

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 13, 2016 3:25 p.m. – 6:00 p.m.

Present: Mayor Donna Whitener
Council Members Harold Herndon, Rodney Kendall
And Bruce Pack
City Clerk Kelsey Ledford
City Clerk Trainee Sally Smith
Carter & Sloope Engineer Matt Smith
Colwell Construction Co., Inc. Representatives Luke Colwell and Danny 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 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:

Mayor Whitener stated that a copy of the meeting rules of procedures were available at the Council desk and proceeded to go over the agenda. Mayor Whitener asked to remove the time restraints outlined in the meeting policy. The Council did not object.

4) (3:30 p.m. – 4:30 p.m.) Pre-Construction Meeting with Colwell Construction Co., Inc. and Carter & Sloope:

Carter & Sloope Engineer Matt Smith led the Pre-Construction Meeting. Mr. Smith handed out a checklist (attached) for the meeting and proceeded to go over the checklist with Colwell as well as the Mayor and Council. Mr. Smith and Luke Colwell with Colwell Construction Co., Inc. are responsible for providing the City with a monthly newsletter for the downtown merchants and other interested parties. While Mr. Smith proceeded to go over the checklist Council Member Angie Arp arrived at 3:50 p.m. and took a seat in the audience. After Mr. Smith finished reviewing the checklist, project construction questions arose from Council Member Angie Arp, Cesar Martinez and an ETC representative.

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5) (4:30 p.m. – 5:00 p.m.) Preview East Main Street Construction Plans with Colwell Construction Co., Inc. and Carter & Sloope:

This section of the meeting began at 4:25 p.m. Mr. Smith, Mr. Colwell, Mr. Ledford, the Mayor and Council as well as the public took the designated time to review the construction plans in a round table fashion.

6) (5:00 p.m. – 6:00 p.m.) Town Hall Meeting in regards to the East Main Street Project-(open for public comment):

This section of the meeting began at 5:00 p.m. Council Member Rhonda Thomas arrived and was present for the duration of the meeting. Council Member Angie Arp joined the rest of the Council at the Council desk. Suzanne Ponton began the public comment section by asking where the construction equipment would be parked at the end of each day. She was informed that the plan was to park equipment at either the Farmer's Market or City Hall and possibly on occasion at the Temple Church Property located on West Main Street if Mayor Whitener is successful in obtaining the church's approval. Amy Arant asked if the train planned to park in another location during the project timeframe so that town will not be divided. Mayor Whitener explained that it has been discussed and that the train may park near the Court House. Angelena Powell, owner of Three Sisters Fudge, asked how the project would affect customers being able to access her business. She was informed that the Depot Restrooms would remain open and customers could enter her business from that direction. John Soave asked about garbage cans and trash pickup. Mayor Whitener and Council Member Rhonda Thomas discussed the topic with him. Drew Dillard asked Mayor Whitener previously, if the construction crew would be mindful of three day weekends in which events were planned. It was explained that the crew will leave a clean work site at the end of each day and would do their best to accommodate the merchants. Colwell Construction Representative Danny Ledford asked Mayor Whitener if the crew was asked to not work on a certain day for an event that the additional day be added to the duration of their contract. John Soave asked the Council about assisting some business/property owners in obtaining underground power on East Main Street. Mr. Soave, Dan Mellman, and the Mayor and Council discussed this topic briefly. Mr. Soave is to bring an estimated cost back to the Mayor and Council at a later meeting. Dan Mellman discussed parking with the Mayor and Council.

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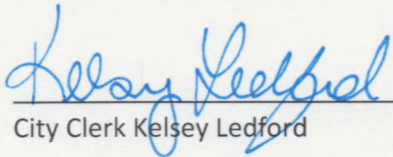
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7) Adjournment:

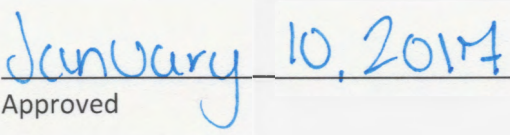
Council Member Rodney Kendall made a motion to adjourn the meeting. The motion was seconded by Council Member Bruce Pack. The Council voted 5-0. Motion carried.



Mayor Donna Whitener



City Clerk Kelsey Ledford



Approved





Carter & Sloope

CONSULTING ENGINEERS

PRECONSTRUCTION CONFERENCE CHECKLIST

December 13, 2016

3:30 p.m.

OWNER: City of Blue Ridge
480 West First Street
Blue Ridge, GA 30513
(706) 632-2091 – Phone
(706) 632-3278 – Fax

ENGINEER: Carter & Sloope, Inc.
115 Woodland Way, Suite 120
Canton, GA 30114
(770) 479-8782 – Phone
(770) 479-1884 – Fax

CONTRACTOR: Colwell Construction Co., Inc.
P.O. Box 850
857 Rock Road
Blairsville, Georgia 30514
(706) 745-6239 – Phone

PROJECT: Downtown Improvements, East Main Street
C & S Project No.: B7970.016

CONTRACT AMOUNT: \$922,121.48

CONTRACT TIME: 120 days

NOTICE TO PROCEED: Start Date: January 9, 2017
Completion Date: May 8, 2017

LIQUIDATED DAMAGES: \$200 per day

ENGINEER'S REPRESENTATIVE: Matt Smith, PE (478) 214-3535
Email: msmith@cartersloope.com

OWNER'S REPRESENTATIVE: Kelsey Ledford, City Clerk
(706) 632-2091 (office)
Shannon Payne, Water & Sewer
(706) 633-9948 (cell)
Mark Clemmons, Streets & Storm
(706) 633-9955 (cell)

CONTRACTOR'S REPRESENTATIVE:

Curtis Colwell (706) 897-9556
Email: curtiscolwell@colwellconstruction.com
Luke Colwell (706) 897-4097
Email: lukecolwell@colwellconstruction.com

SUBCONTRACTORS:

ITEMS TO DISCUSS:

1. **Schedule:** The CONTRACTOR shall submit an estimated progress schedule before commencement of the project. This schedule shall include a projected payment schedule. If any significant changes occur, the CONTRACTOR shall submit a revised schedule. The CONTRACTOR shall also submit all certifications and records of compliance as outlined in the specifications.
2. **Subcontractors:** ENGINEER will require a list of all subcontractors for approval.
3. **Record Drawings:** The CONTRACTOR shall keep a record set of drawings during the construction of the project. All deviations from the plans shall be noted on these record drawings and given to the ENGINEER at the end of the project. Record drawings shall be made available to the ENGINEER at all times.
4. **Materials & Equipment:** CONTRACTOR is to furnish all materials, labor, equipment, etc. for the construction of this project.
5. **Change Orders:** For change orders that involve costs or time delays, CONTRACTOR shall obtain approval of ENGINEER and OWNER prior to any changes except in case of emergency.
6. **Shop Drawings:** CONTRACTOR shall submit four (4) sets of shop drawings so the ENGINEER can retain two (2) copies. All shop drawings submitted to the ENGINEER shall be reviewed and stamped approved by the CONTRACTOR and all deviations from the specifications or plans noted. No work is to be done until shop drawings are reviewed by the ENGINEER. The CONTRACTOR shall have stamped shop drawings on site at all times. Shop drawings are required for all foundations, structures, and materials in this project.
7. **Payment Requests:** CONTRACTOR shall submit four (4) copies of pay estimates to the ENGINEER. Within 10 days, pay requests will be approved, provided work is satisfactory, and forwarded to the OWNER for payment to the Contractor, or pay requests may be returned to the CONTRACTOR indicating in writing ENGINEER's reasons for refusing to recommend payment. In the latter case, CONTRACTOR may make the necessary corrections and resubmit the pay request. Stored materials will be paid if invoices are attached to the pay request and the materials are located on site. Submit four (4) copies of stored material invoices.

8. **Retainage:** Retention of 10% of payments claimed until construction is 50% complete. At 50% completion, no additional retainage will be retained provided construction progress is proceeding satisfactorily. Upon substantial completion, the retainage may be reduced to 5%. At any time, if by the determination of the OWNER and/or ENGINEER, satisfactory progress is not being made, the retainage can be increased to 10%.
9. **Coordination of Work and Space Requirements:** It shall be the responsibility of the CONTRACTOR to coordinate his activities and space requirements with each Sub-Contractor, property owners, and the OWNER.
10. **Safety:** The CONTRACTOR shall be responsible for safety at the job sites. CONTRACTOR shall be responsible for all road and pedestrian traffic control. "Road Work" signs shall be kept up each day of construction and removed when there is no construction in progress. Owner will not require distances to be shown on "Road Work" signs. Flaggers will be required any time the road is blocked. Flagger must be State certified. Signs must be (permanent) high intensity grade, metal signs.
11. **Security:** It is the responsibility of the CONTRACTOR to provide his own security.
12. **Clean-Up:** It is the CONTRACTOR'S responsibility to restore disturbed areas as soon as possible after construction. Driveways and entrance ways must be accessible.
13. **Notification:** CONTRACTOR shall notify Matt Smith at Carter & Sloope, Inc. 24 hours prior to starting work and each time construction stops, excluding weekend work stoppages.
14. **Utilities:** The CONTRACTOR shall be responsible for contacting the Georgia Utilities Protection Center (Call 811) to verify and mark actual locations of existing utilities. The CONTRACTOR shall keep a set of plans indicating utility locations and any deviations from the construction plans. Three (3) days notice is required for utility line location.
15. **NPDES Stormwater Monitoring:** No longer needed based on reduction in scope. Land disturbance is less than 1 acre.
16. **Sediment and Erosion Control:** Erosion control shall be employed by the CONTRACTOR during the construction period and shall include all measures required to prevent soil erosion from the site until permanent erosion control measures are installed. Work shall be accomplished through, but not limited to, the use of berms, dikes, sediment barriers, sediment traps, sediment basins, silt fences, temporary grasses, check dams, mulching and construction exits.

ADDITIONAL COMMENTS:

