

City of Blue Ridge

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

Special Called Meeting

December 7, 2021

5:15 p.m.

Blue Ridge City Hall

MINUTES

Present:

Mayor Pro-tem: Rhonda Haight

Council members: Nathan Fitts, Robbie Cornelius, Mike Panter (VIA phone call), and Harold Herndon (VIA phone call)

License and Tax Clerk: Christina Mortimer

City Clerk: Amy Mintz

Call Meeting to Order

Mayor Pro-tem Rhonda Haight called the meeting to order.

Approval of Agenda or Motion to Amend Agenda (if applicable)

Action Agenda Items (Items requiring the approval of the Council):

1) Approval of Employment for Finance Director, City Clerk and Receptionist – RH
Mayor Pro-tem Rhonda Haight advised this is a meeting regarding the hiring of two new employees and one transfer of departments.

Mayor Pro-tem Haight explained the first new hire is for the position of Finance Director. Mrs. Haight said the current finance director Alicia Stewart put in her resignation. Mrs. Haight advised Alicia sat in on the interviews and help make the decision on who she felt would be most qualified for the job. Mayor Pro-tem Haight said they decided to go with Michael Richardson, he was able to start training last Monday, December 29, 2021.

Mrs. Haight said Council members Nathan Fitts, Harold Herndon and herself approved of the hire and is needing to ratify it now. Mayor Pro-tem Rhonda Haight advised Mr. Richardson will start at \$27 per hour with full benefits.

Council member Nathan Fitts made a motion to approve the hiring of Michael Richardson as Finance Director.

Council member Robbie Cornelius seconded the motion.

NATHAN (M) ROBBIE (S) HAROLD (X) MIKE (X)

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Mayor Pro-tem Rhonda Haight advised the next hire is for City Clerk. Mrs. Haight stated they received several applications for the position, one being current employee, Amy Mintz. Mrs. Haight said she believes Amy is well qualified for the position.

Mayor Pro-tem Rhonda Haight advised Ms. Mintz also helps the Blue Ridge Police Department with warrants and is Post certified. Mrs. Haight advised Ms. Mintz is currently making \$15 per hour and would like to start her out at \$16.50 for the City Clerk position.

Council member Nathan Fitts made a motion to transfer Amy Mintz from receptionist to City Clerk.

Council member Robbie Cornelius seconded the motion.

NATHAN (M) ROBBIE (S) HAROLD (X) MIKE (X)

Mayor Pro-tem Rhonda Haight advised the last position on the agenda is front receptionist. Mrs. Haight advised they originally discussed employing a student from the High School but were unable to find anyone willing to take the position. Mrs. Haight said they have found someone willing to work three days a week, without benefits with the hopes of eventually coming on full time.

Mayor Pro-tem Rhonda Haight advised they will be hiring in Kimberly Walden a \$14 per hour, three days a week, with no benefits. Mrs. Haight stated Kimberly is currently working as a receptionist at an Attorneys office, great people skills and is highly qualified for the position.

Council member Nathan Fitts made a motion to approve the hire of Kimberly Walden.

Council member Mike Panter seconded the motion.

NATHAN (M) ROBBIE (X) HAROLD (X) MIKE (S)

Adjournment

Council member Nathan Fitts made a motion to adjourn the meeting.

Council member Mike Panter seconded the motion.

All in favor.



Mayor, Donna Whitener



Approved



City Clerk, Amy Mintz