

# City of Blue Ridge

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

City of Blue Ridge  
Council Meeting Minutes  
City Hall  
480 West First Street  
June 9, 2020 at 5:00 p.m.

Present: Mayor Donna Whitener  
Council Member Robbie Cornelius,  
Nathan Fitts, Rhonda Haight,  
Harold Herndon and Mike Panter  
City Clerk Kelsey Ledford  
Zoning, Land Development and Project Manager Jeff Stewart

- 1) Call Meeting to Order:  
Mayor Donna Whitener called the meeting to order.
  
- 2) Prayer and Pledge of Allegiance:  
Council Member Robbie Cornelius offered a word of prayer followed by the Pledge of Allegiance.
  
- 3) Approval of Agenda or Motion to Amend Agenda (if applicable):  
Council Member Nathan Fitts made a motion to amend the agenda to add the GEFA resolution, Johnson Paving quotes and CARES Act to the agenda. Council Member Rhonda Haight seconded the motion. The Council voted 5-0. Motion carried.

**Public Comments (for all speakers who have signed up the previous week):**

- 4) Traver Aiken—Blue Ridge Housing Authority Update on RAD Closing:  
Mr. Aiken discussed the RAD closing through HUD and how this change will make funding more predictable. He also commented about needing more elder housing in Blue Ridge.
  
- 5)
  
- 6)
  
- 7)
  
- 8)
  
- 9) Monthly Downtown Development Authority & Blue Ridge Business Association Update:  
Cesar Martinez discussed the new walking maps and that the 4<sup>th</sup> of July parade was canceled. He also announced that the DDA had received a resignation from Board Member Brandon Lofton, which would need to be accepted by the Council at their next

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meeting. He also briefly mentioned that the DDA would be receiving a summer intern who will be photographing all the buildings in the DDA area and tagging ownership information to the photograph.

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

#### 10) Spending Limit Changes:

Council Member Rhonda Haight discussed needing to change the City's spending limits due to COVID-19's effect on the economy. Her and Council Member Mike Panter the proposed changes and that projects that are accumulative should be brought to the Council for approval. Council Member Mike Panter made a motion to change the following spending limits – Supervisors may spend up to \$2,500.00 without additional approval, purchases between \$2,500.01 and \$5,000.00 may be approved by the Department Head and the Council Member over the particular department and anything \$5,000.01 and over shall be approved by Council at a Council Meeting. Council Member Robbie Cornelius seconded the motion. The Council voted 5-0. Motion carried.

#### 11) Meeting Policy Amendment:

After some discussion, Council Member Rhonda Haight made a motion that Special Called Council Meeting agendas shall only be sent to the public/media 48 hours prior to the meeting date/time. Council Member Nathan Fitts seconded the motion. The Council voted 5-0. Motion carried.

#### 12) Protest Permitting Policy:

Mayor Donna Whitener discussed that the Council needed to give City Attorney James Balli some direction regarding this policy or ordinance. Council Member Rhonda Haight made a motion to move forward with the ordinance and that the Council is to give City Attorney James Balli direction by email prior to the next Council Meeting. Council Member Mike Panter seconded the motion. The Council voted 5-0. Motion carried.

#### 13) Leaf Blowing/City Drains Policy:

Council Member Rhonda Haight discussed that people blowing their leaves and grass into City drains is an ongoing problem. She suggested getting a policy in place that required the residents to bag their leaves, etc. once a month and the street department going by and picking up the bags to help alleviate the issue. She mentioned that this would be a way to help save the City money. After some discussion of the Council, Council Member Rhonda Haight made a motion to table this topic. Council Member Nathan Fitts seconded the motion. The Council voted 5-0. Motion carried.

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14) DDA Funding:

Council Member Rhonda Haight discussed that she wanted to fund the DDA through other avenues besides using taxpayer money. The Council discussed using parking revenues and hotel motel funds. Council Member Nathan Fitts stated that the DDA is handicap without funding. Council Member Rhonda Haight made a motion to give 1% of unrestricted hotel/motel funds to the DDA effective the June budget. Council Member Mike Panter seconded the motion. The Council voted 5-0. Motion carried.

15) Bradley Street Sewer: P.O. No. 28837

Council Member Nathan Fitts introduced estimate number 220 from Holloway Trenching in the amount of \$15,675.00 (attached) for replacement of the sewer main on Bradley Street. Council Member Nathan Fitts made a motion to approve the estimate. Council Member Mike Panter seconded the motion. The Council voted 5-0. Motion carried.

16) Opening City Hall and City Properties:

Council Member Rhonda Haight asked when City Hall and other City properties would open. She mentioned that businesses are open and want to do business with the City in person as well as there are mom's who want to take their children to the playground. Council Member Mike Panter discussed what other business and companies were doing and stated that the Governor's order was in effect until July 13<sup>th</sup>. He also commented that the City was saving money on payroll by having the office employees work reduced hours. Council Member Robbie Cornelius stated that she thought the office should stay closed for now and Council Member Harold Herndon agreed. Council Member Mike Panter suggested opening after July 1<sup>st</sup> and only being open to the public on Tuesday and Thursday. Council Member Rhonda Haight stated that she felt like City Clerk Kelsey Ledford and Zoning, Land Development and Project Manager Jeff Stewart needed to be working 40 hours per week. Council Member Mike Panter made a motion to leave everything as is until July 6<sup>th</sup> and then the Council will reevaluate at that time. Council Member Rhonda Haight seconded the motion. The Council voted 5-0. Motion carried. Council Member Rhonda Haight then asked City Clerk Kelsey Ledford to post this information on Facebook.

17) GEFA Loan DW2017017 Modification Resolution:

Mayor Donna Whitener introduced the GEFA loan modification for loan number DW2017017 (attached) and stated that it was only modification to extend the time. Council Member Rhonda Haight made a motion to approve the GEFA Loan Modification

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Resolution for Loan DW2017017. Council Member Nathan Fitts seconded the motion. The Council voted 5-0. Motion carried.

### **Purchasing Approvals:**

18) Harris Local Government Invoice No. LGMN00000006627: P.O. No. 28834

The Mayor and Council were presented Invoice No. LGMN00000006627 from Harris Local Government in the amount of \$31,786.10 (attached). Council Member Mike Panter made a motion to approve the invoice. Council Member Nathan Fitts seconded the motion. The Council voted 5-0. Motion carried.

19) Johnson Paving Quotes: P.O. No. 28835

The Mayor and Council were presented two quotes from Johnson Paving for Depot Street. Quote no. 6509 was in the amount of \$7,994.59 and quote no. 6508 in the amount of \$2,449.50 (attached). Council Member Rhonda Haight made a motion to approve quote no. 6509. Council Member Nathan Fitts seconded the motion. The Council voted 5-0. Motion carried.

### **Discussion Agenda Items (Items for discussion only):**

20) Delinquent Taxes and Occupational Tax Certificate (Business License) Renewals:

Council Member Mike Panter discussed delinquent taxes and that the City has collected \$18,300 in May 2020 vs. \$1,800 in May 2019. He continued to discuss that Council Member Robbie Cornelius and City Clerk Kelsey Ledford were working on cleaning up the list and that once the list is cleaned up notices will be mailed out. He continued to state that once notices were mailed the individuals would have 90 days to pay before the information was posted in the paper and liens and FIFA's are issued. He stated if someone is unable to pay in full the City would agree to set them up on a 12-month payment agreement, but if they miss a payment past 15 days, the agreement will become null and void.

Council Member Mike Panter then discussed occupational tax certificate (business license) renewals being delinquent. He stated he wanted the ordinance amended to include a section that would not allow a business to renew their occupational tax certificate if they are delinquent in taxes and asked that this be done by next council meeting.

Council Member Rhonda Haight then mentioned that she thought the City had put too much on City Clerk Kelsey Ledford and asked Council Member Robbie Cornelius to investigate rearranging some duties.

Council Member Mike Panter also mentioned that it seems as though some closing attorney's are collecting taxes but failing to send them to the City.

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21) Parks and Recreation Budget and Update:

Council Member Mike Panter stated that the employees in the park department did not feel like they needed a supervisor as long as Council Member Mike Panter was involved in their department. He also discussed a tournament to take place this coming weekend and that it would generate a lot of revenue for the City. He closed by stated he would be planning to hold more tournaments this year.

22) Playground Equipment:

Council Member Mike Panter discussed the playground equipment being stored at the Farmer's Market. He mentioned that they thought the bolts had been located and if so the City wanted to keep the equipment to use. He mentioned that for now the City may wait on putting the equipment together until the COVID-19 situation was better and that the equipment would need to be moved under the roof at the Farmer's Market.

23) Facebook and New City Website:

Council Member Mike Panter discussed putting more information on the City's website and less on the Facebook except for marketing information.

24) AGL:

Mayor Donna Whitener asked the Council if they were okay with her getting a quote from AGL to do concrete work from Wholesale Supply to the new streetscape project area. They were in agreement.

25) CARES Act:

Mayor Donna Whitener discussed that Congress is expected to pass a bill that will help the state with revenue shortfalls.

26) Executive Session (if needed)—Personnel:

Council Member Rhonda Haight made a motion to close the meeting for an executive session for the purpose of discussing personnel matters. Council Member Nathan Fitts seconded the motion. The Council voted 5-0. Motion carried.

Council Member Nathan Fitts made a motion to open the meeting from an executive session. Council Member Rhonda Haight seconded the motion. The Council voted 5-0. Motion carried. Mayor Donna Whitener stated that no decision would be made at this time.

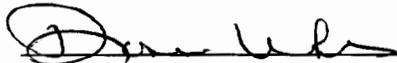
# City of Blue Ridge

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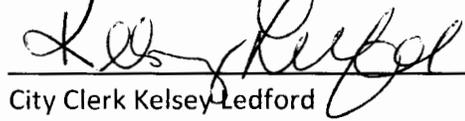
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27) Adjournment:

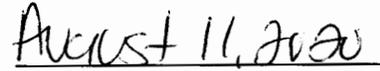
Council Member Mike Panter made a motion to adjourn the meeting. Council Member Rhonda Haight seconded the motion. The Council voted 5-0. Meeting adjourned.



Mayor Donna Whitener



City Clerk Kelsey Ledford



Approved

Holloway Trenching, LLC  
 40 Waterloo trl  
 Morganton, GA 30560

# Estimate

**Date** 6/1/2020  
**Estimate #** 220

Name / Address
CITY OF BLUE RIDGE Becky Harkins

**P.O. #**  
**Terms**

**Due Date** 6/1/2020  
**Other**

Description	Qty	Rate	Total
The following estimate is for Bradley St Sewer main replacement		0.00	0.00
Seed & Straw for disturbed areas	1	600.00	600.00
Concrete Man holes 3	3	1,275.00	3,825.00
Quarry fines for pipe bedding	4	350.00	1,400.00
Pipe crew, Trackhoe, Loader, Per day Estimated at 5 Days to complete job price based on city suppling 1 Laborer	5	1,850.00	9,250.00
Concrete for dog house man hole	1	600.00	600.00
Please note any hard rock encountered would be in addition to daily rates.		0.00	0.00
Any paving to repair road not included in quote		0.00	0.00
<b>Subtotal</b>			\$15,675.00
<b>Sales Tax (0.0%)</b>			\$0.00
<b>Total</b>			\$15,675.00

hollowaytrenching@hotmail.com

706-455-2597

EXTRACT OF MINUTES  
RESOLUTION OF GOVERNING BODY

Recipient: CITY OF BLUE RIDGE

Loan Number: DW2017017

At a duly called meeting of the governing body of the Borrower identified above (the "Borrower") held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the following resolution was introduced and adopted.

**WHEREAS**, the Borrower has borrowed **\$387,000** from the **GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "Lender"), pursuant to the terms of the Loan Agreement (the "Loan Agreement"), dated **OCTOBER 24, 2018**, 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 **SEPTEMBER 11, 2018**, of the Borrower; and

**WHEREAS**, the Borrower and the Lender have determined to amend and modify the Note and the Loan Agreement, pursuant to the terms of a Modification of Promissory Note and 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.

Donna Whitmer \_\_\_\_\_ Donna Whitmer \_\_\_\_\_  
(Signature of Person to Execute Documents) (Print Title)

\_\_\_\_\_  
(Signature of Person to Attest Documents) (Print Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect.

Date: \_\_\_\_\_ Secretary/Clerk

(SEAL)

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**DRINKING WATER STATE REVOLVING FUND, ADMINISTERED BY GEORGIA  
ENVIRONMENTAL FINANCE AUTHORITY**

(a public corporation duly created and  
existing under the laws of  
the State of Georgia)  
as Lender

and

**CITY OF BLUE RIDGE**

(a public body corporate and politic duly created and existing  
under the laws of the State of Georgia)  
as Borrower

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**THIRD MODIFICATION OF PROMISSORY NOTE AND LOAN AGREEMENT**

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**THIRD MODIFICATION OF PROMISSORY NOTE AND LOAN AGREEMENT**

THIS THIRD MODIFICATION OF PROMISSORY NOTE AND LOAN AGREEMENT (this "Third Modification") is made this \_\_\_\_\_, 20\_\_\_\_, by and between CITY OF BLUE RIDGE, Georgia, a duly organized and existing municipal corporation (the "Borrower"), and the DRINKING WATER FUND, ADMINISTERED BY GEORGIA ENVIRONMENTAL PROTECTION AUTHORITY, a Georgia public corporation (the "Lender").

**DO NOT  
DATE THIS  
PAGE**

**Statement of Facts**

A. The Lender and the Borrower are parties to that certain Loan Agreement, dated **OCTOBER 24, 2018**, as amended prior to the date hereof (as so amended, the "Loan Agreement"; all capitalized terms used in this Third Modification but not defined herein have the meanings given in the Loan Agreement), pursuant to which the Lender made a loan to the Borrower in accordance with the terms and conditions thereof. The Borrower's obligation to repay such loan is evidenced by that certain Promissory Note, dated **SEPTEMBER 11, 2018**, as amended prior to the date hereof (as so amended, the "Note").

B. The Lender and the Borrower desire to modify the Loan Agreement and Note in certain respects in accordance with the terms and conditions set forth herein.

**NOW, THEREFORE**, in consideration of the promises, the covenants and agreements contained herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Lender and the Borrower further agree as follows:

**Statement of Terms**

**1. Amendments of Note** - Subject to the fulfillment of the conditions precedent to the effectiveness of this Third Modification that are set forth below, the Note is hereby amended as follows:

Accrued interest on this Note shall be payable monthly on the first day of each calendar month until the first day of the calendar month following the earlier of (1) the Completion Date (as defined in the hereinafter defined Loan Agreement), (2) **JANUARY 1, 2021**, or (3) the date that the loan evidenced by this Note is fully disbursed (the "**Amortization Commencement Date**"). Principal of and interest on this Note shall be payable in **TWO HUNDRED THIRTY-NINE (239)** consecutive monthly installments equal to the Installment Amount (as hereinafter defined), commencing on the first day of the calendar month following the Amortization Commencement Date, and continuing to be due on the first day of each succeeding calendar month thereafter, together with a final installment equal to the entire remaining unpaid principal balance of and all accrued

interest on this Note, which shall be due and payable on the date that is **20** years from the Amortization Commencement Date (the "**Maturity Date**").

**2. Amendments of Loan Agreement** - Subject to the fulfillment of the conditions precedent to the effectiveness of this Third Modification that are set forth below, the Loan Agreement is hereby amended as follows:

Section 2 (a) of the Loan Agreement is hereby amended and restated to read as follows: "The Lender agrees to advance to the Borrower, on or prior to the earlier of (1) the Completion Date (as hereinafter defined), (2) **JANUARY 1, 2021**, or (3) the date that the loan evidenced by this Note is fully disbursed, the Loan in a principal amount of up to **\$387,000** which Loan may be disbursed in one or more advances but each such disbursement shall reduce the Lender's loan commitment hereunder and any sums advanced hereunder may not be repaid and then re-borrowed."

Exhibit A is amended and restated to read as written in the attached Exhibit A.

**3. No Other Waivers or Amendments** - Except for the amendments expressly set forth and referred to in Section 1 and 2 above, the Note and the Loan Agreement shall remain unchanged and in full force and effect. Nothing in this Third Modification is intended, or shall be construed, to constitute a novation or an accord and satisfaction of any of the obligations created by the Note.

**4. Representations and Warranties** - To induce the Lender to enter into this Third Modification, the Borrower does hereby warrant, represent, and covenant to the Lender that: (a) each representation or warranty of the Borrower set forth in the Loan Agreement is hereby restated and reaffirmed as true and correct on and as of the date hereof as if such representation or warranty were made on and as of the date hereof (except to the extent that any such representation or warranty expressly relates to a prior specific date or period), and no Event of Default has occurred and is continuing as of this date under the Loan Agreement; and (b) the Borrower has the power and is duly authorized to enter into, deliver, and perform this Third Modification, and this Third Modification is the legal, valid, and binding obligation of the Borrower enforceable against it in accordance with its terms.

**5. Conditions Precedent to Effectiveness of this Third Modification** - The effectiveness of this Third Modification is subject to the truth and accuracy in all material respects of the representations and warranties of the Borrower contained in Section 4 above and to the fulfillment of the following additional conditions precedent:

a. the Lender shall have received one or more counterparts of this Third Modification duly executed and delivered by the Borrower; and

b. the Lender shall have received (1) a signed opinion of counsel to the Borrower, substantially in the form of Exhibit E attached hereto, and (2) a certified copy of the resolution adopted by the Borrower's governing body, substantially in the form of Exhibit F attached hereto.

6. **Counterparts** - This Third Modification may be executed in multiple counterparts, each of which shall be deemed to be an original and all of which when taken together shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the parties hereto have caused this Third Modification to be duly executed and delivered as of the date specified at the beginning hereof

**CITY OF BLUE RIDGE**

Approved as to form:

Signature: Donna Whitener

Print Name: Donna Whitener

By: \_\_\_\_\_  
Borrower's Attorney

Title: Mayor

(SEAL)

Attest Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**DRINKING WATER STATE REVOLVING FUND,  
ADMINISTERED BY GEORGIA  
ENVIRONMENTAL FINANCE AUTHORITY**

Signature: \_\_\_\_\_

Kevin Clark  
Executive Director

(SEAL)

**DESCRIPTION OF THE PROJECT**

**SCOPE OF WORK**

**Recipient: CITY OF BLUE RIDGE**

**Loan Number: DW2017017**

This project will replace manual read water meters with an automatic meter reading (AMR) system, install advanced metering infrastructure (AMI), and related appurtenances.

DESCRIPTION OF THE PROJECT

PROJECT BUDGET

Recipient: CITY OF BLUE RIDGE

Loan Number: DW2017017

ITEM	TOTAL	DWSRF
Construction	\$322,660	\$322,660
Contingency	32,170	32,170
Engineering & Inspection	32,170	32,170
Administrative/Legal	-	-
<b>TOTAL</b>	<b>\$387,000</b>	<b>\$387,000</b>

\*The amounts shown above in each budget item are estimates. Borrower may adjust the amounts within the various budget items without prior Lender approval provided Borrower does not exceed the loan amount contained in Section 1 of the Loan Agreement. In no event shall Lender be liable for any amount exceeding the loan amount contained in Section 1 of the Loan Agreement.

**DESCRIPTION OF THE PROJECT**

**PROJECT SCHEDULE**

**Recipient: CITY OF BLUE RIDGE**

**Loan Number: DW2017017**

<b>ACTION</b>	<b>DATE</b>
Plans & Specs Submitted to EPD	AUGUST 2018
Bid Opening	SEPTEMBER 2018
Notice to Proceed	OCTOBER 2018
Completion of Construction	SEPTEMBER 2020

**OPINION OF BORROWER'S COUNSEL**  
(Please furnish this form on Attorneys Letterhead)

Date

Drinking Water State Revolving Fund, Administered by  
Georgia Environmental Finance Authority  
233 Peachtree St, NE  
Harris Tower, Ste 900  
Atlanta, GA 30303-1506

Ladies and Gentlemen:

A legal opinion from **SAMS, LARKIN, HUFF, & BALLI, LLP** was delivered to you, dated **SEPTEMBER 13, 2018** (the "Closing Opinion), relating to the Contract for Financing Environmental Facilities and for Other Services (the "Loan Agreement"), dated **OCTOBER 24, 2018** between **CITY OF BLUE RIDGE** (the "Borrower") and the **DRINKING WATER STATE REVOLVING FUND, ADMINISTERED BY GEORGIA ENVIRONMENTAL FINANCE AUTHORITY** (the "Lender"), and the Promissory Note (the "Note"), dated **SEPTEMBER 11, 2018**, of the Borrower. A legal opinion from **SAMS, LARKIN, HUFF, & BALLI, LLP** was also delivered to you dated **JUNE 6, 2019**, relating to the Modification of Promissory Note and Loan Agreement dated **JUNE 25, 2019**. A legal opinion from **TAYLOR, ENGLISH, DUMA, LLP** was also delivered to you dated **JANUARY 13, 2020** relating to the Second Modification of Promissory Note and Loan Agreement dated **FEBRUARY 5, 2020**. As counsel for the Borrower, I have examined the original of the Third Modification of Promissory Note and Loan Agreement (the "Third Modification"), between the Borrower and the Lender, the proceedings taken by the Borrower to authorize the Third Modification, the Closing Opinion, and such other documents, records, and proceedings as I have deemed relevant or material to render this opinion. Based upon such examination, I hereby reconfirm as of the date hereof the opinions contained in the Closing Opinion, subject to the modification that all references to the Note and the Loan Agreement (as defined in the Closing Opinion) shall be deemed to include a reference to the Modifications. Nothing has come to my attention, after due investigation, that in any way might question the continuing validity and accuracy of the Closing Opinion, as modified above.

Very truly yours,

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Signature

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Printed Name

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Date



Remit To: Harris Computer Systems  
 PO BOX 74008484  
 Chicago, IL 60674-8484

Invoice  
 Date  
 Page

LGMN0000006627  
 21-May-2020  
 1 of 1

**Ship to**

Blue Ridge, City of  
 Mr. Bill Sowers / Alicia (A/P)  
 480 West First Street  
 Blue Ridge, GA 30513  
 USA

**Bill to**

Blue Ridge, City of  
 Mr. Bill Sowers / Alicia (A/P)  
 480 West First Street  
 Blue Ridge, GA 30513  
 USA

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms
	BLU10		DELIVERY	Due Upon Receipt

Ordered	Item Number	Description	Unit Price	Ext Price
1.00	CSI-HLG MAINT SF	Accounts Payable: August 2020 to July 2021	US\$2,504.42	US\$2,504.42
1.00	CSI-HLG MAINT SF	Budget Preparation: August 2020 to July 2021	US\$2,115.93	US\$2,115.93
1.00	CSI-HLG MAINT SF	Check Reconciliation: August 2020 to July 2021	US\$703.18	US\$703.18
1.00	CSI-HLG MAINT SF	Fund Ledger: August 2020 to July 2021	US\$3,387.40	US\$3,387.40
1.00	CSI-HLG MAINT SF	System Manager: August 2020 to July 2021	US\$1,059.58	US\$1,059.58
1.00	CSI-HLG MAINT SF	Occupational Tax: August 2020 to July 2021	US\$1,685.69	US\$1,685.69
1.00	CSI-HLG MAINT SF	Cash Collections: August 2020 to July 2021	US\$1,268.28	US\$1,268.28
1.00	CSI-HLG MAINT SF	Tax Manager: August 2020 to July 2021	US\$2,311.77	US\$2,311.77
1.00	CSI-HLG MAINT SF	Annual Tax Update: August 2020 to July 2021	US\$1,712.41	US\$1,712.41
1.00	CSI-HLG MAINT SF	Utility Billing: August 2020 to July 2021	US\$4,880.40	US\$4,880.40
1.00	CSI-HLG MAINT SF	Itron Utility Handheld Interface: August 2020 to July 2021	US\$1,027.45	US\$1,027.45
1.00	CSI-HLG MAINT SF	Utility Billing Work Orders: August 2020 to July 2021	US\$1,027.45	US\$1,027.45
1.00	CSI-HLG MAINT SF	Application Delivery Software Support: August 2020 to July 2021	US\$3,887.89	US\$3,887.89
1.00	CSI-HLG TPM SF	DeliveryPoint Application License 1 Year Maint: August 2020 to July 2021	US\$739.77	US\$739.77
1.00	CSI-HLG MAINT SF	SmartQuery: August 2020 to July 2021	US\$324.62	US\$324.62
1.00	CSI-HLG MAINT SF	Construction Permits: August 2020 to July 2021	US\$880.60	US\$880.60
1.00	CSI-HLG SAAS SF	MYGOVHUB Online Utility Payments Annual Subscription: August 2020 to July 2021	US\$2,269.26	US\$2,269.26
1.00	CSI-HLG TPM SF	Basic Gemini Data Backup & Recovery included: August 2020 to July 2021	US\$0.00	US\$0.00
All payments are considered non-refundable. Please note that we require 90 day written notice prior to your requested date of termination in order to cancel any modules without a penalty fee.			Subtotal	US\$31,786.10
			Misc	US\$0.00
			Tax	US\$0.00
			Freight	US\$0.00
Invoice Questions? Please call Brenda Leishman, 1-888-847-7747 ext 2619 or e-mail BLeishman@harriscomputer.com			Trade Discount	US\$0.00
			Total	US\$31,786.10



QUOTE NO  
6509

QUOTE

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

VALID THRU	JOB SITE	DATE
7/7/2020	City of Blue Ridge--2020--	6/8/2020

DESCRIPTION	UNIT PRICE	EXTENDED
Overlay Depot Street from College Street till West 2nd Street (not including intersection, 629 square yards)	12.71	7,994.59

TOTAL QUOTED PRICE: 7,994.59

\* means item is non-taxable



**QUOTE**

**QUOTE NO**  
6509

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

VALID THRU	JOB SITE	DATE
7/7/2020	City of Blue Ridge--2020--	6/8/2020

**The Following Notes Apply:**

1. No erosion control costs are included.
2. No materials field testing costs are included.
3. No costs are included for the removal and replacement of any unsuitable or unstable soil materials if possibly encountered within the existing sub-grade area.
4. Johnson Paving, LLC assumes no responsibility for any possible settlement that may occur due to unsuitable or unstable subgrade or base material
5. No costs are included for any pavement edge or curb backfill and/or landscaping.
6. Final billing quantities will be calculated by the completed project measurements.
7. Asphaltic Concrete unit prices are as per current material quotation unit prices and are subject to possible change. Any possible increases would be due primarily to the continued volatility and the rising costs of asphalt bitumen and fuel used in the manufacture of all asphalt products.
8. All quantities quoted are based on averages. Asphalt thickness may vary throughout the project.

We propose to furnish all materials, labor and equipment in complete accordance with the above specifications and payment is to be made as invoiced. Please sign, date, and return within 30 days if the above bid is acceptable. We appreciate the opportunity to furnish this bid to you and look forward to a continued business relationship.

Yours truly,

JOHNSON PAVING, LLC

Earl W. Johnson

DATE OF ACCEPTANCE

PRINTED NAME

AUTHORIZED SIGNATURE



**QUOTE**

**QUOTE NO**  
6508

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

VALID THRU	JOB SITE	DATE
7/7/2020	City of Blue Ridge--2020--	6/8/2020

DESCRIPTION	UNIT PRICE	EXTENDED
Widen portion of Depot Street affected by new culvert install by 1' (210' x 1', 23 square yards, prep and base gravel by others prior to mobilization)	106.50	2,449.50

**TOTAL QUOTED PRICE: 2,449.50**

\* means item is non-taxable



**QUOTE**

**QUOTE NO**  
6508

TO City of Blue Ridge  
480 West First Street  
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VALID THRU	JOB SITE	DATE
7/7/2020	City of Blue Ridge--2020--	6/8/2020

**The Following Notes Apply:**

1. No erosion control costs are included.
2. No materials field testing costs are included.
3. No costs are included for the removal and replacement of any unsuitable or unstable soil materials if possibly encountered within the existing sub-grade area.
4. Johnson Paving, LLC assumes no responsibility for any possible settlement that may occur due to unsuitable or unstable subgrade or base material
5. No costs are included for any pavement edge or curb backfill and/or landscaping.
6. Final billing quantities will be calculated by the completed project measurements.
7. Asphaltic Concrete unit prices are as per current material quotation unit prices and are subject to possible change. Any possible increases would be due primarily to the continued volatility and the rising costs of asphalt bitumen and fuel used in the manufacture of all asphalt products.
8. All quantities quoted are based on averages. Asphalt thickness may vary throughout the project.

We propose to furnish all materials, labor and equipment in complete accordance with the above specifications and payment is to be made as invoiced. Please sign, date, and return within 30 days if the above bid is acceptable. We appreciate the opportunity to furnish this bid to you and look forward to a continued business relationship.

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PRINTED NAME

AUTHORIZED SIGNATURE

# City of Blue Ridge

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

City of Blue Ridge  
Workshop Meeting Minutes  
City Hall  
480 West First Street  
July 7, 2020 at 4:00 p.m.

Present: Mayor Donna Whitener  
Council Members Robbie Cornelius (left early),  
Nathan Fitts (arrived late), Rhonda Haight,  
Harold Herndon (left early) and Mike Panter  
City Clerk Kelsey Ledford  
Zoning, Land Development and Project Manager Jeff Stewart  
Finance Director Alicia Stewart  
Utility Director Rebecca Harkins  
Street Supervisor Tony Byrd  
Chief of Police Johnny Searce

- 1) Call Meeting to Order:  
Mayor Donna Whitener called the meeting to order.
  
- 2) Prayer and Pledge of Allegiance:  
Council Member Robbie Cornelius offered a word of prayer followed by the Pledge of Allegiance.
  
- 3) Approval of Minutes from Previous Meeting:  
There were no minutes to approve currently.
  
- 4) Approval of Agenda or Motion to Amend Agenda (if applicable):  
Mayor Donna Whitener stated that agenda item no. 14 purchasing policy amendment should include project module, item no. 53 delinquent property taxes should include tax ordinance, item no. 35 striping quotes should include paving quotes and item no. 46 dumpsters on city property will be discussed with another agenda topic. Mayor Donna Whitener then stated the agenda could be amended without a vote of the Council.

**Public Comments (for all speakers who have signed up the previous week):**

- 5)
- 6)
- 7)

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8)

9)

10) Cesar Martinez—Monthly Downtown Development Authority & Business Association

Update:

Mr. Martinez was not in attendance but will be at the Council Meeting.

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

11) Stormwater Control Ordinance (Second Reading)—KL:

Mayor Donna Whitener stated that City Attorney James Balli would be at the next meeting and the second reading would be held at the Council Meeting.

12) AirMedCare Renewal—KL:

Mayor Donna Whitener explained that AirMedCare is an annual membership provided by the City to the residents. The Council asked that a reminder about this membership be sent with the tax bills later this year.

13) DDA Appointment—KL:

Mayor Donna Whitener asked City Clerk Kelsey Ledford to get the DDA recommendation from DDA Chairman, Cesar Martinez.

14) Purchasing Policy Amendment and Project Module—KL:

Mayor Donna Whitener stated that there had been confusion over what was discussed and what was voted on for the purchasing policy amendment. Finance Director, Alicia Stewart gave a brief summary of the proposed dollar amount thresholds which included that purchases between \$2,500.01 and \$5,000.00 must be approved by the department supervisor and the Council Member over that particular department and that purchases over \$5,000.01 are to be brought to the Council during a meeting for approval along with some other minor revisions. Council Member Mike Panter who made the motion at the previous meeting, confirmed that the way the minutes and the policy amendment are written is the way his motion was intended on June 9, 2020. Mayor Donna Whitener explained that others had a different understanding of what was approved.

Utility Director, Rebecca Harkins discussed adding language to the policy to allow automatic annual renewals. She explained that this would include for example, software for equipment that is necessary to function for that particular department in which a second quote cannot be obtained and changes in companies would keep the department from functioning for a period of time. She suggested that the language

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include the requirement that if the annual amount has more than a 10% increase then the annual renewal would be brought before the Council at a meeting for approval. She also suggested that if the increase in cost was less than 10%, the department head shall still give a 30 day notice to the Mayor and Council by email that the renewal is coming up.

Finance Director, Alicia Stewart discussed monthly reoccurring invoices and stated that according to the policy, she is required to send the list to the Mayor and Council at the beginning of each year. She suggested that the policy include annual reoccurring invoices to this requirement.

Mrs. Stewart continued to discuss a project management module available in the City's current software. This would be for keeping track of any accumulating invoices for a project, which would keep her from having to manually keep up with it herself. She was instructed to get a quote for this addition by the next meeting if possible.

Council Member Nathan Fitts joined the meeting.

15) FY2020 Budget Amendment No. 1—AS:

Finance Director, Alicia Stewart gave a summary of the proposed budget amendment. She explained that the estimated shortfall of the City is \$370,000.00 versus the previous estimate of \$800,000.00.

16) Meeting Policy Amendment—KL:

City Clerk Kelsey Ledford explained that the meeting policy was on the agenda for final confirmation/approval, since a motion was made at the last meeting but the policy had not been amended and presented at that time. Council Member Nathan Fitts mentioned wanting to make more revisions to the policy and would be getting his recommendations to City Attorney James Balli and City Clerk Kelsey Ledford.

17) Protest Permitting Policy—KL:

The Mayor and Council discussed City Attorney James Balli writing a policy for permitting protests and entertainers. They decided they wanted to designate the area of the park near the Veteran's Plaza across from Coldwell Banker as the area these types of events could be held. The Mayor and Council did not want to allow any such activity to be on the Depot deck nor to all amplifiers. They also wanted to include language that would prohibit an individual or group from obtaining a permit on another scheduled event date.

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18) Hazard Pay—RH:

Council Member Rhonda Haight and Council Member Mike Panter discussed the proposed Hazard Pay policy. Mayor Donna Whitener announced that hazard pay would not be reimbursed by FEMA. Utility Director, Rebecca Harkins discussed that her department would like to receive backpay but would not like to continue receiving hazard pay and they would rather use the money elsewhere. Street Supervisor, Tony Byrd agreed with her statement. The Council agreed to backpay from July 3, 2020.

19) City Administrator Policy—RH:

Council Member Rhonda Haight discussed the City Administrator Policy being irrelevant now and asked if the Council would vote to rescind the policy. Mayor Donna Whitener believed that the policy had already been rescinded and instructed City Clerk Kelsey Ledford to research.

20) Leaf Blowing/City Drains Policy—Tabled:

Street Supervisor, Tony Byrd asked if the Council could enact fines for people blowing or putting debris into the City's culverts and drains. He stated that the City has spent approx. \$ 30,000.00 in repairs over the last two years due to this issue. The Council discussed sending some sort of reminder out every 6 months about not obstructing the drains and to start doing a fall clean up City wide. Council Member Rhonda Haight asked City Clerk Kelsey Ledford to get the policy from Woodstock and send to the Mayor and Council for review.

21) Occupational Tax Certificate Ordinance Amendment (First Reading)—MP:

Council Member Mike Panter discussed there being 149 businesses that have not paid one or more years tax over the last five years. The Mayor and Council discussed how a year could be skipped and whether or not the prior year balance could be printed on the upcoming renewal. City Clerk Kelsey Ledford and Council Member Robbie Cornelius both explained that the software would not allow for that but they instructed City Clerk Kelsey Ledford to reach out to the software company to confirm. Council Member Mike Panter discussed sending out a second notice if the tax is not paid by the due date and if the prior year is unpaid locking the businesses doors/cutting off its water. The Mayor and Council also discussed that if the prior year is unpaid but they business attempts to pay for the current year, that the payment be applied to the oldest year owed and then be re invoiced for the current year. Council Member Mike Panter suggested a flat \$250.00 fee instead of the fee being based on number of employees, and that the penalty be changed to \$50.00 per month instead of the current percentage. After

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discussion of the Council, it was decided that Council Member Mike Panter would draft a policy to be approved by the Council which would be forwarded to City Attorney James Balli to put into ordinance form.

22) GEFA Loan No. CW2016012 Deferral Modification—KL:

Finance Director, Alicia Stewart explained that item no. 22-25 were loan deferrals that would defer payment until December 2020.

23) GEFA Loan No. DW16007 Deferral Modification—KL:

See above.

24) GEFA Loan No. DW2016036 Deferral Modification—KL:

See above.

25) GEFA Loan No. DW2017017 Deferral Modification—KL:

See above.

26) GEFA Loan No. CW2020018—RH:

Utility Director, Rebecca Harkins discussed the GEFA Loan and that it was for upgrades of the Wastewater Treatment Plant, to include a new belt press, upgrades on the electrical and computer system. She explained that it was necessary to do these upgrades because the plant is 20 years old and the City would benefit from live date the new system would provide. She explained that the age of the plant provided difficulty ordering replacement parts. She continued to discuss the temperature issues that this upgrade would address as well as obtaining a dryer for the solids and an automated bar screen. The Council discussed looking into implementing impact fees in order to help pay for future upgrades such as this.

27) City Hall Building Long Term Strategic Plan—MP:

Council Member Mike Panter discussed the CSC Design, Inc. proposal which will allow CSC to design a future plan for the existing building to better utilize the office and space and parking.

28) Personal Property/Homes Clean Up Ordinance—MP:

Council Member Mike Panter discussed the derelict property ordinance and explained that the City is still having problems. They asked City Clerk Kelsey Ledford to resend the ordinance to the elected officials to review.

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29) Clean Up and Sell of City Property and Equipment—MP:

Council Member Mike Panter discussed vehicles and equipment that the City has that needs to be sold. Street Supervisor, Tony Byrd stated he would take care of selling the vehicles and equipment.

30) Official Rescinding of Annexation Request—RH:

Council Member Rhonda Haight discussed wanting the Council to formally vote to rescind the annexation request at next week's meeting.

31) Police Department Vehicle Purchase—NF:

Council Member Nathan Fitts discussed the City purchasing a new vehicle for the police department.

**Purchasing Approvals:**

32) KISS Invoice—AS:

Utility Director, Rebecca Harkins explained that approval of this invoice was imperative to her department because it involved the support to their equipment and software that helped provide live hourly data used to answer customer questions and perform some work orders without having to physically move a vehicle.

33) Keck & Wood Invoices—RH:

Council Member Rhonda Haight explained that the below invoices were on the agenda for approval because they were accumulative.

- a) Invoice No. 1338289
- b) Invoice No. 1338430
- c) Invoice No. 1338611

34) Carter & Sloope Invoices—DW:

Mayor Donna Whitener explained that the below invoices were on the agenda for approval because they were accumulative.

- a) Invoice No. 24434
- b) Invoice No. 24435
- c) Invoice No. 24436
- d) Invoice No. 24438

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35) Striping and Paving Quotes—JS:

Zoning, Land Development and Project Manager Jeff Stewart discussed striping and paving for various locations.

36) Fire Hydrants—DW:

Mayor Donna Whitener and Utility Director, Rebecca Harkins discussed the frequency of fire hydrants needing replaced and both suggested that the City keep approximately \$11,000.00 worth in stock.

37) Parking Lot—DW:

Zoning, Land Development and Project Manager Jeff Stewart stated that the plans for the City Hall parking lot were at City Hall for the Council to review.

38) Robert's Way Sidewalk/Dumpsters on City Property—DW:

Mayor Donna Whitener discussed adding a crosswalk from the municipal parking lot to Robert's Way and adding a sidewalk along Robert's Way to provide a more pedestrian friendly area.

She continued to discuss that the dumpster for the 500 Building is in a bad location and that the City may want to look into leasing them a parking space or two for the dumpster to sit on. Mayor Donna Whitener is to get a lease drafted for the Council to review. They also discussed enclosing the dumpster for better appearances.

Council Member Mike Panter asked Street Supervisor, Tony Byrd about the open pipes near the Blue Coyote. Mr. Byrd explained that due to every stream being considered a trout stream in Fannin County, that the only option the City had was to build a wall around them. Zoning, Land Development and Project Manager Jeff Stewart announced that as part of the sidewalk addition, a safety rail is proposed in the plans.

39) Depot Repairs—DW:

Mayor Donna Whitener discussed the condition of the depot deck and stated that quotes were being obtained. She closed by asking the Council to take a look at the deck.

40) Fencing for Main Street Sidewalk—DW:

The Mayor asked the Council to look at this area and that Zoning, Land Development and Project Manager Jeff Stewart would be obtaining quotes.

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41) Depot Street Sidewalk—JS:

Zoning, Land Development and Project Manager Jeff Stewart explained that this was located at Attorney Angela Delorem’s office and that quotes were being obtained.

42) West Main Street Mailboxes—DW:

Mayor Donna Whitener explained that the mail carrier had request that the City purchase a cluster box for West Main Street in the amount of \$1,500.00. The Council discussed where the box should be placed.

43) TranSafe Invoice No. 115939—TB:

Street Supervisor, Tony Byrd explained that this invoice was accumulative.

44) Depot Street Drain Invoices—DW:

Mayor Donna Whitener explained that these invoices were accumulative.

45) Dwight Oliver Invoices—DW:

Mayor Donna Whitener explained that the below invoices were accumulative.

- a) Invoice No. 4798
- b) Invoice No. 4799
- c) Invoice No. 4800
- d) Invoice No. 4801

**Discussion Agenda Items (Items for discussion only):**

46) Department Head Meeting Policy- (Weekly Meetings)—RH:

Council Member Rhonda Haight and the Council asked Mayor Donna Whitener and or Zoning, Land Development and Project Manager Jeff Stewart to meeting with the department heads weekly on Monday’s at 8:00 a.m.

47) Cash Policy—RH:

Council Member Rhonda Haight discussed a business owner not being able to pay cash for a delinquent tax bill last week and the Council agreed that City Hall should encourage other forms of payment but not reject cash payments. Tax credit card payments were also discussed and the option to take credit cards at the drive thru for tax payments are now in effect.

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48) City Owned Property at the End of East Main and Mountain Street-(Common's Area)—RH:

The Council discussed making this area a common's area, they just want to utilize the property.

Council Member Harold Herndon left the meeting.

49) Church Street Speed Limit—RH:

Council Member Rhonda Haight announced that the flashing speed sign was put on this street last week. Chief of Police Johnny Searce stated that the speed limit on this street was already changed recently and that the traffic will just need to be monitored more closely. Street Supervisor, Tony Byrd mentioned wanting more digital speed limit signs.

50) City Park Update and Playgrounds—MP:

Council Member Mike Panter explained that safety was the City's top priority and that has contributed to the downtown park playground being closed during COVID-19. He did announce that the playground at the City pool has been open and the Park Department is sanitizing the playground equipment every two days. Council Member Nathan Fitts stated that City Attorney James Balli had informed him that the Governor would soon be signing an executive order which relinquishes government from being sued.

Council Member Mike Panter then discussed the success of holding the softball tournament and discussed the amount of revenue it brought into the City.

51) Softball Tournaments and World Series—MP:

Council Member Mike Panter discussed a joint effort between the City and Council which would allow them to hold next year's world series in Fannin County. This would bring in 100 teams from across the U.S.A.

He also discussed that the City was suppose to host a tournament this weekend but a player has tested positive for COVID-19 and it may end up canceling the tournament.

The Council discussed the downtown playground again and Council Member Mike Panter stated that once the Governor signed the executive order Council Member

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Nathan Fitts discussed he would open the playground. The Council did discuss placing signs at the park that said play at your own risk, social distancing is in effect. Council Member Mike Panter is to consult City Attorney James Balli about the signs.

Council Member Robbie Cornelius left the meeting during this discussion.

52) Delinquent Property Taxes and Tax Ordinance – Update—MP:

Council Member Mike Panter gave a comparison of tax collection from this year versus last year. Mayor Donna Whitener then discussed getting an ordinance drafted that will give a timeline for taxes and when everything is to happy, she also suggested that it include language that requires the tax collector to report to the Council at a meeting if a particular deadline is not reached.

53) Delinquent Business Taxes—MP:

Council Member Mike Panter discussed drafting a policy for the Council to review on issuing business licenses.

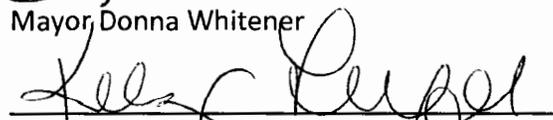
54) Executive Session (if needed)—Personnel & Litigation:

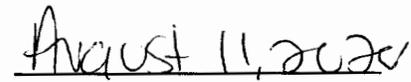
This was not discussed at the workshop meeting.

55) Adjournment:

Council Member Nathan Fitts made a motion to adjourn the meeting. Council Member Rhonda Haight seconded the motion. The Council voted 3-0. Meeting adjourned.

  
\_\_\_\_\_  
Mayor Donna Whitener

  
\_\_\_\_\_  
City Clerk Kelsey Ledford

  
\_\_\_\_\_  
Approved