTAL EQUIPMENT, INC.
420 Thunder Road, Buford, GA 30518
Office 678-765-7001 Fax 678-714-8684

CUSTOMER: CITY OF BLUE RIDGE GA

ME Rep. Mike Gibbs 470-218-3257
mike.gibbs@monumentalequipment.com

Contact: James Weaver
Phone: 706 633 9489


Signature Date 10-29-15


Signature Date 10-29-15

Pump Stations to be 21 point Inspected

Station #

- 1) (Flygt Pumps) 3300.181 models (2) pumps
- 2) (Flygt Pumps) 3102.180 models (2) pumps
- 3) (Flygt Pumps) 3127.181 models (2) pumps

Plant

- (Flygt Pumps) 3102.180 models (3) pumps
- (Flygt Pumps) 3152.181 models (3) pumps
- (Flygt Pumps) 3127.180 models (1) pump

Scope of work to be performed will be pull each pump out of service and do a complete 21 point inspection of each unit and data log its current condition. Monumental will provide a complete documentation of each pump and stations condition.

City of Blue Ridge

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City of Blue Ridge
Council Meeting Minutes
City Hall
480 West First Street
October 13, 2015 at 6:00 pm

Present: Mayor Donna Whitener
Council Members Angie Arp, Harold Herndon,
Rodney Kendall, Bruce Pack and Rhonda Thomas
City Clerk Kelsey Ledford

1) Call Meeting to Order:

Council Member Rodney Kendall made a motion to call the meeting to order. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

2) Prayer and Pledge of Allegiance:

Pastor Asa Dockery offered a word of prayer followed by the Pledge of Allegiance.

3) Council Meeting Rules of Procedures:

Mayor Whitener stated that the Council Meeting Rules of Procedures were available at the Council desk.

4) Approval of Minutes:

There were no minutes available to consider.

5) Lake Blue Ridge Marina Annexation Ordinance (Second Reading & Adoption):

The Council held the first reading of the Lake Blue Ridge Marina Annexation Ordinance at the Council Meeting on October 6, 2015. Mayor Whitener read the first paragraph of the ordinance. Council Member Rodney Kendall made a motion to accept the second reading and adopt the Lake Blue Ridge Marina Annexation Ordinance. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

6) Lake Blue Ridge Marina Zoning Ordinance (Second Reading & Adoption):

The Council held the first reading of the Lake Blue Ridge Marina Zoning Ordinance Map Amendment at the Council Meeting on October 6, 2015. Mayor Whitener read the first paragraph of the ordinance. Council Member Rodney Kendall made a motion to accept the second reading and adopt the Lake Blue Ridge Marina Zoning Ordinance Map Amendment. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried.

7) 2016 Millage Rate Ordinance (Second Reading & Adpotion):

The Council held the first reading of the 2016 Millage Rate Ordinance at the Council Meeting on October 6, 2015. Mayor Whitener read the first paragraph of the ordinance. Council Member

City of Blue Ridge

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Rodney Kendall made a motion to accept the second reading and adopt the Millage Rate Ordinance. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.

8) Waste Water Treatment Plant Quotes:

The Mayor and Council discussed three quotes that were submitted by Waste Water Treatment Plant Supervisor James Weaver at the October 6, 2015 Council Meeting as well as the recent recommendations from Matt Smith and Alex Wiseman with Carter & Sloope. Council Member Rodney Kendall made a motion to accept the quote from Lanier Contracting Company in the amount of \$83,553.00 as recommended by Mr. Smith and Mr. Wiseman. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried. After additional discussion, Council Member Rodney Kendall made a motion to allow Carter & Sloope to provide Design/EPD Permitting, Bidding, and Construction Administration in regards to this Waste Water Treatment Plant project in the amount of \$16,000.00. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

9) Propane Gas Quotes:

Two quotes for propane gas to be used by the City were submitted to the City Clerk by Ferrellgas and Appalachian Propane. Council Member Angie Arp stated that the vote at the October 6, 2015 Council Meeting did not have an affirmative vote of three council members therefore the Council would need to vote again on this issue. Council Member Angie Arp made a motion to accept the quote from Appalachian Propane in the amount of \$0.98 per gallon. The motion was seconded by Council Member Rodney Kendall. The Council voted 4-0 with Council Member Rhonda Thomas abstaining. Motion carried.

10) Depot Issues to Address:

Council Member Angie Arp discussed concerns with the Depot building not being in compliance with the ADA laws. Council Member Angie Arp made a motion to allow Blue Ridge Scenic Railroad to complete the work of adding an ADA compliant ramp to the Depot entrances and to invoice the City for the costs. The motion was seconded by Council Member Rodney Kendall. The Council voted 5-0. Motion carried.

11) Appalachian Pretrial Probation Program Contract:

Mayor Whitener gave a brief update of the topic. Council Member Rodney Kendall made a motion to remain with Sentinel Probation. The motion was seconded by Council Member Angie Arp. The Council voted 4-1 with Council Member Rhonda Thomas voting opposed. Motion carried.

12) East Main Street & Parking:

Council Member Angie Arp made a motion to allow Roy Parsons to prepare some bid specifications in order to allow the City to proceed with the East Main Street renovation project. Arp also moved to allow the City Attorney to prepare a contract between the City of Blue Ridge and Bo Chance to

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allow the City to use his property across from the City Hall for public parking and to take the necessary steps in maintaining it as a public parking area. There was a brief discussion between the Mayor and Council before Council Member Rhonda Thomas suggested that Council Member Arp break the motion into two parts. Council Member Arp stated that she could do that, then the Mayor, Council and Mr. Parsons continued to discuss the agenda item. Mr. Parsons indicated that he would need a design or plan in order to begin the bidding process. Council Member Angie Arp stated to strike that part of the motion pertaining to East Main Street. Council Member Angie Arp then made a motion to allow the City Attorney to prepare a contract between City, Bo Chance and Cynthia Lecornu allowing the City to use their property across from City Hall or public parking including taking the necessary steps in maintaining it as a public parking area. The motion was seconded by Council Member Rodney Kendall. The Council voted 5-0. Motion carried.

13) Carter & Sloope SRF Contract:

The Mayor and Council briefly discussed the agenda item before a motion was made by Council Member Rodney Kendall to not enter into the SRF contract with Carter & Sloope. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried.

14) Zoning Ordinance Amendment:

Council Member Angie Arp stated that some statements have been made about the Council holding up a project in the downtown area. She stated for the record that in fact is not true. She continued to state the first time that the matter was brought to the Council, regarding a change for a loft dwelling development was in July of 2015 and again when Rick Larosa represented a land owner downtown. Again in August of 2015. She stated both times this was brought before the Council it was mentioned that there are some issues that we need to take a look at, primarily parking. She continued to state that a special called meeting was held at the end of August where she had come up with some changes for the Council to look at and it was noted that anyone wanted to add anything could get with Roy Parsons. She continued to state that she has been working with Mr. Parsons and that the Council is in favor of loft dwellings but that they needed to work through a few things. The Mayor, Council and Mr. Parsons discussed the procedure in which the City must do in order to amend the Zoning Ordinance. The five minute time limit ran out. Council Member Rodney Kendall made a motion to allow Mr. Parsons ample time to present his recommendations. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried. Roy Parsons then gave his recommendations as to the Zoning Ordinance Amendment to allow loft dwellings. His recommendation is attached. There was discussion among Mr. Parsons, Mayor and Council, local business owner Bill Ryan and developer Brendan Walsh. Council Member Rodney Kendall made a motion to move forward with Mr. Parson's recommendations. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

15) Charter Violation Investigation:

Council Member Angie Arp stated that based on documentation supporting violations of the City Charter and state law the Council is obligated by the Charter to take action including but not limited

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to an investigation. She continued stating in order to be fair to all parties concerned and to ensure the Charter is upheld it would be appropriate to hire a third party that specializes in municipal and governmental law to conduct an official investigation of City Charter and state law violations. Council Member Angie Arp then made a motion to hire Jarrard & Davis, LLP to conduct an investigation of any City Charter or state law violations that may have been made by the Mayor. Mayor Whitener questioned Arp about the law firm being a third party and asked how Arp chose this firm. Council Member Arp stated that the City Attorney recommended the Firm and that the Fannin County Board of Commissioners have used them on similar issues. Mayor Whitener and Council Member Angie Arp discussed the agenda item briefly before Council Member Arp amended the motion. Council Member Angie Arp made a motion to hire Jarrard & Davis, LLP to conduct an investigation of any City Charter or state law violations that may have been made by the Mayor or Council. The motion was seconded by Council Member Rodney Kendall. The Council voted 3-2 with Council Members Harold Herndon and Rhonda Thomas opposed. Motion carried.

16) Second Budget Hearing for the 2016 Budget:

Mayor Whitener accidentally read the 2016 Budget Resolution at this time. Mayor Whitener asked for a motion. Council Member Rodney Kendall made a motion to adopt the 2016 Budget Resolution. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried. Mayor Whitener then asked if the agenda topic was on the agenda twice. City Clerk Kelsey Ledford stated that Mayor Whitener had skipped the Second Budget Hearing on the agenda. Mayor Whitener asked for a second on the motion. Council Member Rodney Kendall stated that he thought the Mayor and Council were out of order with the agenda. Mayor Whitener stated well we have a motion can we not go ahead and do that one. There was brief discussion among the Mayor and Council then Mayor Whitener asked if they were on item 16 or 17. Council Member Kendall and City Clerk Kelsey Ledford stated that we are on item 16. Mayor Whitener then asked if she had a motion for the 2016 Budget Resolution. Council Member Rhonda Thomas made a motion to accept the 2016 Budget Resolution. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried. Council Member Rodney Kendall stated that they were still out of order. Mayor Whitener then asked for a motion for the Second Budget Hearing for the 2016 Budget. Council Member Rodney Kendall made a motion to accept the second budget hearing. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

17) 2016 Budget Resolution:

This item was covered under item number 16.

18) Blue Ridge Scenic Railroad Lease and Drive in Lease/City Property Sale on Summit Street:

Mayor Whitener stated that she had added the sale of City property to the agenda because the Council needs to decide whether or not to sell a portion of the property located on Summit Street to Jim Sisson. Council Member Rhonda Thomas stated that she has talked to the City Attorney and is waiting on information regarding the Drive-In Lease. Council Member Angie Arp explained that Mr. Syfan had already provided a response to the validity of the lease prior to the meeting. The

City of Blue Ridge

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Mayor and Council then went on to discuss the validity of the lease. Council Member Rhonda Thomas questioned Mr. Syfan's response of the validity while referencing emails from the prior administration. She suggested that the Council get another opinion from another attorney since Mr. Syfan is contradicting himself. Council Member Rhonda Thomas stated that she would be glad to forward the past emails on to the Council. The Council discussed the issue briefly before Council Member Rhonda Thomas stated that she will present a timeline of events in reference to the Drive-In lease at the next Council Meeting. She stated that the City needs to look into the lease. Time ran out and Mayor Whitener asked "do we tell Mr. Sisson that we can't sell the property now". The Council then moved on to the second part of the agenda item. Council Member Rodney Kendall made a motion to extend the time limit. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried. Council Member Angie Arp began discussing the Blue Ridge Scenic Railroad lease with the Council. She explained that it was a matter of deciding whether or not to approve a new lease with them. She stated that she has been in contact with train representatives and that she has discussed parking concerns with them as well as the tour busses being on Robert's Way. She also addressed the dumpster at the Depot. Council Member Angie Arp made a motion to allow the City Attorney to write a new lease for the Blue Ridge Scenic Railroad. The motion was seconded by Council Member Rodney Kendall. The Council vote 5-0. Motion carried.

19) Two vendor quotes for the purchase of tires:

Shop Supervisor Tony Byrd submitted two quotes to the Council for the purchase of tires for city vehicles. The quotes were from Sutton Tire in the amount of \$6,677.41 and Nicholson Tire in the amount of \$11,118.00. The Council reviewed the quotes. Council Member Rodney Kendall made a motion to accept the quote from Sutton Tire. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.

20) Mayor Motorcade Resolution:

Mayor Whitener discussed the resolution and asked the Council to pass the resolution declaring December 1, 2015 as Mrs. Betty Vandiver Day. Council Member Rodney Kendall made a motion to pass a resolution for the Mayors Motorcade declaring December 1, 2015 as Betty Vandiver Day. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.

21) Mayor Reports:

Mayor Whitener stated that she would have collection boxes set out for the Mayors' Motorcade. She also discussed the possibility of the City using Gov Deals to sell surplus material. She explained that a decision did not have to be made now but that Tony will need a decision within the next couple of months.

22) Mayor Reports Policy:

Council Member Angie Arp stated that at the last meeting Mayor Reports was on the agenda and that the Mayor did not have anything to report. Council Member Arp stated that she wanted to remind the Mayor that the Council needs reports and that they have not received any in a good

City of Blue Ridge

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while. She continued to state that she believed that the policy stated that anytime the Mayor had a meeting with anyone that pertains to City business that she follow up with a report to the Council. Council Member Arp stated that this would have been helpful with all of the grant stuff to keep the new members of the Council in the loop. She stated that it would have been helpful with these contracts that are put on hold right now because it's kind of confusing. Mayor Whitener stated "well you get those by email, I can't make sure you read your emails". Council Member Arp responded "no, actually I haven't gotten any of those by email". Mayor Whitener stated "you should be getting all of them by email". Council Member Arp asked if any of the other Council Members had received the emails. Council Member Rodney Kendall asked "are we talking about reports or are we talking". Mayor Whitener stated "anything to do with the contracts you get by email". Council Member Arp stated "I'm not talking about contracts". Mayor Whitener asked "so you want to know who all I have talked to". Council Member Arp stated "no". Mayor Whitener stated "well you have wanted to know that". Council Member Arp stated "actually if you just wanted to go by the policy that might help". Mayor Whitener stated "well that is a policy, that's not an ordinance". Council Member Arp stated "it's a policy though, adopted by the". Mayor Whitener stated "find in the charter where it says I have to go by your policy". Council Member Arp stated "I'll do that". Mayor Whitener stated "yeah, there's a difference, but if you'll put it in ordinance form we'll look at it. But I do send Mayor Reports, you have gotten them and I've noticed that nobody was opening them other than Rhonda and Bill Sowers would open his". Council Member Ronda Thomas stated "and I'm sure if you wanted to know anything you can always call Donna, she always answers the phone". Mayor Whitener stated "and I think that every engineer and every grant writer and everybody we've talked to has come to the meetings and even talked to you about it and you still have mentioned that you don't understand the grants". Council Member Arp stated "I actually do understand them now but the issue here is we've got a policy so I will verify whether or not you have to follow policy or not". Mayor Whitener stated "do you got a charter". Council Member Arp stated "it's in the charter too". Mayor Whitener asked "where". Council Member Arp stated "I'll get that to you too". Mayor Whitener stated "that would be great, I've had a couple of attorneys look at it and they have not found it where". Council Member Arp stated "well, it's there". Mayor Whitener stated "okay, Mr. Martinez, is he here".

23) Cesar Martinez—The Blue Ridge Business Association:

Cesar Martinez was not present, Cindy Trimble spoke on his behalf. Ms. Trimble gave an update of the business association regarding shoplifting, fraud, Light Up Blue Ridge, and East Main Street emergency measures. Council Member Rodney Kendall spoke about the chain and polls in front of the 500 building needing to be addressed. The Council discussed having Johnny Scarse the Chief of Police enforce the sidewalk ordinance.

24) Brendan Walsh with Lehigh Development—Project on 50 & 209 West Main Street:

Developer Brendan Walsh was present to answer any questions that the Council may have concerning his proposed development on West Main Street. Mr. Walsh presented a couple of

City of Blue Ridge

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visuals to the Council to demonstrate what the development would look like. Mr. Walsh also proposed closing Messer Street and making it a pocket park. Council Member Angie Arp discussed parking with Mr. Walsh.

25) Patrick Crain—Charter:

Patrick Crain was present but did not wish to speak. Mayor Whitener stated that she had a question for him. She stated that he represents the Concerned Citizens group and asked if it was just him or if there were other folks that he represents. Mayor Whitener asked for Mr. Crain to provide her a list of all the people in the Concerned Citizens group. Mayor Whitener continued to question Mr. Crain.

26) Bill Ryan—Storm Drainage & Property Nuisance:

Bill Ryan discussed the storm drainage issues with the Mayor and Council. Council Member Rodney Kendall discussed sediment in one of the storm drains. Mr. Ryan also stated that he wanted to register a property nuisance complaint about an adjacent neighbor at the corner of West First Street and Messer Street.

27) Kathy Thompson—“Friends of the Mineral Springs Walking Trail”:

Kathy Thompson discussed the interest of forming a “Friends of the Mineral Springs Walking Trail” committee in order to raise money/collect donations to improve the Mineral Springs Walking Trail in order to form it into the historic vision that many hold for the trail.

28) Executive Session (if needed):

An executive session was not needed at this meeting.

29) Adjournment:

Council Member Rodney Kendall made a motion to adjourn the meeting. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Meeting adjourned.

Donna Whitener
Mayor Donna Whitener

Kelsey Ledford
City Clerk Kelsey Ledford

November 3, 2015
Approved



FIRST READING 10-6-15

PUBLISHED 10-13-15

PASSED 10-13-15

AN ORDINANCE NO. 2015-10-13(1)

AN ORDINANCE TO ANNEX AND BRING WITHIN THE CORPORATE LIMITS OF THE CITY OF BLUE RIDGE, GEORGIA, ALL THAT TRACT(S) OR PARCEL(S) OF LAND OWNED BY LAKE BLUE RIDGE MARINA, INC., AND BEING 1.87 ACRES, MORE OR LESS, AND LYING AND BEING IN LAND LOT 274 OF THE 8TH LAND DISTRICT, 2ND SECTION, OF FANNIN COUNTY, GEORGIA, AND BEING INDICATED UPON A PLAT OF SURVEY BY LANE S. BISHOP AND ASSOCIATES, DATED FEBRUARY 2, 2006, ENTITLED "SURVEY FOR EVELYN I. WINDHAM", AND ATTACHED TO THE ANNEXATION ORDINANCE AND INCORPORATED HEREIN BY REFERENCE THERETO, AND MADE A PART OF THIS DESCRIPTION FOR THIS ANNEXATION ORDINANCE; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, Lake Blue Ridge Marina, Inc. is the owner of that tract(s) or parcel(s) of land (hereinafter referred to as "the applicant") lying and being in Land Lot 274 of the 8th Land District, 2nd Section, of Fannin County, Georgia, and comprising 1.87 acres, and being indicated upon a February 2, 2006 survey by Lane S. Bishop and Associates, which said plat is attached hereto, and incorporated by reference thereto and made a part of this description as further described by that quit-claim deed appearing at Deed Book 182, pages 75-76 of the Fannin County Deed Records, and which is also incorporated by reference thereto;

WHEREAS, said tract or parcel of land is within the unincorporated area of Fannin County, Georgia, and is contiguous to the existing corporate limits of the City of Blue Ridge, Georgia at this time;

WHEREAS, the applicants have submitted to the City Council of Blue Ridge, Georgia, a written and signed application showing that they are the owners of all of the land to be annexed and said application also providing a complete description of the lands to be annexed;

BE IT ORDAINED by the City Council of Blue Ridge, Georgia and it is hereby ordained by the authority of the City Charter, as amended, Art. IX, § II, ¶ III of the Georgia Constitution of 1983, as amended, and O.C.G.A. § 36-36-21, as amended:

Section 1. RECITALS.

All the foregoing recitals of this ordinance are incorporated herein by reference thereto and made a part of this annexation ordinance.

Section 2. ANNEXATION.

The City Council of Blue Ridge, Georgia, being the governing authority of the City of Blue Ridge, Georgia does hereby annex and include within the corporate limits of the City of Blue Ridge, Georgia, all that tract or parcel of land lying and being in Land Lot 274 of the 8th Land District, 2nd Section, of Fannin County, Georgia, and being 1.87 acres, and indicated upon a February 2, 2006 survey by Lane S. Bishop and Associates, which is attached hereto and incorporated hereby by reference thereto and made a part of this description and as further described by that quit-claim deed appearing at Deed Book 182, pages 75-76 of the Fannin County Deed Records, and which also is incorporated herein by reference thereto, of the property which is annexed into the corporate limits of the City of Blue Ridge, Georgia, by this ordinance. The indication of said tract or parcel of land upon the plat is attached hereto, and by reference hereof, is made a part of this ordinance annexing all of this tract or parcel of land, as well as the above

referenced legal description.

Section 3. CERTIFICATION BY THE CLERK OR ATTORNEY.

Further, the City Council hereby authorizes and directs the City Clerk or City Attorney of Blue Ridge, Georgia, to certify this ordinance and its attachments, and have a certified copy of this ordinance and its attachments filed with the annexation report to the Department of Community Affairs of the State of Georgia and also with the applicable Board of Commissioners. The annexation report shall include:

(1) The legal authority under which the annexation was accomplished, which shall be the ordinance number for any annexation effected pursuant to O.C.G.A. § 36-36-21;

(2) The name of the county in which the property being annexed is located; the total acreage annexed; the enactment date and effective date of the annexation ordinance;

(3) A letter on behalf of the City Council stating our intent to add the annexed area to maps provided by the United States Bureau of the Census during their next regularly scheduled boundary and annexation survey of the municipality and stating that the survey and map will be completed as instructed and returned to the United States Bureau of the Census;

(4) A list identifying roadways, bridges, and rights of way on state routes that are annexed and, if necessary, the total mileage annexed;

Section 4. EFFECTIVE DATE.

This Ordinance is effective upon passage, and the annexation is effective for ad valorem tax purposes on December 31 of the year during which this annexation occurred and for all other

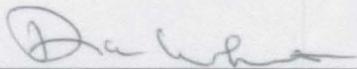
purposes shall be effective on the first day of the month following the month during which the requirements of O.C.G.A. § 36-36-21 have been met.

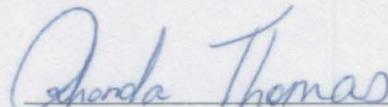
Section 5. REPEAL.

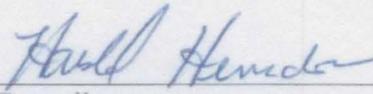
All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

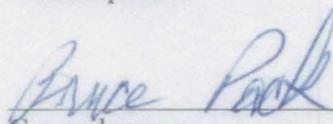
SO ORDAINED this 13 day of October, 2015.

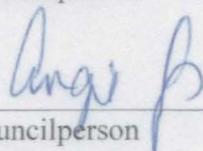
BLUE RIDGE CITY COUNCIL

By: 
Mayor


Councilperson

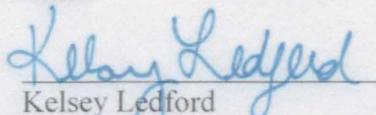

Councilperson


Councilperson


Councilperson

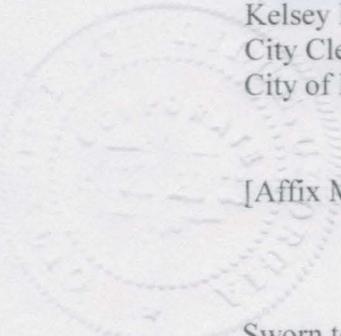
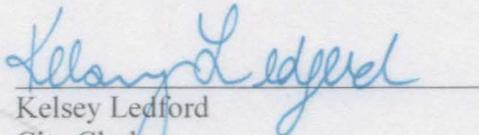

Councilperson



Attest:

Kelsey Ledford
City Clerk

CLERK'S CERTIFICATION

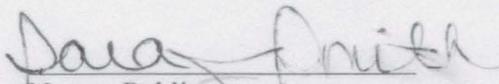
I, KELSEY LEDFORD, City Clerk of the City of Blue Ridge, Georgia, and pursuant to the direction and authorization of the City Council of the City of Blue Ridge, Georgia, hereby certifies that this copy of this annexation ordinance and all attachments to said ordinance, including the survey of the property annexed, is true, correct and accurate. I make this certification in order to conform to the requirements of O.C.G.A. § 36-36-21, and I will see to the proper filing of this certified copy and its attachments with the Department of Community Affairs of the State of Georgia and the applicable Board of Commissioners.



Kelsey Ledford
City Clerk
City of Blue Ridge, Georgia

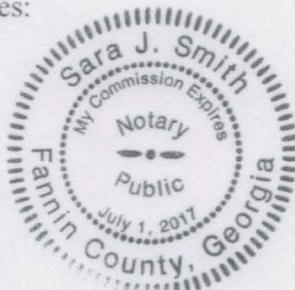
[Affix Municipal Seal]

Sworn to and subscribed

before me this 15 day
of October, 2015.


Notary Public
My Commission Expires:

[Affix Notary Seal]



FIRST READING 10-6-15

PUBLISHED 10-13-15

PASSED 10-13-15

AN ORDINANCE NO. 2015-10-13 (2)

AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF BLUE RIDGE, GEORGIA, BY ESTABLISHING THE ZONING ON ONE TRACT(S) OR PARCEL(S) OF LAND TO BE ANNEXED INTO THE CITY OF BLUE RIDGE, AND OWNED BY LAKE BLUE RIDGE MARINA, INC. AND BEING APPROXIMATELY 1.87 ACRES, MORE OR LESS, AND LYING AND BEING IN LAND LOT 274 OF THE 8TH LAND DISTRICT, 2ND SECTION, OF FANNIN COUNTY, GEORGIA AND BEING INDICATED UPON A FEBRUARY 2, 2006 PLAT, ENTITLED, "SURVEY FOR EVELYN I. WINDHAM", AND PREPARED BY LANE S. BISHOP AND ASSOCIATES, WHICH IS ATTACHED HERETO AND, WHICH IS INCORPORATED BY REFERENCE INTO THIS ORDINANCE, AT THE TIME OF ANNEXATION AS GENERAL COMMERCIAL (C-2), WITHOUT CONDITIONS; REPEALING CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

BE IT ORDAINED by the City Council of Blue Ridge, Georgia as follows:

Section 1. ZONING IMPOSED WITHOUT CONDITIONS.

That from and after the passage of this ordinance the following described lands to be annexed into the City of Blue Ridge shall be zoned and so designated on the zoning map of the City of Blue Ridge as General Commercial (C-2) and being approximately 1.87 acres, with the following conditions:

Conditions:

- (1) None.

Legal Description:

All that tract or parcel of land being approximately 1.87 acres, and lying and being in Land Lot 274 of the 8th Land District, 2nd Section, of Fannin County, Georgia and being indicated upon a February 2, 2006 plat, entitled, "Survey for Evelyn I. Windham", and prepared by Lane S. Bishop and Associates and which is attached hereto, and incorporated by reference hereof, into this legal description, and also being described by quit-claim deed recorded at Deed Book 182, pages 75-76 of the Fannin County Deed Records, and which is also incorporated by reference herein.

Section 2. REPEAL OF CONFLICTING ORDINANCES.

All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

Section 3. SEVERABILITY OF PARAGRAPHS.

If any portion of this ordinance shall be invalid or unconstitutional, such invalidity or unconstitutionality shall not effect or impair the remaining portions unless it clearly appears that other parts are wholly and necessarily dependent upon the part held to be invalid or unconstitutional.

Section 4. AMENDMENT TO THE ZONING MAP.

This ordinance is enacted as an amendment to the zoning map of the City of Blue Ridge.

Section 5. EFFECTIVE DATE.

The effective date of the zoning classification imposed by this ordinance shall be on the later of:

(A) The date the zoning classification is approved by the City of Blue Ridge, by and

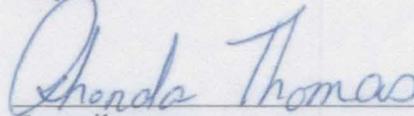
through its City Council; or

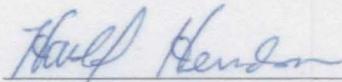
(B) The date that the annexation of the subject property becomes effective pursuant to Georgia law.

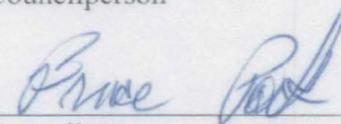
SO ORDAINED this 13 day of October, 2015.

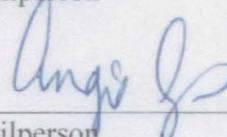
BLUE RIDGE CITY COUNCIL

By: 
Mayor


Councilperson

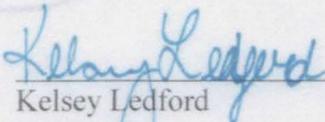

Councilperson


Councilperson


Councilperson


Councilperson

Attest:


Kelsey Ledford
City Clerk

FIRST READING 10-6-15

PUBLISHED 10-13-15

PASSED 10-13-15

AN ORDINANCE NO. 2015-10-13 (3)

AN ORDINANCE TO FIX THE AD VALOREM TAX RATE FOR THE CITY OF BLUE RIDGE, GEORGIA FOR THE CALENDAR YEAR OF 2015 AND THE FISCAL YEAR FOR SAID CITY OF 2015; TO LEVY SAID TAX UPON ALL PROPERTY SUBJECT TO TAXATION BY THE CITY OF BLUE RIDGE, GEORGIA; TO PROVIDE FOR THE TIME OF PAYMENT OF SAID TAXES; TO PROVIDE FOR INTEREST AND PENALTIES FOR THE FAILURE TO PAY TAXES; TO PROVIDE FOR AN ADMINISTRATIVE PROCEDURE FOR THE COLLECTION OF DELINQUENT AD VALOREM TAXES; TO PROVIDE AN ADMINISTRATIVE PROCEDURE FOR THE COLLECTION OF DELINQUENT AD VALOREM TAXES FOR YEARS PRIOR TO 2015; TO REPEAL CONFLICTING ORDINANCES TO THE EXTENT OF THE CONFLICT; AND FOR OTHER PURPOSES.

BE IT ORDAINED by the City Council of Blue Ridge, Georgia, pursuant to Section 6.11 of the Charter for the City of Blue Ridge, Georgia, and it is hereby ordained by authority of same:

SECTION 1. NET MILLAGE RATE.

The ad valorem tax rate for the City of Blue Ridge, Georgia, for the calendar year 2015 and for the 2015 fiscal year for the City of Blue Ridge, based upon an estimated total valuation [at the forty (40%) percent digest value] by the tax assessors of Fannin County of property subject to ad valorem taxation by the City of Blue Ridge is hereby set at a net millage rate of 5.772 mills.

SECTION 2. NET MILLAGE RATE FOR THE PURPOSE OF RAISING REVENUES TO PROVIDE GOVERNMENTAL SERVICES.

Upon adding the total receipts of the local option sales tax for the 2014 calendar year, and

dividing the net property value into it, the City Council determined the roll back rate for the City, and set a net millage rate of 5.772 mills for the Blue Ridge taxable property, to be levied on each \$1,000.00 of taxable property (at its forty (40%) percent digest value) within the corporate limits for the following purposes:

- (a) For the purpose of raising revenues to defray the cost of operating the City government;
- (b) For the purpose of raising revenues to defray the cost of governmental services.
- (c) For the repayment of principal and interest on general obligations, if any; and
- (d) For any other public purpose as determined by the City Council in its discretion.

SECTION 3. 2015 AD VALOREM TAX LEVY.

There is hereby levied upon all property subject to ad valorem taxation by the City of Blue Ridge, Georgia, a net ad valorem tax for the year 2015 of 5.772 mills on each \$1,000.00 of value of taxable property (at its forty (40%) percent digest value).

SECTION 4. DUE DATE OF TAX.

The said tax imposed is due and payable upon receipt of a tax notice mailed to each owner of the property subject to taxation. In any event, all taxes due under this Ordinance shall be paid no later than the sixtieth day after the postmark on said tax bills, without penalty.

SECTION 5. INTEREST AND PENALTIES ASSESSED.

Unless not allowed by general statutory law, all delinquent and past due taxes shall bear a penalty of 10% of the amount of tax due and not paid on or before the time prescribed by this Ordinance. Further, all past due and delinquent taxes shall bear interest at a rate of 1.5% per month, or \$1.00 per month, whichever is greater, and shall begin being assessed on the sixty-first day after the post mark on said tax bills.

SECTION 6. NOTICE, ISSUANCE OF F.I.F.A., AND LEVY AND SALE TO COLLECT PAST DUE AND DELINQUENT AD VALOREM

TAXES.

A past due and delinquent tax notice shall be mailed by the Mayor, City Manager or other duly authorized agent of the City of Blue Ridge, Georgia to all owners of property subject to taxation who have not paid the tax due on or before the sixty-first day after the postmark on said tax bills. The past due and delinquent tax notice shall be sent by certified or registered mail. Upon failure to pay the tax due within thirty days of the return receipt of the past due and delinquent tax notice sent by certified or registered mail, the Mayor, the City Manager, or other proper duly authorized agent for the City of Blue Ridge, Georgia, shall cause a writ of fieri facias to be issued and recorded on the appropriate tax digest of the City of Blue Ridge, Georgia or on the general execution docket of Fannin County. All property of a taxpayer subject to said writ shall be subject to levy and sale in accordance with the provisions for sheriff's sales to secure payment of the past due and the delinquent ad valorem taxes, or through any other foreclosure procedure allowed under Georgia law including, but not limited to the procedure set out by O.C.G.A. § 48-4-75 et seq. The City of Blue Ridge, Georgia, shall also be entitled to assess the expenses of any tax foreclosure sale, including attorney's fees, which the City of Blue Ridge, Georgia, incurred due to the failure of the owner (taxpayer) to pay the ad valorem taxes owed.

SECTION 7. PROCEDURE FOR COLLECTION OF PAST DUE AND DELINQUENT AD VALOREM TAXES FOR THE YEARS PRIOR TO CALENDAR YEAR 2015.

For all past due and delinquent ad valorem taxes for the years prior to the calendar year 2015 which are due and owing to the City of Blue Ridge, Georgia by delinquent taxpayers, the City of Blue Ridge, Georgia, through a duly authorized agent, which may be, but does not have to be, the Mayor, the City Manager, or other authorized agent, shall send a past due and delinquent tax notice by mail to all owners of property subject to taxation for the calendar years prior to 2015

who have not paid the tax due for said prior calendar years. This past due and delinquent tax notice shall be sent to said delinquent taxpayers by certified or registered mail, return receipt requested. Upon failure to pay the tax due by the delinquent taxpayers within thirty days of the return receipt of the past due and delinquent tax notice, the Mayor, the City Manager, or other duly authorized agent of the City of Blue Ridge, Georgia acting by and through the proper taxing authority, shall cause a writ of fieri facias to be issued and recorded on the appropriate tax digest of the City of Blue Ridge, Georgia or upon the general execution docket of Fannin County. All property of the delinquent taxpayer subject to said writ shall be subject to levy and sale in accordance with the provisions for sheriff's sales to secure payment of the past due and delinquent ad valorem taxes, or shall be subject to any other collection procedure allowed by Georgia law, including but not limited to O.C.G.A. § 48-4-75 et seq. The delinquent and past due ad valorem taxes for the prior calendar years shall bear a 10% penalty, in similar fashion to Section 5, and shall bear interest in a similar fashion as to Section 5 of this Ordinance beginning upon the thirtieth day after the return receipt of the certified delinquent and past due tax notice. The City of Blue Ridge, Georgia, shall also be entitled to assess the expenses of any tax foreclosure sale, including attorney's fees, which the City of Blue Ridge, Georgia, incurred due to the failure of the owner (taxpayer) to pay the ad valorem taxes owed.

**SECTION 8. REPEAL OF CONFLICTING ORDINANCES TO THE
EXTENT OF THE CONFLICT.**

Any part of any prior ordinances, in conflict with the terms of this Ordinance, are hereby repealed to the extent of the conflict; but it is hereby provided, that any ordinance or law which may be applicable hereto and aid in carrying out and making effective the intent, purpose and provisions hereof, is hereby adopted as a part hereof and shall be legally construed to be in favor of upholding this Ordinance on behalf of the City of Blue Ridge, Georgia.

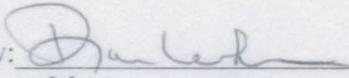
SECTION 9. SEVERABILITY.

If any paragraph, subparagraph, sentence, clause, phrase, or any portion of this Ordinance shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to effect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared to be the intent of the City Council of the City of Blue Ridge to provide for separate and divisible parts, and it does hereby adopt any and all parts hereof as may not be held invalid for any reason.

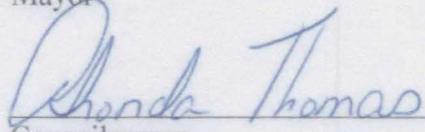
This 13 day of October, 2015.

BLUE RIDGE CITY COUNCIL

By:



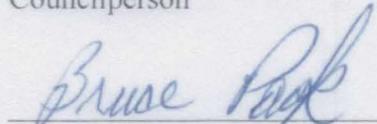
Mayor



Councilperson



Councilperson



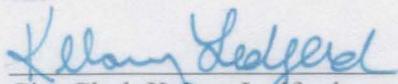
Councilperson



Councilperson



Attest:


City Clerk Kelsey Ledford


Councilperson

2881-146/W155639

PASSED: 10-13-15

A RESOLUTION NO. 2015-10-13(4)

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BLUE RIDGE, GEORGIA TO ADOPT A BUDGET FOR ALL FUNDS OF THE CITY FOR THE CALENDAR YEAR 2016; TO ADOPT THE BUDGET ATTACHED TO THIS RESOLUTION AND INCORPORATED BY REFERENCE HEREOF INTO THIS RESOLUTION AND WITH SAID BUDGET FOR ALL FUNDS INDICATING THE SUM OF ESTIMATED REVENUES, AS WELL AS THE SUM OF EXPECTED EXPENDITURES; TO PROVIDE FOR A BALANCED BUDGET FOR THE 2016 FISCAL YEAR; TO PROVIDE THAT NOTHING CONTAINED WITHIN THIS BUDGET RESOLUTION, AS WELL AS THE ATTACHED PROPOSED BUDGET, SHALL PRECLUDE THE CITY COUNCIL OF THE CITY OF BLUE RIDGE FROM AMENDING ITS BUDGET DURING THE 2016 FISCAL YEAR SO AS TO ADAPT TO CHANGING GOVERNMENTAL NEEDS DURING THE BUDGET PERIOD; AND FOR OTHER PURPOSES.

WHEREAS, pursuant to Section 35.45 of the Blue Ridge Code of Ordinances, the City has adopted a fiscal year beginning January 1 and ending December 31 of each year;

WHEREAS, O.C.G.A. §36-81-3 provides that the governing authority of each local government shall adopt and operate under an annual balanced budget for the general fund, each special revenue fund and each debt service fund of the entity;

WHEREAS, the City Council does hereby desire to adopt a General Fund, Confiscated Assets Fund, Hotel/Motel Fund, SPLOST Fund and Water and Sewer Fund budget by this resolution for the calendar year of 2016 and the fiscal year of 2016; and

NOW, THEREFORE, BE IT RESOLVED, AND IT IS HEREBY RESOLVED BY THE ABOVE-REFERENCED AUTHORITY, as follows:

SECTION 1. BUDGET FOR THE FUNDS OF THE CITY OF BLUE RIDGE.

The City Council of the City of Blue Ridge, Georgia, as the governing authority of the

City, does hereby adopt a balanced budget for the General Fund, Confiscated Assets Fund, Hotel/Motel Fund, SPLOST Fund and Water and Sewer Fund of the City for the calendar year of 2016 and the fiscal year of 2016, and being as more specifically described by the attached ledger sheets comprising the budget, and which indicate the following:

- (1) Administration, operation and maintenance expenses of each department or office of the City;
- (2) Interest and debt redemption charges;
- (3) Proposed capital expenditures, detailed by departments and offices when practicable;
- (4) Cash deficits of the preceding year;
- (5) Contingent expenses; and
- (6) Such reserves as may be deemed advisable by the City Council;

and which are all incorporated by reference into this budget resolution and comprising the budget for the on-coming fiscal year.

SECTION 2. BALANCED BUDGET.

As indicated by the incorporated budget, the proposed budget for fiscal year 2016 is balanced in that the sum of estimated revenues and appropriated fund balances is equal to appropriations, and in accordance with O.C.G.A. § 36-81-3(b)(3).

SECTION 3. AMENDMENT TO THE BUDGET.

Nothing within this budget resolution shall preclude the City Council of the City of Blue Ridge, Georgia from amending its budget for the 2016 fiscal year so as to adapt to changing governmental needs during the budget period, being said fiscal year for the City of Blue Ridge. The City Council of the City of Blue Ridge retains full and complete authority to amend said budget at any time during the budget period due to a change in anticipated revenues or through a

transfer of appropriations among departments, so long as said budget amendments are approved by the City Council of the City of Blue Ridge. All changes in the budget, budget appropriations, or transfers of appropriations within the departments of the City of Blue Ridge, Georgia shall be in accordance with such policies as are adopted by the City Council of the City of Blue Ridge, Georgia.

SO RESOLVED this 13 day of October, 2015.

BLUE RIDGE CITY COUNCIL

By: [Signature]
Mayor

[Signature]
Councilperson

[Signature]
Councilperson

[Signature]
Councilperson

[Signature]
Councilperson

[Signature]
Councilperson

Attest:

[Signature]
Kelsey Ledford
City Clerk

City of Blue Ridge

480 West First Street

• Blue Ridge, Georgia 30513

• (706) 632 - 2091

To: The Blue Ridge Mayor and Council

From: Roy Parsons

Subject: Loft Dwellings

The following are potential revisions for your consideration to the text of the Blue Ridge Zoning Ordinance. The proposed changes pertain to what is referred to as Loft Dwelling specifications that are included in the Zoning Ordinance of the City of Blue Ridge.

First, I would suggest that we change the name from Loft Dwelling to Urban Dwelling. The term loft dwelling would no longer meet the true definition of a loft dwelling if certain changes are made to the existing regulations. I suggest that the changes be made to the CBD (Central Business District) and not the C-2 (General Commercial) or C-1 (Limited Commercial) districts. As you are aware, Loft Dwellings are allowed in the C-2 and C-1 districts. The existing Loft Dwelling requirements would remain in the C-1 and C-2 districts.

The maximum number of stories allowed in the CBD would change from four (4) to three (3) with a maximum building height approved by the Zoning Administrator. Each proposed building development will be reviewed individually for its skyline compatibility with the existing downtown buildings. Depending upon the topography of the property to be developed, floors on lower levels will not be counted as a story. Again, the intent is to have compatible building skylines.

Urban Dwelling units would be allowed on the second and third floors. Commercial uses may share the second and third floors as the discretion of the developer. Compliance with construction codes for separation would be required. Urban Dwelling units may be provided on all floors at grade provided they are restricted to fifty (50) % of the at grade floor space and oriented to the rear of a retail space. Approval of at grade units will be subject approval by the Zoning Administrator and Building Official.

I suggest that two (2) parking spaces be provided per Urban Dwelling unit. The parking spaces may be on-site, or they may be provided off-site. All proposed off-site parking would be subject to review and approval by the Zoning Administrator. Off-site parking for Urban Dwellings must be located within the CBD district.

Urban Dwelling units per building must average one thousand (1,000) square feet of living space.

All buildings housing a combination of mixed uses that include a residential use shall be protected with a sprinkler system that complies with NFPA (National Fire Protection Association) requirements.

A dumpster for refuse pickup must be provided and properly screened. Screening materials must compliment the construction of the building that it is associated with.

I also suggest that you consider the adoption of Appendix D, Fire Districts (with revisions) that is found in the latest edition of the International Building Code as adopted by the State of Georgia.

APPENDIX D

FIRE DISTRICTS

The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.

SECTION D101 GENERAL

D101.1 Scope. The fire district shall include such territory or portion as outlined in an ordinance or law entitled "An Ordinance (Resolution) Creating and Establishing a Fire District." Wherever, in such ordinance creating and establishing a fire district, reference is made to the fire district, it shall be construed to mean the fire district designated and referred to in this appendix.

D101.1.1 Mapping. The fire district complying with the provisions of Section D101.1 shall be shown on a map that shall be available to the public.

D101.2 Establishment of area. For the purpose of this code, the fire district shall include that territory or area as described in Sections D101.2.1 through D101.2.3.

D101.2.1 Adjoining blocks. Two or more adjoining blocks, exclusive of intervening streets, where at least 50 percent of the ground area is built upon and more than 50 percent of the built-on area is devoted to hotels and motels of Group R-1; Group B occupancies; theaters, nightclubs, restaurants of Group A-1 and A-2 occupancies; garages, express and freight depots, warehouses and storage buildings used for the storage of finished products (not located with and forming a part of a manufactured or industrial plant); or Group S occupancy. Where the average height of a building is two and one-half stories or more, a block should be considered if the ground area built upon is at least 40 percent.

D101.2.2 Buffer zone. Where four contiguous blocks or more comprise a fire district, there shall be a buffer zone of 200 feet (60 960 mm) around the perimeter of such district. Streets, rights-of-way and other open spaces not subject to building construction can be included in the 200-foot (60 960 mm) buffer zone.

D101.2.3 Developed blocks. Where blocks adjacent to the fire district have developed to the extent that at least 25 percent of the ground area is built upon and 40 percent or more of the built-on area is devoted to the occupancies specified in Section D101.2.1, they can be considered for inclusion in the fire district, and can form all or a portion of the 200-foot (60 960 mm) buffer zone required in Section D101.2.2.

SECTION D102 BUILDING RESTRICTIONS

D102.1 Types of construction permitted. Within the fire district every building hereafter erected shall be either Type I, II, III or IV, except as permitted in Section D104.

D102.2 Other specific requirements.

D102.2.1 Exterior walls. Exterior walls of buildings located in the fire district shall comply with the requirements in Table 601 except as required in Section D102.2.6.

D102.2.2 Group H prohibited. Group H occupancies shall be prohibited from location within the fire district.

D102.2.3 Construction type. Every building shall be constructed as required based on the type of construction indicated in Chapter 6.

D102.2.4 Roof covering. Roof covering in the fire district shall conform to the requirements of Class A or B roof coverings as defined in Section 1505.

D102.2.5 Structural fire rating. Walls, floors, roofs and their supporting structural members shall be a minimum of 1-hour fire-resistance-rated construction.

Exceptions:

1. Buildings of Type IV construction.
2. Buildings equipped throughout with an *automatic sprinkler system* in accordance with Section 903.3.1.1.
3. Automobile parking structures.
4. Buildings surrounded on all sides by a permanently open space of not less than 30 feet (9144 mm).
5. Partitions complying with Section 603.1, Item 10.

D102.2.6 Exterior walls. Exterior load-bearing walls of Type II buildings shall have a *fire-resistance rating* of 2 hours or more where such walls are located within 30 feet (9144 mm) of a common property line or an assumed property line. Exterior nonload-bearing walls of Type II buildings located within 30 feet (9144 mm) of a common property line or an assumed property line shall have fire-resistance ratings as required by Table 601, but not less than 1 hour. Exterior walls located more than 30 feet (9144 mm) from a common property line or an assumed property line shall comply with Table 601.

Exception: In the case of one-story buildings that are 2,000 square feet (186 m²) or less in area, exterior walls located more than 15 feet (4572 mm) from a common property line or an assumed property line need only comply with Table 601.

D102.2.7 Architectural trim. Architectural *trim* on buildings located in the fire district shall be constructed of *approved noncombustible materials or fire-retardant-treated wood*.

D102.2.8 Permanent canopies. Permanent canopies are permitted to extend over adjacent open spaces provided all of the following are met:

1. The canopy and its supports shall be of noncombustible material, *fire-retardant-treated wood*, Type IV construction or of 1-hour fire-resistance-rated construction.

Exception: Any textile covering for the canopy shall be flame resistant as determined by tests conducted in accordance with NFPA 701 after both accelerated water leaching and accelerated weathering.

2. Any canopy covering, other than textiles, shall have a *flame spread index* not greater than 25 when tested in accordance with ASTM E 84 or UL 723 in the form intended for use.
3. The canopy shall have at least one long side open.
4. The maximum horizontal width of the canopy shall not exceed 15 feet (4572 mm).
5. The *fire resistance* of exterior walls shall not be reduced.

D102.2.9 Roof structures. Structures, except aerial supports 12 feet (3658 mm) high or less, flagpoles, water tanks and cooling towers, placed above the roof of any building within the fire district shall be of noncombustible material and shall be supported by construction of noncombustible material.

D102.2.10 Plastic signs. The use of plastics complying with Section 2611 for signs is permitted provided the structure of the sign in which the plastic is mounted or installed is noncombustible.

D102.2.11 Plastic veneer. Exterior plastic veneer is not permitted in the fire district.

SECTION D103 CHANGES TO BUILDINGS

D103.1 Existing buildings within the fire district. An existing building shall not hereafter be increased in height or area unless it is of a type of construction permitted for new buildings within the fire district or is altered to comply with the requirements for such type of construction. Nor shall any existing building be hereafter extended on any side, nor square footage or floors added within the existing building unless such modifications are of a type of construction permitted for new buildings within the fire district.

D103.2 Other alterations. Nothing in Section D103.1 shall prohibit other alterations within the fire district provided there is no change of occupancy that is otherwise prohibited and the fire hazard is not increased by such *alteration*.

D103.3 Moving buildings. Buildings shall not hereafter be moved into the fire district or to another lot in the fire district

unless the building is of a type of construction permitted in the fire district.

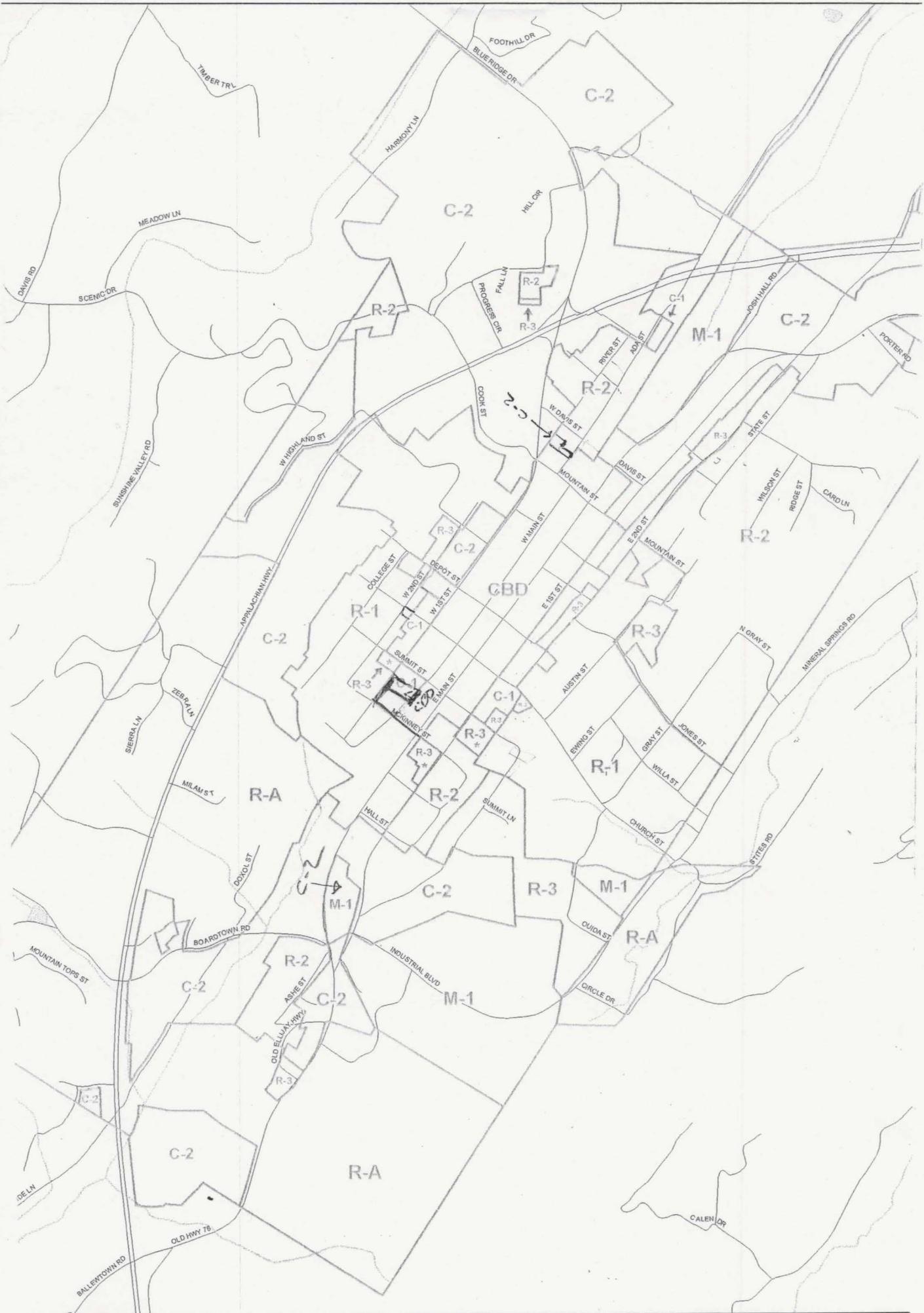
SECTION D104 BUILDINGS LOCATED PARTIALLY IN THE FIRE DISTRICT

D104.1 General. Any building located partially in the fire district shall be of a type of construction required for the fire district, unless the major portion of such building lies outside of the fire district and no part is more than 10 feet (3048 mm) inside the boundaries of the fire district.

SECTION D105 EXCEPTIONS TO RESTRICTIONS IN FIRE DISTRICT

D105.1 General. The preceding provisions of this appendix shall not apply in the following instances:

1. Temporary buildings used in connection with duly authorized construction.
2. A private garage used exclusively as such, not more than one *story* in height, nor more than 650 square feet (60 m²) in area, located on the same lot with a *dwelling*.
3. Fences not over 8 feet (2438 mm) high.
4. Coal tipples, material bins and trestles of Type IV construction.
5. Water tanks and cooling towers conforming to Sections 1509.3 and 1509.4.
6. Greenhouses less than 15 feet (4572 mm) high.
7. Porches on dwellings not over one *story* in height, and not over 10 feet (3048 mm) wide from the face of the building, provided such porch does not come within 5 feet (1524 mm) of any property line.
8. Sheds open on a long side not over 15 feet (4572 mm) high and 500 square feet (46 m²) in area.
9. One- and two-family *dwellings* where of a type of construction not permitted in the fire district can be extended 25 percent of the floor area existing at the time of inclusion in the fire district by any type of construction permitted by this code.
10. Wood decks less than 600 square feet (56 m²) where constructed of 2-inch (51 mm) nominal wood, pressure treated for exterior use.
11. Wood veneers on *exterior walls* conforming to Section 1405.5.
12. Exterior plastic veneer complying with Section 2605.2 where installed on exterior walls required to have a *fire-resistance rating* not less than 1 hour, provided the exterior plastic veneer does not exhibit sustained flaming as defined in NFPA 268.





Blue Ridge, Georgia Live. Work. Play.

Passed: October 13, 2015

Resolution No. 2015-10-13(5)

A RESOLUTION TO DECLARE DECEMBER 1, 2015 AS "BETTY VANDIVER DAY"

WHEREAS, Betty Russell Vandiver, wife of former Governor Ernest Vandiver, served as First Lady of Georgia from January 1959 to January 1963; and,

WHEREAS, at the time Mrs. Vandiver became First Lady, Central State Hospital in Milledgeville served as Georgia's only state hospital for the mentally ill and developmentally disabled; and,

WHEREAS, upon visiting the hospital Mrs. Vandiver became very concerned about the plight of the clients and their living conditions; and,

WHEREAS, Mrs. Vandiver determined that she would devote much of her time and energy as First Lady to raise public awareness on the needs of Georgia's mentally ill and developmentally disabled; and,

WHEREAS, one of Mrs. Vandiver's initiatives to show care and concern for the clients at Central State Hospital was to work with the Georgia Municipal Association to create a statewide Christmas gift collection drive known as the Mayors' Motorcade; and,

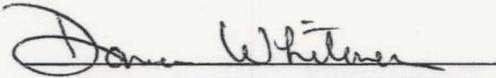
WHEREAS, the Mayors' Motorcade was established in 1959 and expanded years later to support the clients of the state's regional hospitals; and,

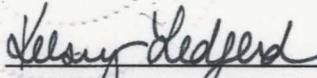
WHEREAS, each year caring Georgians support the Mayors' Motorcade by donating gifts to cities participating in the program; and,

WHEREAS, through Mrs. Vandiver's efforts thousands and thousands of clients residing at Georgia's state hospitals have received Christmas gifts and visits from city officials at special Motorcade events; and,

WHEREAS, the Georgia Municipal Association is encouraging cities across Georgia to honor Mrs. Vandiver for having the vision to create the program as a way of providing not only gifts, but also raising public awareness about the needs of Georgia's mentally ill and developmentally disabled.

NOW, THEREFORE BE IT RESOLVED, that the City of Blue Ridge, Georgia does hereby proclaim December 1, 2015 as Mrs. Betty Vandiver Day.


Mayor Donna Whitener


City Clerk Kelsey Ledford

City of Blue Ridge

480 West First Street • Blue Ridge, Georgia • (706) 632-2091

City of Blue Ridge
Council Meeting Minutes
City Hall
480 West First Street
November 3, 2015 at 10:00 am

Present: Mayor Donna Whitener
Council Members Angie Arp, Harold Herndon,
Rodney Kendall, Bruce Pack and Rhonda Thomas
City Clerk Kelsey Ledford
Absent: None

1) Call Meeting to Order:

Council Member Rodney Kendall made a motion to call the meeting to order. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.

2) Prayer and Pledge of Allegiance:

Council Member Bruce Pack offered a word of prayer followed by the Pledge of Allegiance.

3) Council Meeting Rules of Procedures:

Mayor Whitener stated that the Council Meeting Rules of Procedures were available at the Council desk.

4) Approval of Minutes:

- a) Council Member Rodney Kendall made a motion to approve the October 6, 2015 Council Meeting Minutes. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried.
- b) Council Member Rodney Kendall made a motion to approve the October 13, 2015 Council Meeting Minutes. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried.

5) Jarrard & Davis, LLP Contract for Mayor and Council Investigation:

Council Member Angie Arp stated "the City Council approved to hire Jarrard & Davis to do an investigation at the last meeting so I'm going to make a motion to approve the

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contract". Council Member Rhonda Thomas stated "actually Angie I have something". Council Members Arp and Thomas began to discuss City policy. Council Member Angie Arp made a motion to accept the contract provided to the City by Jarrard & Davis, LLP. Mayor Whitener asked for a second. The motion was seconded by Council Member Rodney Kendall. Mayor Whitener asked "all in favor?". The Council voted 3-2 with Council Members Rhonda Thomas and Harold Herndon opposed. Motion carried. Council Member Rhonda Thomas then stated that many people are concerned with the investigations and stated that she had two letters from citizens. She continued to state that citizens have asked that a public hearing be held because it is their tax money being spent on the investigation. Council Member Thomas then read a letter submitted to her by Cindy Trimble. While she was reading the letter the time limit ran out and Council Member Thomas continued to read the letter. She announced that there is a petition that is titled "quit wasting our taxpayer money". Council Member Thomas briefly summarized a letter submitted to her by Frank Moore. His letter asked why a third party was hired instead of the City's attorney performing the investigation and asked "why waste taxpayer money?". Council Member Angie Arp responded by stating "speaking of taxpayer's money wasted, you nor the Mayor had a problem with the illegal veto that prompted a lawsuit that the City is in today". Mayor Whitener stated "I'm sorry Angie you were going to be in that lawsuit no matter what". Mayor Whitener and Council Member Arp argued briefly before the Mayor began discussing other organizations that could have been selected to perform the Mayor and Council investigation. Council Member Arp stated that the Council has made their decision. An argument occurred between the Mayor and Council Member Arp. Council Member Rodney Kendall asked for the motion to be made correctly. Council Member Angie Arp made a motion to approve the contract presented by Jarrard and Davis, LLP. The motion was seconded by Council Member Rodney Kendall. The Council voted 3-2 with Council Members Harold Herndon and Rhonda Thomas voting opposed. The Mayor asked for a roll call vote to confirm. Motion carried.

6) East Main Street:

Council Member Angie Arp discussed the information provided by City Engineer, Mike Hampton in regards to East Main Street, streetscape plans and the City's infrastructure specifications. She stated that this information should be enough to begin the bid package that is needed in order to put the street project out for bid. She stated that if business owners would like to submit recommendations within the next two weeks, these recommendations can be taken into consideration. Council Member Arp stated that she has asked Matt Smith with Carter & Sloope to provide a cost estimate to

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replace storm drains or any other water and sewer drains that may need to be replaced from Depot Street to Messer Street. Council Member Angie Arp made a motion to allow Roy Parsons three weeks to prepare a bid package for the East Main Street Project using the information prepared by Mike Hampton, information provided from the Master Plan design, the streetscape plans and the City's infrastructure specifications. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried. Mayor Whitener asked if the City was going to put in storm drains where needed since they were not in some locations downtown. The Mayor and Council discussed engineered plans and the need to hire an engineering firm. During the discussion between the Mayor and Council the time limit expired. The Mayor and Council continued to discuss the topic without voting to allot more time. Mayor Whitener asked Matt Smith for input. Council Member Rodney Kendall made a motion to allot more time for the East Main Street discussion. Council Member Angie Arp seconded the motion but the Council did not vote on the motion. Motion failed for a lack of a majority vote of the Council. Matt Smith began discussing the topic with the Mayor and Council. Mr. Smith explained how it would be favorable for Carter & Sloope to engineer the entire project instead of piecing together different plans from different engineering firms. He explained that the latter of the two could result in liability issues for Carter & Sloope. After discussing storm drains and the waste water system with Mayor Whitener, Mr. Smith recommended that Carter & Sloope video the storm and waste water lines. Mayor Whitener discussed the Master Plan and stated that they need to decide this today. After a bit of discussion, Council Member Angie Arp made a motion to hire Carter & Sloope to do engineered plans for the East Main Street project. Council Member Rhonda Thomas stated "based on the drawings", meaning the drawings from R. Design Works and the Master Plan team. The motion was seconded by Council Member Rhonda Thomas. Council Member Harold Herndon asked if the plans would be from Depot Street on down. Council Member Angie Arp stated yes, it will be from Depot Street to Messer Street. Mayor Whitener stated yes, really to Mountain Street there are things that need to be corrected while we have an engineer looking at it. Council Member Angie Arp asked Mr. Smith if once he does engineered plans with the Master Plan in mind, would he bring the plans back for the Council to review. Mr. Smith replied yes. Cindy Trimble spoke from the audience and stated that the Master Plan drawings were conceptual drawings. Mayor Whitener stated that Mr. Smith will be able to determine what works and what doesn't. She continued to state that it should be left in the hands of the experts. The Mayor, Council and Mr. Smith discussed placing electrical work underground and the price of doing so. Mayor Whitener asked the Council for a budget. Council Member Angie Arp asked if the electrical work could be paid out of

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SPLOST. Mayor Whitener and Council Member Rhonda Thomas stated that the City probably could not use SPLOST. Mayor Whitener mentioned using funds from the General Fund or from the funds received from the sale of the City property near the marina. The Mayor and Council agreed to discuss the electrical portion at the Council Meeting to be held on November 10, 2015 when a representative from Tri-State could be available to discuss a price estimate. Council Member Angie Arp made a motion to hire Carter & Sloope to do engineered plans on East Main Street from Depot Street to Mountain Street based on the Master Plan design. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

7) Blue Ridge Scenic Railway:

Council Member Angie Arp stated that there had been some confusion in regards to her motion from a previous meeting to allow BRSR to correct a handicap and safety issue going into the ticket office. She asked what the Council wanted to do about the rest of the items on the list given to the City by the BRSR. She asked if the Council wanted City employees to complete the work or allow BRSR to complete the work and bill the City. Mayor Whitener mentioned that Mr. Smith should look into an issue underneath the Depot in regards to drainage while he is working on East Main Street. She asked if the Council had any objections, there were none. Council Member Angie Arp asked Ron Long, a BRSR representative sitting in the audience whether or not the BRSR had enough employees to fix the problems themselves. Mr. Long answered yes. Council Member Angie Arp made a motion to allow the Blue Ridge Scenic Railway to repair the issues that were presented to the City (attached). The motion was seconded by Council Member Rodney Kendall. The Council voted 5-0. Motion carried.

8) Carter & Sloope Waste Water Treatment Plant:

Council Member Rodney Kendall stated that he had discussed the Waste Water Treatment Plant with Matt Smith. Council Member Rodney Kendall stated that Mr. Smith had informed him that since the Council approved the "fix" presented at a previous council meeting by James Weaver then that would hold the City over until they were able to get grants to fund a Waste Water Treatment Plant upgrade. Mr. Smith discussed with the Mayor and Council the two grants most suited for this type of project. The two grants discussed were GEFA and USDA grant. Mr. Smith explained that USDA pays a higher percentage but takes longer to be awarded where as GEFA pays a lower percentage but is quicker to award. The time limit ran out and the Council did not vote to allot additional time. After a short discussion between Mr. Smith, Mayor Whitener and the Council, Council Member Rodney Kendall made a motion to allow

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Carter & Sloope to start work on the GEFA grant and the USDA grant. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried.

9) Parking on East Main Street and Church Street:

Mayor Whitener discussed signage for loading and unloading spaces to allow normal parking on the weekends and after 5:00pm Monday-Friday. Mayor Whitener also stated that the signs in front of Dr. Hold's office which were approved at a previous meeting may need modified. The 1 hour parking spaces should note that normal parking resumes at 5:00pm and that the handicap parking spaces should be limited to two hours. The Council decided that it would be best for Roy Parsons to check on the ADA requirements before the Council made a decision.

10) Sewer Line on Ballewtown Road—Bobby Davis and James Weaver:

Bobby Davis presented a proposal to assist the City with 50% of the funds for the improvements to the sewer lift station located on Ballewtown Road as well as to completely fund the installation of a sewer line that will later be deeded to the City. Mr. Davis, Mr. Smith and the Mayor and Council discussed this issue for the remainder to the time limit. The discussion continued after the time limit had expired. Mr. Smith recommended that the City require that an 8in line be installed from Mr. Davis' factory to the City line. Council Member Rodney Kendall requested that the City require an inspection be done prior to the City taking the line over. Council Member Rodney Kendall made a motion to accept Mr. Davis' offer of providing 50% of the funds for the lift station and the installation of an 8in line and to require Mr. Davis to provide the City with proof of funds. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried. Mr. Davis requested that the City provide him with a letter of commitment. Mayor Whitener assured Mr. Davis that the City would be able to provide the letter with the help of Mr. Smith.

11) Quote for Aeration for Treatment Tanks—James Weaver:

Waste Water Treatment Plant Supervisor James Weaver was present to request approval to purchase an aerator at the Waste Water Treatment Plant. The Mayor and Council were presented with two quotes. The Mayor and Council felt as though this purchase would be considered an emergency purchase and told him to go ahead and make the purchase in the future instead of waiting for approval. Council Member Rodney Kendall made a motion to approve the lower quote from REP in the amount of

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\$4,794.00. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.

12) Monumental Equipment, Inc. Quote for Rebuild on Influent Pump—James Weaver:

Waste Water Treatment Plant Supervisor James Weaver was present to request approval of funding for rebuilding the influent pump at a pump station. Mr. Weaver mentioned that the pump station has not been updated or worked on in approximately sixteen years. Council Member Rhonda Thomas made a motion to approve the quote from Monumental Equipment in the amount of \$11,819.00. The motion was seconded by Council Member Rodney Kendall. The Council voted 5-0. Motion carried.

13) Sewer Rate Increase:

Utility Billing Supervisor Rebecca Harkins requested that the Council approve a sewer increase of \$1.00 per thousand gallons beginning January 2016. Mrs. Harkins, Mayor Whitener and Mr. Smith discussed the need for the proposed increase. Council Member Rodney Kendall made a motion increase the sewer rate by \$1.00 per thousand gallons. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.

14) Highway Safety Project—Johnny Searce, Larry Bennett, Ron Scherer, and Scott Kiker:

Police Chief Johnny Searce discussed a highway safety project that he is involved with. The project includes placing signs on roadways about buckling up, texting and driving, road rage and other miscellaneous safety concerns. Ron Scherer discussed tailgating with the Mayor and Council. Council Member Rodney Kendall and Mayor Whitener informed the team that they would need to get GDOT approval to place signs along HWY 515. The five minute time limit expired. Council Member Rodney Kendall made a motion to allow the team more time to finish their presentation. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried. Chief Searce informed the Mayor and Council that the Police Department had finished a 30 day trial for a tag reader. The tag reader is a device that is mounted to the police car that includes a laptop for the officer to monitor. The tag reader will alert the police officer of many offenses including but not limited to: expired licenses, expired tags, arrest warrants, etc. Chief Searce stated that the Police Department has generated \$10,090 in additional revenue in the last 26-27 days. Chief Searce stated that the device cost \$21,620 but would pay for itself quickly by the number of tickets the officers are able to acquire with its assistance. Officer Garry Huffman spoke. He explained how the data was acquired and stated that the data was updated every two weeks. The team

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continued to discuss the tag reader equipment with the Mayor and Council. Council Member Rhonda Thomas questioned Chief Searce about a portable radar sign that was discussed in a past meeting. The Mayor and Council discussed this topic briefly. Council Member Rodney Kendall made a motion to allow the safety signs based on DOT approval. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried. Council Member Harold Herndon and Chief Searce discussed how the tag reader operated and the option to upgrade to GCIC database. Officer Huffman informed the Mayor and Council that each alert was double checked before the officer issued a ticket. Chief Searce, Mayor Whitener and the Council discussed the payment agreement and funding. Mayor Whitener requested that the purchase be approved by Finance Director Alicia Stewart prior to the Council approving the purchase.

15) Planning Commission Appointment:

The Mayor and Council were presented an application for appointment of a Planning Commission member who would be replacing a current member whose term expires November 2015. Mayor Whitener asked the Council if they wanted to proceed with appointing an individual or to advertise. Council Member Rhonda Thomas stated that she would like for anyone who is interested to have a fair chance. Council Member Rodney Kendall made a motion to table the topic. The motion was seconded by Council Member Rhonda Thomas. The Council voted 4-0, Council Member Harold Herndon was not present during the vote. Motion carried.

16) Fannin County & Cities Joint Comprehensive Plan:

Mayor Whitener explained that the Council will need to begin working/updating the Fannin County & Cities Joint Comprehensive Plan. She asked that the City Clerk add this topic to the agenda every two months.

17) Approval to Purchase a Copier for City Hall:

The Mayor and Council were presented quotes from two businesses to replace a broken copier at City Hall. The two businesses were RICOH and Cleveland Business Machines. A representative of RICOH was present and discussed his company's quote and payment agreement. RICOH quoted the City for two copiers. The five minute time limit expired. The Mayor and Council continued discussion. Council Member Harold Herndon returned to the meeting. After additional discussion, Council Member Rodney Kendall made a motion to accept the quote from RICOH, which is a 60 month lease of \$222.89 per month. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

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18) Christmas Lights Downtown:

Mayor Whitener stated that this topic would be more about just Christmas in general. Mayor Whitener discussed Christmas lights for the downtown area and asked the Council if they would approve a budget. The Mayor and Council discussed this topic. Cindy Trimble also spoke from the audience along with Ron Long. During the discussion of Christmas lights the time limit expired. The Mayor and Council continued to discuss the topic. Council Member Angie Arp made a motion to approve \$5,000 to come out of the unrestricted Hotel/Motel fund to purchase Christmas lights. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried. Mayor Whitener stated that the Council would need to approve a budget for the Thanksgiving and Christmas employee dinners. Council Member Rhonda Thomas made a motion to approve the proposed \$2,100 budget. The motion was seconded by Council Member Rodney Kendall. The Council voted 5-0. Motion carried. Mayor Whitener asked the Council for approval to allow the Blue Ridge Business Association to host the Gingerbread Village at City Hall. Council Member Angie Arp questioned if City employees would be required to be at City Hall to monitor the event. Mayor Whitener replied no and explained that the BRBA would have someone present to monitor. Cindy Trimble spoke from the audience. Mayor Whitener asked what the planned hours of operation were. Ms. Trimble answered 10am-4pm on Friday and Saturday and 1pm-4pm on Sunday. Council Member Rhonda Thomas made a motion to allow the Ginger Bread Village to be housed at City Hall. The motion was seconded by Council Member Rodney Kendall. The Council voted 5-0. Motion carried. Council Member Angie Arp asked if it was okay and if everything could be locked up. Mayor Whitener stated that the employees could lock their offices and that money was locked up as well.

19) Eddy A. Corn—City Lease with Steve Setser:

Eddy A. Corn was not present.

20) Patrick Crain:

Patrick Crain did not wish to speak at this time.

21) Executive Session (if needed):

The Council did not need an executive session.

Brian Pritchard spoke from the audience requesting to be added to the agenda to speak. Council Member Rhonda Thomas made a motion to amend the agenda and allow Brian

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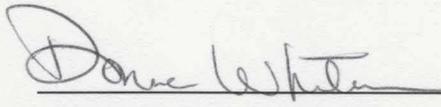
Pritchard to speak. The motion was seconded by Council Member Rodney Kendall. The Council voted 5-0. Motion carried.

22) Brian Pritchard—Tag Reader:

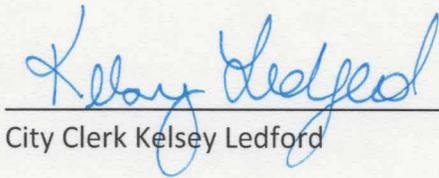
Brian Pritchard shared his concerns regarding the proposed purchase of a tag reader for the Police Department. Mr. Pritchard requested that Mayor and Council conduct further research prior to purchasing the tag reader. Council Member Angie Arp suggested allowing City Attorney David Syfan research the legal aspect of purchasing the tag reader. Chief Scarce stated the Georgia State Patrol does use this type of equipment.

23) Adjournment:

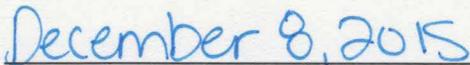
Council Member Rodney Kendall made a motion to adjourn the meeting. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Meeting adjourned.



Mayor Donna Whitener

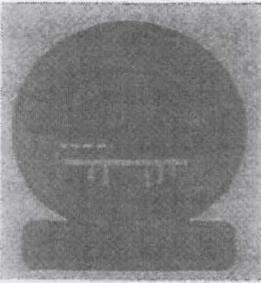


City Clerk Kelsey Ledford



Approved





Blue Ridge Scenic Railway

241 Depot Street
Blue Ridge, GA 30513
800-934-1898 706-632-9833
Fax: 706-258-2756

1. HVAC/water heater room insulated – pipes can freeze ✓

Not Done The room upstairs where the furnaces and water heater are is not walled off and insulated. This means that the pipes that feed and supply hot water will freeze and burst in cold weather. Being on the second floor, it would ruin the first floor and anything underneath it.

2. Floor Insulated and sealed – Treat Mold/Mildew

Not Done Under the offices and Freight room has not been treated for mold and mildew or insulated. Will cause more problems with heating, cooling, and mold/mildew. Also needs to be sealed to keep critters from homing in the insulation.

3. Gutter Drains - Water standing under deck

Had an employee crawl under and the drains are washing around several support posts.

ALREADY
COMPLETED

4. The step coming into the Ticket Office on each side of the building needs to have ramps the width of the deck and sloped to each side for handicap. Trip hazard also as it now is.
5. The drops on the walkway around the Depot at the back door need to be handicap user friendly.
 6. The plumbing in the boxcar needs to be repaired from last years freeze.
 7. Boards at front door need fasteners of some type.
 8. Door on North end of Ticket Office needs replacing. Has large cracks and rotten.
 9. Deck Paint is coming off.



JARRARD & DAVIS, LLP

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* Also Admitted in Tennessee

[†] Also Admitted in Illinois

October 19, 2015

VIA EMAIL & FEDERAL EXPRESS

Ms. Angie Arp, Council Member
Blue Ridge, Georgia City Council
480 West First Street
Blue Ridge, Georgia 30513

Re: Letter of representation regarding the City of Blue Ridge, Georgia

Dear Council Member Arp:

Please accept this correspondence as a follow up to our phone call regarding this law office performing an investigation of the Blue Ridge, Georgia Mayor and City Council. It is our Firm's policy to confirm in writing the nature of the legal undertaking you have requested us to perform and to inform you of our billing and payment arrangements concerning fees. Please find an outline of our proposed services below:

Scope of Inquiry

The City of Blue Ridge City Council, by formal ratification of this letter at a duly called Council meeting, will and does hereby appoint the law firm of Jarrard & Davis, LLP to undertake a review of the City of Blue Ridge's policies and practices with respect to governmental operations, to identify areas where Blue Ridge is not or may not be complying with pertinent local or State law, to identify any elected officials that are acting in a manner inconsistent with pertinent local or State law, and to otherwise make recommendations regarding the improvement of City operations (the "Work.") Please know that in undertaking the Work, the attorneys at Jarrard & Davis, LLP ("J&D") will not be deemed to have entered into an attorney client relationship with any elected official or employee from the City of Blue Ridge.

The Work will be comprised of two distinct phases. During Phase One, the J&D shall meet individually with the Mayor, all City Council Members and the following office holders: (1) Purchasing Agent, (2) Finance Officer, (3) Zoning Administrator, (4) Code Enforcement, (5) City Engineer, and (6) City Clerk. The purpose of these preliminary meetings will be to gain insight into the operations of the City of Blue Ridge's government and to identify any specific

JARRARD & DAVIS, LLP
Ms. Angie Arp, Council Member
Blue Ridge, Georgia City Council
Page 2 of 5

concerns regarding improper or problematic operations. Phase One shall serve as a period of fact gathering and generalized inquiry. Following completion of the interviews, J&D shall independently distill the list into a manageable set of topics/items that will comprise the "master list" that will serve as the scope of the full investigation ("Master List"). J&D shall be vested with discretion as to which topics/issues are deemed appropriate for further inquiry; and therefore it should be expected that some or many of the issues raised during the interviews will not necessarily become part of the Master List. Once assembled, the Master List will be presented to the Blue Ridge Council for ratification. Upon ratification of the Master List, Phase Two of the Work will commence.

Phase Two of the Work shall consist of J&D investigating those issues in the Master List. J&D shall be given full access to employees and records of the City, including, but not limited to, correspondence (e.g., emails, letters, memorandums), financial records, bid and procurement records, and pending complaints or investigations, [except those being conducted by any entity or agency vested with prosecutorial authority]. J&D may require the production of any documents or other such material reasonably likely to lead to the discovery of evidence relevant to any investigation, examination or review. During Phase Two, J&D shall determine, with respect to allegations of improper or problematic operations of the City of Blue Ridge government, whether referral for disciplinary action, civil or criminal prosecution, or further investigation by an appropriate federal, state or local agency is warranted.

J&D may make interim reports, in their discretion and as warranted, to the Mayor and City Council, Fannin County District Attorney, or other appropriate entities, regarding any evidence of improper conduct. At the conclusion of Phase Two, J&D shall prepare a report for the Mayor and Council concerning the operations of the Blue Ridge City government. It bears again emphasizing that J&D will not be serving as legal counsel for the City of Blue Ridge or any individual City official or employee during the course of the Work. It should be further noted – and in the interest of complete disclosure – that J&D has previously represented the Fannin County Board of Assessors and Fannin County, Georgia. Both instances of such representation are unaffiliated and independent to the issues giving rise to J&D's present retention by the City of Blue Ridge, Georgia.

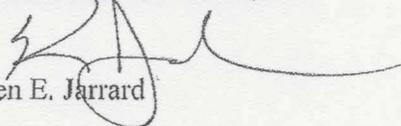
Jarrard & Davis, LLP shall bill the City for services relating to the Work, which are rendered by the Firm based upon the amount of time spent working on the Work and the hourly billing rates charged by the individual attorneys and staff who perform services on the City's behalf. **Attorneys Ken Jarrard and Megan Martin will provide the primary services with respect to the Work, but may use other J&D attorneys on an as needed basis. All attorney services will be billed at a rate of \$200 per hour. Paralegals will bill at a rate of \$75 per hour.** We will delegate work to paralegals as a more efficient method of providing service to you as appropriate. Please know that an investigation of the kind and nature requested by the City of Blue Ridge may become quite expensive. Though J&D will do what it can to minimize fees, an investigation of the type requested by the City of Blue Ridge could easily generate fees in the tens of thousands of dollars.

JARRARD & DAVIS, LLP
Ms. Angie Arp, Council Member
Blue Ridge, Georgia City Council
Page 3 of 5

We shall send you a statement each month itemizing all services performed and the value of those services based upon Jarrard & Davis, LLP's current billing rates. Our monthly invoices will also include an itemization of all out-of-pocket expenses we have advanced. The City will be responsible for the bills upon receipt. Finance charges may be assessed if any invoice is not paid within thirty (30) days from receipt. Any disputes about the bill must be communicated to Jarrard & Davis, LLP within fifteen (15) days of the billing date or be deemed waived. Of course, please do not hesitate to freely discuss any concerns you may have about the invoice or any need for alternative payment plans. A Statement of Client Policies regarding billing matters is attached for your review. If the foregoing terms and conditions are satisfactory, please sign below and return one original.

Sincerely,

JARRARD & DAVIS, LLP


Ken E. Jarrard

Enclosures—as stated

City Attorney David Syfan, City of Blue Ridge, Georgia
Megan N. Martin, Esq., Jarrard & Davis, LLP
Gregory P. Santini, Controller, Jarrard & Davis, LLP

Agreed to and accepted by:

CITY OF BLUE RIDGE, GEORGIA


By: Donna Whitener

Its: Mayor

11-10-15
Date

STATEMENT OF CLIENT POLICIES

Our Firm's standard policies provide for billing for our legal services on a monthly basis. Our invoices include a description of the services performed by attorneys or paralegals on a legal project. Also, we include a list of out-of-pocket expenses, which may include copying, telephone, facsimile charges, filing fees, and other costs.

Payment of an invoice is due within thirty (30) days from receipt by a client. We reserve the right to impose an interest charge at a rate of one and one-half percent (1½ %) per month on the outstanding balance of an account. We encourage our clients to contact us if they have any questions regarding an invoice or the performance of our legal services.

Our fees for legal services are based on the amount of time expended by an attorney or paralegal on a project. Where possible, we attempt to have a matter addressed by an attorney or paralegal at the lowest possible billing rate, keeping in mind the risk level and complexity of an assignment.

In the case of a new client or a special project (which may include such matters as large corporate transactions, litigation or arbitration, or projects which require immediate attention), we may request an advance or special retainer. Also, in these cases, we may arrange with our client an alternate arrangement for payment, such as at the closing of a transaction.

We look forward to working with you and encourage you to contact us if you have any questions regarding these policies.

JARRARD & DAVIS, LLP
Ms. Angie Arp, Council Member
Blue Ridge, Georgia City Council
Page 5 of 5

JARRARD & DAVIS ELECTRONIC RESEARCH BILLING POLICY

Jarrard & Davis, LLP currently uses Westlaw/WestlawNext as its electronic research provider. Westlaw/WestlawNext is a subscription based service that requires payment of a fixed monthly rate that is based upon the number of users and the scope of services used. Our monthly cost for the subscription to this service is allocated to each Client/Matter based on the number of transactions and the source database used for the research. Additional costs for research performed outside of our monthly subscription plan are charged to the related Client/Matter. Jarrard & Davis, LLP tries to limit "out of plan" research outside whenever possible, and resorts to "out of plan" research only if such research is determined to be in the best interest of the client. No additional charges are added to the allocated research fee. Jarrard & Davis, LLP only bills the cost of our monthly electronic research fee, based on the method described above, less any "firm" or "in-house" research. Any research for in-house or "firm" related matters are not allocated to our clients.



Phone: 770-538-0020

Fax: 770-538-0022

pdblowers, Inc.
2280 Chicopee Mill Rd SW
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Quote Number: 15242

Quote

Page: 1 of 1

Quote To:

City of Blue Ridge
480 West 1st Street
Blue Ridge GA 30513
USA

Phone: 706-632-2303

Fax: 706-632-1968

Date: 10/29/2015

Expires: 11/13/2015

Reference:

Sales Person: Danny Kelley

Fax:
770-538-0020
dkelley@pdblowers.com

770-538-0020

Terms: Net 30 Days

Ship Via:

Base Currency.

Line	Part	Description	Rev	Drawing
1	21108	68 URA-DSL LHC, Roots, Blower LH Drive, Center Timed		
		Quantity	Unit Price	Discount %
		1.00EA	4,794.00 /1	
				Net Price
				4,794.00 USD

Lead Time in stock.

Visit our web site at www.pdblowers.com.

Quote is valid for 15 days.

QuotForm:001:00

Total Price: 4,794.00

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 PO Box 9004
 Gurnee, IL 60031-9004
 Toll free: 1-800-548-1234
 Fax: (847) 689-3030

NO. 770376

Page 1

10/28/15

Ship-to: 3
 BLUE RIDGE CITY OF

Bill-to: 414404
 BLUE RIDGE CITY OF

242 WINDY RIDGE RD
 BLUE RIDGE, GA 30513
 USA

480 W FIRST ST
 BLUE RIDGE GA 30513
 USA

REFERENCE #	EXPIRES	SLSP	TERMS	WH	FREIGHT	SHIP VIA
102815	11/27/15	JOP	NET 30	01	FXD/PPD	FEDEXFRTPRIORTY

QUOTED BY: JOP | QUOTED TO: JAMES WEAVER

ITEM	DESCRIPTION	QUANTITY	UM	PRICE	UM	EXTENSION
49068	ROOTS URAI 68-DSL Blower ITEM IS IN STOCK AT TIME OF QUOTE	1	EA	4692.95	EA	4692.95

Please note that your order may be subject to applicable taxes based on current rates at the time your order is completed.

TO ORDER --

For your convenience, you may simply sign below and return via fax to 847-689-3030. We will process your order promptly and fax a confirmation so you know we have it. If you prefer to call your order in or have additional questions or concerns, you may contact our Customer Service Department @ 800-548-1234. Please note any changes to the quantities or shipping address. Thanks for choosing USABlueBook.

Authorization Signature

PO Number (if required)

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MERCHANDISE	MISC	TAX	FREIGHT	TOTAL
4692.95	.00	.00	262.47	4955.42

USE THIS QUOTE # ON PO's!



Quote Document for

CITY OF BLUE RIDGE
Date: November 02,2015

<u>Quantity</u>	<u>Item Description</u>	<u>Ext Selling Price</u>
1	RICOH MPC2503 CONFIGURABLE PTO MODEL RICOH MPC2503 INTERNAL FINISHER SR3130 CABINET TYPE F SMART OPERATION PANEL TYPE M3 ESP XG-PCS-15D	
1	TS NETWORK & SCAN CONNECT - SEG BC2	
1	RICOH MP4054SP CONFIGURABLE PTO MODEL RICOH MP4054SP BRANDING SET INTERNAL FINISHER SR3130 CABINET TYPE F SMART OPERATION PANEL TYPE M3 FAX OPTION TYPE M12 ESP XG-PCS-15D	
1	TS NETWORK & SCAN CONNECT - SEG 3	
2	TAS END USER TRAINING 150	

60 month Lease of \$222.89
per month

Technology Service

60 Month Service Term

<u>Quantity</u>	<u>Description</u>	<u>Ext Rate</u>
1	RICOH MPC2503 CONFIGURABLE PTO MODEL	
1	RICOH MP4054SP CONFIGURABLE PTO MODEL	
	<i>Includes</i> 0 B&W copies per Month	

overages at 0.0069 cents per page
0 color copies per Month
overages at 0.0580 cents per page
GOLD - includes Parts, Labor, Toner and
Staples, excludes Paper

Per Month

Reservation of Rights? This quote is based upon the information provided by you, and the assumptions made by us in preparing the information contained herein. While care has been taken to ensure the accuracy of this quote, we make no representations or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or omissions. We recognize your right to negotiate and approve the terms of any resulting contract and we reserve the same right. We also acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. THIS QUOTE IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND IS NOT, NOR SHOULD IT BE CONSTRUED AS, AN OFFER TO SELL/LEASE THE GOODS OR SERVICES LISTED HEREIN.

Rev. 04/13

Quote Number 15830088

Expires on December
02,2015



Cleveland Business Machines
 3142 Frazier Park Dr NE, Cleveland, TN 37323
 Phone: 423.478.2211 – Fax: 423.478.2111

October 2, 2015

Attn: Barbie

C/O City of Blue Ridge

* Equipment Proposed: Canon Color Image Runner Advance C5235A New

Features:

- Includes up to 35 pages per minute speed
- 150 Sheet Single Pass Duplexing Automatic Document Feeder
- 2 – 550 sheet trays and 1 – 100 sheet bypass tray
- Standard Canon UFR Network Printing
- Scan Speed: up to 75 ipm / Simplex, up to 120 ipm/duplex
- Color Scan to Email, I-Fax, File Server or Mailbox
- Inner Stapling Finisher E-1
- 2 GB RAM, 160 GB Hard Drive
- Mobile Print from I-Phone and I-pad
- 2.0 USB Interface
- Remote Monitoring of Toner Levels and Maintenance
- Includes matching cabinet



Government Peppm Price: \$7482.00

<u>Straight Lease(FMV)</u>	<u>48 Mo.</u>	<u>60 Mo.</u>
	\$174.50	\$144.00

<u>Lease to Own</u>	<u>48 Mo.</u>	<u>60 Mo.</u>
	\$192.00	\$157.20

* **Note: Canon Model C5240A (40 Pages per minute instead of 35)**

Government Peppm Price: \$8568.00 - Call for Lease Terms

Trade in (Optional) of Savin 8045 Copier \$500.00

Annual Maintenance Agreement - Service and Supplies

Service includes all parts, repair labor and toners. Black and white prints are billed @ .0175 (one cent) per copy and .069 (six & 9/10 cents) per copy for color prints.

Call me if you have any questions.

Jack Smith Cell: 423-316-2211

Barbie Gerald

From: Jack Smith <jack@cbmofficeimaging.com>
Sent: Thursday, October 08, 2015 5:12 PM
To: barbie@cityofblueridgega.gov
Subject: Lpwer Priced Canon C3330 New

* Includes 30 Pgs. Per Minute Print Speed, Super G3 Fax, Stapling Inner Finisher and Cabinet
Also Includes All other Features as on The Previous C5235A Quote
Total Quote/Peppm Government Pricing-----\$6150

* Optional Quote on Canon C2230 with Approx..20,000 prints on it (like New) with Same Features as above
Includes 30 Pgs. Per Minute Print Speed, Super G3 Fax, Stapling Finisher and Cabinet-----\$5000

All equipment is also available on various lease arrangements and since we are near year end you can divide cost of equipment over 3 monthly payments
With no interest as well.

Please call me if you have any questions at all—Jack Smith, Owner
P.S. We appreciate the past relationship of having you as our customer over these past several years and would look forward to providing your
new document equipment needs and prompt service in the future!



November 2, 2015

Mayor Donna Whitener
And
City Council Members

RE: Current Situation with City of Blue Ridge

Dear Mayor and Council:

After having attended almost every City Council meeting for the last 3+ years, I have to express my sincere disappointment in the behavior and lack of ability of this administration to act like adults and do what you were elected to do. I am the current President of the Blue Ridge Business Association and have served on almost every board in this town over the past 15 years. I have chaired many of the festivals and events that bring thousands of people to town that help pay your salary and keep our property taxes from going up. I have earned the right to say what is in this letter. Your behavior is embarrassing and has become a soap opera that your constituents and all those who read our newspapers from across the country are astounded by.

From day one, it has been obvious to everyone watching you that there are personality clashes and deep rooted personal issues between the council members. You are almost two years into your 4 year term and you have not accomplished anything but getting yourselves into lawsuits. We are tired of it. You do not take your position seriously. You think this is a stage for you to act out your personal issues. Well it is not! This is "OUR CITY" that we care for and work for. We are tired of the lack of professional civic responsibility that you took an oath to uphold.

I have personally donated hundreds of hours to you and the city to help you develop a strategic plan so that you can implement all the various projects that everyone is crying out to be done. You have ignored the masterplan team's endless requests for feedback and direction. You have publicly stated we have not delivered anything to you. We have piles of drawings, presentation boards, meeting minutes, comments from town hall meetings as proof we have indeed done a lot of work that you requested, but have neglected to take action on. We now understand that you are moving forward with the

Trimble Kelly Studios, Inc.

146 Depot St, Suite 1, PO Box 1169, Blue Ridge, GA 30513
706-946-2030 706-946-2033(fax) 706-455-0216(Cindy-mobile)
cindy@trimblekellystudios.com

East Main Street project without doing the proper engineering and design? GOOD GRIEF! East Main Street needs a lot of attention from top to bottom and end to end. We, the citizens do not want you to slap something together and have the work done by detainees (who installed a lot of the mess we are currently dealing with) and then in 2, 3 or 5 years have to come back in and do it again. It is difficult enough on our businesses downtown to go through a construction project of this magnitude once. That has been the mindset of the last few administrations and that is why East Main Street is such an embarrassing mess. Please don't follow in their footsteps. TAKE THE PROPER STEPS AND DO IT RIGHT!

Now, you have voted to hire a 3rd party attorney to investigate both the Mayor and Council with no outline of what you are asking them to investigate. If there is something so illegal, why not call the GBI directly and let them do their job? Why spend the hundreds of thousands of our tax payer dollars on senseless legal and court fees? I have yet to hear any of you, in addition to Mr. Crain who has wasted our time over and over, clearly delineate what you think has been done illegally. If you have an issue, then do what you are supposed to do: stand up tell the citizens of Blue Ridge what it is so the attorney can address that issue and we can move on.

You just sold the city's property at the marina solely because you needed the funds in the bank to pay for the improvements, but also to have matching funds needed to apply for grants. Now you are going to deplete those valuable funds on senseless attorney and court fees?

Grow up and stop acting like children. You were elected to do a job – DO IT!

WE ARE TIRED OF IT AND WE ARE NOT GOING TO TAKE IT ANYMORE!!!

Sincerely,

Cindy Trimble, ASID
Trimble Kelly Studios

Trimble Kelly Studios, Inc.

146 Depot St, Suite 1, PO Box 1169, Blue Ridge, GA 30513
706-946-2030 706-946-2033(fax) 706-455-0216(Cindy-mobile)
cindy@trimblekellystudios.com

FRANK X. MOORE LAW

Attorney At Law
649 East Main Street, Suite 9
Blue Ridge, Georgia 30513

Francis X. Moore
fmoore@fxm-law.com

Writer's Direct Dial
(404) 849-6176

November 2, 2015

Honorable Donna Whitener &
City Council Members

Re: Investigation

Dear Elected Officials,

I am a board member of the Blue Ridge Business Association and a member of the Fannin County Chamber of Commerce. I write to express my opposition to the contemplated hiring of a law firm to perform an "investigation" into your conduct and the conduct of your predecessors. First of all, there is no defined scope for this investigation. Second, the only law firm that has been proposed (Jerrard & Davis) has provided no budget. Finally, it does not appear that the law firm will report to any particular individual. These are serious deficiencies that suggest a lack of careful and thoughtful consideration of the exercise.

As a lawyer myself for nearly 30 years, I worry that the law firm given such a general charter will consider its mission to be the searching for and identification of wrong doing - - however tenuous, minor, or stale the purported misconduct might be. A law firm given such an unstructured charter could easily perceive that it should leave no stone unturned (and no expense too much) in its quest to satisfy the perceived goal of finding misconduct. If there is going to be an effective investigation, at the very least, the law firm should be asked to initially investigate only those matters as to which there has been provided sufficient evidence of misconduct. The investigation should be conducted in phases, with the first phase to include a general investigation to be concluded with an opinion from the law firm as to the likelihood that further work will result in the uncovering of substantial proof of misconduct. The law firm should be made to provide a budget up front for the first phase and, after it has concluded its first phase, it should be required to provide a proposed budget for the second phase, if needed. Before it embarks on the second phase, the Phase I report should be published and the City Council and the public should be given an opportunity for comment on the advisability of the Phase II investigation into any areas of concern.

I also object to the expenditure of funds when there are other needs that have not been met including the streetscape, storm water, toilet and sewer projects. If money is going to be diverted from these urgent needs, then it should be done in a manner that minimizes the cost and maximizes the benefit to the public.

Respectfully yours,

Frank X. Moore

City of Blue Ridge

480 West First Street • Blue Ridge, Georgia • (706) 632-2091

City of Blue Ridge
Council Meeting Minutes
City Hall
480 West First Street
November 10, 2015 at 6:00 PM

Present: Mayor Donna Whitener
Council Members Angie Arp, Harold Herndon,
Rodney Kendall, Bruce Pack and Rhonda Thomas
City Clerk Kelsey Ledford

1) Call Meeting to Order:

Council Member Rodney Kendall made a motion to call the meeting to order. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.

2) Prayer and Pledge of Allegiance:

Council Member Bruce Pack offered a word of prayer followed by the Pledge of Allegiance.

3) Council Meeting Rules of Procedures:

Mayor Whitener stated that the Council Meeting Rules of Procedures were available at the Council desk.

4) Approval of Minutes:

Council Member Rodney Kendall made a motion to approve the August 25, 2015 Special Called Council Meeting Minutes. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

5) East Main Street (Follow Up on Underground Power):

Mayor Whitener did not have an update at the time of the meeting therefore she asked that the Council table the topic. Council Member Rhonda Thomas made a motion to table the topic until the next meeting. The motion was seconded by Council Member Rodney Kendall. The Council voted 5-0. Motion carried.

6) Tag Reader—Don Broome:

Chief Johnny Searce introduced Don Broome. Mr. Broome explained how a tag reader operates. He stated that the tag reader will provide the officer with an alert if it detects a nearby car tag that has an outstanding offense. Mayor Whitener asked if anyone had a question. A member of the audience asked Mr. Broome a question. Council Member Angie Arp and Mayor Whitener discussed whether or not the member of the audience should have spoken. Mr. Broome answered the question of the audience member by stating that the device does not hold personal information and that the officer must use another system to pull up any records.

City of Blue Ridge

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Mayor Whitener asked about the time lapse of the tag reader. Mr. Broome stated that the tag reader had a two week lapse but also mentioned that GBI and GCIC has a two week lapse as well because it was state wide. Mayor Whitener asked if tourist would be stopped even if their home state does not require them to have insurance. Mr. Broome explained that those types of alerts only come from the Georgia Department of Revenue. Mr. Broome further explained that stolen vehicles, missing and or wanted persons, and Amber Alerts are on a national level. The five minute time limit expired. Council Member Rodney Kendall made a motion to allow Mr. Broome to complete his presentation. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried. Council Member Rodney Kendall asked if this was the same system that caught the news anchor shooter. Mr. Broome replied yes and stated that the system also aided in catching the Boston marathon bombers. Council Member Rhonda Thomas questioned if people feel like the tag reader imposes on their rights and asked if there have been any lawsuits from people who feel like it is a violation of their civil rights. Mr. Broome gave an example of a Supreme Court case that involved a tag reader misreading a tag that resulted in an arrest. He continued to state that the court upheld the use of the tag reader because it is a good tool. Mayor Whitener asked for material to read. Mr. Broome referred her to vigilentsolutions.com. Mayor Whitener asked about the cost of purchasing the equipment. Mr. Broome stated that they are around \$20,000. Mayor Whitener and Mr. Broome discussed the different options available to alert an officer or officers. Chief Searce spoke. Mr. Broome stated that the equipment has been around for 8 years but has only become popular in the last 2 years and now there are approx. 170 agencies that use tag readers. Mayor Whitener asked if Mr. Broome had a contact list of these agencies. Chief Searce indicated that he had already given the Mayor and Council this list. Officer Joe Patterson spoke and explained how the tag reader operates. Council Member Rhonda Thomas stated that she would like to have additional time in order to contact other counties as well as check to see if this purchase is within the budget. Council Member Rhonda Thomas made a motion to table the topic until the next meeting. The motion was seconded by Council Member Rodney Kendall. The Council voted 5-0. Motion carried.

7) Sentinel Probation Contract:

Council Member Rodney Kendall stated that the City needed an updated contract with Sentinel Probation. Council Member Rodney Kendall made a motion to approve the Sentinel Probation Contract. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.

8) Planning Commission Appointment:

The Mayor and Council discussed not have enough time to advertise since the last meeting. Mayor Whitener announced that two applications have been received and asked if the applicants wished to speak to the Mayor and Council. Mayor Whitener and Council Member Angie Arp discussed whether or not the applicants could speak at this time. Council Member Angie Arp stated that it was against the policy to allow them to speak since they were not on the

City of Blue Ridge

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agenda. Mayor Whitener stated that this was a good time for them to ask questions prior to being appointed. Cindy Trimble spoke at this time. Council Member Rodney Kendall made a motion to table the topic until the first meeting in December. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried.

9) Water Line Replacement for Failing Lines:

Council Member Rodney Kendall stated that the Utility Billing Supervisor has informed him that the City has some failing water lines on the South end of town. A list has been attached to the minutes of areas in need of repair. Mr. Kendall suggested approving Carter & Sloope to do engineered plans for this project. Mayor Whitener mentioned a sewer issue behind the jail that will need to be included. Council Member Rodney Kendall made a motion to approve Carter & Sloope to go ahead and start the engineering process on the water line projects that are listed. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried. Mayor Whitener mentioned that this would be paid for out of the surcharge account.

10) SRF Meter Replacement Grant (GEFA):

Council Member Rodney Kendall explained that the Council approved the grant last year and suggested the Council approve Carter & Sloope to apply for this grant every year until the meter replacement project is complete. Council Member Rodney Kendall made a motion to allow Carter & Sloope to apply for the grant each year until the meter replacement project is complete. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried.

11) Amendment to the Millage Rate Ordinance (First Reading):

Mayor Whitener explained why the City was amending the ordinance and read the first paragraph of the ordinance. Council Member Rodney Kendall made a motion to approve the first reading of the Amendment to the Millage Rate Ordinance. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

12) GEFA Resolution for Loan Modification:

Mayor Whitener explained the resolution and read the resolution aloud. Council Member Rodney Kendall made a motion to approve the GEFA Resolution for the Loan Modification. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

13) Downtown Park:

Mayor Whitener discussed the money that has been given to the City or will be given to the City and asked if the Council was going to make the improvements to the park or not. Council Member Rodney Kendall asked about Kiwanis. Mayor Whitener stated that they were waiting on direction from the Council. Mayor Whitener stated that the City has money but they need to make decisions. Council Member Angie Arp asked if the Council had voted to move the BBQ pit

City of Blue Ridge

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or move the park around. Council Member Rhonda Thomas stated that no decision had been made. Mayor Whitener then asked Carlie Hammond, a member of the audience if she or Rick Larosa had decided on a place to move the BBQ pit. Ms. Hammond stated that they had not and that when she submitted an open records request for the master plan information she did not receive any of the information that the Mayor had been discussing. Martin Haber spoke from the audience. The five minute time limit expired. Mr. Haber spoke and stated that the information that is available today is just a draft and that the Council has not responded or acted upon the information. Mr. Haber and Mayor Whitener discussed the park briefly. Council Member Rodney Kendall suggested everyone involved discuss this at the same time. Council Members Rodney Kendall and Rhonda Thomas are to meet with Carlie Hammond, Rick Larosa and Martin Haber at a later date. Carlie Hammond spoke from the audience and discussed her previous meeting with Rick Larosa and the Good Samaritans. She stated that they walked around and showed Mr. Larosa how Labor Day BBQ operated. Ms. Hammond discussed not receiving emails in regards to a FOIA request. Mr. Hammond and Mayor Whitener discussed the topic. Mayor Whitener stated that the Council would need to make a decision. Council Member Rodney Kendall made a motion to table the topic until they are able to have a meeting with everyone involved. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

14) Guardrails for City Streets:

Mayor Whitener discussed two locations that the City needs to place guardrails (these locations are on Hall Street and near the BP). City Clerk Kelsey Ledford gave the Council a verbal quote that was received by Street Superintendent Mark Clemmons. Council Member Rodney Kendall asked if there was a cheaper alternative. Council Member Rhonda Thomas stated that according to GDOT if you are going to place a guardrail you should use the proper material to decrease your chances of liability. Council Member Rhonda Thomas made a motion to move forward with placing guardrails at both locations in the amount of \$2,700 with the authority to double the approved price if need be. The motion was seconded by Council Member Rodney Kendall. The Council voted 5-0. Motion carried.

15) Budget:

Council Member Rhonda Thomas discussed the budget and mentioned that she was concerned with the Attorney bills, tag reader purchase, etc. Council Member Angie Arp stated that she had spoken with the Finance Director and that the legal expenses for the regular administrative services are near normal if the lawsuit was not in the picture. Mayor Whitener mentioned the Mayor and Council Investigation that could be tens of thousands of dollars. Mayor Whitener mentioned the lawsuit and her veto. The Mayor and Council Member Angie briefly spoke of the lawsuit. The five minute time limit expired. The Mayor and Council discussed the last City election and the State Election Board decision. Council Member Rhonda Thomas asked the Council to be more conservative.

City of Blue Ridge

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16) Expenditures:

Mayor Whitener discussed the 2015 Hotel/Motel Tax. She suggested using the unrestricted money on portable restrooms. Cesar Martinez spoke from the audience. Mayor Whitener explained that it would take several weeks to get a custom built restroom but mentioned the possibility of renting one until the City's arrives. The Mayor and Council discussed funds and the East Main Street project expenditures. The Mayor asked if the Council wanted to buy or lease the portable restroom. The Mayor and Council discussed where to place the portable restroom. Near the Depot and at the public parking area were locations among those discussed. The Mayor asked the Council how many stalls they were interested in. Mayor Whitener asked Cesar Martinez, a member from the audience, how many additional stalls were needed. Mr. Martinez answered the Mayor. Council Member Angie Arp asked if even the larger restrooms were portable. Mayor Whitener answered yes. Council Member Arp stated that the one with 10 stalls would probably be better. She continued to discuss whether or not the City could build a permanent restroom for the same cost. Mayor Whitener suggested having the sales representative come to Blue Ridge and speak with the Council about a medium to large facility and to possibly bring a demo to use. Mayor Whitener mentioned that a representative of Trout Unlimited would be coming before the Council to ask for a portion of restricted Hotel/Motel Tax. Mayor Whitener also discussed being able to use restricted and unrestricted Hotel/Motel tax funds for the portable restroom facility.

17) City Property:

Council Member Rhonda Thomas did not have an update on the subject. Council Member Rodney Kendall spoke about an issue that he has encountered on Chastain Street. Council Member Kendall stated that the City has quit graveling the road. The issue was brought to his attention by Ferrell Early. Council Member Angie Arp discussed the City's responsibility of up keeping the road if it is in fact the City's. The Council agreed that the street should be graveled. Council Member Angie Arp discussed getting an appraisal for City property known as Willingham Circle. Mayor Whitener asked if she could get a motion for her to call someone do get an appraisal for the property. Council Member Rodney Kendall made a motion to get an appraisal for the property. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

18) Eddy A. Corn—City Lease with City & Steve Setser:

Eddy A. Corn was present to address comments in reference to the validity of the Swan Drive-In Lease. Mr. Corn discussed subleasing the property. While Mr. Corn was presenting his comments, the five minute time limit expired. Council Member Rodney Kendall made a motion to allow additional time. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried. Mr. Corn completed his comments and answered a few questions from the Mayor and Council.

City of Blue Ridge

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19) Nancy Berns—Appeal of Zoning Board of Appeals Decision:

Nancy Berns was present to appeal the Zoning Board of Appeals decision to deny her the right to erect a free standing sign at Hampton Square. The Council rendered no decision regarding the appeal but requested that Roy Parsons, Council Member Angie Arp and Council Member Rhonda Thomas consider potential changes to the City's Sign Ordinance.

20) Butch Morton—Appeal of Zoning Board of Appeals Decision:

Butch Morton, a tenant of Hampton Square, spoke in support of Ms. Berns appeal of the Zoning Board of Appeals decision.

21) Kathy Greene—Appeal of Zoning Board of Appeals Decision:

Kathy Greene, a tenant of Hampton Square, spoke in support of Ms. Berns appeal of the Zoning Board of Appeals decision.

22) Genevieve Smith—Appeal of Zoning Board of Appeals Decision:

Genevieve Smith, a tenant of Hampton Square, spoke in support of Ms. Berns appeal of the Zoning Board of Appeals decision.

23) Robert Ford—Appeal of Zoning Board of Appeals Decision:

Robert Ford, a tenant of Hampton Square, spoke in support of Ms. Berns appeal of the Zoning Board of Appeals decision.

24) Cesar Martinez—The Blue Ridge Business Association:

Cesar Martinez reported that Safezone was a huge success with three to four thousand people attending the event. He stated that the association is sponsoring a local's night on December 8, 2015. The association's Christmas party is December 15, 2015 and Mr. Martinez invited the Mayor and Council to attend. He reported that Light Up Blue Ridge is on schedule and that Fire & Ice is approaching.

25) Bill Ryan—Storm Water:

Bill Ryan asked about the new drainage cost estimate from Carter & Sloope and asked if it was in the amount of \$700,000. Mayor Whitener replied yes. Mr. Ryan stated that Stevenson & Palmer gave the City an estimate of \$500,000. Mr. Ryan questions why the City is using Carter & Sloope and Mayor Whitener stated that the plans from Stevenson & Palmer are being used but that the plans from Carter & Sloope are to be more detailed and that part of Mountain Street is being added to Carter & Sloope's plans. Mr. Ryan continued to inquire about the plans and Mayor Whitener stated that the City has not received the plans from Carter & Sloope. Mr. Ryan then went on to discuss the storm drainage that Nancy Berns is experiencing at the Hampton Square building. Mr. Ryan discussed his concerns about Cook Street causing some of the storm drainage issues. Nancy Berns spoke from the audience. Mayor Whitener and Ms. Berns discussed the storm water issue at the Hampton Square building.

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26) Lisa Pritchard—Mayor and Council Investigation:

Lisa Pritchard with FetchYourNews asked the Council if the investigation was successful would those who approved the investigation be willing to pay for it with their own money instead of tax payer dollars. Mayor Whitener asked if everyone understood the question. Mrs. Pritchard asked if the three Council Members who voted to approve the investigation would pay for it with their own money instead of using tax payer dollars. Council Member Rhonda Thomas stated that she did not vote in favor of the investigation. Ms. Pritchard stated that she was not asking her and that she believed it was Council Members Angie Arp, Rodney Kendall and Bruce Pack who voted in favor of the investigation. Council Member Angie Arp stated that the meeting policy states that this is not a question and answer session so I am not going to answer your question. Council Member Arp stated that she would contact the attorney and find out if any of the Council Members are liable for anything. Mrs. Pritchard the referenced Georgia Code Section 21-4-1. Mrs. Pritchard stated that some citizens are researching the possibility of have some of the Council removed for malfeasance of office since they are not serving the citizens and their interest.

27) Frank Moore—Mayor and Council Investigation:

Attorney Frank Moore spoke in opposition of the Mayor and Council investigation. He addressed his concerns of how tax payers' money is being spent and that the money would be better spent on sidewalks, etc. rather than on an investigation. Mr. Moore then discussed how he felt the investigation should be conducted and discussed a similar investigation that took place in DeKalb. He then asked the Mayor and council to consider the expense of the investigation.

28) Cindy Trimble—City Council & the Community:

Cindy Trimble spoke about Council Members Angie Arp, Rodney Kendall and Bruce Pack voting in unison on almost every issue. She suggested that collusion may be involved among the three Council Members.

29) Jack Morton—City Council & the Community:

Jack Morton spoke in disappointment of Council Members Angie Arp, Rodney Kendall and Bruce Pack and how they vote in unison to spend tax payers' dollars. Mr. Morton discussed is opinion of the three Council Members ethical behavior. He asked if the people saw a pattern with the Council and their waste of tax payer's dollars. While Mr. Morton was speaking the time limit expired. Mr. Morton continued to speak until his speech was finished.

30) Bobby Bearden—City Park:

Bobby Bearden spoke of the condition of the City Park and stated his opinion of the employee over the park. He asked the Mayor and Council to find an employee capable of maintaining the park. Mayor Whitener and Mr. Bearden discussed the employee's duties and the condition of the park. Mr. Bearden recommended adding a roller skating area at the park.

City of Blue Ridge

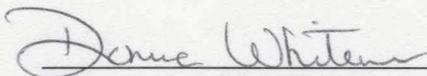
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31) Executive Session—Personnel:

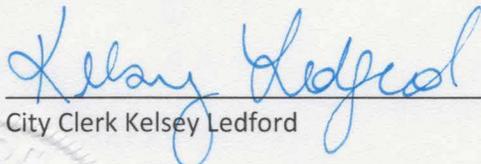
Mayor Whitener asked for a motion to enter into an executive session. Before the Council could vote to go into executive session Jack Morton spoke from the audience asking if the Mayor would call a Town Hall meeting. The Mayor and Council discussed holding the Town Hall meeting on December 1, 2015 at 6:00pm after the discussion Mayor Whitener called the meeting. Nancy Berns spoke from the audience and asked if and when the Council would make a decision in regards to her appeal. Mayor Whitener instructed that the sign ordinance be added to the November 19, 2015 Special Called Meeting agenda. Council Member Rodney Kendall made a motion to enter into an executive session for the purpose of discussing personnel matters. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried. Council Member Rodney Kendall made a motion to come out of executive session. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried. Council Member Rodney Kendall made a motion move Finance Director Alicia Stewart to full time employee status with 32 hours per week. The motion included Mrs. Stewart making \$26.50 per hour with benefits. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried. Council Member Rodney Kendall made a motion to require Ms. Stewart to work the normal business hours of 8:00am-5:00pm. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried. Council Member Rodney Kendall made a motion to make Barbie Gerald the City's Election Superintendent and Rebecca Harkins her assistant. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried. Council Member Rodney Kendall made a motion to allow Haley Campbell to work up to 15 hours per week in the office. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.

32) Adjournment:

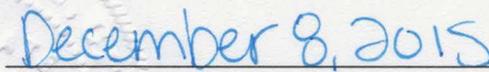
Council Member Rodney Kendall made a motion to adjourn the meeting. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Meeting adjourned at approximately 9:09pm.



 Mayor Donna Whitener



 City Clerk Kelsey Ledford



 Approved



**AGREEMENT TO
PROVIDE SERVICES
TO THE MUNICIPAL COURT
OF BLUE RIDGE, GEORGIA**

THIS AGREEMENT is made and entered into effective as of the 10 th day of November, 2015, by and between the **City of Blue Ridge Municipal Court**, (hereinafter referred to as the "Court"), and **Sentinel Offender Services, LLC.**, located at Five Concourse Parkway, Suite 775, Atlanta, Georgia 30328-6299 (hereinafter referred to as "Sentinel").

RECITALS

WHEREAS,

1. The Court has been duly authorized by O.C.G.A. § 42-8-100 to establish services for a probation system for the purpose of providing probation supervision, counseling, collection services for all monies to be paid by a defendant according to the terms of the sentence imposed and any moneys which by operation of law are to be paid by the defendant in consequence of the conviction and other probation services for persons convicted in the Court and placed on probation.
2. The Court has the express authority, by and through its duly elected and/or appointed officials, to enter into an agreement with Sentinel to provide probation services, upon the terms and conditions set forth herein, to misdemeanor probationers. In no event will Sentinel be charged with the responsibility of supervising a felony sentence unless authorized to do so by law.
3. Sentinel is a duly registered corporation with the Georgia Secretary of State and is registered and in good standing with the County and Municipal Probation Advisory Council.
4. Sentinel is professionally staffed and desirous to conduct misdemeanor probation services to said entities as described in Paragraph 1.
5. Probation Officers providing services to the Court shall be at least twenty-one (21) years of age at the time of appointment to the position of probation officer and at a minimum have completed a standard two-year college course or possess four years of P.O.S.T. law enforcement experience.
6. Sentinel shall provide an initial forty (40) hours of orientation training to all probation officers and twenty (20) hours of continuing education per annum as approved by the County and Municipal Probation Advisory Council (or successor entity.)
7. Sentinel shall require criminal record check of all staff providing services to the Courts and no person who has been convicted of a felony or other excluded conviction will be employed as a probation officer.

8. Sentinel certifies that to the best of its knowledge, no employee, volunteer or agent of the Court, the governing authority nor any of its members, nor any public agency or official affected by this Agreement, has any pecuniary interest in the business of Sentinel, and that no person associated with Sentinel has any interest that would conflict in any manner or degree with the performance of the Agreement.
9. Sentinel will at all times observe and comply with all laws, ordinances, and regulations of the federal, state, and local governments which may in any manner affect the performance of this Agreement.
10. Sentinel shall comply with the legislative enactment (O.C.G.A. § 42-8-100 through 108), as well as all standards and qualifications as set forth by the County and Municipal Probation Advisory Council (or successor entity) and shall comply with the "Rules and Regulations of the County and Municipal Probation Advisory Council," as promulgated and as may be amended from time to time.

ARTICLE ONE

Services by Sentinel

Sentinel agrees to provide the following services for and on behalf of the City of Blue Ridge Municipal Court:

1. Attend regularly and specially (when necessary) scheduled Court sessions for the purpose of obtaining sentencing information and personal history information for each offender placed on probation. Dates of regularly scheduled court sessions will be made available to Sentinel at least 30 days in advance.
2. Conduct an initial interview with each probationer at the time of his or her sentencing or as soon thereafter as is practicable for the purpose of explaining the scope of the court order relative to fines, fees and/or restitution imposed as well as requirements and conditions for probation supervision.
3. Monitor and supervise probationers to ensure compliance with the Court's order. Complete a supervision assessment of the probationer to determine an appropriate reporting schedule. Collect from probationers court ordered fines, restitution and other costs associated with the order of the Court.
4. Prepare referrals and lend assistance to probationers either ordered to receive or desiring counseling or employment assistance. Probationers identified by the Court as having special treatment and/or education needs will be referred to appropriate community programs and their progress followed and noted in their case record.
5. Drug counseling and urine surveillance will be provided to probationers identified by the Court as having drug or alcohol related problems. Probationers will assume the cost of random drug and/or alcohol testing.

6. Provide electronic monitoring services to the Court and governing authority at the direction of the Court. The cost of these services will be negotiated with the Court and/or governing authority based on the needs of the Court and/or governing authority.
7. Provide supervision and monitoring of defendants under pre-trial diversion/supervision.
8. Coordinate community service work with local community service agencies as ordered by the Court as a condition of probation. Sentinel will coordinate community service work that is reasonably consistent with those duties performed by regular, unskilled laborers.
9. Maintain case files for each probationer regarding compliance with the terms and conditions of probation, reporting dates, contacts as they occur and the amounts and dates of money collected.
10. All reports, papers, records, and files relative to the supervision of probationers are confidential and available only to officials of the affected governing authority, the Court, the Department of Audits and Accounts or the County and Municipal Probation Advisory Council (or successor entity.)
11. Provide the Clerk of Court with a monthly listing of cases for which all fines and fees have been collected so the Clerk will be notified as to when to remit monies owed to other authorities for which monies are collected.
12. Provide reports summarizing the number of offenders supervised by Sentinel, the amount of fines, statutory surcharges, and restitution collected, and the number of probationers for whom supervision has been terminated on a monthly basis.
13. Sentinel will maintain collected fines and fees in a Court approved banking institution and will disburse all fines and fees collected each month in the manner directed by the Clerk of Court. If an account is deemed uncollectible, in whole or in part, Sentinel will disburse all collected funds pursuant to a Court order.
14. Reconcile all records with the Clerk's office on a monthly basis. Records will be available on any given day, which reflect Sentinel's liability to the Court.
15. Disburse funds to recipients of restitution on a monthly basis as these funds are collected.
16. Assist the Court and law enforcement authorities in tracking absconders through the submission of a report that details the probationer's personal history and employment information, the circumstances of his/her violation and his/her last known whereabouts.

17. If a determination is made by Sentinel that the probationer is lacking the resources to be able to make weekly or monthly payments, every effort will be made to convert the remaining fines, costs, etc. to community service hours. With the approval and order of the Court, probationers will be allocated the equivalent of a monetary value determined by the Court to one (1) hour of community service.
18. All efforts will be made to deal promptly with delinquent cases in order that there will be enough time remaining on the sentence for an appropriate disposition.
19. At any point in time when material violations in compliance with the conditions of probation occur, Sentinel will take appropriate contempt of court and/or revocation of probation action to bring the violations to the attention of the Court.
20. Sentinel shall provide to the Court on a quarterly basis a written operational report detailing caseload statistics, collections and other information as requested by the Court.
21. Sentinel shall provide the capability to accept payments by credit card. Sentinel shall submit to the Court for its approval any fees or costs to be paid by offenders/probationers who chose to pay by credit card.

ARTICLE TWO

Conditions

This agreement is made based upon the following conditions:

1. The agreement will extend for one (1) year from the effective date of the agreement as written above.
2. Notwithstanding the date of expiration of this agreement, this agreement shall renew annually for one-year terms under the same terms and conditions as provided for herein for a maximum of five (5) yearly terms unless written notice to the contrary is directed to the other party thirty (30) days prior to the date of expiration. Thereafter this agreement may be extended by mutual agreement of the parties and an execution of an extension by both parties.
3. The agreement may be terminated by either party on thirty (30) days written notice to the other. In the event this agreement is not renewed or is terminated, Sentinel agrees to cooperate with and assist the Court in making an orderly transfer of responsibility for providing probation services to any other provider selected by the Court. It is further understood and agreed that all probation files remain the property of the Court and upon termination will be turned over to the Court or its designee.
4. In the event of a material default of any of the provisions of this Agreement, the non-defaulting party may terminate this Agreement if: (i) the non-defaulting party gives written notice to the party in default specifying the nature of the default and (ii) such default remains

uncured or uncorrected for a period of thirty (30) days after written notice of such default is delivered to the defaulting party, or if such default cannot reasonable be cured or corrected within the aforesaid thirty (30) day period, the defaulting party undertakes diligently after receipt of such written notice is received and continue until completion, efforts to cure or correct such default and furnish proof to the non-defaulting party upon its request of such efforts and the date the cure or corrections will be achieved. For purposes of this Agreement, a "material default" of this Agreement shall be deemed as any illegal or unethical business transactions, or a failure to adequately meet, maintain and comply with the obligations set forth in this Agreement.

5. Sentinel will maintain a policy of liability insurance coverage in the amount of not less than one (1) million dollars with respect to liability for negligent, willful or otherwise tortuous acts or omissions of Sentinel, its agents or employees, in connection with Sentinel's provision of services and obligations contemplated by this agreement. Sentinel will also maintain a dishonest employee insurance policy of at least \$300,000. Sentinel will assign the benefits of said policies to the Court and the governing authority.
6. Sentinel will not engage in any employment, business, or activity that interferes or conflicts with the duties and responsibilities of this agreement.
7. Sentinel and its employees shall not have personal or business dealings, including the lending of money, with probationers under their supervision.

ARTICLE THREE

Service Fees

1. In consideration of the services provided by Sentinel, the Court agrees that each court order shall require the offender/probationer to pay a fee directly to Sentinel for each month or partial month of the supervision period. Sentinel will maintain sufficient staffing levels and standards of supervision including the type and frequency of contacts that are in compliance with the agreed upon Court operating procedures. As determined by the Court, supervision levels and fees paid by probationers shall be as follows:
 - a. For those cases (Pay Only) in which Sentinel is providing probation supervision or monitoring services only for the collection of fines, surcharges, court costs, fees ordered by the Court in a probated and/or suspended sentence which includes a minimum of one (1) contact per month the probationer shall pay a fee of thirty-five dollars (\$35.00) per month. Acceptable monthly contacts may be made in person or by phone, email, written report or tender of payment. Probation officers will maintain an average caseload of 325 active participants.
 - b. For those cases (Conditions) in which Sentinel is providing probation supervision or monitoring services for probation conditions other than and/or including the payment of fines, surcharges and/or restitution which includes a minimum of one (1) contact per month the probationer shall pay a fee of thirty-five dollars (\$35.00) per month.

Acceptable monthly contacts may be made in person and/or by phone, email, or written report. Probation officers will maintain an average caseload of 250 active participants.

- c. For those cases in which Sentinel is providing pre-trial diversion or monitoring services which includes a minimum of one (1) contact per month the offender shall pay a fee of thirty-five dollars (\$35.00) per month. Acceptable monthly contacts may be made in person and/or by phone, email, or written report. Probation officers will maintain an average caseload of 250 active participants.
 - d. For those cases in which Sentinel is providing intensive supervision or monitoring services which includes a minimum of two (2) contacts per month the probationer shall pay a fee of forty-five dollars (\$45.00) per month. Acceptable monthly contacts may be made in person and/or by phone, email, or written report. Probation officers will maintain an average caseload of 200 active participants.
 - e. On-site drug testing will be conducted at a rate of \$15.00 per screen and \$25.00 for lab confirmations at the request of the probationer or Court.
 - f. The probationer shall pay for electronic monitoring services at a rate as follows: Radio Frequency (RF) House Arrest \$6.00 per day, Global Positioning Satellite Tracking (GPS) \$10.00 per day, and Breath Alcohol Testing (BART) at \$8.50 per day.
 - g. The probationer shall pay a credit card convenience fee to the credit card processing company if the probationer chooses to pay by credit card.
2. Sentinel acknowledges that the Court will make a determination as to whether the probationer is indigent before determining if probation supervision is needed. Probationers who are declared by the Court to be indigent shall be supervised at no cost to the probationer, the Court or the governing authority.
 3. Payment of fines and fees will be set according to the plan approved both by the Court and Sentinel.
 4. Sentinel will collect the Georgia Crime Victims Emergency Fund fee pursuant to O.C.G.A. § 17-15-13 from each probationer placed on probation unless the Court exempts the probationer. Sentinel will remit all collections for this surcharge on a monthly basis to the Georgia Crime Victims Compensation Board.
 5. There is no cost to the Court or governing authority for the services enumerated herein.
 6. Sentinel will not collect probation supervision fees in advance and Sentinel will not collect probation fees for any months not authorized by court order.

7. Sentinel will retain no percentage of fine moneys and/or court fees collected. All fine moneys and court fees collected will be remitted to the Court.

ARTICLE FOUR

Addendum

This agreement is to include any addendum or attachment that both parties have agreed upon in writing.

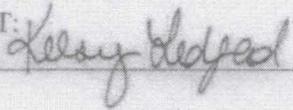
ARTICLE FIVE

General

The foregoing constitutes the entire agreement between the parties and supersedes any representation or agreements heretofore made. This agreement shall be governed by the laws of the State of Georgia and may be amended only by a written document signed by duly authorized representatives of the Court and Sentinel.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized representatives, have caused this AGREEMENT to be signed and delivered effective as of the date, month and year set forth herein above.

ATTEST:

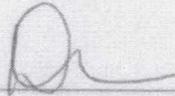


BLUE RIDGE MUNICIPAL COURT

By: _____

Robert Sneed, Chief Judge

ATTEST:



SENTINEL OFFENDER SERVICES, LLC

By: _____

Steven R. Queen, Director

APPROVAL OF THE GOVERNING
AUTHORITY:



Donna Whitener, Mayor
City of Blue Ridge, Georgia

GEFA SRF meter replacement project – we need to vote to complete the project using Carter & Sloope, which requires 1900 more meters, 2000 transmitters, and estimated 1000 meter box lids and some miscellaneous items such as flanges, gaskets & cords. The current meter replacement grant will be completed in June and is only a small portion of our water system at 440 meters and transmitters. The project comes about for 2 reasons. First, the current elster/amco meters are under-registering and failing to read electronically. This company no longer manufactures meters and has not honored the warranty, so we are now using Sensus meters. Secondly, along with changing meters we are changing transmitters. We are converting to the Sensus reading system because our Itron reading system was outdated and no longer supported. We were going to have to buy new equipment either way. It made sense to use the same reading system that goes with the meters instead of spending more money to update the Itron equipment and software. We will apply for GEFA SRF grants yearly until the project is complete. We are replacing meters ourselves instead of hiring a contractor. This takes more time to complete but saves the City some money on labor.

Waterline Replacement - we have some old water infrastructure in town that is in **need** of replacement. These are the 4 projects we are looking at:

1. On Church St – 1462 feet of line
2. East Main – 1900 feet of line
3. Mckinney St – 252 feet of line
4. West First St – 1962 feet of line

We need to vote to have Carter & Sloope give us an estimate and do the engineering for each project.

EXTRACT OF MINUTES
RESOLUTION OF GOVERNING BODY

Recipient: CITY OF BLUE RIDGE

Loan Number: DWSRF 15-001

At a duly called meeting of the governing body of the Borrower identified above (the "Borrower") held on the 10 day of November, 2015, the following resolution was introduced and adopted.

WHEREAS, the Borrower has borrowed **\$195,000** from the Georgia Environmental Finance Authority (the "Lender"), pursuant to the terms of a Contract for Financing Environmental Facilities and for Other Services (the "Loan Agreement"), dated **JUNE 26, 2015**, between the Borrower and the Lender; and

WHEREAS, the Borrower's obligation to repay the loan made pursuant to the Loan Agreement is evidenced by a Promissory Note (the "Note"), dated **JUNE 2, 2015**, of the Borrower; and

WHEREAS, the Borrower and the Lender have determined to amend and modify the Loan Agreement, pursuant to the terms of a Modification of the Loan Agreement (the "Modification") between the Borrower and the Lender, the form of which has been presented to this meeting;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borrower that the form, terms, and conditions and the execution, delivery, and performance of the Modification are hereby approved and authorized.

BE IT FURTHER RESOLVED by the governing body of the Borrower that the terms of the Modification are in the best interests of the Borrower, and the governing body of the Borrower designates and authorizes the following persons to execute and deliver, and to attest, respectively, the Modification, and any related documents necessary to the consummation of the transactions contemplated by the Modification.

[Signature]
(Name of Person to Execute Documents)

[Signature]
(Title)

[Signature]
(Name of Person to Attest Documents)

Chief Member Mayor Tom
(Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

Date: November 10, 2015.

[Signature]
Secretary/Clerk

(SEAL)

City of Blue Ridge

480 West First Street • Blue Ridge, Georgia • (706) 632-2091

City of Blue Ridge
Special Called Council Meeting Minutes
City Hall
480 West First Street
November 19, 2015 at 4:00 PM

Present: Mayor Pro Tem Rodney Kendall
Council Members Angie Arp, Bruce Pack
And Rhonda Thomas
City Clerk Kelsey Ledford

Absent: Mayor Donna Whitener
Council Member Harold Herndon

1) Call Meeting to Order:

Council Member Rhonda Thomas made a motion to call the meeting to order. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Motion carried.

2) Prayer and Pledge of Allegiance:

Council Member Bruce Pack offered a word of prayer followed by the Pledge of Allegiance.

3) Council Meeting Rules of Procedures:

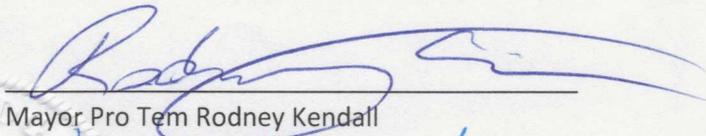
Mayor Pro Tem Rodney Kendall stated that the rules of procedures were available at the Council desk.

4) Amendment to the Millage Rate Ordinance (Second Reading and Adoption):

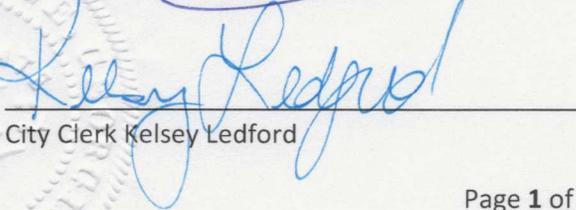
Council Member Rhonda Thomas made a motion to accept the second reading and to adopt the amendment to the millage rate ordinance (attached). The motion was seconded by Council Member Angie Arp. The Council voted 4-0. Motion carried.

5) Adjournment:

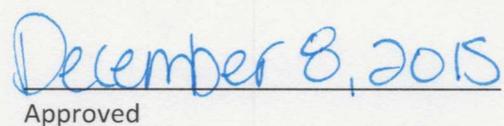
Council Member Angie Arp made a motion to adjourn the meeting. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Meeting adjourned.



Mayor Pro Tem Rodney Kendall



City Clerk Kelsey Ledford



Approved



FIRST READING November 10, 2015

PUBLISHED November 19, 2015

PASSED November 19, 2015

AN ORDINANCE NO. 2015-11-19

AN ORDINANCE TO AMEND THE AD VALOREM TAX RATE FOR THE CITY OF BLUE RIDGE, GEORGIA FOR THE CALENDAR YEAR OF 2015 AND THE FISCAL YEAR FOR SAID CITY OF 2015; TO LEVY SAID TAX UPON ALL PROPERTY SUBJECT TO TAXATION BY THE CITY OF BLUE RIDGE, GEORGIA; TO PROVIDE FOR THE TIME OF PAYMENT OF SAID TAXES; TO PROVIDE FOR INTEREST AND PENALTIES FOR THE FAILURE TO PAY TAXES; TO PROVIDE FOR AN ADMINISTRATIVE PROCEDURE FOR THE COLLECTION OF DELINQUENT AD VALOREM TAXES; TO PROVIDE AN ADMINISTRATIVE PROCEDURE FOR THE COLLECTION OF DELINQUENT AD VALOREM TAXES FOR YEARS PRIOR TO 2015; TO REPEAL CONFLICTING ORDINANCES TO THE EXTENT OF THE CONFLICT; AND FOR OTHER PURPOSES.

BE IT ORDAINED by the City Council of Blue Ridge, Georgia, pursuant to Section 6.11 of the Charter for the City of Blue Ridge, Georgia, and it is hereby ordained by authority of same:

SECTION 1. NET MILLAGE RATE.

The ad valorem tax rate for the City of Blue Ridge, Georgia, for the calendar year 2015 and for the 2015 fiscal year for the City of Blue Ridge, based upon an estimated total valuation [at the forty (40%) percent digest value] by the tax assessors of Fannin County of property subject to ad valorem taxation by the City of Blue Ridge is hereby set at an amended net millage rate of 5.479 mills.

SECTION 2. NET MILLAGE RATE FOR THE PURPOSE OF RAISING REVENUES TO PROVIDE GOVERNMENTAL SERVICES.

Upon adding the total receipts of the local option sales tax for the 2014 calendar year, and dividing the net property value into it, the City Council determined the roll back rate for the City,

and set a net millage rate of 5.479 mills for the Blue Ridge taxable property, to be levied on each \$1,000.00 of taxable property (at its forty (40%) percent digest value) within the corporate limits for the following purposes:

- (a) For the purpose of raising revenues to defray the cost of operating the City government;
- (b) For the purpose of raising revenues to defray the cost of governmental services.
- (c) For the repayment of principal and interest on general obligations, if any; and
- (d) For any other public purpose as determined by the City Council in its discretion.

SECTION 3. 2015 AD VALOREM TAX LEVY.

There is hereby levied upon all property subject to ad valorem taxation by the City of Blue Ridge, Georgia, an amended net ad valorem tax for the year 2015 of 5.479 mills on each \$1,000.00 of value of taxable property (at its forty (40%) percent digest value).

SECTION 4. DUE DATE OF TAX.

The said tax imposed is due and payable upon receipt of a tax notice mailed to each owner of the property subject to taxation. In any event, all taxes due under this Ordinance shall be paid no later than the sixtieth day after the postmark on said tax bills, without penalty.

SECTION 5. INTEREST AND PENALTIES ASSESSED.

Unless not allowed by general statutory law, all delinquent and past due taxes shall bear a penalty of 10% of the amount of tax due and not paid on or before the time prescribed by this Ordinance. Further, all past due and delinquent taxes shall bear interest at a rate of 1.5% per month, or \$1.00 per month, whichever is greater, and shall begin being assessed on the sixty-first day after the post mark on said tax bills.

SECTION 6. NOTICE, ISSUANCE OF F.I.F.A., AND LEVY AND SALE TO COLLECT PAST DUE AND DELINQUENT AD VALOREM TAXES.

A past due and delinquent tax notice shall be mailed by the Mayor, City Manager or other duly authorized agent of the City of Blue Ridge, Georgia to all owners of property subject to taxation who have not paid the tax due on or before the sixty-first day after the postmark on said tax bills. The past due and delinquent tax notice shall be sent by certified or registered mail. Upon failure to pay the tax due within thirty days of the return receipt of the past due and delinquent tax notice sent by certified or registered mail, the Mayor, the City Manager, or other proper duly authorized agent for the City of Blue Ridge, Georgia, shall cause a writ of fieri facias to be issued and recorded on the appropriate tax digest of the City of Blue Ridge, Georgia or on the general execution docket of Fannin County. All property of a taxpayer subject to said writ shall be subject to levy and sale in accordance with the provisions for sheriff's sales to secure payment of the past due and the delinquent ad valorem taxes, or through any other foreclosure procedure allowed under Georgia law including, but not limited to the procedure set out by O.C.G.A. § 48-4-75 et seq. The City of Blue Ridge, Georgia, shall also be entitled to assess the expenses of any tax foreclosure sale, including attorney's fees, which the City of Blue Ridge, Georgia, incurred due to the failure of the owner (taxpayer) to pay the ad valorem taxes owed.

SECTION 7. PROCEDURE FOR COLLECTION OF PAST DUE AND DELINQUENT AD VALOREM TAXES FOR THE YEARS PRIOR TO CALENDAR YEAR 2015.

For all past due and delinquent ad valorem taxes for the years prior to the calendar year 2015 which are due and owing to the City of Blue Ridge, Georgia by delinquent taxpayers, the City of Blue Ridge, Georgia, through a duly authorized agent, which may be, but does not have to be, the Mayor, the City Manager, or other authorized agent, shall send a past due and delinquent tax notice by mail to all owners of property subject to taxation for the calendar years prior to 2015 who have not paid the tax due for said prior calendar years. This past due and delinquent tax notice

shall be sent to said delinquent taxpayers by certified or registered mail, return receipt requested. Upon failure to pay the tax due by the delinquent taxpayers within thirty days of the return receipt of the past due and delinquent tax notice, the Mayor, the City Manager, or other duly authorized agent of the City of Blue Ridge, Georgia acting by and through the proper taxing authority, shall cause a writ of fieri facias to be issued and recorded on the appropriate tax digest of the City of Blue Ridge, Georgia or upon the general execution docket of Fannin County. All property of the delinquent taxpayer subject to said writ shall be subject to levy and sale in accordance with the provisions for sheriff's sales to secure payment of the past due and delinquent ad valorem taxes, or shall be subject to any other collection procedure allowed by Georgia law, including but not limited to O.C.G.A. § 48-4-75 et seq. The delinquent and past due ad valorem taxes for the prior calendar years shall bear a 10% penalty, in similar fashion to Section 5, and shall bear interest in a similar fashion as to Section 5 of this Ordinance beginning upon the thirtieth day after the return receipt of the certified delinquent and past due tax notice. The City of Blue Ridge, Georgia, shall also be entitled to assess the expenses of any tax foreclosure sale, including attorney's fees, which the City of Blue Ridge, Georgia, incurred due to the failure of the owner (taxpayer) to pay the ad valorem taxes owed.

**SECTION 8. REPEAL OF CONFLICTING ORDINANCES TO THE
EXTENT OF THE CONFLICT.**

Any part of any prior ordinances, in conflict with the terms of this Ordinance, are hereby repealed to the extent of the conflict; but it is hereby provided, that any ordinance or law which may be applicable hereto and aid in carrying out and making effective the intent, purpose and provisions hereof, is hereby adopted as a part hereof and shall be legally construed to be in favor of upholding this Ordinance on behalf of the City of Blue Ridge, Georgia.

SECTION 9. SEVERABILITY.

If any paragraph, subparagraph, sentence, clause, phrase, or any portion of this Ordinance shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to effect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared to be the intent of the City Council of the City of Blue Ridge to provide for separate and divisible parts, and it does hereby adopt any and all parts hereof as may not be held invalid for any reason.

This 19 day of November, 2015.

BLUE RIDGE CITY COUNCIL

By: Richard Kendall Mayor Pro Tem
Mayor

Shonda Thomas
Councilperson

Angie Cyp
Councilperson

Bruce Pack
Councilperson

Councilperson



Councilperson

Attest:

Kelsey Ledford

City Clerk Kelsey Ledford

2881-146/W155639

City of Blue Ridge

480 West First Street • Blue Ridge, Georgia • (706) 632-2091

City of Blue Ridge
Special Called Council Meeting Minutes
City Hall
480 West First Street
November 19, 2015 at 4:05 PM

Present: Mayor Pro Tem Rodney Kendall
Council Members Angie Arp, Bruce Pack
And Rhonda Thomas

1) Call Meeting to Order:

Council Member Rhonda Thomas made a motion to call the meeting to order. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Motion carried.

2) Prayer and Pledge of Allegiance:

Council Member Rhonda Thomas made a motion to amend the agenda and remove agenda item two listed as prayer and Pledge of Allegiance. The motion was seconded by Council Member Angie Arp. The Council voted 4-0. Motion carried.

3) Council Meeting Rules of Procedures:

Mayor Pro Tem Rodney Kendall stated that the rules of procedures were available at the Council desk.

4) Sign Ordinance:

Mayor Pro Tem Rodney Kendall read Roy Parsons' recommendations to amend the sign ordinance aloud. As Kendall was finishing the reading the time limited expired. Council Member Angie Arp asked Mr. Parsons if bench signs would be allowed according to his recommendations. Mr. Parsons answered yes by nodding his head from the audience. Council Member Rhonda Thomas asked if when they made the motion to move forward, the process would be to bring it before the Planning Commission. Mr. Parsons replied yes spoke briefly. Council Member Rhonda Thomas made a motion to move forward with changing the sign ordinance and moving forward with the proposed changes to go before the Planning Commission and keeping in mind that these are proposed changes and that wording may need to be changed. The motion was seconded by Council Member Rodney Kendall. The Council voted 4-0. Motion carried.

5) City Hall Event:

Mayor Pro Tem Rodney Kendall stated that the Gingerbread Village would no longer be hosed at City Hall because of security issues and that Cindy Trimble was able to get the senior citizen building to host the event. Council Member Angie Arp made a motion to resend the prior motion to allow the use of the City Hall to display gingerbread houses by the Blue Ridge Business

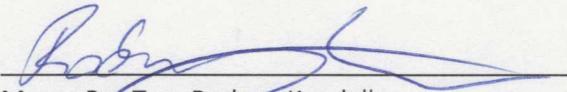
City of Blue Ridge

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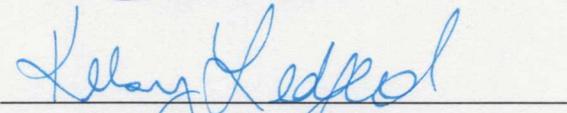
Association. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Motion carried.

6) Adjournment:

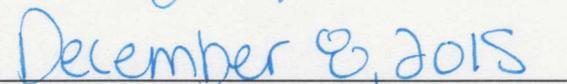
Council Member Angie Arp made a motion to adjourn the meeting. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Meeting adjourned.



Mayor Pro Tem Rodney Kendall



City Clerk Kelsey Ledford



Approved



City of Blue Ridge

480 West First Street • Blue Ridge, Georgia • (706) 632-2091

City of Blue Ridge
Council Meeting Minutes
City Hall
480 West First Street
December 1, 2015 at 10:00 AM

Present: Mayor Donna Whitener
Council Members Angie Arp, Harold Herndon,
Rodney Kendall, Bruce Pack and Rhonda Thomas
City Clerk Kelsey Ledford

1) Call Meeting to Order:

Council Member Rodney Kendall made a motion to call the meeting to order. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried.

2) Prayer and Pledge of Allegiance:

Council Member Bruce Pack offered a word of prayer followed by the Pledge of Allegiance.

3) Council Meeting Rules of Procedures:

Mayor Whitener stated that the rules of procedures were available at the Council desk.

4) Approval of Minutes:

Council Member Rodney Kendall made a motion to approve the September 1, 2015 Council Meeting Minutes. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

5) Viridis Contract:

Council Member Rhonda Thomas asked if this topic's discussion could be postponed until a later time. Council Member Rhonda Thomas made a motion to table the topic. The motion was seconded by Council Member Rodney Kendall. The Council voted 5-0. Motion carried.

6) East Main Street—Follow Up on Underground Power:

Mayor Whitener gave an update on her communication with Stacy Chastain, a representative of Tri-State Electric. She informed the Council that Tri-State would need to inspect and review the entrance ways before providing a quote to the City. She also stated that since Mr. Chastain was on the agenda she had another update. She reported that Mr. Chastain has a few issues with the franchise agreement between the City and Tri-State because he is concerned about the mapping systems. Mayor Whitener informed the Council that Mr. Chastain would be working with City employees Rebecca Harkins and Roy Parsons in order to compare mapping systems between the City and Tri-State. Mayor Whitener informed the Council that they would need to discuss the underground power at a later time. Council Member Rodney Kendall made a motion to table the

City of Blue Ridge

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topic. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

7) Tag Reader:

Council Member Rodney Kendall stated that Finance Director Alicia Stewart has check with the Georgia Municipal Association and the City can enter into a lease agreement with GMA for a lower interest rate on the purchase of a tag reader in the amount of \$ 21,620 for the Police Department. Council Member Rodney Kendall made a motion to purchase a tag reader in the amount of \$ 21,620 through GMA's lease agreement. Council Member Rhonda Thomas asked for a roll call vote. The motion was seconded by Council Member Bruce Pack. The Council voted 4-1 with Council Member Rhonda Thomas opposed. Council Member Bruce Pack asked what percentage was the interest rate and for how many years. Mayor Whitener stated that Finance Director Alicia Stewart could make that decision since the Council approved the purchase. Council Member Rodney Kendall stated that it would put Mrs. Stewart in a bad position without the Council's approval of the interest rate. Mayor Whitener stated she is the Finance Director she should be able to decide if it should be for 3 or 4 years according to the budget. The Council then agreed and moved on to the next topic.

8) Planning Commission Appointment:

The Mayor and Council have taken applications for the past month in order to fill Lee Bennett's expired position on the Planning Commission Board. The Mayor and Council received two applications for the position. The two applications were from Donna Carver-Gay and Cindy Trimble. Council Member Rhonda Thomas asked for a roll call voted. Mayor Whitener stated that she had given Ms. Trimble an opportunity to address the Council at a previous meeting and asked if Ms. Carver-Gay would like the same opportunity since she was in attendance. Ms. Carver-Gay did not address the Council. Council Member Rhonda Thomas made a motion to appoint one of the applicants to the position with a roll call vote. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried. The Council Members then did a roll call vote for their choice in appointing the position; Council Members Harold Herndon and Rhonda Thomas voted for Cindy Trimble, Council Members Angie Arp, Bruce Pack and Rodney Kendall voted for Donna Carver-Gay. Mayor Whitener then asked for the vote to be done in a formal vote. Council Member Rhonda Thomas made a motion to accept the nomination of Donna Carver-Gay. The motion was seconded by Council Member Rodney Kendall. The Council voted 4-1 with Council Member Rhonda Thomas opposed. Motion carried.

9) Industrial Chemical Quote for Water Plant Chemicals:

The Mayor and Council received a quote submitted by Water Plant Supervisor Tim Hawkins. Mr. Hawkins' letter along with the quote was requesting purchasing approval from the Council for Water Plant chemicals in the amount of \$ 5,888.60. Council Member Rodney Kendall made a motion to approve the purchase. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.

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10) Lynn Brincks with Trout Unlimited—Request for Funding / Hotel/Motel Tax:

Lynn Brincks with Trout Unlimited was present to speak of an event that she is involved with and that will be held in April of 2016. Mr. Brincks requested \$ 10,000 from the restricted hotel/motel fund. The Council advised her that when the Council disburses the money approx. February 2016 they will include funding for her event. The time limit expired while the Mayor, Council and Ms. Brincks continued to discuss the event.

11) Bill Ryan—Storm Water:

Bill Ryan spoke to the Mayor and Council in regards to the storm water issues in Blue Ridge. Mr. Ryan addressed is concerns of the City not having a plan for the improvements. There was then a discussion between the Mayor and Mr. Ryan about the engineer plans for East Main Street. The time limit expired without a motion to extend more time. The Mayor, Council, Mr. Ryan and Cindy Trimble discussed East Main, infrastructure, storm water/drains and plans from City Engineer Mike Hampton.

12) Executive Session—Personnel:

Council Member Rodney Kendall made a motion to close the meeting for an executive session for the purpose of discussing personnel. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried. Council Member Rodney Kendall made a motion to come out of an executive session. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried. Council Member Rodney Kendall made a motion to take Tim Towe off of probation and to change his employment status to an hourly full-time employee at \$10.00 per hour. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

13) Adjournment:

Council Member Rodney Kendall made a motion to adjourn the meeting. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Meeting adjourned at 12:15pm.

Mayor Donna Whitener

City Clerk Kelsey Ledford

Approved



**CERTIFICATE OF APPOINTMENT OF THE PLANNING COMMISSION OF THE CITY OF BLUE RIDGE,
GEORGIA**

WHEREAS, the term of Lee Bennett as a member (will expire; has terminated by resignation; or ended due to his/her death) on November 2015.

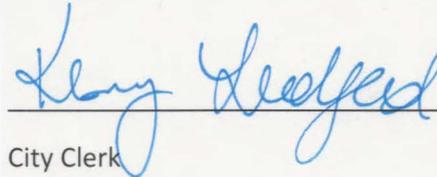
NOW THEREFORE, by virtue of my office as Mayor, the City of Blue Ridge Council appoints Donna Carver-Gay to serve as a member for a four-year term, ending December 1, 2019.

IN WITNESS WHEREOF, I have hereunto signed by name as Mayor of the City of Blue Ridge, Georgia, and caused the official seal of the City of Blue Ridge, Georgia, to be affixed hereto this 1 day of December, 2015.



Mayor

ATTEST:



City Clerk

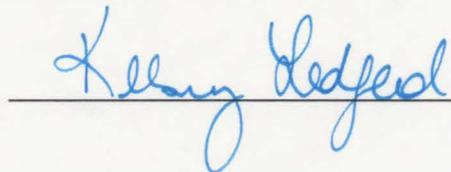
CERTIFICATE OF CITY CLERK

I hereby certify that the above and foregoing is a true and correct copy of the Certificate of Appointment of member of the Planning Commission of the City of Blue Ridge, Georgia, filed in the office of the City Clerk on the

1 day of December, 2015.

Approved by Council on 1 day of December, 2015.

(SEAL)
City Clerk





City of Blue Ridge

480 West First Street • Blue Ridge, Georgia • (706) 632-2091

City of Blue Ridge
Council Meeting Minutes
City Hall
480 West First Street
December 8, 2015 at 6:00 PM

Present: Mayor Donna Whitener
Council Members Angie Arp, Harold Herndon,
Rodney Kendall, Bruce Pack and Rhonda Thomas
City Clerk Kelsey Ledford

1) Call Meeting to Order:

Council Member Rodney Kendall made a motion to call the meeting to order. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.

2) Prayer and Pledge of Allegiance:

Council Member Bruce Pack offered a word of prayer followed by the Pledge of Allegiance.

3) Council Meeting Rules of Procedures:

Mayor Whitener stated that the rules of procedures were available at the Council desk.

4) Approval of Minutes:

a) Council Member Rodney Kendall made a motion to approve the November 3, 2015 Council Meeting Minutes. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried.

b) Council Member Rodney Kendall made a motion to approve the November 10, 2015 Council Meeting Minutes that includes an executive session. The motion was seconded by Council Member Harold Herndon. The Council voted 5-0. Motion carried.

c) Council Member Rodney Kendall made a motion to approve the November 19, 2015 at 4:00pm Special Called Council Meeting Minutes. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried.

d) Council Member Rodney Kendall made a motion to approve the November 19, 2015 at 4:05pm Special Called Council Meeting Minutes. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.

5) Viridis Contract:

Council Member Rodney Kendall made a motion not to renew the contract between the City and Viridis. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

City of Blue Ridge

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6) East Main Street Update:

Council Member Angie Arp asked for an update from Mayor Whitener in regards to East Main Street. Mayor Whitener announced that a Special Called Council Meeting has been called for December 17, 2015 at 10:00am so that everyone involved with the project can be together to discuss the project at the same time. She also announced that other projects such as storm drainage and the park would be discussed as well. Council Member Angie Arp reminded everyone that the City has the funds to pay for the East Main Street project.

7) City Park:

Mayor Whitener stated that the City has already received \$30,000 from the Vaughn Jordan Foundation and the second \$30,000 is to be received at the end of December or in January. Mayor Whitener gave an update as to her meeting with Rick Larosa, Carlie Hammond and representatives of Good Samaritans. Mayor Whitener stated that she thinks that the meeting helped them to find a resolution for all involved. She mentioned that Good Samaritans would be taking a great leap of faith in entrusting the City to make all items discussed in the meeting happen. Mayor Whitener stated that the \$120,000 grant will be a huge help and will cover fencing, hardscape, trees, and shrubs as well as change the appearance of the park. Mayor Whitener announced that despite rumors, Kiwanis was still planning to submit their grant and assist the City with improvements to the park. This grant is to provide new playground equipment. Mayor Whitener stated that her goal was to make the City park a family park. Mayor Whitener stated that the meeting presented a possible new location for the BBQ pit that will work for everyone. She asked that the Council move forward with making this a family park. The time limit expired. Council Member Rodney Kendall made a motion to allow Mayor Whitener additional time. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried. Mayor Whitener stated that even though the plans were conceptual within itself, the park would need to remain in the same location/area. Mayor Whitener suggested using the \$60,000 received from the Vaughn Jordan Foundation to begin on one side of the park and then use next year's money on the other side. She stated that the City has to start somewhere. Mayor Whitener mentioned that placement of equipment and landscaping may have to be voted on later but that the City will need to begin purchasing trees and stated that the City has the money to do so. She mentioned that the Council may want to move the sidewalk but that the fence would need to be one of the first things completed. She stated that the Council could spend the received \$60,000 now or could spend the full \$120,000 and be reimbursed the remaining \$60,000 when it is received next year. Council Member Angie Arp suggested that the \$60,000 that has been received be spent on the existing playground and to leave the playground where it is now at the corner of Church Street and East Main Street. She suggested that as money is received then the Council can continue to make improvements all the way to the other side of the park. The Mayor and Council briefly discussed the existing playground equipment. Mayor Whitener suggested that the landscaping be started on the side where the pavilion is located. Council Member Angie Arp asked Rick Larosa, a member of the audience, if his plan outlined where each tree should be placed. The Council discussed this

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briefly. Mayor Whitener asked that the BBQ pit be left until the City can commit to a new location that satisfies the City, Arts in the Park and Good Samaritans. Cindy Trimble, a member of the audience spoke and stated that the plans were all conceptual. Council Member Angie Arp asked Mayor Whitener if she would be working with Martin Haber in deciding where the trees and plants would be placed. Mayor Whitener agreed. Mayor Whitener asked if there was anything with this plan that someone did not like. Council Member Angie Arp stated that she liked the idea of the whole park being a playground. Mayor Whitener stated that she wanted a park for everyone to enjoy. Council Member Rodney Kendall made a motion to continue working with Kiwanis and the Vaughn Jordan Foundation to get the park completed. He also thanked the Kiwanis and the Vaughn Jordan Foundation for working with the City. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried. (The conceptual plans are attached to the minutes).

8) 2015 Budget Amendment (Second Amendment for 2015):

The Mayor and Council received a second budget amendment for the fiscal year 2015 (attached). Council Member Rodney Kendall made a motion to approve the second budget amendment for 2015. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried.

9) City of Blue Ridge Policies and Procedures Amendment:

Mayor Whitener read an email from Finance Director Alicia Stewart that gave a summary of the changes being made to the policies and procedures. The Mayor and Council had been given the whole document prior to the meeting. Council Member Rodney Kendall made a motion to approve the amendment to the City of Blue Ridge Policies and Procedures. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

10) Public Events—Britton Quintrell:

Britton Quintrell presented the Mayor and Council with footage that he recorded with his drone of Blue Friday and Light Up Blue Ridge. The footage showed the parade and traffic footage as well as many other activities. The time limit expired. Council Member Rodney Kendall made a motion to allow Mr. Quintrell to finish his presentation. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried. Mr. Quintrell finished his presentation and asked if there were any questions. Mayor Whitener stated that Mr. Quintrell did a great job and worked very hard. Council Member Rhonda Thomas thanked Cindy Trimble, Lynda Thompson and Jack Morton for their time with Light Up Blue Ridge. During the discussion after Mr. Quintrell's presentation a few members of the audience spoke. Mayor Whitener asked if the Council would hire Mr. Quintrell to shoot footage of all the 2016 events. Mayor Whitener stated that there were about 17-18 festivals in Blue Ridge. Mr. Quintrell stated that his rates were \$100 every five hours and editing was based on event and time. Council Member Rodney Kendall made a motion to hire Mr. Quintrell to cover the 2016 events. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

City of Blue Ridge

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11) Fannin Focus:

Council Member Rhonda Thomas questioned Mark Thomason who was sitting in the audience about the Council Meeting videos that his company had promised to provide to the City. There was discussion between Council Member Thomas, Mayor Whitener and Mr. Thomason. Council Member Thomas mentioned that the videos would have been beneficial to have during the investigation. After the discussion it was determined that Mr. Thomason is to send the videos to the City Clerk to keep on file.

12) Mayor Reports:

Mayor Whitener spoke about the train being sold to another company. She spoke about the possibility of the train growing and that a meeting is needed to determine the parking situation when the train business grows. Mayor Whitener announced that Wilds Pierce donated a 1912 firetruck to the City as a gift. She mentioned that the storage and display of the firetruck will be discussed at the December 17, 2015 meeting. Mayor Whitener announced the expansion of Hwy 5. Mayor Whitener did mention her concerns of the expansion and how it may affect the City's water lines.

13) Cesar Martinez—The Blue Ridge Business Association:

Cindy Trimble spoke on behalf of Cesar Martinez. Ms. Trimble thanked the Mayor and Council for renting the restroom trailer for Light Up Blue Ridge. She mentioned that Light Up Blue Ridge went great. She mentioned that Fire and Ice would be the next event for the Business Association. She invited the Mayor and Council to the association's Christmas party. Mayor Whitener asked Ms. Trimble about holding a BBQ cook off. Ms. Trimble stated that there were so many restrictions/regulations involved with a cook off.

14) Elliot Wilborn—Shuttle, Cab, Taxi Ordinance:

Elliot Wilborn was not present. Council Member Rodney Kendall requested that Roy Parsons work on creating an ordinance for a taxi service or if the City has an existing ordinance for Mr. Parsons to work on updating it.

15) Bill Ryan—Storm Water:

Bill Ryan did not wish to speak at this time.

16) Carlie Hammond—Good Samaritans & Park:

Carlie Hammond submitted a letter to the Mayor and Council and read it aloud (attached). After Ms. Hammond finished her letter she asked if there were any questions or comments. Mayor Whitener spoke about the Council's decision. Ms. Hammond and Mayor Whitener continued to discuss the park. The time limit expired. Council Member Rhonda Thomas made a motion to allow more time. The motion was seconded by Council Member Rodney Kendall. The Council voted 5-0. Motion carried. The Mayor, Council and Ms. Hammond continued to discuss the park.

City of Blue Ridge

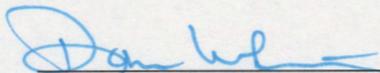
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17) Executive Session—Personnel:

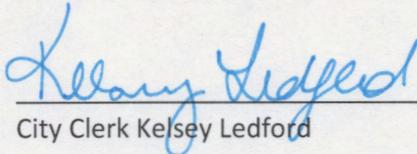
Council Member Rodney Kendall made a motion to close for an executive session. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried. Council Member Rodney Kendall made a motion to come out of the executive session. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried. Council Member Rodney Kendall made a motion to title Tim Towe as the Park Supervisor/Department Head, give him a raise for a total of \$11 per hour, non-cash compensation of \$400 per month and to change his status from salary to hourly starting December 5, 2015. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried. Council Member Rodney Kendall made a motion to title Tony Byrd as the Shop Supervisor/Department Head. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried. Council Member Rodney Kendall made a motion to allow Roy Parsons to work up to 29 hours per week as he deems necessary. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried.

18) Adjournment:

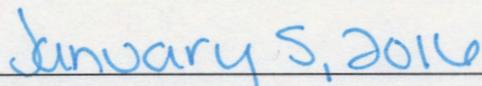
Council Member Rodney Kendall made a motion to adjourn. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Meeting adjourned at 7:32pm.



Mayor Donna Whitener



City Clerk Kelsey Ledford



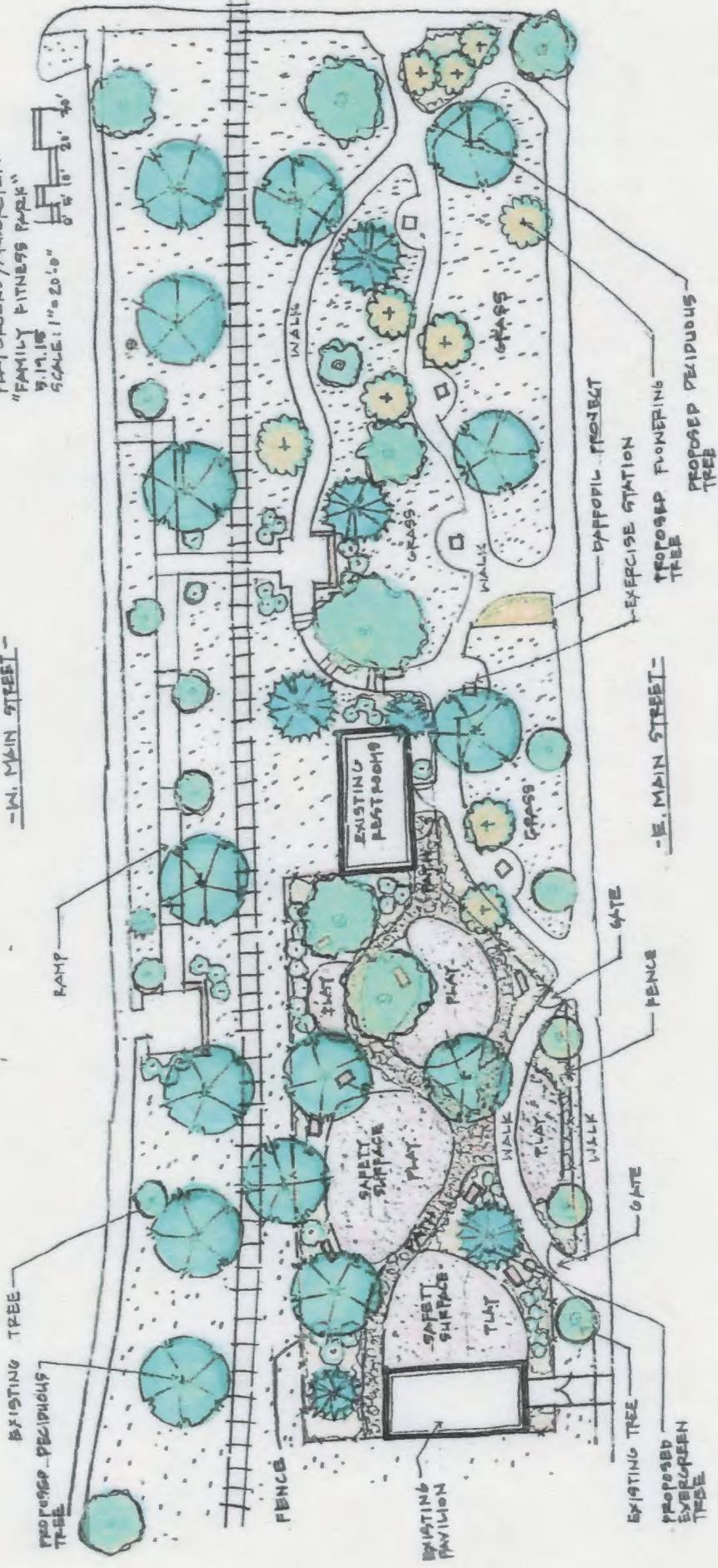
Approved



CONCEPT SKETCH
 DOWNTOWN BLUE RIDGE
 PLAYGROUND/ARBORETUM
 "FAMILY FITNESS PARK"
 9.17.18
 SCALE: 1" = 20'-0"

-W. MAIN STREET-

-E. MAIN STREET-



EXISTING TREE

PROPOSED PECIDIOUS TREE

RAMP

FENCE

SAFETY SURFACE PLAY

PLAY

EXISTING REST ROOMS

EXISTING PAVILION

WALK

WALK

GATE

FENCE

GATE

-E. MAIN STREET-

EXERCISE STATION

PROPOSED FLOWERING TREE

PROPOSED PECIDIOUS TREE

DAPPOIL PROJECT

WALK

GRASS

GRASS

WALK

GRASS

GRASS

WALK

GRASS



Blue Ridge, Georgia

Live. Work. Play.

BUDGET AMENDMENT #2

FOR THE PERIOD ENDING NOVEMBER 30, 2015

BUDGET AMENDMENT FOR COUNCIL APPROVAL

			<u>BUDGET</u>	<u>AMENDMENT</u>	<u>ADJUSTED BUDGET</u>
GENERAL FUND					
100-31-0000-1217	TAXES	AD VALOREM TAX 2014	(370,000)	(68,500)	(438,500)
100-31-0000-1310	TAXES	AUTO TAG TAX	(75,000)	(14,700)	(89,700)
100-31-0000-6200	TAXES	INSURANCE PREMIUM TAX	(65,000)	(9,000)	(74,000)
-					
100-34-0000-7210	CHARGES	GATE/TOURNAMENT FEES	-	(13,400)	(13,400)
100-34-0000-7910	CHARGES	BALL PARK CONCESSIONS	(1,800)	(6,100)	(7,900)
100-34-0000-7920	CHARGES	POOL CONCESSION	(7,000)	(2,900)	(9,900)
-					
100-52-1500-1201	GEN ADM	LEGAL	45,000	15,000	60,000
100-52-1500-1205	GEN ADM	LEGAL-LAWSUITS	-	35,000	35,000
100-61-1500-1340	GEN ADM	TRANSFER TO STREETSCAPE	-	20,200	20,200
-					
100-51-1514-1100	TAX ADMIN	SALARIES & WAGES	25,239	5,100	30,339
-					
100-52-3520-3900	FIRE	CONTRACTED SERVICES	13,000	11,000	24,000
-					
100-51-6124-1100	REC FACIL	SALARIES & WAGES	19,950	4,000	23,950
100-53-6124-1103	REC FACIL	TOURNAMENT EXP & SUPPLIES	-	8,300	8,300
100-53-6124-1501	REC FACIL	BALLFIELD CONCESSIONS	3,000	5,800	8,800
100-53-6124-1600	REC FACIL	SMALL EQUIPMENT	3,000	4,450	7,450
100-53-6124-2202	REC FACIL	MAINTENANCE EQUIPMENT	1,500	4,000	5,500
-					
100-51-6210-2100	PARK ADM	GROUP INSURANCE	18,007	(11,500)	6,507
-					
100-52-6225-3900	PARK GRA	CONTRACTED SERVICES	-	300	300
100-52-6225-1600	PARK GRA	SMALL EQUIPMENT	2,300	450	2,750
-					
100-52-7550-2320	DWNTWN	RENTAL OF EQUIP & VEHICLES	-	7,000	7,000
100-53-7550-1230	DWNTWN	CLEANING & PAPER SUPPLIES	1,500	1,500	3,000
100-53-7550-1230	DWNTWN	WATER/SEWERAGE	5,000	2,000	7,000
100-53-7550-1230	DWNTWN	ELECTRICITY	5,000	<u>2,000</u>	7,000
-					
CONFISCATED ASSETS FUND					
210-39-0000-5000	REVENUE	USE OF FUND BALANCE	-	(1,000)	(1,000)
210-53-3200-1600	POLICE	SMALL EQUIPMENT	1,350	<u>1,000</u>	2,350

Purchase of spike strips.

HOTEL/MOTEL FUND

275-31-0000-4100	REVENUE	HOTEL/MOTEL TAXES	(115,000)	(29,500)	(144,500)
275-52-7550-1202	DWNTWN	CONTRACT SERVICES- PROFE:	-	18,000	18,000
275-52-7550-3300	DWNTWN	MARKETING/ADVERTISING	-	1,000	1,000
275-52-7550-3310	DWNTWN	2% RESTRICTED MARKETING/A	25,000	4,000	29,000
275-52-7550-3850	DWNTWN	CONTRACT LABOR	-	1,500	1,500
275-52-7550-1101	DWNTWN	MATERIALS & SUPPLIES	-	<u>5,000</u>	5,000

To adjust for Master Plan engineering and other Council approved expenditures.

STREETSCAPE

340-39-0000-1100	OTH FIN SC	TRANSFER FR GENERAL FUND	-	(20,200)	(20,200)
340-52-7550-1100	DWNTWN	PROJECT ADMINISTRATION	-	<u>20,200</u>	20,200

Transfer to zero out due to/from from current and prior year expenditures now that Streetscape project is complete and all grant reimbursement has been received.

ADOPTED AT REGULAR COUNCIL MEETING

Kelby Ledger
CITY CLERK

12-8-15
DATE

Kelsey Ledford

From: Alicia Stewart
Sent: Tuesday, December 01, 2015 1:54 PM
To: Angie Arp; Bruce Pack; Donna Whitener; Harold Herndon; Rhonda Thomas; Rodney Kendall
Cc: Kelsey Ledford
Subject: Policies and Procedures
Attachments: City of Blue Ridge Financial Policies.docx; City of Blue Ridge Revenue & Expenditure Policies.docx

Attached is an electronic copy of the policies and procedures that I gave to everyone today where all changes are shown in red. It might make it easier for you to review. There are completely new sections for a purchasing card policy and internal control policies. Please take special note of the changes to the purchasing and expenditure policies which include but are not limited to:

- Allowing the City Council to approve a purchase order for multiple purchases of specified items from a particular vendor for a certain dollar amount for a certain time period up to a fiscal year. This was added to ease the burden for chemical purchases for the water & sewer plants. (pg. 12)
- Clarifying purchases from sole source providers for professional services or supplies can be done without required bid or estimates according to the dollar amount at the written discretion of the approver. (pg. 12)
- Clarifying the different rules for public works construction and public roads contracts. (starts pg. 13)
- Clarifying that emergency purchases should still have the appropriate approvals according to the dollar amount before payment is made- it just allows for the purchase to be completed prior to approval. (pg. 14)

My goal is for these changes to be adopted at the meeting next Tuesday so they will be in place for the start of our new year.

Please let me know if you have any questions or comments or any issues that need to be addressed in the City's policies- outside of personnel. Eventually, I would like to include the personnel policies in this document and have a single document for all the City's policies. I will be looking at the personnel policies in the near future, but wanted to go ahead and get on a schedule of reviewing policies annually for needed updates or changes before the start of a new year. Thanks!

Alicia Stewart, CPA

Finance Director
City of Blue Ridge
Phone: 706-632-2091 ext. 6
Fax: 706-946-3288
alicia@cityofblueridgega.gov

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CITY OF BLUE RIDGE

Policies and Procedures

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Policies and Procedures

This manual contains instructions regarding policies, procedures, and practices for the financial management of the City of Blue Ridge.

These instructions are for the guidance of all personnel who participate in the actions and decisions relating to City finances and for all other personnel in order to give them a more complete understanding of internal controls, policies and procedures related to the financial administration of the City.

Most of the procedures that follow are basically descriptive of practices and forms, which already exist, having evolved over the years as being most practical and in accordance with generally accepted accounting principles. In some cases, however, no explicit policy has been written. In these instances, the best interests of the City must always be followed.

Accounting Policies

The City shall maintain a system of financial monitoring control and reporting for all operations and funds in order to provide an effective means of ensuring that financial integrity is not compromised. Such practices shall provide City officials with the necessary resources in order to make sound financial decisions.

GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP)

The City will establish and maintain a high standard of accounting practices to conform to generally accepted accounting principles of the United States as promulgated by the Governmental Accounting Standards Board (GASB). The City also will follow the Financial Accounting Standards Board's pronouncements, as applicable.

FUND STRUCTURE

The City will maintain the minimum number of funds consistent with legal compliance and sound financial administration. The City will adhere to the mandatory fund structure included in the Georgia Department of Community Affairs' (DCA) chart of accounts. Funds shall be classified in conformity with GAAP. Further, all funds shall be reported within the annual financial statements.

The Georgia General Assembly passed the Local Government Uniform Chart of Accounts and Reporting Act in 1997 (House Bill 491). This law required the DCA to prepare and issue a standardized chart of accounts for Georgia governments. The City shall implement and utilize the account classifications as the chart of accounts prescribes.

FUND BALANCE POLICY

The fund balance of governmental funds can be classified into five different categories which are nonspendable, restricted, committed, assigned, and unassigned. Nonspendable fund balance are resources that are not in spendable form or are legally or contractually required to be maintained intact, such as inventory or prepaid assets. Some constraints on the use of resources are externally enforceable, imposed by law or enabling legislation and are classified as restricted. An example includes hotel/motel tax resources. Portions of fund balance can be committed if

constraints are formally imposed by the government's highest level of decision-making authority by no later than the end of the reporting period. The Mayor and Council are required to formally commit fund balance by resolution. Assigned fund balance is a resource earmarked for particular purposes and can be designated by the Mayor or City Administrator with written authorization. The remaining fund balance not classified in any of the previous categories is labeled unassigned.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted first, then unrestricted resources as they are needed. When an expenditure is incurred for purposes for which amounts in committed, assigned, or unassigned fund balance could be used, it is the government's policy to first use committed and then assigned fund balance if available. Unassigned fund balance would be used for remaining expenditures from unrestricted fund balance.

CASH AND INVESTMENT POLICY

Georgia law (O.C.G.A. 36-83-4) sets forth acceptable investments for Georgia governmental entities. To limit risks for the City's deposits, the City generally limits investments to certificates of deposit through local financial institutions. However, upon approval of the Mayor and Council, any investment authorized by Georgia code would be acceptable.

Custodial credit risk is the risk that, in the event of a bank failure, the City's deposits may not be recovered. State statutes require all deposits to be collateralized by depository insurance, obligations of the United States or certain obligations guaranteed by the U.S. Government, obligations of the State of Georgia or bonds of public or development authorities, counties, or municipalities of the State of Georgia. It is the City's policy that any investment or deposit in excess of the Federal Deposit Insurance Corporation (FDIC) insured amount must be secured by 110% of an equivalent amount of State or U.S. Obligations. Deposits exceeding FDIC limits secured thru the local government investment pool, "Georgia Fund 1," created by O.C.G.A. 36-83-8 or a collateral pool are acceptable securities.

Interest rate risk is the risk that changes in interest rates will adversely affect the fair market value of an investment. It is currently the City's policy to not invest in instruments with a variable interest rate.

Credit quality risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. It is the City's policy to invest in non-negotiable certificates of deposit and money market accounts that are covered by FDIC insurance or pledged collateral.

Auditing and Financial Reporting Policies

Georgia law on local government audits, O.C.G.A. Section 36-81-7, requires an independent annual audit. The audit shall be conducted in accordance with generally accepted auditing standards (GAAS) and generally accepted governmental auditing standards (GAGAS). In addition, the City shall comply with the requirements of the General Accounting Office (GAO) and the Office of Management and Budget (OMB) when audits are conducted relating to federal funding, consistent with the 1996 (and any future) amendments to the Single Audit Act.

The agreement between the independent auditor and the City shall be in the form of a written contract or an engagement letter. A properly licensed Georgia independent public accounting firm shall conduct the audit.

In conjunction with the annual independent audit, the City shall prepare and publish an Annual Financial Report in conformity with GAAP. The City shall make this report available to elected officials, bond rating agencies, creditors and citizens. The City shall report in conformity with O.C.G.A. Section 36-81-7 and a copy of the City's annual audit shall be submitted to the Georgia Department of Audits and Accounts within 180 days of year end, as required. The report shall be published on the website of the Carl Vinson Institute of Government of the University of Georgia in accordance with O.C.G.A 36-80-21. This requires that each local government shall electronically transmit a copy of the audit concurrent with submission of the audit to the state auditor.

Budgetary Policies

The budget process provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided within estimated available resources. Budget policy guides this process and directs the City's financial health and stability.

At a minimum, the City shall adopt annual balanced budgets for the general fund, each special revenue fund, and each debt service fund in accordance with the Official Code of Georgia, O.C.G.A. 36-81-3. Georgia law also requires a project-length balanced budget for each capital projects fund.

The annual proposed budget should be submitted to the governing authority while being held at City Hall for public review/inspection in accordance with O.C.G.A. 36-81-3. A public hearing will be conducted after proper advertisement prior to the City Council adopting and approving the annual budget document (O.C.G.A. 36-81-5 and 36-81-6).

BUDGET OBJECTIVE BY TYPE OF FUND

The following budget objectives are established for the different funds the City uses:

General Fund

The annual budget for the General Fund shall provide for the general government operations of the City and maintain working capital necessary for financial planning and managing the resources of the City.

Special Revenue Fund(s)

The City adopts annual budget for each special revenue fund that demonstrates any legally restricted revenue sources are used consistent with the applicable laws and/or regulations (i.e. Hotel/Motel Tax Fund).

Capital Project Fund(s)

The City adopts project budgets for each of its capital project funds. These adopted appropriations do not lapse at the end of a fiscal year; rather they remain in effect until project completion or re-appropriation by City Council.

Debt Service Fund(s)

The City adopts annual budgets for any debt service fund. Any remaining fund balances from prior years plus current year's projected revenues shall be sufficient to meet all annual debt service requirements.

Proprietary Funds(s)

Although generally accepted accounting principals (GAAP) and Georgia statutes do not require the City to adopt budgets for enterprise funds, the City does adopt budget a for enterprise funds in order to monitor revenues and control expenses. The City uses a business approach when budgeting enterprise funds. Enterprise funds shall be self-supporting whenever possible and subsidized losses will be minimized when break-even is not possible.

Additionally, the City classifies funds as either operating funds or non-operating funds. Operating funds are those funds that include appropriations for the payment of salary and benefits and whose maintenance and operating appropriations are necessary to continue the daily operations of the City. The General Fund will always be an operating fund. Non-operating funds are those funds that do not include appropriations for the payment of salary and benefits and whose maintenance and operating appropriations are not critical to the daily operations of the City.

BASIS OF BUDGETING

Neither GAAP nor Georgia statutes address a required basis of budgeting; however, the City shall adopt budgets in conformity with GAAP for all budgeted funds. All governmental funds shall use the modified accrual basis of accounting. Proprietary funds shall use the accrual basis of accounting with the exception that debt principal payments and capital outlay are budgeted and depreciation is not for budgeting cash flow purposes.

BALANCED BUDGET

A balanced budget is defined as one in which total anticipated revenues plus that portion of fund balance in excess of authorized reserves that is designated as a budget-funding source shall equal total estimated expenditures for each fund.

The City shall avoid budgetary procedures that balance current expenditures through the obligation of future resources. The City shall avoid short-term borrowing to meet operating budget requirements, except as authorized by the Mayor and Council.

Revenues include those which are due for the current year. Expenditures appropriated by the annual budget include items for which disbursements are made or incurred during the fiscal year through the payables process.

All operating budget appropriations shall lapse at the end of the fiscal year. Purchases encumbered in the current year, but not received until the following year, must be charged against a department's subsequent year appropriation.

BUDGET ADOPTION AND CONTROL

All budgets shall be adopted at the legal level of budgetary control, which is the department level within each individual fund. The City budget is adopted annually by resolution of the Mayor and Council before the beginning of the new fiscal year. In accordance with O.C.G.A. 36-80-21, as soon as the City has adopted a final budget for an upcoming fiscal year, a copy of the budget shall be electronically transmitted in a PDF file to the Vinson Institute and posted on the website accessible to the public. The PDF should be transmitted no later than 30 calendar days following the adoption of the budget resolution.

The budget shall be developed based upon "line item" expenditures within each department. This type of budget focuses on categories of expenditures such as personal services, purchased

services, supplies, capital outlay, etc. within each department. At a minimum, each department's appropriation in each fund shall be detailed within the budget document (O.C.G.A. 36-81-3 and 36-81-5). Departments are based on function and activity classifications in the Georgia Department of Community Affairs chart of accounts.

A system of budgetary controls shall be maintained to assure adherence to the budget. Timely quarterly reports shall be prepared comparing actual revenues and expenditures/expenses with budgeted amounts to be distributed to the Mayor and Council.

AUTHORIZATION OF BUDGET ADJUSTMENTS AND AMENDMENTS

The budget is a dynamic rather than static plan, which requires adjustments and formal budget amendments as circumstances change. The Mayor and City Council must approve all amendments in total departmental appropriations by resolution.

The budget officer can make reallocation of budgeted amounts within expenditures/ expenses of a department or revenues of a department. The City Administrator shall be the constituted budget officer for the City. Adjustments from appropriations that have been restricted, committed, or assigned for a designated purpose shall not be transferred until a formal de-obligation occurs.

Budget amendments or reallocations are recorded in the general ledger upon approval by the Mayor and Council or City Administrator.

MAINTENANCE AND REPLACEMENT OF CAPITAL EQUIPMENT

The budget for capital expense shall be incorporated with the current year operating budgets for each fund, and shall be funded by current operating revenue to the extent possible. An itemized listing of capital expense, equipment and projects shall be included in the budget document.

BUDGET STABILIZATION & FUND BALANCE POLICY

The City shall strive to establish a fund balance reserve in all operating funds for working capital. The purpose of working capital is to cover the cost of expenditures caused by unforeseen emergencies, cover shortfalls caused by revenue declines, and to eliminate any short-term borrowing for cash flow purposes. This reserve shall accumulate and then be maintained at an amount that represents no less than three (3) months of operating and debt expenditures (approximately 25% of budgeted expenditures.) Non-operating funds do not need a reserve for working capital.

If necessary, the City may use unrestricted fund balance as a funding source for that fund's budget in any given year. The amount of unrestricted fund balance shall be estimated conservatively, taking into consideration future year needs. The minimum requirement for the reserve for working capital, equal to three (3) months of operating and debt expenditures, must first be met before utilizing the excess fund balance as a funding source for the budget. The utilization of fund balance shall be deemed a use of one-time revenues for budgeting purposes.

CONTINGENCY LINE-ITEM

The City shall establish an appropriated contingency of one percent (1%) of the total annual expenditure appropriation in all operating funds in order to accommodate unexpected operational changes, legislative impacts, or other economic events affecting the City's operations which could not have been reasonably anticipated at the time the budget was prepared. Non-operating funds shall not require a contingency reserve appropriation.

This contingency reserve appropriation will be a separate line-item within the budget. This amount shall be subject to annual appropriation. The approval of the Mayor and Council is required before this appropriation can be expended. If approved, the Finance Director will transfer the appropriation from the contingency line-item to the applicable line item(s) within the applicable department's budget.

CONTRIBUTIONS

Unless authorized by City Council, outside contributions to programs operated by City departments shall be subject to the City's accounting and budgetary policies. The City welcomes both unrestricted and restricted contributions compatible with the City's programs and objectives. Any material contribution shall be appropriated by City Council prior to expenditure. Material contributions shall be defined as one-time contributions exceeding one percent (1%) of the department's annual maintenance and operating expenditure appropriation or \$25,000, whichever is less.

ONE-TIME REVENUE SOURCES

Non-recurring revenues shall be utilized within the appropriate fund for items relating to non-recurring expenses. The purpose of limiting these funding sources is to eliminate the fluctuations in funding operations with non-sustainable resources. One-time revenues shall be distinguished during the budget process so that a match can be made with non-recurring expenditures.

Adopted December 11, 2012

Internal Control Policies

An effective system of internal control allows management to deal with rapidly changing economic and competitive environments, shifting customer demands and priorities, and restructuring for future growth. Internal control promotes efficiency, reduces risks of asset loss, and helps ensure the reliability of financial statements and compliance with laws and regulations.

We define *internal control* as follows:

Internal control is a process, affected by our Mayor, City Council, management and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with applicable laws and regulations

Accounting controls comprise the state of organization and the procedures and records that are concerned with the safeguarding of assets and the reliability of financial records, and, consequently are designed to provide reasonable assurance that:

1. Transactions are authorized in accordance with management's general or specific authorization.
2. Transactions are recorded as necessary (a) to permit preparation of financial statements in conformity with Generally Accepted Accounting Principles and other criteria as applicable to such statements and (b) to maintain accountability for assets.
3. Access to assets is permitted only in accordance with management's authorization.

The City of Blue Ridge has established procedures to protect assets, monitor the accuracy and reliability of accounting data for public funds, and provide guidelines that encourage and promote fiscal integrity of open and honest financial reporting necessary to carry out the day-to-day financial affairs of the City. These internal controls are considered cost effective to the City in order to achieve maximum benefits as a direct result of the procedures. The City of Blue Ridge utilizes the following universal controls:

1. Separation of Functional Responsibilities - All procedures are structured to separate responsibilities as needed and to the extent possible with current staffing. The following areas should be noted:
 - a) Preparation of cash deposits separate from posting of cash receipts.
 - b) Approval of checks from processing/posting of cash disbursements.
 - c) Receiving of goods from ordering goods.
 - d) Ordering goods from processing payments.
 - e) Processing paychecks from enrolling new employees or changing pay rates.
 - f) Within the constraints of the department of the City, all duties shall be segregated that could lead to the appearance of a conflict of interest.
 - g) An employee without prior access to records is used to:
 - Reconcile bank statements
 - Open mail
 - Intermittent testing of petty cash drawers and change drawers

2. An uncomplicated and adaptable organization plan which clearly places responsibilities for specific activities on specific individuals.
3. An annual budget prepared in detail and reviewed quarterly by the department heads in conjunction with the finance department and the Mayor and Council in an effort to promote an effective and efficient City administration, which addresses the need for financial constraint and stability.
4. Sufficient and competent personnel, who receive updated training and education necessary to insure maximum quality and effective financial reporting results.
5. Centralized purchasing utilizing a purchase order system for the City. Control procedures for purchasing include numerical sequenced purchase orders and check requests.
6. Cash procedures are strictly maintained and enforced in an effort to insure acceptable checks and balances are adhered to, including the following recommendations:
 - a) All money is to be deposited daily.
 - b) All posting should be from the original document or a copy of the check, if necessary, and cash receipt to allow for the depositing of money daily.
 - c) Documentation of the amount of cash and checks to be deposited to be submitted with paper work pertaining to the deposit and posting of the cash receipt to the general ledger.
 - d) A deposit ticket should be completed; making sure the total is the same on the bottom and down the side. If it is correct, place your initial at the bottom of the deposit ticket and place it in the locked bank bag. The money and the deposit ticket should then be maintained in a locked bank bag for deposit by a separate person, if possible.
 - e) Persons with bank bag keys should not allow anyone else to open or close the bag. The person with the key is responsible for the funds.
 - f) Money should be in a secure place at all times. At no time should money be out on a desk unattended. All funds are placed in a safe or vault at night or when the deposit is completed.
 - g) Each person should have an assigned cash drawer and no access should be allowed to other's drawers, even if staff is manning both the drive-through and teller windows. This can preclude identification of the individual responsible for any shortages.
 - h) Refunds should never be given out of the cash drawer. All refunds will be processed through the Finance Department.
 - i) No one in the Finance Department should handle cash.
7. The City keeps a complete set of accounting records, the minimum of such is:
 - a) General ledger
 - b) Paid invoice file
 - c) Payroll ledger
 - d) Bank reconciliations
 - e) Accounting work papers
8. Cash reports are prepared submitted to the Mayor and Council for the regular council meeting each month.

9. General ledgers are reviewed monthly by the Director of Finance and department head's should also review their department's performance according to budget to actual comparisons periodically. Quarterly interim financial statements are prepared and presented to the Mayor and Council on a timely basis.
10. All transactions are properly documented as follows:
 - a) Cash disbursements are documented by either a signed purchase order or approved check request or approved signed contract or bid document, along with an invoice and verification of receipt, if possible.
 - b) Utility cash payments are documented by computer printouts detailing customer payments for the day that tie to the daily deposit for each cash drawer. All payments are posted by the Finance Department after being posted by the designated teller.
 - c) Cash payments are documented by cash receipts in numerical order showing all payments for that day that tie to the daily deposit and cash balance in the drawer.
 - d) At the end of the day, all documentation is reconciled to the total of the cash, checks and other forms of payment received.
11. An independent firm of Certified Public Accountants performs an annual financial audit of the City of Blue Ridge. The City's fiscal year end is December 31st and the audit is due to the Georgia State Department of Audit and Accounts by June 30th each year.
12. Policy and procedure protocol:
 - a) Policies and procedures should be reviewed by the Director of Finance on an annual basis and any changes necessary submitted to the Mayor and Council for approval. If a policy and procedure is revised, a new revision date, month and year, is noted on the policy and procedure.
 - b) New policies and procedures are developed as needed.
 - c) Employees will be given a copy of applicable policies and procedures at time of hire and appropriate training will be provided. Their signature denoting their understanding of said policies will be required after training. As policies are updated, staff will be notified by email or interoffice mail.
 - d) The original adopted policies and procedures of the City will be kept with the Clerk's records at City Hall and in the Finance Department. Electronic files will be maintained on the server.

Internal Control over Financial Reporting –

The system of internal control over the financial reporting includes policies and procedures designed and implemented to provide reasonable assurance that the City's financial statements are fairly presented in accordance with generally accepted accounting principles. The controls are the specific policies and procedures designed and implemented to prevent or detect and correct misstatements that, if not prevented or corrected, would cause the financial statements to not be fairly presented.

A well designed and properly maintained accounting system is necessary to be able to provide all data that is needed to allow for the timely preparation of financial statements in conformity with generally accepted accounting principles. The official source of generally accepted accounting principles for local governments is the Governmental Accounting Standards Board (GASB). The Governmental Accounting Standards Board is an independent, not-for-profit organization that establishes and improves standards of financial accounting for local governments.

Purchasing and Expenditure Policies

To provide for the fair and equitable treatment of all persons involved in public purchasing by the City and in order to maximize the value of public funds and provide safeguards for maintaining a purchasing system of quality, control, and integrity, the following purchasing and expenditure policies should be followed.

Policy pertaining to the amount of a purchase determines how the purchase will be handled. These policies should be followed in all circumstances and shall be applicable to any and all disbursements of any City funds for any City projects or contracts. Listed are general minimums for check requests or purchase orders, quotes, bids and proposal guidelines for supplies, services and capital expenditures other than Public Works and Public Road Contracts (as defined later in this document). All dollar limits are to be applied per transaction or invoice and do not apply to statements or monthly, reoccurring bills. Dividing a transaction in order to avoid obtaining the proper approval for a purchase is prohibited and will be addressed with disciplinary action. This could be evidenced by a pattern of multiple transactions within a short time period such as timestamps on receipts, multiple purchases of the same item, etc.

Petty Cash may be used for purchases and reimbursements of \$50.00 or less.

Up to \$500.00 Check Request can be used for a single transaction and no quotes are required. To be approved by department supervisor.

\$500.01 to \$1,500.00 Purchase order and one supplier quote (verbal or written) is required. Purchase order to be approved by department supervisor and Mayor, Office Supervisor, or City Clerk.

\$1,500.01 to \$3,500.00 Purchase order and one supplier quote (verbal or written) and approval of the department supervisor. Written authorization of the Mayor and two Council members should be obtained on the purchase order or by an attached email prior to issuance of a completed purchase order.

\$3,500.01 to \$25,000.00 Purchase order and two quotes, bids, or proposals (verbal or written) are required. Purchases shall be approved by the Council prior to issuance of a purchase order.

\$25,000.01 to \$50,000.00 Purchase order and three written bids, quotes or proposals are required. Purchases shall be approved by the Council prior to issuance of a purchase order.

\$50,000.01 to \$99,999.99 Contract and sealed bids or proposals with a minimum of two weeks public advertisement prior to opening date are required. Contracts should be signed by authorized individual upon Council approval.

Greater than \$100,000.00 Supplies, equipment, and service contracts ~~for items other than for Public Works Construction~~ require a contract and sealed bids or proposals with a minimum of four weeks advertisement prior to opening date. Contracts should be signed by authorized individual upon Council approval. These contracts will require bid, performance, and payment bonds. These requirements may be waived if prior favorable experience justifies allowance of a

cash deposit or bank letter of credit in lieu of the bonding requirements. Such allowances are to be approved by the Council.

Invoices for less than \$500, recurring invoices (i.e. monthly utility bills), or invoices covered by contracts do not require a purchase order. A listing of current invoices classified as monthly recurring payments can be obtained from accounts payable and invoices are approved by the Finance Director before being added to the listing of recurring invoices. Nonrecurring invoices less than \$500 require a completed check request form signed by a department supervisor. Supervisors include the Mayor, Office Supervisor, Police Chief, Street Supervisor, Water Maintenance Supervisor, Shop Supervisor, Water Plant Supervisor, Sewer Plant Supervisor, Park Supervisor.

This policy shall apply to all purchases, excluding only the prepaid expense of supplies and materials required for new customer taps and refunds to customers for errors in billing or collections. A copy of the customer payment should be attached to a purchase order approved by the department supervisor and the Mayor, Office Supervisor or City Clerk since these expenses are reimbursed by new customer tap fees or refunds for prior payment. A purchase order can be approved by the City Council for multiple purchases of specified items or services from a particular vendor for up to a fiscal year. A total dollar amount limit should be specified and the total purchases cannot exceed this amount for the specified time period without re-approval.

Requests to obtain a purchase order can be requested by employees within a department, but must be signed off by the appropriate supervisor and should include sufficient detail to inform the authorizing individuals as to the purpose of the purchase. Bids, quotes or proposals for purchases less than \$50,000 should be attached or noted on the requested purchase order and submitted to the City Clerk or Finance Director at the time a request for the purchase order is made. The purchase order should be pre-numbered and should include the name of the vendor, a description of the item(s) or service, the actual or estimated cost and the budgeted line item account number. The purchase order should be assigned to a budgeted line item and in the event that there are insufficient funds within the cited account, should have a budget amendment according to the budget policy in a timely fashion. The policy allows for an amendment approved by the City Clerk and/or Mayor if within the department or approval by the Council for amendments between departments.

Professional services, Supplies, repairs and general maintenance should follow the guidelines provided herein; however, it is acknowledged that certain services and supplies or equipment, systems and facilities can only be obtained, purchased, repaired or serviced through authorized service centers or by specially trained personnel or from certain vendors. The public interest is best served by receiving professional services from certain vendors or maintaining such equipment, systems and facilities in accordance with manufacturer's requirements and warranties. For this reason, such services and supplies may be obtained without obtaining bids, quotes or proposals as generally required by this ordinance upon written determination by the appropriate approver. When two or more quotes, bids, or proposals are not obtainable due to factors such as quality, service, availability, quantity, usability or other matters affecting the best interest of the City ~~The~~ purchase order, at the time of approval of such supplies, contracts or services, shall note when these circumstances exist (for example, standardized items, sole source vendors, professional services, etc.).

Once the invoice is received, it is matched with the correct purchase order or check request and any other supporting documents, such as packing slips and quotes, and is processed by the

finance department by verifying quantity, cost, terms and conditions for payment. Checks will normally be issued on Thursdays before the 15th and last day of the month, but checks can be issued at other times at the discretion of the Finance Director. Checks are processed using blank check stock. All documents of the City requiring execution, including but not limited to checks, drafts, money orders and wire transfers shall bear the signature of two of the following City officers: the Mayor, the Mayor pro tem, the Office Supervisor, City Clerk or another designated City Hall office employee. Gina Quinton.

All invoices should be sent directly to accounts payable at City Hall. An invoice number should always be entered for nonrecurring payments to avoid duplicate payments. Invoice number standards include that no leading zeros will be included and the invoice date (in MMDDYYR format) with no dashes, /, or special characters will be used if there is not an invoice number on the document. All invoices should be individually entered if nonrecurring and/or paid by statement to avoid duplicate payment. Only original invoices or vendor copies attached to a statement should be processed. Copies should be requested directly from the vendor if original invoice is not available. The terms of the City are 30 days for payments due to vendors.

The City will not be responsible for a purchase made by a City employee who does not follow the appropriate procedure for a particular purchase. All officials/employees authorized to sign checks shall only be authorized if it is within the realm of this spending policy. If the check is over the spending limit and has not been properly approved by the City Council, the official/employee does not have the authority to sign the check.

Any expenditure to a non-profit organization for any reason from any City fund must be approved by the City Council regardless of amount. The Georgia Constitution (article III, section VI, paragraph VI) prohibits making a gift or donation or gratuity to any person, corporation or entity of any public funds. The City, therefore, always needs to receive some service or product as to the expenditure of tax funds. This can typically be documented by way of a contract but also permits an invoice approved by the City Council. This policy should be applied specifically to the expenditure of hotel/motel tax funds.

PURCHASES ON CREDIT AND CREDIT CARD PURCHASES

Purchases on City credit or with a City issued credit card shall follow all purchasing policies in the same manner as previously outline. For example, check requests or purchase orders, according to the dollar amount, should be utilized. Furthermore, purchases with a credit card shall further follow the City's purchasing card policy. Supporting receipts and documents should be matched and attached to the statement before payment. Any purchase requiring Council approval should be obtained before the purchase is made. Credit cards should be kept in a secure location at City Hall, accessible by the City Clerk or the Office Supervisor and should be signed out if taken off the premises. Abuse of any City credit card may result in immediate termination disciplinary action including, but not limited to, termination and felony criminal prosecution.

CONTRACTS FOR PUBLIC WORKS AND ROAD CONSTRUCTION

For purposes of this section, "public works construction" means the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to any real property, other than a project covered by federal or state funding whose bid solicitation and contract requirements take precedence over general law found in O.C.G.A. Title 36, Chapter 91. This term does not include the routine operation, repair, or maintenance of existing structures, buildings, or real property, or any energy saving performance contract.

All public works construction contracts entered into by the City of Blue Ridge with private persons or entities shall be in writing and on file in the City Clerk's office, available for public inspection and copying during normal business hours. All public works construction contracts shall be executed and entered in the manner and with the formalities required by the City Charter and other applicable laws.

Unless otherwise required to follow specific procedures set forth in federal or state grant or funding agreements for a specific project, the City shall comply with the sealed competitive bid procedures set forth in O.C.G.A. Title 36, Chapter 91, including the requirements for competitive sealed bids, advertising, and ~~of all~~ bonds and maintenance agreements set forth therein, which by reference are made a part hereof.

The requirements of this section shall apply to all public works construction projects having an estimated cost of \$25,000-\$100,000 or more and projects shall not be subdivided in an effort to evade these requirements, ~~except that~~ these requirements shall not apply to projects necessitated by an emergency; provided, the nature of the emergency shall be found and described in the minutes of the City Council. The requirements of this section shall not apply to any projects or portions of projects self-performed by the City or when labor is performed by inmates from a state correctional institution. The requirements of this section shall not apply to sole source public works construction projects when the City Council, by resolution in a duly convened public meeting, has found and concluded that competitive procurement is not available or otherwise not feasible.

Furthermore, the requirements of this statute shall not apply to public works construction projects subject to the requirements of Chapter 4 of Title 32, which define procedures for contracting for the construction, reconstruction, or maintenance of all or part of a public road. No contract involving an expenditure of more than \$20,000 but less than \$200,000 shall be awarded without the submission of at least two estimates. Any contract involving the expenditure of more than \$200,000 shall be let by public bid and follow all other requirements of O.C.G.A Title 32, Chapter 4 set forth therein, which by reference are made a part hereof.

EMERGENCY PURCHASES

A bona fide emergency is a situation which arises where it would seriously jeopardize the safety, health and welfare of the City's mission or where it would otherwise adversely affect the work of the City to utilize normal purchasing channels. The department supervisor and/or Mayor will determine the existence of an emergency situation or condition. Department supervisors will not use the emergency purchase procedure to abuse or otherwise purposely circumvent the established purchasing procedures.

The procedure for an emergency purchase is as follows. Purchase of services, goods, supplies and materials is consummated and receipt obtained. A letter from the department supervisor explaining the nature of the emergency is prepared, with receipt and/or other necessary paperwork attached and forwarded to the City Clerk or Office Supervisor the next working day. Advance notice to the Mayor should be attempted but is not required. The emergency purchase shall be reported to the Mayor and members of the City Council within 24 hours and shall follow the applicable purchasing policies for final approval such as written authorization of the Mayor and two Council members or approval of the City Council before payment.

PETTY CASH POLICY AND PROCEDURES

All departments have the opportunity to use the City petty cash fund located at City Hall. Petty Cash funds may be used to purchase items with a total cost of \$50.00 or less.

The Petty Cash Fund shall not be used for personal transactions such as cashing personal checks or temporary loans of any kind. The Petty Cash Fund will maintain a balance of \$500 to be reimbursed from accounts payable as needed. It will be administered by the Office Supervisor and should be maintained in a locked cash box with access limited to the administrator and one other person for back-up. No reimbursements should be made from the cash collections drawers of office personnel.

The City of Blue Ridge is exempt with regard to sales tax. If a vendor conducting business with the City does not have a Tax Certificate of Exemption form for the City, please contact City Hall to get a copy. Every effort should be made to avoid sales tax reimbursement from petty cash.

An invoice, statement, receipt, bill of sale, or some other valid form of transaction document must be presented to the Petty Cash administrator before any funds can be disbursed. The petty cash form should be completed and signed by the cash recipient and attached to each receipt or document for reimbursement from accounts payable.

TRAVEL POLICY

It is the policy of the City of Blue Ridge to reimburse any employee, agent, or elected official for any expenses incurred in the performance of their official city duties or scope of services, which have not otherwise been paid, through an "accountable plan," defined by the Internal Revenue Service as follows:

1. Employees must have paid or incurred deductible expenses while performing services as an employee; and
2. Employees must adequately account to the employer for these expenses; and
3. Employees must return any excess reimbursement or allowance.

Conferences, Seminars, Training Sessions

A check request form (or purchase order if the dollar amount necessitates) must be submitted and approved in advance (prior to departure) for any travel, including out of state, common carrier (air/rail/bus), and overnight or other employee travel. The dates you left and returned home for each trip along with the destination and purpose should be indicated on the request. The items of information and proposed expenses should be estimated as accurately as possible and additional expenses actually incurred can be submitted upon return.

The check request/purchase order should include miscellaneous per diem amounts, such as meals and parking, "city standard" (www.mapquest.com) miles or odometer readings, and an agenda of the meeting or conference. Mileage will be paid at the IRS standard mileage rate. The IRS usually adjusts this amount annually, and the City will follow IRS standards. Personal vehicles should only be used if a City vehicle is not available, not in condition for the trip or upon approval of the Mayor. Employees may be reimbursed for the mileage incurred from the point of departure for the travel destination. During the normal work week, the point of departure will be either the employee's residence or work place, whichever is nearer to the destination point. During weekends and holiday, employees should use the actual point of departure to calculate travel mileage. The Finance Department should be immediately notified if for any reason the employee is unable to attend the event, so that registration may be refunded if possible and per diem's repaid if applicable.

The City will pay directly to the training office, conference headquarters, etc. for the registration for employees or elected officials and spouses of elected officials (where spouse registration is available) for those conferences, seminars, or training sessions approved by the proper authority. The City will also pay/reimburse for registration paid by a personal credit card if required and personal expenses associated with the training or conferences such as mileage, meals, airfare, parking, and lodging, etc.

Meals, Lodging and Incidental Expenses

Reimbursement for meals, lodging and incidental expenses are reimbursable only when "away from home" travel is required. Incidental expenses include costs for parking and tips for services. Employees or elected officials of the City would be deemed to be traveling "away from home" if duties require the individual to be away from the general area of home substantially longer than an ordinary day's work.

Appropriate tax-exempt forms (Hotel/Motel Tax Exempt and Georgia Sales Tax Exemption) should be submitted upon registration/check-in for lodging. It is the responsibility of the employee to see that the forms are submitted correctly and that the City receives all eligible exemptions for travel expenditures. Generally, hotels/motels located within the state of Georgia will recognize and grant the exemption. If the lodging establishment is hesitant at check-in, effort should be made to clear the matter before checkout, so the rates will not include taxes.

Reimbursement for meal expenses when "away from home" travel is required will be made at a rate of \$30 per day. Breakfast will be provided if the employee is "away from home" before 7:00 am. Lunch will be provided if the employee "away from home" at 12:00 pm. Dinner will be provided if the employee is "away from home" at 6:00 pm.

If certain meals are provided in conference registration or when eligible meals include only one or two meals in a day:

1. Breakfast may be reimbursed up to $\frac{1}{4}$ of the allowable per diem rates (breakfast may still be reimbursed even if continental breakfast is served, if requested by employee); and/or
2. Lunch may be reimbursed up to $\frac{1}{4}$ of the allowable per diem rates; and/or
3. Dinner may be reimbursed up to $\frac{1}{2}$ of the allowable per diem rates.

Employees, elected officials or spouses of elected officials on official business may elect to submit receipts for meals. However, the rates per day should not exceed the rates per city in Georgia as listed at www.gsa.gov. Official conferences that are out of state should not exceed the limits allowed in the Federal Travel Regulations for that particular state/ locality. Conferences, seminars, or training, which do not include lodging for an overnight stay, will not include meal reimbursement unless the meal is a required part of the meeting or the requirements are met for the length of time "away from home". (i.e. leave prior to 7:00 a.m. to receive breakfast and return after 6:00 p.m. to receive dinner.)

UNIFORM POLICY

The City of Blue Ridge provides uniforms to all employees as applicable to their department. The maintenance/plant workers, including but not limited to the street, water, sewer, and park departments are provided semi-annually with shirts and jackets with the City logo and receive \$200 annually for the purchase of pants and/or boots. All lifeguards are provided with bathing suits, approved and purchased directly by the City. The police department is supplied with all uniforms and accessories deemed necessary by the Police Chief and purchased directly by the

City. The City Hall department is periodically provided with shirts or jackets with the City logo at the discretion of the Office Manager, not to exceed \$600 annually for the entire office.

VENDOR FILE AND MAINTENANCE

All vendor files are maintained by the finance department with an annual file containing all invoices and checks for each vendor according to the vendor number automatically assigned by the accounts payable software. A temporary vendor number may be used if it is an expected one-time purchase, with specific temporary vendor numbers for certain categories of purchases such as travel, hotels, reimbursements and refunds. Procedures to control the entering and editing of the master file data include naming standards such as any vendor name beginning with "A" or "The" should drop the first word and any vendor name ending in Inc. or Corp. should include that designation. A vendor should only be added upon approval by the finance department to avoid a vendor being entered into the accounting system multiple times. The vendor master file will be reviewed annually to inactivate vendors who have not been used during the past 12 months. Any vendor providing a service will be required to complete a W-9 form and provide the information necessary to issue a 1099, if necessary, prior to the issuance of any checks to that vendor.

FEDERAL WORK AUTHORIZATION PROGRAM

Pursuant to O.C.G.A. § 13-10-91, all contracts for the physical performance of services within this state, to be binding on and enforceable against the City, shall require the contractor to register and participate in the federal work authorization program to verify work eligibility of all newly hired employees and subcontractors. Before a bid for any such service is considered by the City, the bid shall include a signed, notarized affidavit from the contractor attesting to the following:

- (1) The affiant has registered with and is authorized to use the federal work authorization program;
- (2) The user identification number and date of authorization for the affiant; and
- (3) The affiant is using and will continue to use the federal work authorization program throughout the contract period.

No contractor or subcontractor under contract with the City in connection with the physical performance of services within this state shall be entitled to payment from public funds for its services unless such contractor or subcontractor registers and participates in the federal work authorization program. It shall be deemed a breach of contract for any contractor, or subcontractor thereof, who physically performs services within this state under a contract with the City, to fail or refuse to participate in the federal work authorization program throughout the term of such contract. It shall be the duty of the contractor and/or subcontractor(s) to maintain records of federal work authorization verification by all newly hired employees for the term of the contract and to maintain such records for not less than three years from the contract's date of final completion. Such records shall be considered an open public record and made available to the City upon request or in the event of contract audit by a federal or state agency; provided, however, any information in such record protected from public disclosure by federal or state law shall be redacted.

PROHIBITED TRANSACTIONS

It shall be the policy of the City that no employee of the City shall also be a vendor be allowed to participate in the bidding process or sell goods or services to the City. Purchases shall not be routinely solicited from suppliers in which any elected or public official of the City is known to hold a pecuniary interest of ten percent or greater, or over which he or she exercises significant managerial control, unless it can be demonstrated that no other reliable source of supply is

available, and the public officer makes written disclosure of such interest and abstains from participation in the consideration of the purchase. All purchases, regardless of amount, from suppliers in which a public official holds a pecuniary interest of ten percent or greater, or exercises significant managerial control, shall require the approval of the City Council.

It shall also be the policy of the City to refrain from soliciting or accepting money, loans, credits, or prejudicial discounts, and the acceptance of gifts, entertainment, favors or services from present or potential suppliers which might influence, or appear to influence purchasing decisions. Traditional advertising items valued at less than \$25 may be accepted.

BID RETENTION AND AUTHORITY TO REJECT BIDS

All bids for goods or materials of any kind or character purchased by the City shall be kept on file by the City Clerk in accordance with the document retention schedules of the City. After an award has been made, the bids shall be subject to inspection at any time during normal business hours by any citizen of the City.

Except where prohibited by law or by the wording of an advertisement for bids, the authority permitted to accept bids shall be permitted to reject all bids or parts of bids and re-advertise for bids, where the public interest will be served thereby.

REPQUEST FOR PROPOSAL

Any item or service which is expected to cost \$50,000 or more, where in the opinion of the City of Blue Ridge, it is considered to be in their best interest not to employ the formal bid process, public notice of a request for proposal shall be publically advertised as provided for in Georgia law. A request for proposal is defined as any solicitation document used in a competitive sealed proposals process. Requests for proposals are basically the same as requests for bids with the exceptions that requests for proposals do not require a public opening, but a public opening may be and is generally used. The distinguishing point is that only the name of each proposer is read aloud, with no other information being disclosed, and the proposals do not become "open records" until after the contract is awarded. These exceptions are instituted to prevent any negative effects on subsequent negotiations between the City and the vendor, as requests for proposals do **allow negotiation** and permit modification to both content and price after submittal while in the evaluation process.

ELECTRONIC TRANSMISSION OF INFORMATION, SIGNATURES AND RECORDS

Electronic commerce shall include but not limited to on-line vendors registration, acceptance of bids and proposals by electronic mail, electronic or virtual purchasing malls and catalogs, notifications of solicitations and download capability and acceptance of electronic (digital) signatures. Notwithstanding any other provisions, this section applies to records generated, stored, processed, communicated, or used for any purpose by the City for purchasing, procurement, acquisition, services, or disposition of personal property. This shall apply to all City contracts except for public works contracts.

The City Clerk and/or the Finance Director or his or her designee is authorized to promulgate procedures to coordinate, create, implement, and facilitate the use of common approaches and technical infrastructure, as appropriate, to enhance the utilization of electronic commerce, electronic records, electronic signatures, and electronic security procedures by and for the City for these purposes. The City Clerk and/or the Finance Director shall be authorized to develop, implement, and facilitate procedures for the use of electronic records, electronic signatures, and

security procedures for all other purposes. The City Clerk and/or the Finance Director is authorized to promulgate methods, means, and standards for secure electronic procurement transactions.

An electronic record satisfies any rule requiring a document to be in writing. An electronic signature satisfies any rule of law requiring a signature. Any electronic record is signed as a matter of law if it contains a secure electronic signature. An electronic signature is deemed to be secure if it is created by application of a security procedure that is commercially reasonable and provided the electronic signature can be verified and agreed to by the City. Further, it is considered secure if it can be linked to the electronic record to which it relates in a manner such that, if the record is changed, the electronic signature is invalidated. The electronic record will be deemed secure when it can be verified not to have been altered since a specified point in time.

UNCLAIMED PROPERTY

In accordance with O.C.G.A. 44-12-190 et. seq. all unclaimed property held longer than the dormancy period, will be remitted to the Georgia Department of Revenue. The dormancy period for most property, including accounts payable and customer deposits, is 5 years.

Purchasing Card Policy

OVERVIEW

The Georgia General Assembly established guidelines and penalties into the Official Code of Georgia annotated ("O.C.G.A.") which provides that no municipal corporation shall issue government purchasing cards or government credit cards to elected officials on or after January 1, 2016, until the governing authority of the municipal corporation, by public vote, has authorized the issuance and has promulgated specific policies regarding the use of such government purchasing cards or government credit cards for elected officials of such municipal corporation.

PURPOSE

The purpose of this policy is to set requirements and standards for the City of Blue Ridge Purchasing Card Program. The policy is not intended to replace current State of Georgia statutes but is intended to comply with such state laws and establish more efficient guidelines for elected officials using such purchasing cards. The City Council also finds that the same policy should apply to employees of the City of Blue Ridge who also use City credit cards for City Purchases. At no time should a City issued purchasing card or credit card be used for personal purchases regardless of the circumstances. Utilizing the purchasing card or credit card for personal use or for any item or service not directly related to such official's or employee's public duty may result in disciplinary action including, but not limited to, felony criminal prosecution. All purchases utilizing a government purchasing card or government credit card must be in accordance with these guidelines and with state law.

SCOPE

This purchasing card policy, as required by state law under O.C.G.A. § 36-80-24(c), applies to the use of government purchasing cards or government credit cards used by elected officials authorized to be issued such government purchasing cards or government credit cards. The City Council also finds that it is appropriate that the same policy apply to City employees who also use a credit card for City purchases. The Mayor, City Clerk and department supervisors have been authorized by the governing authority of the City to use such government purchasing cards or government credit cards and must abide by all of the applicable state laws and this purchasing card policy.

PUBLIC INSPECTION

In accordance with O.C.G.A. § 36-80-24(b) any documents related to purchases using government purchasing cards or government credit cards incurred by elected officials and City employees shall be available for public inspection.

TRANSACTION LIMITS

Transaction limits are hereby established to insure compliance with state purchasing laws, maintain proper budgetary controls, and to minimize excessive use of any individual credit line. Individual monthly card limits cannot exceed those established by the municipal governing authority. The established single transaction limit for each card must be less than \$1,500. The established monthly card limit is based upon the City's budgetary constraints and is not to exceed \$3,500 per month. Any exceptions to the standardized limits must have express written approval by the municipal governing authority and must be added to this policy by amendment or addendum.

PURCHASING RESTRICTIONS

Elected Officials and City employees may not use a government purchasing card or government credit card for the following:

1. Any purchases of items for personal use.
2. Cash refunds or advances.
3. Any transaction amount greater than the transaction limits set by this policy.
4. Items specifically restricted by this policy, unless a special exemption is granted by the municipal governing authority.
5. Alcohol or liquor of any kind. Such purchases should not be made with the purchasing card and may not be reimbursed by the City.
6. Purchases or transactions made with the intent to circumvent the City purchasing policy, transactional limits, or state law.

Elected Officials and City employees may use government purchasing cards or government credit cards to purchase goods and/or services not prohibited by this policy or state law. Such purchases include, but are not limited to:

1. Purchases of items for official City use which fall within the transactional restrictions of this policy.
2. Purchase of lodging, fuel, food, non-alcoholic beverages, or education and training materials while on City business.
3. Emergency purchases necessary to protect City property.

ADMINISTRATOR

The City designates the office of City Mayor and the City Clerk, as the program administrator of government purchasing cards or government credit cards. Such administrator shall:

1. Serve as a liaison between the City's cardholders and the issuers of such cards.
2. Maintain the cardholder agreement for all cardholders.
3. Provide instruction, training, and assistance to cardholders
4. Maintain account information and secure all cardholder information.
5. Keep cardholders up-to-date on new or changing information
6. Upon receipt of information indicating fraudulent use or lost/stolen cards immediately report it to appropriate parties, including the issuer.

7. Ensure all card accounts are being utilized properly as set forth by state law and this policy.
8. Define the City's policy and procedures for proper documentation and storage of receipts, logs, and approvals required under this policy.
9. Identify any changes to named persons authorized to use a government purchasing card or government credit card.
10. Any other duties assigned by the municipal governing authority.

The City Clerk subject to the supervision of the Mayor, shall as a part of her duties handle the administrative work necessitated by the use of the City credit cards, but such work shall be subject to the review and supervision of the Mayor in order for the Mayor to perform the duties of the Administrator previously outlined.

ACCOUNTING AND AUDITING

The Mayor as Administrator, in an effort to ensure compliance with City policy and state law, will conduct monthly reviews and audits of all government purchasing card or government credit card transactions. The review is designed to ensure compliance, identify non-compliance issues and misuse, and through corrective measures assist the City with improving compliance. The monthly review and audit should happen within 14 days of the start of a new month or upon receipt of the monthly statement, whichever is earliest. After completing the monthly audit the Mayor as Administrator shall notify cardholders of any violations or questions the Administrator has that occurred within that previous month. Depending on the severity of the violation, the Administrator may suspend or revoke the use of the government purchasing card or government credit card after notification to the cardholder and to the municipal governing authority, but only after consultation with the City attorney. Any unresolved violations should be reported to the municipal governing authority and the City attorney in writing within 7 business days.

VIOLATIONS

The use of a government purchasing card or government credit card may be suspended or revoked when the Mayor as Administrator, after consultation with the City attorney, determines that the cardholder has violated the approved policies or state law regarding the use of the government purchasing card or government credit card. The government purchasing card or government credit card shall be revoked whenever a cardholder is removed from office with the City and shall be suspended if such elected official has been suspended from office.

AGREEMENT

Before being issued a government purchasing card or government credit card under this policy and state law, all authorized users of government purchasing cards or government credit cards shall sign and accept a copy of these policies and procedures indicating that such user will use such cards only in accordance with the policies of the City and with the requirements of state law.

Revenue Policies

The City levies, collects, and records certain taxes, license fees, permit fees, intergovernmental revenues, charges for service, investment income, fines and forfeitures, and other miscellaneous revenues and financing sources. This policy provides direction in the application, acceptance and administration of revenues the City receives.

DIVERSIFICATION AND STABILITY

All revenues have particular characteristics in terms of stability, growth, sensitivity to inflation or business cycle effects, and impact on the taxpayers and customers. A diversity of revenue sources can improve the City's ability to handle fluctuation in revenues and potentially help to better distribute the cost of providing services. The City shall strive to maintain a diversified and stable revenue structure to shelter it from short-term fluctuations in any primary revenue source. When possible, the revenue mix shall combine elastic and inelastic revenue sources to minimize the effect of economic downturns.

As part of the annual budget process, an objective analytical process will estimate revenues realistically and prudently. The City will estimate revenues of a volatile nature conservatively.

USER BASED FEES AND CHARGES

The level of user fees for cost recovery should consider the community-wide versus special service nature of the program or activity. The use of general-purpose revenues is appropriate for community-wide services, while user fees and charges (exchange revenue) are appropriate for services that are of special benefit to easily identified individuals or groups.

The City's revenue system will strive to maintain equity in its structure. That is, the City will seek to minimize or eliminate all forms for subsidization between entities, funds, services, utilities, and customers. However, it is recognized that public policy decisions may lead to subsidies in certain circumstances.

Fees will be reviewed on an annual basis and should be updated during the budget process to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery.

For services associated with a user fee or charge, a fee shall offset the costs of that service, where possible. Costs of services include direct and indirect costs such as operating and maintenance costs, administrative costs, and charges for the use of capital (e.g., depreciation and debt service).

ALTERNATIVE REVENUE SOURCES

The City shall seek alternative funding sources whenever possible to reduce the required revenue from non-exchange transactions (e.g., property taxes). Such alternative sources include private and public grants, federal or state assistance, and public and private contributions.

REVENUE COLLECTION

The City will follow an aggressive policy collecting revenues, consistent with state and federal laws. This policy includes charging of penalties and interest, revoking City licenses, and providing for the transferring and assignment of tax executions.

The City collects revenue over-the-counter and through the mail from the general public in the form of cash, personal checks and money orders. The City also offers online payment options and direct debit of customers' bank accounts for repetitive payments such as monthly utility bill payments.

It is the policy of the City to exercise appropriate internal control over all cash received, to ensure that they are collected, documented, recorded and deposited to the correct bank accounts and to detect and deter error and fraud. Suitable controls have been established where payments are received. All funds are placed in a safe or vault at night or when the deposit is completed and deposits are taken to the bank daily in locked bags.

Collections:

- Revenue received from customers should always be given a receipt for all cash receipts. Utility payments may not have a receipt issued if paid by check or money order since clearing of the document can serve as receipt.
- All checks received should have valid contact information, such as address, telephone, and driver's license number, so returned checks can be collected. Identification should be reviewed for authenticity and if appearance is questionable, the identification should be copied and this should be sent to the City Police Department in adherence with the Red Flag laws.

All cash drawers should be balanced daily to receipts and the beginning drawer balance. Any variance should be examined immediately and identified and corrected before the deposit is remitted to the bank. All supporting paperwork for collections should be submitted to the finance department daily for posting. Any drawer variance that cannot be identified and corrected should be documented and signed by the Office Supervisor. Employees will receive disciplinary action, such as but not limited to a written documentation in the personnel file, for more than three variances greater than \$10.00 within six months.

WRITE-OFFS AND ADJUSTMENTS

The City of Blue Ridge Water & Sewer will only adjust a water bill if the billed amount for the water exceeds the average bill for water by \$1,000. The customer must provide proof that the line has been repaired before an adjustment can be made. The customer must pay at least the City's cost to produce on water that went through their meter. A customer who turns their bill into an insurance company to be reimbursed is not eligible for an adjustment. Sewer adjustments are considered separate and are based upon whether they impacted the City sewer system. Proof must be provided that the leak did not enter the sewer system and the billed amount must exceed the average by \$100. Adjustments for errors on the City's part such as meter reading errors and data entry errors should be at the discretion of the Utility Billing Supervisor. Penalty and cut-off adjustments for Water & Sewer should be at the discretion of the Utility Billing Supervisor. All adjustments should be documented and include periodic review of the Office Supervisor or Finance Director.

Write-offs for Water & Sewer should be at the discretion of the Utility Billing Supervisor for closed accounts where the account holder is deceased or has filed bankruptcy. The Utility Billing Supervisor can write-off any closed accounts with balances over 10 years old. Write-offs made by the Utility Billing Supervisor should include documentation showing review of the Office Supervisor or Finance Director. All other write-offs should be approved by the City Council.

All other adjustments, including but not limited to taxes and business licenses, should be made by the Tax and License Clerk and should be documented and maintained for periodic review by the Finance Director or Office Supervisor.

Adopted July 2015

TO: Mayor and Council

FR: Carlie Hammond, CEO

Good Samaritans of Fannin County Inc

LDBBQ@bellsouth.net 706-455-3818

DT: December 08, 2015

Thank you for the opportunity to address the City Council on behalf of the Good Samaritans of Fannin County. We thank the City and the Council for the long term use of the community barbecue facility for Labor Day Bar-B-Q. As you know, the Bar-B-Q is the primary fundraiser for the benevolent works that support y/our Fannin County neighbors in need.

At the request of the Mayor, several members of the Good Samaritan leadership team met with her and Rick LaRosa about the Master Plan on December 2nd. The purpose of the meeting was to discuss moving the community barbecue facility from where it was built in 1995.

The Mayor stated her concerns of the possibility of losing grant funding ear marked for the section of the park with the playground. She stated that Council must make a decision on relocating the playground which will mean relocating the current community barbecue area.

The Mayor asked for feedback from Mr. Larosa regarding his earlier meetings with Good Samaritan representatives. Mr. Larosa had not redrawn nor included a new barbecue facility in his Master plan. No changes have been made after two previous meetings with Larosa and Good Sam representatives to clarify our needs. Good Samaritans has expressed their concerns regarding the proposed location meeting the safety and space requirements needed for a safe and successful fundraiser.

The Mayor stated she felt sure she would be able to arrange funds and donations rebuild the community barbecue facility in the other section of the park. The Mayor and Mr. Larosa both promised the Good Samaritans representatives that this new improved structure would continue to be able to use wood as fuel source and that the current community barbecue facility would not be moved until the new construction was useable for annual Labor Day Bar-B-Q

It was noted by a Good Sam representative that agreeing to this relocation and their assurances requires a "tremendous leap of faith" by requiring Good Sam to trust that the relocation of the community barbecue facility would be as good if not better than its current location. Since spring, Good Sam's frequently stated preference to the Council has been to remain in the park with the playground in its current location, open areas available to all and the stage to continue on in its intended purposes.

For Good Sam leadership to take the above leap of faith, it is important that all members of the Council are aware and agree to the discussion, assurances and promises made at this meeting. Good Samaritans is aware that is a City Council decision to move or not move the playground and therefore the community barbecue facility. We will prayerfully respect the decision of the City Council in this matter.

Thank you for your time this evening.

City of Blue Ridge

480 West First Street • Blue Ridge, Georgia • (706) 632-2091

City of Blue Ridge
Special Called Council Meeting Minutes
City Hall
480 West First Street
December 17, 2015 at 10:00AM

Present: Mayor Donna Whitener
Council Members Angie Arp, Harold Herndon,
Rodney Kendall, Bruce Pack and Rhonda Thomas
City Clerk Kelsey Ledford
City Attorney R. David Syfan
Carter & Sloop Representative Matt Smith
The Steedley Firm Representative Angela Steedley

1) Call Meeting to Order:

Council Member Rodney Kendall made a motion to call the meeting to order. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried.

2) Prayer and Pledge of Allegiance:

Council Member Bruce Pack offered a word of prayer followed by the Pledge of Allegiance.

Mayor Whitener then asked for a motion to amend the agenda in order to allow additional time for Finance Director Alicia Stewart to attend the meeting. The request was for agenda items number four and five to be moved down the agenda and placed after agenda item number seven. Council Member Rodney Kendall made the motion to amend the agenda. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried.

3) Council Meeting Rules of Procedures:

Mayor Whitener announced that the Council Meeting Rules of Procedures were available at the Council desk.

4) Purchasing Approval:

a) Water Loss Control Purchases:

Utility Billing Supervisor Rebecca Harkins discussed the importance in water loss control and requested the Council to approve purchases for water loss control devices. The equipment that Mrs. Harkins requested included one leak detection device, one TransientMinder (master meter), and three pressure loggers. Mrs. Harkins explained that the budget allows for these purchases. Council Member Rhonda Thomas made a motion to approve the purchases included in Mrs. Harkins' packet in the amount of \$32,000. The motion was seconded by Council Member Rodney Kendall. The Council voted 5-0. Motion carried.

City of Blue Ridge

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- b) Carter & Sloop:
The Mayor and Council were presented an invoice from Carter & Sloop in the amount of \$5,188.75 for general consulting engineering services from April 2015-July 2015. The Council agreed to skip this topic until later in the meeting.
- c) R-W Contractors, Inc.:
The Mayor and Council were presented in invoice for R-W Contractors, Inc. in the amount of \$4,788.60 (attached) for an emergency purchase at the Waste Water Treatment Plant. Council Member Rhonda Thomas made a motion to approve the invoice. The motion was seconded by Council Member Rodney Kendall. The Council voted 5-0. Motion carried.
- 5) Storage and Display of the 1912 Firetruck:
Mayor Whitener discussed the 1912 Firetruck that was donated to the City by Wilds Pierce. She asked if the Council would like to incorporate it at the Depot or at the Baugh House. City Attorney David Syfan mentioned insurance and a contract for the firetruck. Council Member Rhonda Thomas stated that she would like to see the firetruck incorporated at the Baugh House.
- 6) Downtown Improvements/Grants:
The Mayor and Council discussed various projects and funding opportunities with City Attorney David Syfan, Grant Administrator Angela Steedley and Matt Smith. Mayor Whitener began by stating that the City's projects cannot begin without knowing where the funding is coming from. Mr. Smith discussed Phase I and II in regards to storm drainage. He explained that once the plans are completed, the project can be put out for bid. The allotted time limit expired. Council Member Rodney Kendall made a motion to allow additional time. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried. Mr. Smith continued to discuss the storm drainage project along with possible funding opportunities. Ms. Steedley discussed multiple funding opportunities including ARC, RDF and GA1 and explained that surveys where needed. The meeting proceeded with discussions about a Restroom/Welcome Center facility, East Main Street repaving, storm drainage and funding for each project. Finance Director Alicia Stewart was present to give balances for the City funds. City Attorney David Syfan discussed revenue bonds and Ms. Steedley discussed Tax Allocation District (TAD) and Business Improvements District (BID) as possible funding assistance. Ms. Steedley stressed the importance of the surveys and suggested that the Mayor and Council collect them. The meeting proceeded with discussions about the FY2015 and FY2016 Community Development Block Grant (CDBG). The discussion was then concluded with discussions about each individual proposed project along with funding for each.
- 7) Carter & Sloop Master Engineering Services Agreement and Task Release for the Downtown Improvements:
Attorney David Syfan explained the Master Engineering Services Agreement to the Mayor and Council. The meeting proceeded with a discussion between the Mayor, Council, City Attorney and Mr. Smith about task releases. Council Member Rodney Kendall made a motion to approve

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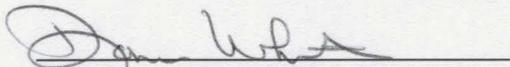
the Master Engineering Services Agreement (attached). The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried. Council Member Rodney Kendall made a motion to ask Mr. Smith to remove two pump stations from Waste Water Treatment Plant design and to work on the pump stations separately. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried. Council Member Rodney Kendall made a motion to use LMIG and funds from the Surcharge Account to fund failing line replacement. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried. Council Member Rodney Kendall made a motion to allow Mr. Smith to present the Council with Task Releases for each project previously discussed. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

8) Executive Session—Personnel and Land Acquisition:

Council Member Rodney Kendall made a motion to close the meeting for an executive session for the purpose of discussing personnel and land acquisition. The motion was seconded by Council Member Angie Arp. The Council voted 5-0. Motion carried. Council Member Angie Arp left during the executive session. Council Member Rodney Kendall made a motion to open the meeting from an executive session. The motion was seconded by Council Member Rhonda Thomas. The Council voted 4-0. Motion carried. Council Member Rodney Kendall made a motion to allow Utility Billing Supervisor Rebecca Harkins and Finance Director Alicia Stewart to proceed with the annual employee evaluations and to provide a set of rules for the evaluations. The motion was seconded by Council Member Rhonda Thomas. The Council voted 4-0. Motion carried. Council Member Rodney Kendall made a motion to remove William Long from his probationary period and to update his employment status to full-time employee and to approve a one dollar per hour raise for him. The motion was seconded by Council Member Bruce Pack. The Council voted 4-0. Motion carried.

9) Adjournment:

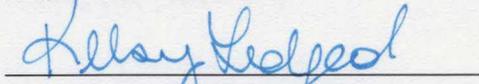
Council Member Rhonda Thomas made a motion to adjourn the meeting. The motion was seconded by Council Member Rodney Kendall. The Council voted 4-0. Meeting adjourned.



Mayor Donna Whitener

April 12, 2016

Approved



City Clerk Kelsey Ledford



R-W Contractors, Inc.
 2511 East Main Street
 Chattanooga, TN 37404-5349

Invoice

Date	Invoice #
11/19/2015	20748

Bill To
City of Blue Ridge 480 West First Street Blue Ridge, GA 30513 Attn: Mr. James Weaver

Ship To

P.O. No.	Terms	Due Date	Ship Date	Ship Via	Project
27438	Net 30	12/19/2015	11/19/2015	UPS	20290

Description	Serviced	Amount
Pick up 40hp motor from motor shop. (FP) Removed blower #2 motor and installed new motor. After wiring up motor, we tested operation. When blower #2 was turned on, it immediately tripped the breaker. Troubleshooting problem with blower tripping out and determined that there is a bad wire and new power wires need to be pulled. (TR)(MJ) Mileage	11/13/2015	70.00
	11/16/2015	1,300.00
		115.50

	Subtotal
	Sales Tax
	Total

Phone #	Fax #
4236221180	423-622-1189

R-W Contractors, Inc.
 2511 East Main Street
 Chattanooga, TN 37404-5349

Invoice

Date	Invoice #
11/19/2015	20748

Bill To
City of Blue Ridge 480 West First Street Blue Ridge, GA 30513 Attn: Mr. James Weaver

Ship To

P.O. No.	Terms	Due Date	Ship Date	Ship Via	Project
27438	Net 30	12/19/2015	11/19/2015	UPS	20290
Description			Serviced	Amount	
Disconnected motor leads from #2 blower and ran three #4 wires on the ground to test motor. Motor continued to trip out. Checked wire connections and adjusted trip delay on #2 breaker. Motor did not trip out after adjusting breaker trip delay. Hooked the motor leads back up and tested motor and took amp readings. (MJ)(TR)			11/17/2015	780.00	
Mileage				115.50	
Material: (1) Blower Motor - HHI 40-18-324T RF# 0097-27310			11/13/2015	2,407.60	

	Subtotal	\$4,788.60
	Sales Tax	\$0.00
	Total	\$4,788.60

Phone #	Fax #
4236221180	423-622-1189

Blue Ridge WPCP
480 West First Street
Blue Ridge, GA 30513
Phone (706)632-2303

November 13, 2015

To the Mayor and council:

I arrived at the wastewater treatment plant this morning to find a drive motor down on one of our SBR blowers. This motor operates one of three blowers used to aerate our SBRs which are critical to our treatment process at the plant. RW Contractors has been called to bring a replacement motor at an estimated cost of \$2500 for the 40hp motor this does not include labor for installing the motor and cost of delivery (estimated at \$1000).

James Weaver
Wastewater Superintendent

PURCHASE ORDER

DATE November 13, 2015

27438

THIS NO. MUST APPEAR ON INVOICE,
B/L, CASES, BUNDLES, PACKING LISTS,
AND CORRESPONDENCE

TO <u>RW Contractors</u> _____ _____ _____	CITY OF BLUE RIDGE 480 West First Street Blue Ridge, Georgia 30513
---	--

PLEASE SHIP THE FOLLOWING MERCHANDISE:			TERMS	F.O.B.	SHIPPING DATE		
QUANTITY	UNIT	STOCK NO.	DESCRIPTION	PRICE	UNIT	AMOUNT	
			Repair on blower motor			est.	2500.00
						(Actual)	4000.00
			Wastewater Treatment plant				

ACKNOWLEDGE ORDER AND STATE WHEN YOU WILL SHIP.

** Emergency purchases **

REQ. James Weaver
 PA. Kelley Hedger

MASTER AGREEMENT FOR ENGINEERING SERVICES

This Master Agreement for Engineering Services ("Agreement") dated this 17 day of December, 2015, sets forth the terms and conditions under which the **CITY OF BLUE RIDGE** (the "Owner") may from time to time engage and pay for the services of **CARTER & SLOOPE, INC.** (the "Engineer"), as provided herein. This Agreement shall be effective on the date above if signed by the Owner's authorized representative.

Under this Agreement, the Owner and the Engineer intend to execute one or more Task Release establishing a specific project, scope of work, services, deliverables or work product, time for performance, compensation and other terms and conditions as provided in such Task Release. The terms and conditions of this Agreement shall apply to each Task Release issued pursuant hereto. In the event of any conflict or inconsistency between this Agreement and any provisions, terms or conditions of a Task Release, the provisions, terms and conditions of this Agreement shall supersede, control and prevail over the conflicting or inconsistent provisions of the Task Release.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants, and agreements set forth herein and for other good and valuable consideration, the sufficiency of which is herein acknowledged, the Owner and the Engineer agree as follows:

SECTION 1 REPRESENTATIONS AND WARRANTIES

1.1 Owner's Reliance. In order to induce the Owner to execute this Agreement and any Task Release hereunder, and recognizing that the Owner is relying thereon, and without limiting or restricting any other representation or warranty set forth elsewhere in this Agreement, any Task Release or implied by law, the Engineer, by executing this Agreement, makes the following express representations and warranties to the Owner:

1.2 Qualifications. The Engineer represents and warrants that it is fully and professionally qualified to act as the engineer for the Owner and is licensed to practice engineering by all entities or bodies having jurisdiction in the state of Georgia. The Engineer represents and warrants that it shall maintain any and all licenses, permits or other authorizations necessary to act as the engineer for the full term of this Agreement or until final completion of any and all Work under any Task Release, whichever is later.

1.3 Project Familiarity. The Engineer represents and warrants that, prior to its signing of any Task Release, it will become familiar with the project site and the local conditions under which the Work identified in the Task Release is to be performed.

1.4 Scope and Compliance. The Engineer represents and warrants that it shall prepare all documents and things required by this Agreement or any Task Release in such a manner that all such documents and things shall be complete, accurate, coordinated and adequate for the purposes intended, and shall be in conformity and comply with all applicable law, codes and regulations.

1.5 Representations and Warranties Non-Exclusive. Nothing contained in Section 1 shall in any manner whatsoever supersede, limit or restrict any other representation or warranty set forth elsewhere in this Agreement or in any Task Release.

SECTION 2

DOCUMENTS INCORPORATED BY REFERENCE

2.1 Incorporated Documents. This Agreement includes, and incorporates by reference, the following documents: (i) the Engineer's hourly rates and reimbursable expenses schedule for all services to be performed pursuant to any Task Release (other than for a lump sum Contract Price) issued under this Agreement as set forth in Exhibit "A;" and, (ii) the Engineer's insurance coverages as set forth in Exhibit "B."

SECTION 3

THE WORK

3.1 Scope. The scope of work (the "Work") to be performed by the Engineer under this Agreement shall be described in a Task Release issued as separate documents. The Work shall be based on the Owner-Supplied Information, if any, as set forth in the Task Release.

3.2 Compliance with Agreement and Task Release. The Work shall include all engineering services for the project in strict conformity with all requirements of this Agreement and the Task Release.

3.3 Insurance. The Work shall include the furnishing of insurance required by this Agreement.

3.4 Labor and Supervision. The Work shall include the provision or furnishing of all labor and supervision required to prosecute and complete the Work.

SECTION 4
TERM OF THIS AGREEMENT AND CONTRACT TIME

4.1 Term. The term of this Agreement shall begin on the date on page one of this Agreement if signed by the Owner, and continue thereafter through thirty-six (36) months, subject to the terms of this Agreement for suspension or earlier termination.

4.2 Contract Time. The number of calendar days from the commencement date of the Engineer's Work under a Task Release through the date set for completion of the Engineer's Work under a Task Release shall constitute the "Contract Time" for such Task Release.

4.3 Commencement. The Engineer agrees to start performance of the Work under a Task Release promptly after the Owner signs the Task Release or as otherwise provided in the Task Release.

4.4 Time Is Of Essence. All dates and limitations of time set forth in this Agreement, or in any Task Release, are of the essence.

SECTION 5
CONTRACT PRICE AND PAYMENTS

5.1 Contract Price. The Engineer agrees to perform the Work under each Task Release for the Contract Price agreed to and set forth in the Task Release.

5.2 Progress Payments. On or before the fifth (5th) day of each month after commencement of the Work under a Task Release, the Engineer may submit a separate progress invoice ("Progress Invoice") for each Task Release to the Owner's Representative on such form as the Owner may require, for the period ending the last day of the previous month. The Owner shall not review, process, or consider for payment any invoice or billing unless such Progress Invoice is on such form as the Owner may require. Each Progress Invoice shall be in such form and manner, and with such supporting data and content, as the Owner may require. In each Progress Invoice the Engineer may request payment for that part of the Contract Price representing all Work actually performed and due in accordance with the requirements of this Agreement and the Task Release.

5.2.1 Owner Review. The Owner shall review the Progress Invoice and may also review the Work performed under each Task Release to determine whether the quantity and quality of the Work is as represented in the Progress Invoice and is as required by this Agreement and the Task Release. The Owner shall determine and approve the amount, in the opinion of the Owner, properly owing to the Engineer.

5.2.2 Payment. The Owner shall make partial payments on account of the Contract Price for each Task Release to the Engineer within thirty (30) days following receipt and approval of the Engineer's fully completed Progress Invoice and all supporting documentation. The amount of each partial payment shall be the amount approved for payment by the Owner less such amounts, if any, otherwise owing by the

Engineer to the Owner for which the Owner shall have the right to withhold as authorized by this Agreement or the Task Release.

5.3 Final Payment. When all of the Work under a Task Release is finally complete, the Engineer shall notify the Owner in writing and submit an invoice for final payment ("Final Invoice").

5.3.1 Final Inspection. Upon receipt of written notice from the Engineer that the Work under a Task Release is finally complete and receipt of the Final Invoice, the Owner shall make final inspection of the Work. If the Work is complete in full accordance with this Agreement and the Task Release, and all conditions precedent to payment contained in Subsection 5.3. or elsewhere in this Agreement or the Task Release are satisfied, the Owner shall approve final payment to the Engineer and the Engineer shall be entitled to the remainder of the unpaid Contract Price, less such amounts, if any, otherwise owing by the Engineer to the Owner for which the Owner shall have the right to withhold as authorized by this Agreement or the Task Release.

5.3.2 Time of Final Payment. The Owner shall make final payment of all sums due the Engineer within thirty (30) days after the requirements of Subsections 5.3.1 are satisfied.

5.4 Engineer's Affirmative Representations. Each Progress Invoice and the Final Invoice shall be signed by the Engineer and shall constitute the Engineer's affirmative representation of the following: (i) the Work under the Task Release has progressed to the level for which payment is requested; (ii) the Work under the Task Release has been properly performed in full accordance with this Agreement and the Task Release; (iii) the Engineer knows of no reason why payment should not be made as requested.

5.5 Hourly Rates and Reimbursable Expenses. The Owner shall compensate the Engineer for completion of the Work under the Task Release for an hourly rate or reimbursable expenses Contract Price based on Exhibit "A" hereto.

SECTION 6

ENGINEERING AND DESIGN RESPONSIBILITIES

6.1 Engineering and Design Services. The Engineer shall be fully and completely responsible for all of the Work under each Task Release. The Engineer shall furnish all engineers, designers, drafters, and other personnel necessary to complete the Work under each Task Release. The Engineer shall perform all engineering and design services described in, contemplated by, inferable from, or necessary or desirable to perform the Work under each Task Release including, if applicable under a Task Release, the development and generation of all Design Documents necessary for a specific project to be properly constructed by the Owner or the Owner's other contractor(s) and used, operated and maintained by the Owner in accordance with all applicable laws, guidelines, requirements and standards. The Engineer shall perform all

engineering and design services required by any Task Release including all labor, materials, supervision, equipment, computers, documents, and all other things necessary for the performance of such services.

6.1.1 Quality. The Engineer shall be responsible for the professional quality, completeness, accuracy, and coordination of the Work under each Task Release. All Work performed by the Engineer under a Task Release shall meet all environmental, utility and other regulatory requirements.

6.1.2 Applicable Standards and Codes. In providing engineering and design services under any Task Release, the Engineer shall comply with the lawful requirements of all federal, state, and local authorities having jurisdiction over the Owner, the Engineer, the project and the project site. The Work performed by the Engineer under a Task Release shall meet all applicable requirements of building control laws and regulations in relation to the design, construction, occupation, and operation of the project including, but not limited to, environmental standards, utility standards, fire and safety regulations and requirements and compliance with all other applicable standards and codes.

6.2 Georgia Licensed Professional. The Engineer warrants that the all engineering and design services performed under this Agreement and each Task Release shall be supervised by a design professional duly licensed and registered to provide professional engineering services in the state of Georgia. The Engineer warrants that all engineering and design services under this Agreement and each Task Release shall be performed under a sound quality assurance and control program.

6.3 Design Documents. "Design Documents" means all the design documents developed or generated by or on behalf of the Engineer under this Agreement and each Task Release including, but not limited to, those for use in constructing any project by the Owner or the Owner's other contractor(s). Design Documents also include detailed plans, drawings, specifications, manuals, and related materials prepared by or on behalf of the Engineer.

6.4 Owner-Supplied Information. For a Task Release, the Owner may provide the Engineer with the Owner's project criteria, design parameters, budget and any other project or design-related information for the Engineer's use in performing the Work under the Task Release, which is collectively referred to in this Agreement and each Task Release as "Owner-Supplied Information." The Engineer shall carefully review, study, examine, and analyze such Owner-Supplied Information and promptly advise the Owner if such Owner-Supplied Information is insufficient, inadequate, incomplete, defective or deficient, and, if so advised, the Owner and the Engineer shall work together to cure, correct and remedy any such insufficiency, inadequacy, incompleteness, defectiveness or deficiency.

6.5 Owner's Review of the Work. The Engineer shall furnish and provide all Work identified in a Task Release to the Owner for periodic review or approval as required by the Owner.

6.5.1 Periodic Reviews. The Engineer shall enable and assist the Owner to conduct periodic reviews of the Engineer's Work and Work Product under each Task Release. The number and frequency of the Owner's periodic reviews shall be established in each Task Release. The Owner, in its sole discretion, shall have the right to require more and additional periodic design reviews upon notice to the Engineer.

6.5.2 Revisions. The Owner may direct the Engineer to revise any of the Work performed under any Task Release in order to conform to the Owner's objectives or other requirements. Any such revisions directed by the Owner shall not relieve the Engineer of its obligations unless, and only to the extent that, the Engineer promptly notifies the Owner in writing of any adverse impact on schedules, budgets, operational costs, operational performance, quality, safety, satisfaction of regulatory requirements, or other adverse impact that may result from such revisions.

6.6 Inspections and Testing by the Engineer. All inspection and testing specified in the Task Release, or required by any law or code, shall be performed by the Engineer as part of the Work under each Task Release.

6.7 Engineering Standard. The Engineer warrants that all Work performed under this Agreement and each Task Release shall be performed with the same degree of care, skill and diligence as is ordinarily possessed and exercised by a professional under similar circumstances.

6.8 Ownership of Work Product. The reports, recommendations, specifications, drawings, technical data, sketches and all other information developed by the Engineer or its subconsultants in connection with its performance under this Agreement or any Task Release (the "Work Product") shall be the property of the Owner. In entering into this Agreement and any Task Release, the Engineer transfers to the Owner all right, title, and interest, including the copyright, in and to the Work Product. This provision shall not act to transfer rights of owners of standard software or specification packages for which copyright is retained by the developer. All original technical data, evaluations, reports and other work product of the Engineer shall be delivered to Owner as a condition precedent to payment of the Final Invoice. The Engineer may retain one (1) copy of all Work Product for its permanent file.

6.9 Works for Hire. All Work Product originally prepared by the Engineer, and any of the architectural or engineering works represented thereon are "works made for hire" for the Owner under the Copyright Act of 1976, as amended. Upon creation, the Owner shall acquire all rights, title and interest in the Work Product and the architectural or engineering works represented thereon whether delivered to the Owner or not, but the Owner shall have no rights in the Engineer's proprietary software programs or proprietary data bases. The Engineer shall maintain all right, title and interest in its proprietary software programs and its databases. The Engineer hereby assigns, and will cause each of its subconsultants to assign, to the Owner all right, title and interest in any Work Product and the copyright therein. The Owner may reuse the Work Product at its discretion and risk on projects other than the project for which the Work Product

was generated, but the Engineer makes no warranties of any kind with respect to such reuse on other projects.

SECTION 7

SUSPENSION AND TERMINATION

7.1 Suspension and Reinstatement. The Owner reserves the right to suspend and reinstate execution of the whole or any part of the Work under any Task Release without invalidating the provisions of this Agreement or any Task Release. Suspension or reinstatement of the Work under any Task Release will be by written notice to the Engineer from the Owner. Suspension of Work under any Task Release shall not automatically entitle the Engineer to an increase in the Contract Price or a change in the Contract Time; however, the Engineer will be reimbursed for actual and unavoidable direct costs incurred by the Engineer as a result of such suspension and the Contract Time will be extended as required to compensate for any actual delay to the Work if, and only to the extent that, such delay is caused by such suspension.

7.2 Termination by Owner for Convenience. The Owner may, without cause or for any reason whatsoever, terminate this Agreement, or terminate the performance of the Work under any Task Release, for convenience. The Owner shall give written notice of such termination to the Engineer specifying the scope of such termination and date that termination becomes effective. Unless otherwise directed in writing by the Owner, the Engineer shall incur no further obligations in connection with the Work under any Task Release that is terminated, and the Engineer shall stop Work under any Task Release when such termination becomes effective. The Owner may direct the Engineer to assign the Engineer's right, title and interest to orders or subcontracts to the Owner or the Owner's designee; otherwise, the Engineer shall terminate outstanding orders and subcontracts and settle or otherwise resolve the liabilities and claims arising out of the termination of orders and subcontracts. The Engineer shall transfer title and deliver to the Owner all such completed or partially completed Work, including Work Product. The Engineer shall perform and engage in a formal checkout process with the Owner's Representative at the office of the Owner for purposes of completing all forms, submitting documentation, and providing the Owner any and all other information, items or things required by this Agreement or any Task Release that is terminated. The Engineer shall return to the Owner all of the Owner's property. When terminated for convenience, the Engineer shall submit a claim for termination payment to the Owner, as provided in Section 7.3, specifying the amounts due because of the termination for convenience together with costs, pricing or other data required by the Owner.

7.3 Termination Payment. When terminated for convenience, if the Engineer submits to the Owner a timely, written claim for termination, and upon satisfaction of all conditions and requirements of the Engineer contained in Subsection 5 (unless such condition or requirement cannot reasonably be attained at that stage of the Work) the Owner shall pay the Engineer the following amount as the total and complete balance of the Contract Price: (i) contract prices for labor, materials, equipment and other services expended or incurred by the Engineer through the date of termination; (ii) reasonable and actual costs incurred in preparing to perform the terminated portion of the Work, and in terminating the Engineer's performance, provided, however, that no indirect costs or consequential damages shall be owed, due, or payable to the Engineer; and, (iii)

reasonable costs of settling and paying claims arising out of the termination or assignment of subcontracts or orders pursuant to Section 7. Any amounts payable under this Section 7.3 shall not include amounts already paid in accordance with other provisions hereof.

7.4 Termination by Owner for Cause. If the Engineer refuses or fails to prosecute the Work under any Task Release in a timely manner, supply enough properly skilled workers or supervisory personnel, or if the Engineer fails to make prompt payment to subconsultants or labor, or disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, or otherwise violates this Agreement, then the Owner may by written notice to the Engineer, without prejudice to any other right or remedy, declare the Engineer in default and terminate this Agreement, or terminate the Work of the Engineer under any Task Release, for cause, specifying the date that termination becomes effective. In such event, the Owner may take possession of the Work under any Task Release, and of all Work Product related thereto, and may finish the Work under any terminated Task Release by whatever methods the Owner may deem expedient. The Owner may also exercise all rights, options and privileges of the Engineer under the Engineer's subcontracts and purchase orders pertaining to the Work under any Task Release, and the Engineer expressly covenants and agrees that it will promptly assign its rights thereunder to the Owner to the extent requested by the Owner. The Engineer shall perform and engage in a formal checkout process with the Owner for purposes of completing all forms, submitting documentation, and providing the Owner any and all other information, items or things required by this Agreement or any Task Release. The Engineer shall return to the Owner all of the Owner's property. In the event of a termination for cause, the Engineer shall not be entitled to receive any further payment until all of the Work under any terminated Task Release is finished. If the unpaid balance of the Contract Price for such terminated Task Release exceeds the cost of finishing the Work under the Task Release, such excess shall be paid to the Engineer. If such cost of finishing the Work under the Task Release exceeds the unpaid balance, the Engineer shall pay the difference to the Owner. In the event this Agreement or the Work of the Engineer under any Task Release is terminated by the Owner for cause pursuant to this Section 7.4 and it is subsequently determined by a court or arbitrator(s) of competent jurisdiction that such termination was without proper cause, erroneous, or wrongful, such termination must and shall be deemed a termination for convenience under Section 7.2 and the provisions of Section 7.3(i), (ii) and (iii) shall apply as the sole and exclusive measure of any and all damages to which the Engineer is, or may be, entitled to recover from the Owner, if any.

7.5 Termination by the Engineer. If the Owner fails to make payment of undisputed amounts due the Engineer within ninety (90) days of receipt of an acceptable invoice or otherwise fails to perform, the Engineer may give written notice of the Engineer's intention to terminate this Agreement, or any Task Release, setting forth the reasons for such termination. If the Owner fails to cure or submit a plan for cure within thirty (30) days after receipt of such notice by the Owner, the Engineer may give a second written notice, and seven (7) days after receipt of such second written notice by the Owner, the Engineer may terminate this Agreement or any Task Release. If so terminated, and provided that the Owner is determined to have breached this Agreement or any Task Release, as specified in Engineer's notice of termination, the Owner shall pay the Engineer, as the sole and exclusive measure of any and all damages to which the Engineer is, or may be, entitled to recover from the Owner, if any: (i) for all Work under

any terminated Task Release completed satisfactorily to the date of termination; (ii) proven direct loss sustained; and, (iii) reasonable costs of settlement(s) with subconsultants.

7.6 Survival. The Owner and the Engineer acknowledge and agree that the Owner's termination of this Agreement or the Work of the Engineer under any Task Release shall not limit, reduce, preclude or otherwise affect either the Owner's or the Engineer's right to enforce the provisions of this Agreement or any terminated Task Release, subject only to the time limitation at law or other limitations, conditions or requirements provided in this Agreement or any terminated Task Release, either (i) as to acts, omissions or breaches occurring before the effective date of such termination or (ii) as to the requirements, payments, procedures and measure of damages provided in this Section 7.

SECTION 8

ENGINEER AND SUBCONSULTANT INSURANCE REQUIREMENTS

8.1 General. The Engineer and all subconsultants shall maintain in full force and effect the insurance coverages and amounts set forth in Exhibit "B," and such insurance coverages and limits shall be and remain in full force and effect for the period of time for such insurance as specified in Exhibit "B."

8.2 Certificates of Insurance. Upon signing this Agreement, the Engineer must provide a certificate of insurance from the Engineer's insurer providing evidence that the insurance coverages and amounts specified in Exhibit "B," have been obtained from insurance companies reasonably acceptable to the Owner.

SECTION 9

COMMUNICATIONS

9.1 To Engineer. Any communications to the Engineer shall be directed to:

Carter & Sloope, Inc.
115 Woodland Way, Suite 120
Canton, GA 30114

Attention: Matt Smith, P.E.
Phone: 770-479-8782
Fax: 770-479-1884
msmith@cartersloope.com

9.2 To Owner. Any communications to the Owner shall be directed to:

City of Blue Ridge
480 West First Street
Blue Ridge, GA 30513

Attention: Donna Whitener
Title: Mayor
Phone: (706) 632-2091
Fax: (706) 632-3278
donna@cityofblueridgega.gov

9.3 Method. Written notices required by this Agreement shall be sent to the mailing addresses and personnel identified in this Section 9 by certified mail, return receipt requested. Nothing contained in this Section 9 shall be construed to restrict routine communications between representatives of the Engineer and the Owner by any reasonable means including U.S. Mail, facsimile, overnight delivery or electronically.

SECTION 10 **SUCCESSORS AND ASSIGNS**

10.1 Parties Bound. The Owner and the Engineer each binds itself to the other party to this Agreement and each Task Release hereunder.

10.2 Assignment. The Owner herein reserves the right, without the consent of the Engineer, to assign this Agreement or any Task Release, or any of the rights arising thereunder, in whole or in part. The Engineer, however, shall not assign this Agreement or any Task Release, or any of the rights arising thereunder, or any of the Engineer's rights, or delegate any of its duties (except as to subconsultants working under the Engineer's direct supervision and control), without the prior written consent of the Owner.

SECTION 11 **NO THIRD-PARTY BENEFICIARIES**

11.1 No Third-Party Rights. This Agreement and each Task Release is made for the benefit of the parties hereto and confers no third-party beneficiary rights on any third party including, but not limited to, any subconsultant, materialman, supplier or vendor.

SECTION 12. **ENTIRE AGREEMENT**

12.1 No Oral Statements. It is understood and agreed that the written terms and conditions of this Agreement, or of any Task Release issued hereunder, shall supersede all oral statements or oral representations made by any party to this Agreement that relate to the subject matter of this Agreement or of any Task Release issued hereunder, and that no oral statement or oral representation shall be effective or be construed as being part of this Agreement or of any Task Release issued hereunder.

SECTION 13 **OWNER'S AUDIT RIGHTS**

13.1 Audit and Retention. All documents relating in any manner whatsoever to the Work performed pursuant to this Agreement or any Task Release, or any portion thereof, which are in possession of the Engineer, or any sub-consultant, shall be made available to the Owner and its designated representatives for audit, inspection, and copying upon written request by the Owner.

Said records include, but are not limited to, all drawings, plans, specifications, submittals, correspondence, minutes, memoranda, tape recordings, videos, invoices, receipts, charges, checks and other writings or Work Product, or any of the billings and invoices submitted by the Engineer to the Owner. The Engineer, and its subconsultants, shall maintain and protect these documents for no less than six (6) years after completion of the Work under this Agreement or any Task Release, or for such longer period of time as may be required by law or good engineering practice, and shall make such documents available to the Owner and its designated representatives for such period of time. In the event any audit of said documents reflects that the Owner was charged for any sum in excess of the amount due under this Agreement or any Task Release, the Contract Price will be adjusted, or the Engineer shall promptly reimburse the Owner for said excessive charges, or both.

SECTION 14 **INDEPENDENT CONTRACTOR**

14.1 Independent Contractor. The Engineer shall be an independent contractor to the Owner. The Owner and the Engineer agree that in the performance of the Work under this Agreement or any Task Release, the Engineer shall not perform any act or make any representation that the Engineer is the agent of the Owner without the express and written authority of the Owner.

14.2 No Other Relationship. Nothing contained in this Agreement or any Task Release shall create, or be interpreted to create, any partnership, joint enterprise or joint venture between the Owner and the Engineer.

SECTION 15 **GOVERNING LAW**

15.1 State of Georgia. This Agreement shall be governed by the laws of the State of Georgia.

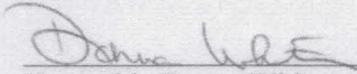
SECTION 16 **OWNER'S SPECIAL STIPULATIONS**

16.1 The Owner's special stipulations, attached to this agreement at "Exhibit C", are hereby incorporated by reference into this agreement. In the event of a conflict between the terms of the special stipulations and the terms of this agreement, then the terms of the special stipulations shall control.

IN WITNESS WHEREOF, this Agreement is signed by the duly authorized representatives of the parties.

CITY OF BLUE RIDGE

(Owner)

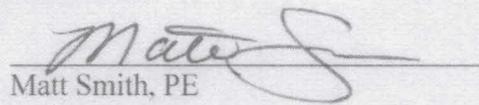

Honorable Donna Whitener

Mayor
Title

December 17, 2015
Date

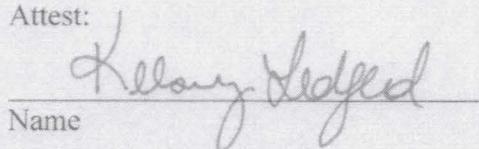
CARTER & SLOOPE, INC.

(Engineer)


Matt Smith, PE

Senior Engineer
Title

January 5, 2016
Date

Attest:

Name

City Clerk
Title



EXHIBIT "A"
to
MASTER AGREEMENT
FOR
ENGINEERING SERVICES

Hourly Rates and Reimbursable Expenses Schedule

Principal/Branch Manager (P.E.)	\$165.00/Hour
Senior Professional Engineer (P.E.)	\$160.00/Hour
Project Manager	\$140.00/Hour
Project Engineer II	\$130.00/Hour
Project Engineer I	\$105.00/Hour
CADD Technician	\$70.00/Hour
Draftsman	\$55.00/Hour
Clerical I	\$55.00/Hour
Clerical II	\$65.00/Hour
Survey Crew	\$200.00/Hour
Subcontract Consultants	Actual Cost X 1.15

Reimbursable Expenses Schedule

Direct project expenses incurred for the project for printing, shipping, and blueprinting will be included in the hourly rates shown above and will not be billed separately.

EXHIBIT "B"
to
MASTER AGREEMENT
FOR
ENGINEERING SERVICES

Engineer's Insurance Coverages
(See Section 8 of this Agreement)

Type of Insurance	Coverage Limits
Workers' Compensation Employer's Liability	(Statutory) \$1,000,000.00 per occurrence
Comprehensive General Liability Including Contractual Liability, Bodily Injury and Property Damage Owner is named as additional insured	\$1,000,000.00 per occurrence \$2,000,000.00 annual aggregate
Comprehensive Auto Liability, Including hired and non owned Owner is named as additional insured	\$1,000,000.00 per occurrence
Umbrella Liability Insurance Covering Comprehensive General Liability and Comprehensive Auto Liability Owner is named as additional insured	\$5,000,000.00 annual aggregate
Professional Liability insurance	\$1,000,000.00 per occurrence \$2,000,000.00 annual aggregate

All insurance shall be maintained in full force for two (2) years after completion of all services under, or the termination of, this Agreement or any Task Release.

EXHIBIT "C"
to
MASTER AGREEMENT
FOR
ENGINEERING SERVICES

Owner's Special Stipulations

The drawings, specifications and other documents or things prepared by the Engineer for the Project shall become and be the sole property of the Owner. The Engineer shall be permitted to retain copies thereof for its records and for its future professional endeavors. Such drawings, specifications and other documents or things are not intended by the Engineer for use on other projects by the Owner or others. Any reuse by the Owner or by third parties without the written approval of the Engineer, shall be at the sole risk of the Owner and the Owner shall indemnify and save harmless the Engineer from any and all liability costs, claims, damages, losses and expenses, including attorneys' fees, arising out of, or resulting from, such reuse; provided however, that this agreement to indemnify and save harmless shall not apply to any reuse of documents retained by, or through, the Contractor.

The Owner's review or approval of any documents prepared by the Engineer or its consultants shall be solely for the purpose of determining whether such documents are generally consistent with the Owner's construction program and intent. No review or approval of such documents shall relieve the Engineer of its responsibility for the accuracy, adequacy, fitness, suitability and coordination of its work product.

The Engineer warrants and represents that the Construction Documents are reasonably accurate, coordinated and adequate for construction and are in conformity and comply with all applicable laws, codes and regulations.

Notwithstanding any other provision herein, the Engineer shall not be liable for construction means, methods, techniques, safety procedures or sequences except to the extent any such means, methods, techniques, safety procedures or sequences are specified by the Engineer in the Contract Documents.

The Engineer shall carefully inspect the Work of the Contractor whenever and wherever appropriate and no less frequently than once each week. If, however, in the opinion of the Engineer, inspections more frequently than once each week are required to protect the Owner's interest, the Engineer shall so notify the Owner in writing, and the Owner may elect to require the Engineer to make more frequent Project inspections for which the Engineer shall be compensated. It is expressly agreed that the inspections required by this Paragraph are in addition to any and all other inspections which may be required elsewhere in this Agreement. The purpose of the inspections required by this Paragraph is to determine the quality, quantity and progress of the Work in comparison with the requirements of the Construction Contract. In making such inspections, the Engineer shall exercise care to protect the Owner from defects and deficiencies in the Work, from unexcused delays in the schedule and from overpayment to the Contractor. Following each such inspection the Engineer shall submit a written report of such inspection, together with any appropriate comments or recommendations, to the Owner.

The Engineer shall reject Work which does not conform to the Contract Documents unless directed by the Owner, in writing, not to do so. Any such rejection shall be in writing in a form acceptable to the Owner and shall be copied to the Owner. The rejection shall also cite the specific contract provisions or provisions violated by the Contractor. Whenever, in the Engineer's opinion, it is necessary or advisable, the Engineer shall require special inspection or

testing of the work in accordance with the provisions of the Construction Contract whether or not such Work is fabricated, installed or completed.

The Engineer shall determine amounts owed to the Contractor based upon inspections of the Work, evaluations of the Contractor's rate of progress in light of remaining Contract Time and upon evaluations of the Contractor's Applications for Payment, and shall issue Certificates for Payment to the Owner in such amounts. Prior to its certification of any Application for Payment, however, the Engineer shall first consult with the Owner and provide the Owner with ample opportunity to review and comment upon same. The Engineer shall have the right and the obligation to amend any Certificate of Payment previously executed if necessary to protect the interest of the Owner. The issuance of a Certificate of Payment shall constitute a representation by the Engineer to the Owner that the Engineer has made an inspection of the Work and, that the Work has progressed to the level indicated, that the quality of the Work meets or exceeds the requirements of the Construction Contract, and that, to the best of knowledge, information and informed belief of the Engineer, the Contractor is entitled to payment of the amount certified.

The Engineer shall review and approve, or take appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples. Approval by the Engineer of the Contractor's submittal shall constitute the Engineer's representation to the Owner that such submittal is in conformance with the Construction Contract and under no circumstances shall the Engineer approve any Shop Drawing, Product Data or Sample which is not in conformity with all requirements of the Construction Contract without prior written approval of the Owner. Approval of such items shall be taken with reasonable promptness so as to cause no delay to the Contractor or the Project.

Approval of the Contractor's Schedule of Values

Upon receipt, the Engineer shall carefully review and examine the Contractor's Schedule of Values, together with any supporting documentation or data which the Owner or the Engineer may require from the Contractor. The purpose of such review and examination shall be to protect the Owner from an unbalanced Schedule of Values which allocates greater value to certain elements of the Work than is indicated by such supporting documentation or data or, than is reasonable under the circumstances. If the Schedule of Values is found to be inadequate, and unless the Owner directs the Engineer to the contrary in writing, the Schedule of Values shall be returned to the Contractor for revision. Any making such examination, if the Schedule of Values is found to be appropriate as submitted, or if necessary as revised, the Engineer shall sign the Schedule of Values thereby indicating its informed belief that the Schedule of Values constitutes a reasonable, balanced basis for payment of the Contract Price to the Contractor. The Engineer shall not sign such Schedule of Values in the absence of such belief unless directed to do so, in writing, by the Owner.

The Engineer's Personnel

The Engineer shall assign only qualified personnel to perform any service concerning the Project. At the time of execution of this Agreement, the parties anticipate that the following named individuals will perform those functions indicated:

NAME	FUNCTION
Matt Smith, PE	Project/Client Management
Kurt McCord, PE	Engineering Design
John Stover, LA	Engineering Design

Brittany Bradley, EIT

Project Engineer, Design Assistant

Jesse Bearden

Permitting

Indemnification

The Engineer shall indemnify and hold harmless the Owner from and against all liability, claims, losses, costs, attorneys' fees, expert witness fees, all litigations costs, and all other expense arising out of, or resulting from, any negligence of the Engineer or from the Engineer's breach of any term or condition of this Agreement. In the event the Owner is alleged to be liable on account of alleged acts or omissions, or both, of the Engineer, the Engineer shall defend such allegations through mutually agreeable counsel and the Engineer shall bear all costs, fees and expenses of such defense.

Choice of Law and Venue

This Agreement shall be governed by the law of the State of Georgia. Any legal action under this Agreement filed by either the Engineer or the Owner shall be filed in the Superior court of Fannin County, Georgia. The Engineer expressly agrees that it shall be subject to the jurisdiction and venue of said Court for any such action.

Engineer will provide an affidavit in compliance with the Georgia Security and Immigration Compliance Act, being an affidavit for electronic verification of work authorization programs.

Owner, in Owner's discretion, may mediate, or arbitrate, any dispute arising under this Agreement. Owner is under no obligation to mediate or arbitrate, or both, any dispute arising

under this Agreement. Owner shall have the right to resolve any dispute arising under this Agreement pursuant to litigation in a court of competent jurisdiction.

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END