

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
March 8, 2016 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:

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 copies of the Council Meeting Rules of Procedures were available at the Council desk.

4) Approval of Minutes:

There were no minutes available to approve at this time.

5) Serveline:

Council Member Rodney Kendall explained that Serveline's services would be offered to every residential account for \$2.00 per month and would be included in the monthly utility bills. Commercial accounts will have a different fee per month. He explained that Finance Director Alicia Stewart and Utility Billing Supervisor Rebecca Harkins has collaborated with Serveline representatives to form a water adjustment policy (attached). The policy is only for water leaks at this time and does not include waste water. Mayor Whitener explained that all residential accounts would automatically be charged for the service and if they did not want the charge they would need to call Serveline and cancel their coverage. Council Member Rodney Kendall made a motion to approve Serveline and the policy. The motion was seconded by Council Member Rhonda Thomas. The Council voted 5-0. Motion carried.

6) CDBG FY2016-Conflict of Interest Disclosure:

Mayor Whitener stated that there was an error with the Conflict of Interest disclosure and explained that Council Member Harold Herndon would need to be added to the Conflict of Interest Disclosure (revised copy attached) since he owns property on State Street. Mayor

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Whitener continued to explain that her and all Council Members with the exception of Council Member Rodney Kendall have conflicts of interest.

7) Sale of City Property - Summit Street-Quit Claim Deed:

Council Member Rodney Kendall made a motion to sell property on Summit Street to Sisson Log Homes, Inc. in the amount of \$4,000.00 and to give Mayor Whitener the authority to sign and execute a Quit Claim Deed. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.

8) City Park Estimate Approval:

Mayor Whitener provided the Council with three quotes (attached). Mayor Whitener explained the quotes. Council Member Rhonda Thomas made a motion to approve the quotes from Tree City Nursery and Landscaping in the total amount of \$45,506.70. The motion was seconded by Council Member Rodney Kendall. The Council voted 5-0. Motion carried.

9) Meetings:

Mayor Whitener suggested the Council meet regularly on the second Tuesday of each month at 6:00pm. There was a brief discussion among the Mayor and Council. Council Member Rodney Kendall made a motion to have one regularly scheduled meeting a month which is to be scheduled for the second Tuesday of each month at 6:00pm. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.

10) Mayor Reports:

Mayor Whitener stated that dirt is going to be delivered to the downtown City Park this week. She explained that the area being worked on at this time is the playground area. She stated that college students would be volunteering downtown on March 14, 2016.

11) Cesar Martinez—The Blue Ridge Business Association:

Cesar Martinez stated the Fire and Ice had a huge turnout and stores reported record days. He continued by stating that the Blue Ridge Business Association is updating the walking maps and asked for funding from the City. He discussed plans for the 4th of July parade. He closed by asking the Council to be mindful of downtown events while doing construction downtown. Mayor Whitener and Mr. Martinez discussed the placement of kiosks in the downtown area.

12) Lynn Brincks—Park Plans:

Lynn Brincks thanked the City for the advertising funding for Trout Fest. She explained her prior conversation with Mayor Whitener in regarding the Trout Fest event.

13) Executive Session:

There was no executive session.

City of Blue Ridge

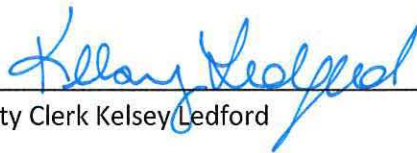
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14) Adjournment:

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. Motion carried.



Mayor Donna Whitener



City Clerk Kelsey Ledford



Approved

Adjustments to Water Bills

BACKGROUND AND PURPOSE

It is generally accepted utility practice in the United States that the customer is responsible for utility service on the customer side of the meter. This includes responsibility for leakage. A customer seeking a leak adjustment should realize that the water he or she doesn't pay for will be paid for by other customers.

The utility is run for the benefit of all present and future customers, and while no customer shall intentionally be treated unfairly, no customer shall be treated in a way that compromises the interests of other customers.

LIMITATIONS

The utility is subject to various state and federal regulations and has no discretion to adjust bills in a manner which would violate these regulations.

RECORD KEEPING DURATION

All records of billing adjustments shall be kept for a minimum of ten years.

OMISSIONS

In the absence of specific rules or policies, the disposition of billing adjustments shall be made by the Utility Adjustment Committee in accordance with its usual and customary practices.

POLICY STATEMENT

1 ... It is the policy of virtually all electric, natural gas and many water utilities, and it shall be the policy of this utility to have adjust the bill of any one customer only when there is an inaccurate meter or utility equipment failure and an accurate volume used can not be determined. Examples include, but are not limited to the following:

- a) damaged meters;

***Adjustments
only for utility
equipment
failure***

CITY OF BLUE RIDGE

- b) meter reading/billing errors;
- c) leakage on the customer's side of the meter that is a direct cause of the utility.

No adjustments for causes on customer side of meter

2 ... The customers of the utility shall NOT subsidize the extraordinary water use of any one customer if it is caused by other reasons. Examples include, but are not limited to, leaky plumbing fixtures, filling of swimming pools, lawn and garden watering or freezing of pipe or fixtures.

Testing of customer meter

3 ... Any customer questioning the accuracy of his/her meter may pay a meter testing fee of \$50 (residential meters) and \$350 (commercial and industrial meters). The utility will remove the meter and ship it to the manufacturer or have a recognized meter testing company test the meter on-site. The utility will pay all costs associated with the testing of the meter.

If the meter proves to be accurate within guidelines established for used meters by the American Water Works Association (AWWA), it is deemed to be accurate. If the meter tests accurate, the customer forfeits the meter testing fee. If the meter does not meet AWWA accuracy standards, the utility shall refund the meter testing fee to the customer and repair or replace the meter.

Calculation of billing adjustment

4 ... If an adjustment of the customer's bill is warranted due to an inaccurate meter or due to the failure of equipment that is the responsibility of the utility, the amount of the bill will be determined based on an average for the billing period for the last twelve months.

Amount of time for adjustment

5 ... The utility shall not be obligated to make adjustments of any bills not contested after sixty (60) days from the billing date.

No extension of penalty date

6 ... The utility shall be under no obligation to extend the discount date or the time for paying any bills because the customer disputes the amount of the bill or liability for the bill.

ServLine Leak Protection Program

7... The utility shall warranty any work it performs on the customer's side of the meter for a period of 12 months. Employees of the utility are to make every effort to avoid working on the customer side.

8... Work on the customers side performed by contractors or plumbers is warrantied only through the plumber or contractor that performed the work.

9... The utility will adjust commercial accounts that triple their average 12 month bill. The water will be adjusted to the customer retail rate for the gallons used above their average bill.

Effective May 1, 2016 City of Blue Ridge will implement a ServLine leak protection service for our single family residential customers. This service will be at a cost established from time to time and will be billed monthly to the customer on their water bill. Customers are automatically enrolled for this service unless they decide to opt out of it. If the Customer chooses not to participate in the program, and they have a leak, they will be responsible for the entire leak. If the customer has declined and decides they want back in the program, there will be a 30 day waiting period, and they are responsible for any leak that may occur during that 30 days.

GUIDELINES FOR THE LEAK PROTECTION PLAN

1. It is the customer's responsibly to keep their plumbing system in good working order.
2. In order to qualify for a leak adjustment, the eligible plumbing leak must cause the customer's bill to be more than triple their average bill.
3. No customer shall receive more than one leak adjustment during any twelve(12) month period. However the utility does recognize that the leakage may occur over 2 consectutive billing periods and will adjust for both.
4. Adjustments on water bills will not be made on the following:
 - a. Residential customers who do not have their own meter.
 - b. Commerical or Industrial Customers
 - c. Premises left or abandoned without reasonable care for the plumbing system.
 - d. Leaks on irrigation systems or irrigation lines, leaks on any water lines coming off the primary water service line, plumbing leaks in any structure other than the primary residence.
 - e. Excess water charges not directly resulting from a qualifying plumbing leak.

CITY OF BLUE RIDGE

- f. Filling of swimming pools or leaks in swimming pools, and
- g. Watering of lawns or gardens.

5. The Utility through our ServLine Program shall not be obligated to make adjustments of any bills not submitted within (60) days from the billing date.

a. All requests for billing adjustments must be made through our ServLine Program. Customers who decline to participate in ServLine will not be eligible for a leak adjustment. Customers who qualify for leak adjustments through our ServLine Program will be responsible for paying their 12 month average bill. ServLine will pay up to \$2,500 of an excess water bill resulting from a qualifying leak. Amounts in excess of \$2,500 will be reduced to customer retail cost (cost to get water to the tap), this cost will be updated on March 1 of each year. Adjustments are limited to one leak adjustment per twelve (12) month period.

6. Customers must present proof that a leak has been repaired before an adjustment will be made. (ie, copy of invoice for materials or bill from plumber)

7. In any case where a customer might incur a leak before there is three months of average usage, an adjustment will not be made until they have established three months of average usage.

***ServLine Line
Protection***

City of Blue Ridge will also provide a ServLine "Line Protection" for single family residential customers. This service will be at a cost established from time to time and will be billed monthly to the customer on their water bill. Customers are not automatically enrolled for this service and must contact ServLine Customer Service to enroll. Eligible repairs are covered up to \$10,000 with no deductible.

POLICY:

ADOPTION DATE: March 08, 2016

EFFECTIVE DATE: March 08, 2016

March 15, 2016

PUBLIC NOTICE

**Pursuant to 24 CFR Part 85, Section 85.36(b) (3) "Code of Conduct"
and 24 CFR Part 570.489(h), "Conflict of Interest"**

Notice is hereby given pursuant to 24 CFR Part 85, Section 85.36(b) (3) and 24 CFR Part 570.489(h) of the City of Blue Ridge's intention to request an exception to the general conflict of interest prohibition which requires public disclosure for a conflict defined by 570.489(h) (1-3), including but not limited to, wherein a person participating in the grant process may have an interest in said grant for familial and/or business ties.

As part of its FY 2016 CDBG application, the City of Blue Ridge proposes infrastructure upgrades to water, fire protection and sanitary sewer infrastructure in the Orchard Boulevard Neighborhood ("Target Area") comprised of Orchard Boulevard, Orchard Place, State Street, Wilson Street, Ridge Street and Card Lane. The exception is requested for the following persons, who have familial and/or business ties in the target area. Potential conflicts are as follows:

- 1) Mayor Whitener is related by marriage to Janice Nicholson, who owns two parcels and three residential units along Orchard Boulevard. Specifically, Whitener is third cousin to Janice Nicholson's husband, the maternal nephew of Mayor Whitener's father. One unit is occupied by Jodie Nicholson, son of Janice and third cousin to Mayor Whitener. The other units are occupied by unrelated persons.
- 2) Mayor Whitener is third cousin to Brian Nicholson, who owns and resides on one parcel along Orchard Boulevard. Whitener's father is uncle to Brian Nicholson's father.
- 3) A potential conflict also exists for Mayor Whitener and Brian Huffman, who is employed by Whitener's private business.
- 4) Council Member Rhonda Thomas is the great-niece of Glenda Herndon, who resides in the target area.
- 5) Council Member Angie Arp's father and his wife (Pamela Lloyd) own two duplexes (a total of four apartments) on Wilson Street. These units are occupied by persons unrelated to Arp.

- 6) Lester Goode, who resides within the target area, may be related to Council Member Bruce Pack. According to Goode, his mother is related to the Packs.
- 7) Council Member Harold Herndon owns a piece of property located on State Street.

In accordance with 24 CFR Part 570.489(h), each of the following factors were considered in seeking the request for exception:

- i) Not applicable. The exception will not provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available.
- ii) Not applicable. While all activities will be publicly bid, an opportunity for open and competitive bidding is not applicable to the requested exception.
- iii) The majority of persons affected are members of a group or class of low or moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class.
- iv) Not applicable. The affected persons have not withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question.
- v) The interest or benefit was present before the affected persons were elected to office.
- vi) Undue hardship will result either to the State, the city, or the persons affected when weighed against the public interest served by avoiding prohibited conflicts. Undue hardship will result to the persons affected when weighed against the public interest served by avoiding prohibited conflicts.
- vii) The potential conflicts, outlined herein above, do not provide any private financial interest, directly or indirectly, to Mayor Whitener or to Councilmembers Thomas, Arp, and Pack. The Target Area was selected due to the presence of low or moderate income persons within the Target Area, and not due to any potential conflict. The exception will allow all persons within the Target Area to receive generally the same interests or benefits as are being made available or provided to the group or class.



1595 Peachtree Parkway, Suite 204-396
 Cumming, GA 30041
 Office 770-752-4698
 Fax 770-752-6792
 www.TriScapes.com

Ben Vaughn Memorial Arboretum

Budgetary Pricing

Martin Haber

Type	Unit	UOM	Gal/Other	Min. Cal.	Min. Height	Sub Total	QTY. TOTAL
Erosion Control							
Silt Fence	1	LS				\$ 2,500.00	\$ 2,500.00
Erosion Control Subtotal:							\$ 2,500.00
Demolition/ Site Work							
Demo	1	LS				\$ 4,500.00	\$ 4,500.00
Grading	1	LS				\$ 7,500.00	\$ 7,500.00
Demolition/Site Work Subtotal:							\$ 12,000.00
Concrete							
Sidewalk (6' Wide X 4" Thickness)	7,625	SF				\$ 4.00	\$ 30,500.00
Steps	50	LF				\$ 85.00	\$ 4,250.00
Concrete Subtotal:							\$ 34,750.00
Hardscape							
Pavers							
Brick Pedestrian Pavers		SF				\$ 9.00	\$ -
Fencing							
Chain Link Fence	450	LF				\$ 35.00	\$ 15,750.00
Chain Link Gates	5	EA				\$ 250.00	\$ 1,250.00
Signage (trees, memorials)	1	LS				\$ 4,500.00	\$ 4,500.00
Hardscape Subtotal:							\$ 21,500.00
Landscape							
Trees							
BOTANICAL NAME	COMMON NAME						
Deciduous	15	EA	B&B	4"		\$ 400.00	\$ 6,000.00
Evergreen	7	EA	B&B	10'-12'		\$ 425.00	\$ 2,975.00
Flowering	11	EA	B&B	2"		\$ 205.00	\$ 2,255.00
Shrubs							
Large	50	EA	B&B		5'	\$ 145.00	\$ 7,250.00
Small	50	EA	7 gallon			\$ 55.00	\$ 2,750.00
Groundcover							
Basic	1	LS				\$ 1,500.00	\$ 1,500.00
Perennials	175	EA	1 gallon			\$ 10.00	\$ 1,750.00
Sod	11,000	SF				\$ 0.55	\$ 6,050.00
Pinestraw/Mulch							
Mulch	1	ls				\$ 4,000.00	\$ 4,000.00
Landscape Subtotal:							\$ 34,530.00
ADD / Alternates							
Contingency - 10%	1	LS				\$ 10,500.00	\$ 10,500.00
Landscape Architect Fee	1	LS				\$ 4,850.00	\$ 4,850.00
ADD/Alternates Subtotal:							\$ 15,350.00
BID AMOUNT:							\$ 120,630.00

Not Included Surface Material for Playground Equip.,
 Playground Equipment

Tree City Nursery &
 Landscaping
 4420 OLD HWY
 BLUE RIDGE, GA 30513
 US
 706-632-8733
 treecity@tds.net



INVOICE 1479

DATE 02/04/2016 TERMS Due on receipt

DUPLICATE 03/01/2016

BILL TO

City Of Blue Ridge
 BEN VAUGH MEMORIAL
 ARBORETUM City Park project
 Part 1 - secure plant materials

DESCRIPTION	QTY	RATE	AMOUNT
B&B October Glory Red Maple 4" caliper machine dug B&B Outstanding bright orange to deep reddish-purple fall foliage color is reliable even in warmer climates. Leaves are retained later than most cultivars. Medium green foliage in spring and summer. A super choice for high profile shade tree in yards, parks, etc. Deciduous	8	399.99	3,199.92
Maple, Sugar 3.5" Caliper machine dug B&B this tree makes a great addition to any yard or park. And one of its most prominent features is amazing fall color. As the seasons change, the leaves turn vibrant shades of yellow, burnt orange and red.	7	299.99	2,099.93
B&B Dogwood, Cherokee Princess 2-2.5" Caliper Cherokee Princess Dogwood- Nice large blooms and great fall foliage color 'Cherokee Princess' is a cultivar that is noted for its consistently early and heavy bloom of flowers with large white bracts, bright red fall fruits and long-lasting red/burgandy fall color.	11	179.99	1,979.89
Spruce, Norway 10-12ft B&B Norway spruce are a large, pyramidal evergreen conifer that typically matures to 40-60' tall. It is noted for its rapid growth. Primary branches are slightly upturned but secondary branches become pendulous as the tree matures. Branches are clad with spirally-arranged, four-sided, needle-like, deep green leaves which are attached at their bases to tiny pegs. Cylindrical seed bearing cones (to 9" long) are pendulous. "Storybook Christmas Tree"	4	299.99	1,199.96

Customer responsible to call the free Dig OK service to locate ALL utilities.
 #811 from your cell or from landline 1-800-282-7411

ACTIVITY	QTY	RATE	AMOUNT
White Pine 9-10 FT Machine dug ball & burlap Eastern white pine is a rapid-growing, long-lived, needled evergreen tree that is native to the United States and Canada. Although pyramidal in its early years, it matures to a broad oval habit with an irregular crown. Typically grows 50-80'. Landscape size and shape can be controlled through pruning. Bluish green needles (to 5" long) are soft to the touch and appear in bundles of five. Cylindrical, brown cones (4-8" long) are usually not produced until 5-10 years	2	249.99	499.98
Hemlock, 10-12ft Machine dug Hemlock - semi sheered to natural. 12-14ft in height large, graceful trees known for their pyramidal shape and gently drooping branches. The delicate leaves of the hemlock, dark green and shiny above and silvery white beneath, provide dense shade in the forest or home landscape.	1	299.99	299.99
Misc Large shrubs - ball&burlap &/or 15gal size Mix of: Bright & Tight Cherry Laurel, Ocala Anise, Jane Magnolia Tulip Tree, Forsythia, Burning Bush	50	109.99	5,499.50
Misc Small shrubs- 7gal size Mix of: Buford/NeedlePoint Holly, Big Foot Clevera, Encore Azalea, Camellia sasanqua	50	49.99	2,499.50
Misc Basic Groundcover	1	1,500.00	1,500.00
1gal Perennial perennial plant/flower- mix of Rudebekia, Echinacea, Hosta, Iris, Daylilly, etc	175	7.99	1,398.25
Sod, Fescue blend Pallet of sod (11,000sq ft on job) approx 500sq ft per pallet	22	249.99	5,499.78
Mulch- Natural Brown Natural brown mulch - per yard Hardwood/Pine blend	100	25.00	2,500.00

All above pricing includes materials only. Install pricing will be invoiced separately - to include soil amendments, time release fertilize, delivery of all materials, bobcat drop fee and usage, and labor

TOTAL BIDS	\$28,176.70
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Tree City Nursery &
 Landscaping
 4420 OLD HWY
 BLUE RIDGE, GA 30513
 US
 706-632-8733
 treecity@tds.net



INVOICE 1474

DATE 03/24/2016 TERMS Net 60

DUE DATE 04/24/2016

BILL TO

City Of Blue Ridge
 BEN VAUGHN MEMORIAL
 ARBORETUM City Park Project
 Part 2- Labor & Equipment

ACTIVITY	QTY	RATE	AMOUNT
Bobcat Equipment drop charge and hourly usage for grading, installing fill materials, bed prep, etc	40	75.00	3,000.00
Crew labor per hour for crew labor: demo, clean up, disposal, etc	1	4,500.00	4,500.00
MD b&b Install Installation of Machine dug ball& burlap tree with the use of bobcat to install per tree - includes soil amendmets, time release fertilize, bobcat usage,delivery fees, & labor to install	33	75.00	2,475.00
B&B Small Tree Install Deliver and install B&B or 15gal sized tree or shrub includes soil amendmets, time release fertilize, delivery of materials and labor to install	50	40.00	2,000.00
7gal Plant install Installation of 7gal plant materials. Includes: delivery of materials, soil amendmets, time release fertilize and labor to install	50	15.00	750.00
1gal Plant Install Includes: delivery of materials, soil amendmets, time release fertilize, labor to install	175	3.00	525.00
Misc sod install- per pallet (500sq ft each) includes finish prep, overseeding, delivery of materials and labor to install	22	115.00	2,530.00
Misc mulch install - per cu yard includes delivery of materials and labor to install	100	15.50	1,550.00

3% Convenience Charge will be added to balance due for all credit card transactions on landscaping

Customer responsible to call the free Dig OK service to locate ALL utilities.
 #811 from your cell or from landline 1-800-282-7411

TOTAL DUE

\$17,589.00

Customer responsible to call the free Dig OK service to locate ALL utilities.
#811 from your cell or from landline 1-800-282-7411

2nd Nature Landscaping

Estimate

Bert Nelson
Phone: 770-286-8136
Email: nelson_bert@hotmail.com

Estimate No: 1316
Date: 3/8/2016

Estimate Prepared For:

City Of Blue Ridge

Ben Vaugh Memorial Arbortrum

Code	Description	Quantity	Rate	Amount
	Assorted hardwood trees (3-4" caliper)	15.00	\$425.00	\$6,375.00
	flowering trees 2-2 1/2" caliper	11.00	\$249.99	\$2,749.89
	4-5ft shrubs	50.00	\$119.99	\$5,999.50
	2-3ft shrubs	50.00	\$69.99	\$3,499.50
	Evergreens 12+/- ft	4.00	\$349.99	\$1,399.96
	perennials	175.00	\$9.50	\$1,662.50
	sod - pallet fescue	22.00	\$349.99	\$7,699.78
	groundcover	1.00	\$1,500.00	\$1,500.00
	evergreens 9-10ft	3.00	\$309.99	\$929.97
	mulch + labor per yard	100.00	\$49.50	\$4,950.00
	Grading, demo, labor	1.00	\$9,500.00	\$9,500.00

Code	Description	Quantity	Rate	Amount
	soil amendments, misc equip rental, initial prep + cleanup, etc	1.00	\$8,500.00	\$8,500.00

Please inquire on scheduling of new jobs.... Jobs are scheduled according to receipt of signed estimate + deposit

50% DEPOSIT UPON ACCEPTANCE OF ESTIMATE

Subtotal	\$54,766.10
Tax (0.00%)	\$0.00
Total	\$54,766.10
Deposit	\$0.00
Balance Due	\$54,766.10

ACCEPTED

X _____

DATE: ___ / ___ / ___

Keith Sumner Custom Homes
 1508 Appalachian Hwy
 Tel 770-606-4439



Keith Sumner
 Cell: 770-606-4439 Office: 706-946-1171
 sumnercustommountainhomes@gmail.com
 www.keithsumner.com

ESTIMATE NO:80 2.25.2016

BILL TO	SHIP TO	INSTRUCTIONS
City of Blue Ridge/ Ben Vaughn Memorial Arboretum		Estimate is limited to below items as listed in Budgetary Pricing specs for TriScapes Inc/Martin Haber

Quantity	Description	Unit Price	Total
33	Machine dug trees	\$700	\$23,100.00
50	B&B shrubs	\$120.00	\$6,000.00
50	7-gal shrubs	\$75.00	\$3,750.00
175	1 gal Perennials	\$25.00	\$4,375.00
22	Pallets fescue sod – groundcover	\$500.00	\$11,000.00
100	Approx 100 yards hardwood mulch	420	\$4,200.00
	Demo, Grading, Equipment, addt'l labor, site prep and clean up		\$10,918.00
	10% +or - contingency		

TOTAL \$59,043.00