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SUMMARY OF MINUTES  
HIAWASSEE CITY COUNCIL  
JANUARY 5, 2016 MEETING

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MADE AVAILABLE TO THE PUBLIC WITHIN 1 DAY OF MEETING

This information is intended to be in summary only and is not the complete or official record of the Hiawassee City Council. Please refer to the adopted Minutes of each meeting as the official record.

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**TO:           MAYOR, CITY COUNCIL & REQUESTING PARTIES**

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The Hiawassee City Council met in regular session on Tuesday, January 5, 2016, at 4:30 p.m. at City Hall. Elected officials present included Barbara Mathis, Mayor, Stephen Smith, Jay Chastain, Jr., Kris Berrong, Anne Mitchell and Liz Ordiales. Staff present included Cenlya Galloway, Clerk, Arvel Walls, Acting Chief, Police Department and Rick Stancil, City Manager. A quorum of the Council was present.

Call to Order by Mayor Mathis.

I.     Swearing In of New Council Members.

Oath of Office.

The following council members were sworn in an Oath of Office executed: Kris Berrong, Anne Mitchell and Liz Ordiales.

II.    Introduction of Guests, Mayor's Announcements & Agenda Adoption.

1.    Mayor's introduction of guests.

A Sign in Sheet was passed around and the Mayor welcomed all attending.

2.    Mayor's Announcements.

The Mayor asked for a moment of silence in memory of Jimmy Wright.

Update on Hiawassee Policy Department.

The Mayor read a letter into the Council minutes regarding the

appointment of Arvel Walls as Acting Police Chief and Paul Smith to the position of Lieutenant.

3. Adoption of Final Agenda as Distributed.

Motion to Adopt Final Agenda.

Upon Motion made by Jay Chastain, Jr., seconded by Stephen Smith, the Council adopted the Agenda by unanimous vote.

III. Public Presentations.

a. Callie Moore, HRWC.

Callie experienced Car Trouble and her presentation will be held until the February meeting.

b. Connie Fisher – Hiawassee Ambassador’s Report.

Connie is out of town and her presentation will be held until the February meeting.

c. Eric Hasley, Hasley Recreation, Inc. - Mayors Park & Hiawassee Poligon Pavilion Presentation.

Mr. Hasley made a brief presentation on his company, his family ties to Hiawassee and his desire to work with the City on the Mayor’s Park project.

d. Liz Ordiales - City Merchant Committee & Findings from the Election.

Ms. Ordiales made a recommendation for forming a City Merchant Committee and her findings from her election.

e. Liz Ordiales – Lighting of the Square.

Ms. Ordiales discussed the Lighting of the Square and thanked several of those responsible.

f. Ed Burton – Presentation of City Audit ending June 2015.

The City Auditor, Ed Burton, presented the Council with the audit of the fiscal year 2014-15 Update.

g. Stephen Smith – Hiawassee Clean Up.

Mr. Stephen Smith discussed the Hiawassee Clean Up effort and his ideas for cleaning of the City Street perhaps through use of prisoners or detainees. He also offered to donate a trash receptacle at one of the City Benches. There was a brief discussion on picking up trash and use of prisoners/detainees. The last time the Mayor checked they were not available to the city. She will check again to see if the City can get this labor for several times a month.

IV. Regular Business Items.

1. Motion to adopt Minutes of the December 1, 2015 regular Council Meeting as distributed.

Upon Motion made Stephen Smith, seconded by Liz Ordiales, and as amended by Anne Mitchell, the Motion was unanimously adopted as amended.

The consensus of the Council was to adopt the Minutes as distributed and allowed Ms. Jan Waite to attach a summary of her remarks to the Council on December 1, 2015 to the Minutes.

2. Motion to adopt and approve the October 2015 Financial Statements as distributed.

Upon Motion made by Jay Chastain, Jr., seconded by Kris Berrong, the October Financial Statements were unanimously adopted.

3. Motion to adopt the City Manager's January 2016 Written Report as distributed.

Upon Motion made by Jay Chastain, Jr., seconded by Stephen Smith, the City Manager's January 2016 Written Report was unanimously adopted as distributed.

4. City Engineer's Report – EMI.

Sewer Operations.

Don Baker briefly reported on EMI actively at the Sewer Plant. He also reported on DOT comments and his revisions to the Plans for the Cross walk at the Post Office. The plans have been proved to the Council by email.

5. City Manager's Report.

a. Hiawassee Hotel-Motel Tax Report.

City staff is recommending providing the Towns County Chamber with approximately \$32,000.00 in funding from the City Hotel Motel Fund. These funds are intended to go to a non-profit to promote City Tourism and those facilities which generate the tax. Additionally, the state required contract between the City and the Chamber needs to be renewed for an additional year.

b. City Phone System.

Windstream has made upgrades to the City telephone system. The City is still considering a comprehensive upgrade later this year dependent on the budget and revenues.

c. Water Treatment Plant – Wholesale Contract Formula Update.

I will be meeting with the Authority this month to discuss how to proceed. The current contract runs out in July and we do not want to wait until the last minute. The Authority has worked with the City in an excellent manner during the past several years and we expect our good working relationship to continue.

d. Report on Bids Received for Sewer Plant Nutrient Reduction & Storage Building.

Two proposals were received: The preliminary proposals are: 1) Winkler & Winkler, Inc. - \$47,908.30; and Israel Construction Services - \$58,700.00. We are now evaluating for consistency with design plans and will award shortly

e. Mayor's Park - Public Update Report.

A copy of the Report on the Public Update has been provided to the Council and Public.

f. Sewer Plant Reserve Fund Report.

The City has approximately \$200,000.00 in reserves for the UV Lighting, Nutrient Reduction, and plant rehabilitation.

- g. Water Meter Replacement Program – GEFA Grant & Loan Notice.

GEFA has advised the City that we are moving to the Second Phase of our Grant/Loan Proposal. The City will be awarded \$300,000.00 in forgiveness (grant) toward this project.

- h. Status of Vincent Institute Report.

Staff at UGA is working on issues related to the project. Pursuant to contract, the project will begin in earnest later this month.

#### IV. Motions, Resolutions and Ordinances.

- a. Motion to Adopt 2016 Holiday and Schedule of Committees and Council Meetings.

Upon Motion made by Anne Mitchel, seconded by Jay Chastain, Jr., then amended by Anne Mitchel, the Motion was unanimously adopted as amended.

The consensus of the Council was to adopt the City Holiday Schedule and the Council Meeting dates but not to make a decision on the Committees at this time. The 2016 meeting time for the Council will be changed from 4:00 to 5:30 pm.

- b. Motion to approve the Expenditure of \$32,364.52 from the Hiawassee Hotel Motel Tax Fund for the Towns County Chamber of Commerce.

Upon Motion made by Stephen Smith, seconded by Jay Chastain, Jr., the Council voted infamously to approve \$32,364.52 from the Hiawassee Hotel Motel Tax Fund for the Towns County Chamber of Commerce.

- c. Motion to Approve the Renewal of 2016 Hiawassee Pouring License for Big Al's Pizza and Bear Meadows Grill, Inc.; and Retail Beer & Wine License for Clipper Petroleum, Inc., Bella Cantina Inc. (Bacchus) and Market K Group, LLC (Valero).

Upon Motion made by Jay Chastain, Jr., seconded by Anne Mitchel, the Council approved Renewal of 2016 Hiawassee Pouring License for Big Al's Pizza and Bear Meadows Grill, Inc.; and Retail Beer & Wine License for Clipper Petroleum, Inc., Bella Cantina Inc. (Bacchus) and Market K Group, LLC (Valero).

- d. Motion to Approve the 2016 Hotel Motel Tax Agreement with the Towns County Chamber of Commerce.

Upon Motion made by Stephen Smith, seconded by Liz Ordiales, the

Council unanimously approved the 2016 Hotel Motel Tax Agreement with the Towns County Chamber of Commerce.

- e. Motion to Accept the 2014-15 Audit from the City Auditors.

Upon Motion made by Anne Mitchel, seconded by Kris Berrong, the Council unanimously accepted the 2014-15 Audit from the City Auditors.

- f. Motion to Award the Sewer Plant Bid for Construction of the Nutrient Reduction & Storage Building as designed by EMI not to exceed \$50,000.00 from Sewer Plant Reserve Fund.

Upon Motion made by Jay Chastain, Jr., seconded by Stephen Smith, the Council unanimously approved the award of the Sewer Plant Bid for Construction of the Nutrient Reduction & Storage Building as designed by EMI not to exceed \$50,000.00 from Sewer Plant Reserve Fund.

- g. Motion to Purchase and Install the Mayor's Park Pavilion & Building for an amount not to exceed \$75,000.00 from Splost Fund.

Upon Motion made by Jay Chastain, Jr., seconded by Liz Ordiales, the Council unanimously approved the Purchase and Install the Mayor's Park Pavilion & Building for an amount not to exceed \$75,000.00 from Splost Fund.

- h. Motion to adopt Resolution establishing Hiawassee Vehicle Take Home Policy.

Upon Motion made by Stephen Smith, seconded by Jay Chastain, Jr., the Council unanimously approved the Hiawassee Vehicle Take Home Policy.

- i. Motion to adopt Resolution establishing \$2,500.00 Financial Policy Capitalization Threshold and a \$25,000 Infrastructure Capitalization Threshold [per Auditor's recommendation].

Upon Motion made by Jay Chastain, Jr., seconded by Liz Ordiales, the Council unanimously approved establishing a \$2,500.00 Financial Policy Capitalization Threshold and a \$25,000 Infrastructure Capitalization Threshold per the Auditor's recommendation.

- j. Motion to adopt Resolution Approving 2016 Fines and Fees in Hiawassee Municipal Court.

Held until next month.

- k. Motion to adopt a Resolution naming a Mayor pro tem.

Upon Motion made by Liz Ordiales, seconded by Anne Mitchell, the council

voted to name Stephen Smith as Mayor Pro Tem. There was discussion regarding the appointment of Mr. Smith or Mr. Chastain.

The Mayor declared a Recess. After a short Recess, the Council meeting reconvened and the Question was called.

Stephen Smith was named the Hiawassee Mayor Pro Tem for a Two Year Term based on the following votes; Lis Ordiales – Yes; Anne Mitchel – Yes; Kris Berrong – Yes; Jay Chastain, Jr.- Abstain; and Stephen Smith – Abstain.

V. Executive Session.

a. Motion to go into Executive Session for Attorney Briefing:

1. Status of Litigation; and
2. Personnel Evaluation.

Upon Motion made by Stephen Smith, seconded by Jay Chastain, Jr., the Council voted unanimously to go into Executive Session for Attorney Briefings on Litigation and Personnel Evaluation.

b. Motion to return to Public Session from Executive Session.

Upon Motion made by Jay Chastain, Jr., seconded by Anne Mitchell, the Council voted to return to the Public Session.

Public Session.

The Council discussed touring the Hiawassee Water Plant and the Hiawassee Sewer Plant.

Motion to Adjourn.

There being no further business, upon Motion made by Anne Mitchell, seconded by Jay Chastain, Jr., the Council voted unanimously to adjourn.



# PROPOSAL

Greg Israel

P.O. Box 25  
Hiawassee, GA 30546  
706-781-4230

No. \_\_\_\_\_  
Date \_\_\_\_\_  
Sheet No. \_\_\_\_\_

### Proposal Submitted To:

Name City of Hiawassee  
Street \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Phone \_\_\_\_\_

### Work To Be Performed At:

Hiawassee Sewer Plant  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Date of Plans \_\_\_\_\_  
Architect \_\_\_\_\_

We hereby propose to furnish the materials and perform the labor necessary for the completion of

*Two slabs to be formed & poured as specified in blue prints. Walls to be framed with 2x6 and exterior of walls to be sheeted with 4x4 F&B rantes and tyvas exterior to be finished with green metal siding. Roof to be built with 2x8 yellow pine & F&B rantes finished with standing seam roof. Interior to be insulated, sheetrock, trim & painted with epoxy paint. Wiring is to be put in conduit.*

*Price does not include power to the building*

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in substantial workmanlike manner for the sum of Dollars [\$ 58,700.00 ]

with payments to be made as follows: Draws as needed

*ff wiring put in walls  
\$1,000.00 less*

Respectfully submitted \_\_\_\_\_

Per \_\_\_\_\_

Note—This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date 1-5-16 Signature \_\_\_\_\_



ADVERTISEMENT FOR QUOTE

Hiawassee Sewer Plant – Nutrient Removal Building

The City of Hiawassee is seeking estimates or quotes (“bids”) for the Construction of a Nutrient Removal Building and storage at the Hiawassee Sewer Plant. Estimates or Quotes for construction will be received by the City of Hiawassee, Georgia (OWNER), for furnishing all materials, labor, tools, equipment, and any other miscellaneous items necessary for construction.

Interested vendors or contractors should provide their quote to the City Manager at Hiawassee City Hall, 50 River Street, Hiawassee, Ga. 30546 until 10:00 a.m. on **Monday, January 3, 2016**. Any quote received after said time and date will not be considered by OWNER.

In general, the building will be metal siding and roofed built on a concrete pad. Specifications and Construction Drawings may be reviewed at City Hall. For general information, you may call Rick Stancil, City Manager, 706-896-2203.

CONTRACTORS and SUBCONTRACTORS bidding on this Project will be required to comply with all Federal, State, and local laws. OWNER reserves the right to waive any informality or to reject any or all Bids, to evaluate Bids, and to accept any Bid which in its opinion may be in the best interest of the OWNER. No Bid will be rejected without just cause.

Barbara Mathis,  
Mayor